

## RAILWAY RECRUITMENT BOARD

### Recruitment of the Non-Technical Popular Categories (NTPC) Under Graduate Posts [CEN No.06/2024]

Opening and Closing dates for Submission of Application (Graduate Posts) : 21.09.2024 to 20.10.2024 at 23:59 hrs.

Closing Date for fees payment after closing date i.e. 20.10.2024 : 22.10.2024

Date for Modification window for corrections in application form : 23.10.2024 to 01.11.2024

#### Post Details At A Glance:

Applications are invited from eligible candidates for the following posts of Non-Technical Popular Categories in the table(s) below. Application(s) (complete in all respect) must be submitted ONLINE ONLY. For details, please refer to CEN No.06/2024(Under Graduate) listed on the official websites of RRBs.

Under Graduate Posts with Minimum Educational Qualification of 12th (+2 Stage) or its equivalent examination and Age between 18 to 33\* Years (with 3 years relaxation as per detail in CEN) as on 01.01.2025.

Sl. No.	Name of the post	Level in 7 <sup>th</sup> CPC	Initial pay (Rs.)	Medical Standard	Prescribed Age in Normal Course (as on 01.01.2025)	Age Applicable to This CEN (as on 01.01.2025)*
1	Commercial cum Ticket Clerk	3	21700	B-2	18-30 Years	18-33 Years
2	Account Clerk Cum Typist	2	19900	C-2	18-30 Years	18-33 Years
3	Junior Clerk Cum Typist	2	19900	C-2	18-30 Years	18-33 Years
4	Trains Clerk	2	19900	A-3	18-30 years	18-33 years

\* This includes a relaxation of 3 years in age beyond the prescribed age limit as a one time measure due to the Covid-19 pandemic.

#### Age Limit (As on 01-01-2025):

For 7th CPC Level 2 and 3 (Under Graduate level Posts), the Date of Birth of candidates should be between the dates given below (both dates inclusive):

Age Group	Upper Limit of Date of Birth (Not earlier than)			Lower Limit of Date of Birth (Not later than)
	UR & EWS	OBC-Non Creamy Layer	SC/ST	For all community / categories
18 to 33	02.01.1992	02.01.1989	02.01.1987	01.01.2007

#### Notes :

- The date of birth limits for SC, ST and OBC-NCL given in this table includes community age relaxation.
- Candidates belonging to community/ categories in the table shall be eligible for age relaxation as applicable. However, the relaxation in upper age limit / maximum upper age for the following categories/communities is given as indicated in the table below subject to submission of requisite certificates.

Sl. No.	Community/categories	Relaxation in upper age limit (or) maximum upper age for Graduate Posts
1	OBC-Non Creamy Layer (NCL)	3 Years
2	SC/ST	5 Years
3	PwBD UR & EWS	10 Years
	PwBD OBC-NCL	13 Years
	PwBD SC/ST	15 Years

Others as per rules

#### Essential Educational Qualifications :

- Candidates should have passed 12th(+2Stage) or its equivalent with not less than 50% marks in the aggregate from recognized Board/University/Institute as on the closing date for ONLINE Registration. 50% marks is not to be insisted upon in case of SC/ST/Persons with Benchmark Disability/Ex-servicemen and candidates Who possess qualifications higher than 12th (+2stage). Those awaiting results of the final examination of the prescribed minimum educational qualification SHOULD NOT apply.
- Typing proficiency in English / Hindi on Computer is essential for the post of Accounts Clerk Cum Typist & Junior Clerk Cum Typist

#### Application Fee :

Sl. No.	Candidate Categories	Fee (Rs.)
1	For all candidates except the fee concession categories mentioned below at Sl. No. 2. Out of this fee of Rs 500 an amount of Rs 400 shall be refunded duly deducting bank charges, on appearing in 1 <sup>st</sup> Stage CBT.	500
2	For PwBD / Female /Transgender/ Ex -Servicemen candidates and candidates belonging to SC/ST/Minority Communities/ Economically Backward Class. This fee of Rs 250 shall be refunded duly deducting bank charges as applicable on appearing in 1 <sup>st</sup> Stage CBT.	250

● **Modes of Payment of Fee :**

- a. ONLINE fee payment through internet banking or debit/credit cards or UPI will be accepted. All applicable service charges shall be borne by the candidate.
- b. Fee can be paid by the candidates through ON LINE mode only. There will be no option to pay fee through any other mode.
- c. Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained.

● **Closing Date and Time of Fee Payment:**

**The Online payment will be allowed till 23.59 hrs. of 22.10.2024, for candidates who register successfully till 23:59 hrs. of 20.10.2024. After making payment, these candidates should submit their applications on or before 23:59 hrs. of 20.10.2024.**

- All applicable service charges for fee payment through the ON LINE mode of payment chosen shall be borne by the candidate
- Minorities include Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians (Parsis) subject to revision / deletion / inclusion, if any, received till the closing date for ONLINE registration of application for this CEN.
- Economically Backward Class (EBC) and EWS are distinct categories and EBC should not be confused with OBC. EBC candidates should aware that they are entitled only for fee concession and not to job reservation.
- In case of online payment (Debit Card, Credit Card, Net Banking and UPI), the candidates should confirm if they wish to receive the refundable portion of examination fee (Rs 400/- or Rs 250/- as applicable) on attending 1st Stage CBT in the account from which they have made payment or alternatively provide the beneficiary account in which they wish to receive the refund viz. Beneficiary Name, Account Number, Name of bank and its IFSC Code. The refundable portion of examination fee shall be refunded duly deducting bank charges as applicable
- The examination fee paid by the candidates whose application is incomplete or those who have not submitted their application or whose application is rejected, will not be refunded.

**MODIFICATION OF APPLICATION: [23.10.2024 to 01.11.2024]:**

- After the final submission of the ONLINE application, if a candidates wishes to further modify, change or correct any details except details filled in 'Create an Account form (including mobile number and Email ID) and Chosen RRB, he/she may do so by paying a modification fee of Rs. 250/- (non-refundable) for each occasion. **Details filled in 'Create an Account form (including mobile number and Email ID) and Chosen RRB cannot be changed.**
- The modification fee is to be paid by all candidates irrespective of community and category.
- Modification of ONLINE application will be allowed any number of times on payment of the modification fee for each occasion.
- Modification to the ONLINE application, along with the payment of the modification fee, will be permitted up to 10 (ten) days after the closing date and time of submission of application i.e. 20.10.2024 (23:59 hrs) for this CEN. The modification window will remain open from 23.10.2024 to 01.11.2024. After this period, RRBs shall not entertain any representation for modification of the information furnished in the application.

**Scheme of Examination:**

The recruitment process shall involve 1st Stage Computer Based Test (CBT), 2nd Stage Computer Based Test (CBT), Typing Skill Test Test (as applicable) and Document Verification/Medical Examination.

○ **1ST STAGE COMPUTER BASED TEST (CBT) - (COMMON FOR ALL NOTIFIED POSTS):**

Exam Duration in Minutes	No. of Questions (each of 1 mark) from			Total No. of Questions
	General Awareness	Mathematics	General Intelligence and Reasoning	
90	40	30	30	100

- The section wise distribution given in the above table is only indicative and there may be some variations in the actual question papers. **There will be negative marking and 1/3 mark shall be deducted for each wrong answer.**
- **The 1st Stage CBT is of screening nature** and the standard of questions for the CBT will be generally in conformity with the educational standards prescribed for the posts. The normalized score of 1st Stage CBT shall be used for short listing of candidates for 2nd Stage CBT as per their merit. Candidates who are shortlisted for 2nd Stage CBT availing the reservation benefits of OBC(NCL)/SC/ST/EWS, PwBD and ExSM shall continue to be considered only against OBC(NCL)/SC/ST/EWS, PwBD and ExSM for all subsequent stages of recruitment process.

○ **2ND STAGE COMPUTER BASED TEST (CBT):**

Shortlisting of Candidates for the 2nd Stage CBT shall be based on the normalized marks obtained by them in 1st Stage CBT.

Total no. of candidates to be shortlisted shall be 15 times the community wise vacancies of posts notified against the RRB as per their merit in 1st Stage CBT However, Railways reserve the right to increase/decrease this limit in total or for any specific category(s) as required to ensure availability of adequate candidates for all the notified posts.

The examination duration and number of questions for 2nd stage CBT are indicated below:

Exam Duration in Minutes	No of Questions (each of 1 mark) from			Total No of Questions
	General Awareness	Mathematics	General Intelligence and Reasoning	
90	50	35	35	120

- The section wise distribution given in the above table is only indicative and there may be some variations in the actual question papers. **There will be negative marking and 1/3 mark shall be deducted for each wrong answer.**

○ **Computer Based Typing Skill Test (CBTST) will be conduct after qualify the 2nd Stage CBT (Only for candidates who have opted for (Account Clerk Cum Typist & Junior Clerk Cum Typist)**

○ **TYPING SKILL TEST (TST)::**

For the posts Account Clerk Cum Typist & Junior Clerk Cum Typist, Typing Skill Test (TST) of qualifying nature (marks obtained in typing skill test shall not be added for making merit) shall be conducted for which the number of candidates equal to 8 times the number of vacancies for each of the community shall be called for. The candidates should be able to type 30 words per minute (WPM) in English or 25 WPM in Hindi on Personal Computer only without editing tools and spell check facility. For guidelines of those who appear for typing skill test in Hindi, Kruti Dev and Mangal font shall be made available for typing skill test on Personal Computer. Exemption in Typing Skill Test may be extended to candidates who are permanently disabled due to Blindness/Low Vision, Cerebral Palsy & Loco Motor Disability with not less than 40% permanent disability.

- The summary of the various stages of recruitment process detailed as above for the notified posts are tabulated below:

Sl. No.	Name of the post	Level in 7 <sup>th</sup> CPC	1 <sup>st</sup> stage CBT	2 <sup>nd</sup> stage CBT	Skill Test requirement
1	Commercial cum Ticket Clerk	3	Common for all Posts	Common for all posts	-----
2	Accounts Clerk cum Typist	2			Typing Skill Test
3	Junior Clerk cum Typist	2			Typing Skill Test
4	Trains Clerk	2			-----

#### **MEDICAL STANDARDS FOR THE POSTS:**

Candidates called for document verification will have to pass requisite medical fitness test(s) conducted by the Railway Administration to ensure that the candidates are medically fit to carry out the duties connected with the post(s) opted by them. Visual Acuity Standard is one of the important criteria of medical fitness of railway staff. The medical standards are outlined below:

Sl. No.	Medical standard	General fitness	Visual acuity
1	A-3	Physically fit in all respects	Distant Vision: 6/9, 6/9 with or without glasses (power of lenses not to exceed 2D). Near Vision: Sn 0.6, 0.6 with or without glasses And must pass test for Color Vision, Binocular Vision, Night Vision and Myopic vision.
2	B-2	Physically fit in all respects	Distance 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 and must pass test for Field of Vision (Binocular Vision) etc
3	C-2	Physically fit in all respects	Distant Vision: 6/12, nil with or without glasses. Near Vision: Sn 0.6 combined with or without Glasses where reading or close work is required

- Candidates are advised to ensure that they are eligible as per the medical standards for the post(s) opted by them. In case of failure of the candidate to pass the prescribed medical fitness for the opted posts, he will not be considered suitable for empanelment for that post and no alternate appointment will be provided.

#### **HOW TO APPLY:**

- Candidates can apply for the notified posts of any one RRB only as per their eligibility through ONLINE application mode by visiting the official website of RRBs. ([Kolkata - www.rrbkolkata.gov.in](http://www.rrbkolkata.gov.in))
- Scanned documents in JPEG Format to be kept ready before filling the application In order to ensure speedy filling up of application by the candidates, they should keep the following documents ready in digital form before logging in to the application page.
  - ◆ **Candidate Photograph:** JPEG image of size 30 KB to 70 KB
  - ◆ **Candidate Signature:** JPEG image of size 30 KB to 70 KB
  - ◆ **SC/ST Certificate** (Only for candidates seeking Free Travel Pass): PDF format of size up to 500 KB.
  - ◆ **Scribe Photo** (wherever applicable): JPEG image of size 30 KB to 70 KB
- Once the RRB has been selected, preliminary registration is completed and registration number is allotted, change of RRB will not be permitted under any circumstances.
- Candidates are required to go to the link provided for filling ONLINE application and fill up the personal details/Bio-Data, fee paid etc. carefully. They are also required to exercise their option/preference for Post(s), Railway(s)/Production Unit(s).
- **CANDIDATES PLEASE NOTE:** Multiple posts and other requirements have been notified in this CEN. The candidates are required to indicate their Post-wise and Railway/Production Unit (PU) wise preferences very carefully. Options once exercised in the ONLINE Application shall be final and no request for change shall be entertained. Therefore, candidates are advised to be careful in exercise of option for Post(s) and Railway(s)/PU(s). RRBs will allot the post and the Railway/Production Unit to the selected candidates as per the preference of the candidates subject to merit and vacancy position. However, in case of administrative exigencies/requirements, RRBs reserve the right to allot any post/Railway subject to the suitability of the candidate(s).
- Candidates are advised to keep their personal mobile number and personal valid e-mail ID active throughout the recruitment process, as all communications from RRBs will be sent only through SMS/e-mail. RRBs will not entertain any request for change of mobile number and e-mail address at any stage. Candidates are advised to note and preserve their Registration Number for further stages of recruitment process/ correspondence with RRB concerned.
- **Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.**

## ❑ STEPS TO SUBMIT ONLINE APPLICATION:

- **Click on the Apply:** (Create an Account / and already have an Account). During the ONLINE APPLICATION, candidates will be asked to 'Create Account'. If a candidate has already created an Account for CENs notified in 2024, they should use same account credentials to log in and apply for this CEN as well. If the candidates have not created an Account earlier, they must first 'Create an Account' before proceeding to fill up the application for this CEN. Candidates are advised to fill in the details required for account creation with utmost care, as corrections of any kind will not be permitted once the account is created. **Details filled in the 'Create an Account' form (including mobile number and Email ID) can not be modified at any stage once the account is created.**
- **Registration Details:** Enter your name, Date of Birth and Father's name as per of General Instructions, Mother's Name, Aadhaar Number, SSLC/Matric Roll Number, Year of Passing, Mobile Number and email-ID and then submit for registration. Before submitting for registration, ensure and confirm that all the information furnished above are correct, as the details furnished for registration cannot be changed later. Please note that the email ID and mobile number used for the Registration must be yours and unique. Also note that both the email and mobile number will be verified during the Online Application process with a One Time Password (OTP).
- On successful OTP activation, Registration Number will be generated and sent on registered email ID and mobile number.
- Candidates can proceed with the online application by clicking on the "Candidate Login" button on the Home Page using the Registration Number and password.
- **Payment and Bank Account Details:** On completion of application details as above, the candidate will be directed to the payment page to choose payment mode i.e. Bank (Online Net Banking/Credit Card/Debit Card/UPI) and complete the payment process. If there is a failure of Online payments, the candidate has to make another transaction.
- **In the Part II of application page, candidate has to indicate their priority/preference of the posts.**
- **Set priority / preferences for posts:** If the candidate is eligible for more than one post based on his/her educational qualification and other details furnished, he/she must set the priority/preferences for these posts. The list of posts (in the chosen RRB) for which a candidate is eligible is displayed. Similarly, if the chosen RRB has vacancies for more than one Railway/Production Unit, then vacancies for all such Railways/Production Units for which a candidate is eligible, will be listed out. The candidate should fill their priority/preferences number in the textbox against each post that they are eligible for, in the RRB they are applying to.
- **Bank Account Details for Refund:** Candidates who attend 1st Stage CBT are eligible for refund of examination fee. All candidates who have given the confirmation to receive their refund to the account from which they have made the application fee payment, need not fill these details and hence, this will not be visible for them. Only those candidates who do not wish to receive the refund in the account through which they paid examination fee should provide the details of Beneficiary Account in which they wish to receive the refund viz. Beneficiary Name, Account Number, Name of Bank and IFSC Code in the Online Application.
- **Photograph and Signature Upload:**
  - ☞ Candidate will be automatically directed to "Photo and Signature Upload" part of the application.
  - ☞ **Select the Upload Photo Tab and upload your colour photograph.**
  - ☞ Specification for Photograph:
    - a. It should be a Color Passport Photograph with white/light color background.
    - b. It should be of size 35mm X 45mm or 320 X 240 pixels.
    - c. It should be in JPG/JPEG format scanned with 100 DPI resolution.
    - d. The size of the photograph should be between 30-70KB.
    - e. The color photograph must have been taken (Latest Photograph) in a professional studio. Photographs taken using mobile and self-composed portraits may result in rejection of application.
    - f. The photo should have clear front view of the candidate without cap and sunglasses.
    - h. The main features of the face must not be covered by hair of the head any cloth or any shadow.
    - i. Forehead, eyes, nose and chin should be clearly visible.
    - j. In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.
    - k. The photograph must match with the appearance of the candidate on the days of CBTs/TST, document verification and Medical test.
    - m. Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use as and when required during the recruitment process.
  - ☞ **Select upload Signature Tab and upload your Scanned Signature.** The signature image should comply with the following specifications.
  - ☞ Specification for Signature Image:
    - a. The applicant has to sign on white paper with Black Ink pen within a box of size 50 mm x 20 mm.
    - b. Signature must be in running letters and NOT IN BLOCK LETTERS.
    - c. The image should be in JPG/JPEG format scanned with 100 DPI resolution.
    - d. Dimensions of 50 mm x 20 mm or 140 x 60 pixels (preferred).
    - e. Size of file should be between 30 KB – 70 KB.
    - f. **Notes:**
      - i. The signature must be of the applicant only and not of any other person.
      - ii. The applicants' signature obtained during registration and at the time of CBTs/TST/Document verification / Medical should match the uploaded signature.
      - iii. In case it is found that there is a mismatch of signature, the candidate may be disqualified, legal prosecution will be initiated and the candidate will be debarred for life from appearing in all railway recruitments conducted by RRBs or by RRCs).
  - ☞ **SC/ST Certificate Upload:**

Candidates belonging to SC/ST community who have opted to avail Free Rail Travel, have to upload scanned copy of their SC/ ST certificates (PDF format, up to 500 KB)) also for availing the facility of Free Travel Authority (Second Class Railway Pass).
  - ☞ **CARE:** If the file size and format for photograph, signature and SC/ST Community Certificate are not as prescribed, an error message will be displayed.
- **Submission of Application:**
  - ☞ In the end candidates have to confirm the declaration. "I hereby declare that I have gone through the eligibility criteria for the post(s) applied for and meet all the requirements therein, that all the details furnished by me in the application are true and complete to the best of my knowledge & belief and nothing has been concealed or suppressed. I also understand that in case, any of the details furnished is found untrue during any stage of recruitment or thereafter, RRB shall disqualify me for the post(s) applied for and /or I shall be liable for any other action under the extant rules".
  - ☞ After confirming the above declaration and submission of the application, the candidate may save the file as 'PDF' and/or take print of the application and preserve it for reference and record.

★ For more details please go through the original notification.★