

RAILWAY RECRUITMENT CELL, SOUTHERN RAILWAY, CHENNAI
INSTRUCTION SHEET

INSTRUCTIONS TO FILL UP THE APPLICATION FORM FOR GROUP 'D' POSTS

General Instructions

- ❖ Only One Application Form need to be submitted.
- ❖ Application Form should be made in a good quality **A-4 size (210x297mm)** plain white paper, using **one side** only in the prescribed format.
- ❖ **Do not increase or decrease the size of Application Form**, while taking photocopy.
- ❖ Candidates should fill up the required information in **Black / Blue Gel Ink or Ball Point pen**, in his/her own handwriting only, in English.
- ❖ The Application Form should be filled up neatly without any overwriting or corrections.
- ❖ All the particulars except the Declaration and IPO / DD particulars should be filled up in **CAPITAL LETTERS**.
- ❖ Wherever small boxes are provided, one box should be used for one Letter only.

Specific Instructions

- 1.0 **Name:** The name of the candidate should be written first, followed by initials, if any. For space between two names one box should be left blank.
- 2.0 **Father's / Husband's Name:** The name should be written first, followed by initials, if any.
- 3.0 **Nearest Railway station:** Applicable to SC/ST candidates only. For others it is optional.
- 4.0 **Address for Correspondence:**
 - 4.1 Postal communication address with pin code & State should be written legibly, within the box provided.
 - 4.2 Contact Phone number with STD code or Cell number may be written in the space provided, if available.
- 5.0 **Sex:** Write either '*Male*' or '*Female*'.
- 6.0 **Nationality:** Indian nationals shall write 'Indian' in the space provided. Others i.e. the candidates who are belonging to the categories declared eligible by Ministry of Home Affairs, Government of India and in whose favour a certificate of eligibility has been issued by Government of India shall write 'Others' and produce proof.
- 7.0 **Religion:** The candidates shall write the name of their Religion viz. either *HINDU* (or) *MUSLIM* (or) *CHRISTIAN* (or) *SIKHS* (or) *BUDDHIST* (or) *PARSI* (or) *JAIN* (or) *ZOROASTRIAN* (or) *OTHERS*
- 8.0 **Marital Status:** Write '*Single*' or '*Married*'
- 9.0 **Date of Birth:** As available in your certificate (Attach proof).
- 10.0 **Persons with Disabilities:** Write 'YES', if you belong to Persons with Disability of Hearing Impairment as per the definition given in para 5.0 of **Eligibility Criteria**. Attach certificate issued by competent authority as mentioned therein. Otherwise write 'NO'.
- 11.0 **Community:** Write the community in the BOX provided, i.e. UR / OBC / SC / ST. Attach proof in case of SC / ST / OBC as per the format specified in this Notification (Annexure I & II).
- 12.0 **Age Relaxation:** If you are claiming age relaxation, Write 'YES' and mention any one of the below mentioned codes belonging to the category under which you seek age relaxation (Attach proof). Others may write 'NO'.

Category	Code	Category	Code
OBC	1	Persons with Disabilities	6
SC	2	Ex-Servicemen	7
ST	3	Widows & Divorced or Judicially Separated Women	8
Serving Railway Employees	4	Residents of Jammu & Kashmir	9
Staff of Quasi Administrative Offices of Railway Organizations	5		

13.0 Order of preference:

Indicate the category code in the order of your choice.
Example:

Order of preference				
1st	2nd	3rd	4th	5th
R	Q	T	P	S

Category Code	Categories and Scale	Southern Railway / Production Unit
P	Helper Gr.II in scale Rs.2550-3200	All departments of Integral Coach Factory
Q	Sweeper-cum-Porter in scale of Rs.2550-3200	Operating and Commercial departments of Southern Railway
R	Helper Grade II in scale of Rs.2550-3200	Electrical, Mechanical, S & T and Stores departments of Southern Railway
S	Track Man in scale of Rs.2610-3540	Civil Engineering department of Southern Railway
T	Safaiwala Grade-III in scale of Rs.2550-3200	Medical department of Southern Railway

The candidates are advised to read 10.16 of General Instructions.

- 14.0 **Educational Qualification:** The highest educational qualification acquired by the candidate should be indicated by tick (✓) marking the relevant column. Attach proof for possessing the educational qualification.
- 15.0 **Serving Employee:** Write 'YES', if you are already working in any Central / State Government / Public Sector organisation / Quasi Railway Administrative Organisations. Otherwise, write 'NO'.
- 16.0 If yes, indicate the organisation: Whoever written 'YES' for 15.0 above shall indicate appropriate number given below in the relevant column.

Railways	Other Central Government departments	State Government	Central Public Sector Organisation	State Public Section Organisation
01	02	03	04	05
Quasi Railway Administrative Organisations				
Railway Canteens	Railway Institutes	Railway Clubs	Railway Co-operative Societies	Railway Cooperative Stores
06	07	08	09	10

Attach Service Certificate and No Objection Certificate issued.

- 17.0 **Ex-Servicemen:** Write 'YES', if you belongs to 'Ex-Servicemen' category as per the definition given in para 6.0 of Eligibility Criteria. Attach Discharge Certificate issued by competent authority. Otherwise, write 'NO'.
- 18.0 **Fee exemption:** SC / ST candidates, Persons with Disabilities and Ex-Servicemen need not pay any fees. Hence, they may only write 'Yes'. Others may write 'No', as they have to pay the fees.
- 19.0 **Choice of Language for the written examination:** The question paper shall be in English and Hindi. In addition, the candidate can choose any one of the following languages for written examination and indicate the same in the BOX provided. Option once exercised is final and cannot be changed later.
Tamil (or) Malayalam (or) Telugu (or) Kannada.
- 20.0 **Personal marks of identification:** Write two personal marks of identification, preferably as per educational certificates.
- 21.0 **Details of IPO / DD:** Write the IPO / DD Number, Date, the name of the Post Office or Bank & Branch in the space given.
- 22.0 **Specimen Signature, Thumb Impression & Photograph:**
 - 22.1 **Specimen Signature:** (a) Signature must be in the centre of the box without touching the sides of the box. (b) Unsigned applications/Applications signed in CAPITAL letters shall be summarily rejected.
 - 22.2 **Thumb Impression:** (a) Affix the Left Hand Thumb Impression in the box provided. (b) Thumb impression should be clear and not smudged or blotted.
 - 22.3 **Photograph:** (a) Photograph not older than one month should be pasted within the box provided. (b) Photograph should measure 3.5 cms x 5 cms without border. (c) If wearing spectacles, reflection of light from the glasses should not be visible. (d) Undersized / Oversized photographs and photographs showing side view should not be pasted. (e) **One additional photograph shall be attached along with the Application Form.** Write the candidate's Name, Father's / Husband's Name & Date of birth on the backside of the photograph.
- 23.0 **Declaration by the candidate:** The declaration given in the Application Form should be written by the candidate in his / her running handwriting.
- 24.0 **Signature of the candidate:**
Sign at the space specified and indicate the place and date.

Deputy Chief Personnel Officer/Recruitment, Southern Railway, Chennai