

6.6 **DISCHARGE CERTIFICATE FOR EX-SERVICEMEN:** Candidates claiming the benefits under the category of Ex-Servicemen shall enclose the Discharge Certificate issued by competent authority.

7.0 SERVING EMPLOYEES OF GOVERNMENT/PUBLIC SECTOR UNDERTAKING:

7.1 A candidate serving under any Government or Public Sector Enterprise/Undertaking, including Railway should either apply through proper channel or directly to Railway Recruitment Cell, duly enclosing the "NO OBJECTION CERTIFICATE" from the employer.

7.2 An advance copy of such application, complete in all respects may also be sent superscribing on the top of the envelope & application "ADVANCE COPY" so as to reach the RRC, Chennai before the closing date and time specified. However, the application through 'proper channel' should reach RRC, Chennai, within 15 days from the closing date, for which the entire responsibility rests with the candidate.

8.0 CANDIDATES BELONGING TO ANDAMAN & NICOBAR AND LAKSHADWEEP ISLANDS:

8.1 Candidates belonging to these Islands should enclose a certificate of domicile in these Islands from the competent officer of the Andaman & Nicobar and Lakshadweep Islands administration or a certificate from the School/College last attended in Andaman & Nicobar and Lakshadweep Islands, certifying that the candidate has passed his/her examination from the School/College situated in these Islands.

8.2 Candidates belonging to these Islands may be allotted examination centre in these Islands provided sufficient number of eligible candidates have applied.

II PROCEDURE FOR RECRUITMENT:

9.1 The recruitment procedure consists of a **Physical Efficiency Test (PET), followed by Written Examination and Medical Examination.**

9.2 The candidates, whoever fulfils all the eligible conditions shall be called for a Physical Efficiency Test (PET). A separate advice, indicating date, time and venue will be sent to all the eligible candidates.

9.3.1 **Physical Efficiency Test (PET):** Passing the Physical Efficiency Test is mandatory and the same will be qualifying in nature. The criterion for the PET will be as under:-

For Male Candidates	For Female Candidates
Should be able to run for a distance of 1500 metres in 6 minutes in one chance.	Should be able to run for a distance of 400 metres in 3 minutes in one chance.

9.3.2 All the candidates whoever qualifies in the PET shall be subjected to a Written Examination. A separate advice, indicating date, time and venue for written examination will be communicated to the eligible candidates.

9.4 The post of **Safaiwala in Medical Department** is an identified category for the persons with the Disability of Hearing Impairment. The Persons With Disabilities are exempted from appearing for PET.

9.5.1 **Written Examination:** The Question Paper for the Written Examination shall be based on **Class 8th** consisting of **150 Multiple Choice** (four) objective type questions aimed to assess the General Knowledge / Awareness, Mathematics, Reasoning, etc.

9.5.2 The duration of the Written Examination shall be **2 (TWO) Hours.**

9.5.3 The question paper shall be printed in Hindi & English and also in any one or more of the following Regional Language(s), preferred by the candidates:
Tamil, Malayalam, Telugu and Kannada.

9.5.4 **Negative marking:** There will be negative marking for wrong answers. 1/3rd mark shall be deducted for each wrong answer i.e. one mark shall be deducted for every 3 wrong answers.

9.6 The candidates whoever successfully passes the PET and Written Examination shall be called for verification of original certificates.

9.7 After the verification of all relevant originals of passed candidates, the candidates shall be subjected to a Medical Examination.

9.8 Medical Examination:

9.8.1 Clearing the Medical Examination is mandatory. Only those, who have cleared the Medical Examination successfully, will be included in the Final Merit List, to the extent of vacancies available.

9.8.2 Medical Classification Standards:

A-2	Physically fit in all respects. Visual Standards - Distant Vision: 6/9, 6/9 without glasses (no Fogging Test). Near Vision: Sn. 0.6, 0.6 without glasses.
B-1	Physically fit in all respects. Visual Standards - Distant Vision: 6/9, 6/12 with or without glasses. Power of lenses not to exceed 4D. Near Vision: Sn. 0.6, 0.6 with or without glasses when reading or close work is required.
C-1	Physically fit in all respects. Visual Standards - Distant vision: 6/12, 6/18 with or without glasses. Near vision: Sn. 0.6, 0.6 with or without glasses when reading or close work is required.
C-2	Physically fit in all respects. Visual Standards - Distant vision: 6/12, Nil with or without glasses. Near vision: Sn. 0.6 combined with or without glasses when reading or close work is required.

9.8.3 **Details of Medical standards:** Details and criteria given above are indicative and not exhaustive. Other tests as required will also be included / conducted.

9.8.4 Candidates who do not fulfil the prescribed medical standards need not apply.

III GENERAL INSTRUCTIONS:

10.1 **The candidates should carefully read the instructions before applying for the post.**

10.2 The candidates applying for the Group 'D' posts in response to this notification shall ensure that he / she fulfils all eligibility conditions at the time of submission of application.

10.3 **The number of vacancies shown in this notification is provisional and the same is liable to increase or decrease or even become NIL, depending upon the actual needs of the administration.**

10.4 Female candidates may note that the nature of duties are arduous and involve out door duties. They should be prepared to work in shifts.

10.5 All candidates irrespective of the community will be considered for unreserved vacancy. However, against specific community quota, only candidates of that particular community will be considered.

10.6 The candidate's admission at all stages of recruitment will be purely provisional, subject to satisfying the prescribed eligibility conditions.

10.7 Mere issue of Hall Ticket to the candidate will not imply that his or her candidature has been finally cleared by the RRC, Chennai.

10.8 The RRC, Chennai, is free to reject any application not fulfilling the requisite eligibility conditions and criteria, at any stage of recruitment. If appointed erroneously, such candidate's services shall be summarily terminated without any notice.

10.9 **Railway Recruitment Cell reserves the right to alter the stages of examinations or conduct re-PET / re-examination or cancel part or whole of any recruitment process at any stage, without assigning any reason.**

10.10 Under any circumstances, no damage/loss or refund of Examination fee will be made.

10.11 **The candidates are advised to ensure in their own interest to have adequate practice in running 1500/400 metres before coming for PET.**

10.12 The candidate shall attend the PET and Written Examination at the date, time & venue specified by Railway Recruitment Cell. Any request for change of date, time & venue will not be entertained.

10.13 **Travel Expenses:** SC/ST candidates alone will be issued with II Class Free Pass for their journey from their nearest Railway Station to the venue of PET and Written examination. Others will have to make their own arrangements for coming to the venue of PET and written examination. No reimbursement of travel expenses will be made on any account.

10.14 **Accommodation:** All the candidates will have to make their own arrangements for their accommodation while coming for PET, Written examination and other stages of recruitment process. They must also come prepared to stay for 2 -3 days, if required. RRC will not make any arrangement for providing accommodation.

10.15 **Change of address:** If there is any change in address of the candidate, the candidate should ensure in his / her own interest to arrange with Post Office concerned for redirection of the communications from old to new address.

10.16 **Order of preference:** By exercising option, the selected candidates are not having any exclusive right for any of the post, department & Railway/ Production Unit. **In the interest of Administrative exigencies, selected candidates are likely to be posted anywhere, in any post / category/department of Southern Railway/Integral Coach Factory, after successful completion of training, wherever prescribed. The decision of the Railway administration is final.**

10.17 Candidates who have been debarred from appearing in any of the Railway Recruitment Board / Cell exams should not apply unless the debarment period expires before the closing date.

11 MISCONDUCT:

11.1 Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling up the Application Form.

11.2 Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment.

11.3 Misconduct on the part of the candidate at any part of the recruitment process is strictly prohibited.

11.4 **Indulgence in any such practice will be viewed very seriously and their candidature shall be rejected without any notice.**

11.5 **Action against candidates who are found guilty:** Action, as deemed necessary, will be taken by RRC against candidates found guilty of any one of the following during the recruitment process.

(a) Submitting fabricated / forged certificates or documents which have been tampered for getting selected or to avail free travel facilities. (b) Using unfair means during the test.

(c) Impersonating or procuring impersonation by any person. (d) Misbehaving at the test centres or taking away the question paper or answer sheet from the examination hall.

(e) Obtaining support / help for his / her candidature by any means.

11.6 It will not be possible to entertain any enquiry or correspondence while the recruitment process is going on.

11.7 **Decision of Railway Recruitment Cell, Chennai, in all matters relating to recruitment will be final and binding on the candidates.**

11.8 All the candidates should send their application well in advance before the closing date. The RRC, Chennai, will not be responsible for any postal delay/wrong delivery for whatsoever reason, at any stage of the recruitment process.

IV HOW TO APPLY:

12.1 Application format published along with this notification alone should be used.

12.2 Candidates are advised to read the "INSTRUCTIONS SHEET" before filling the Application Form.

12.3 **ONLY ONE APPLICATION :** Each candidate should send only one application. Candidates submitting multiple applications will not be considered. Even if such a candidate gets selected inadvertently, he/she will not be offered appointment later on.

13.0 ENCLOSURES: Only attested photo copies (attested by a Gazetted Officer) of the certificates / documents are to be enclosed along with the Application Form, in the order specified below. **Original certificates need not be enclosed.**

i) Demand Draft / IPO, if applicable

ii) One additional Passport size photograph (Name, Father/Husband's Name & Date of Birth are to be written on the back side of the photograph).

iii) Application Form

iv) Proof for Date of Birth

v) Educational Qualifications

vi) Community Certificate, if OBC or SC or ST

vii) Discharge certificate in case of Ex-Servicemen.

viii) Government Servants and Staff of Quasi administrative offices of Railway Organisations - Bonafide Certificate from the authority giving the length of regular service, etc

ix) Physical Disability Certificate, if applicable.

x) 'No Objection Certificate' from the employer, if already employed.

xi) Domicile certificate, if the candidate belongs to Andaman & Nicobar, Lakshadweep or Jammu & Kashmir.

xii) Copy of decree from the competent court of law for having divorced / judicially separated.

xiii) In case of widow, death certificate of her husband together with the Affidavit that she has not remarried since.

14.0 Application complete in all respects along with all the enclosures in a cover superscribed as "APPLICATION FOR GROUP 'D' POST - Southern Railway & ICF" should be sent by 'Ordinary Post' so as to reach at the following address on or before 24.12.2007 and for candidates residing at Andaman & Nicobar, Lakshadweep Islands and Abroad, on or before 08.01.2008.

"The Assistant Personnel Officer / Recruitment, Railway Recruitment Cell, Southern Railway, No.5, 3rd Floor, Dr. P.V.Cherian Crescent Road, Egmore, Chennai 600 008."

15.0 One cover should contain only one Application Form with enclosures. **Application sent by Registered Post / Speed Post / Couriers will not be acknowledged / accepted.**

16.0 Filled in applications can also be directly dropped in the box kept in the Office premises of RRC, Chennai at the above mentioned address on or before the closing date.

17.0 INVALID APPLICATIONS: Candidates must ensure that their application is complete in all respects. Applications which suffer from the following deficiencies will be summarily rejected.

a) Application not as per prescribed size (A4) and format / missing columns as per Newspaper advertisements.

b) Incomplete or illegible application.

c) Unsigned Applications / Applications signed in CAPITAL letters.

d) Applications without specimen signatures and Left hand Thumb Impression.

e) Application without the declaration in running handwriting.

f) Applications of under-aged or over-aged candidates.

g) Applications without Indian Postal Orders / Demand Drafts of requisite value (applicable only to UR and OBC candidates).

h) Applications without attested copies of educational qualifications.

i) Applications without attested copy of proper Caste Certificate in respect of SC / ST / OBC candidates.

j) Applications without the Creamy Layer Certificate and / or declaration (applicable only to OBC candidates).

k) Photocopies of certificates not attested by a Gazetted Officer.

l) Applications received after the closing date & time.

m) Submitting more than one Application.

18.0 For any legal action arising out of this employment notice, the jurisdiction shall be under the Hon'ble Central Administrative Tribunal/Madras Bench or Hon'ble Central Administrative Tribunal / Ernakulam Bench.

19.0 In case of any dispute, English version of the Employment Notice will be treated as valid.

20.0 Candidates are advised to check the website www.rrcchennai.org.in & www.southernrailway.org for the latest information.

BEWARE OF JOB RACKETEERS.

1. All recruitments by Railway Recruitment Cell are made purely on merit.
2. Candidates attempting to use influence or unfair means shall be disqualified.
3. Railway Recruitment Cell neither conducts any coaching classes nor recommends any books for reference nor have authorised any persons / agencies to recruit or train on its behalf.
4. If any one comes across any individual or agencies promising job in Indian Railways with fraudulent motives, please inform **Chief Vigilance Officer or Deputy Chief Personnel Officer/Recruitment, Southern Railway, Chennai.**

**Deputy Chief Personnel Officer/Recruitment
Southern Railway, Chennai**