Railway Administrations.

13.6 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 7th CPC	1st stage CBT	2nd stage CBT	Skill Test requirement
1	Goods Train Manager	5			------
2	Senior Clerk cum Typist	5			Typing Skill Test
3	Junior Account Assistant cum Typist	5	Common for all Posts	Common for all posts	Typing Skill Test
4	Chief Commercial cum Ticket Supervisor	6			-------
5	Station Master	6			Computer Based Aptitude Test

Note: - Document verification and Medical test will be held for all the above posts.

14.0 NORMALISATION OF MARKS:

Short listing of Candidates for various stages shall be based on the normalized marks obtained by them whenever CBT is conducted in multiple sessions for the same syllabus.

15.0 HOW TO APPLY

(a) 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 as listed at Para D 20.0.

(b) **Read all the Information and Instructions detailed in** this CEN thoroughly before starting to fill up the application by clicking the appropriate Link on the RRB website. It is essential that the candidate understands all information of this CEN correctly to prevent any mistakes while filling application.

(c) **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 20 KB to 50 KB (Please Refer Para D 15.1(p)(iii) regarding specification of photograph).

* Candidate Signature: JPEG image of size 10 KB to 40 KB (Please Refer Para D 15.1(p)(iv)&(v) regarding specification of signature).

* SC/ST Certificate (Only for candidates seeking Free Travel Pass): JPEG image of size 50 KB to 100 KB. (Please Refer Para D 15.1(q) regarding SC/ST Certificate upload).

* Scribe Photo (wherever applicable): JPEG image of size 20 KB to 50 KB (Please Refer Para D15.1 (p)(iii) regarding specification of photograph).

(d) **Check RRB wise Vacancies for the qualification and Reservation Category of the candidate**: The candidates are advised to check the Post Parameter Table and Vacancy Table in this CEN to ascertain vacancies notified against all RRBs and then decide the RRB for which they wish to apply and ensure that the RRB to

which they

wish to fill the online application is having vacancies for their educational qualification, community/category and eligibility in terms of age, medical standards, disability etc.

(e) Following steps may be followed to ascertain the availability of vacancies and candidate's eligibility for various posts notified:

- **Post Parameter Table**: Click on the Post Parameter Table Tab. From this table, candidate can ascertain the post(s) for which he/she is eligible as per qualification, type of disability for which post is suitable if PwBD, required medical standards etc.

- **Vacancy Table**: To ascertain the comprehensive details of vacancy of all the posts notified against an RRB for his/her eligibility, candidate may select the RRB from the drop down list of RRBs and can view the vacancies for all the notified posts against various Railways/Units attached to that RRB on selecting the eligibility parameters.

- After scrutinizing the vacancy table, candidates may decide the RRB for which they wish to apply duly ensuring that vacancy exists for their qualification/community/EWS/PwBD/ExSM category etc.

- **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**.

(f) 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).

(g) **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 with partial option will be considered only for the specific categories opted by them since not opting for certain categories or all categories would indicate their unwillingness for the same.**

- **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 further advised to visit the official website(s) of RRBs frequently to get the latest information on various stages of recruitment process or any changes about this CEN.

The onus is on the candidates to prove with valid documents that all the information submitted by them in the ONLINE application is true.

15.1 STEPS TO SUBMIT ONLINE APPLICATION:

After completing the process at Para D15.0 a, b, c & d above, carry out the following:

a) 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.**

b) **Registration Details:** Enter your name, Date of Birth and Father's name as per Para D 1.7 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).**

c) **Verification of email ID and mobile number through OTP: On submitting the primary details, OTPs shall be sent to the registered mobile number and email. The candidate should retrieve the OTPs from email and Mobile and then enter OTPs to proceed with the filling up of application and to make payment through OTP "Activation Link".**

On successful OTP activation, Registration Number will be generated and sent on registered email ID and mobile number.

Candidates should note and preserve their Registration Number for later reference during the recruitment process and RRB will not entertain any request seeking registration number.

d) Candidates can proceed with the online application by clicking on the "Candidate Login" button on the Home Page using the Registration Number and password.

e) In the Part I of application page, provide the details of Educational Qualification, Community i.e. UR/OBC (NCL)/SC/ST/EWS, Gender, Religion, Ex SM, PwBD, Minority, Economically Backward Class and Age Relaxation eligibility category as applicable and other details.

f) **Payment and Bank Account Details:**

i. 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 explained in Para D 7.0 and complete the payment process. Chose the mode of payment and complete the payment process. If there is a failure of Online payments, the candidate has to make another transaction. **Please note the last date and time specified for each mode of payment and submit the application well in time.**

g) 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.

h) **Scribe for PwBD Candidates:** Indicate option for scribe if you are a PwBD candidate and eligible for scribe. Only the candidates suffering from Visually Impairment (VI) or the candidates whose writing speed is affected by Cerebral Palsy/muscular dystrophy/candidates with Locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for availing scribe against this CEN. In case you have firmed up the scribe, then enter the details of scribe such as name, father's name, educational qualification etc. **The scribe so arranged should not himself/herself be the candidate for the notification for which the candidate is appearing** and same scribe should not be engaged for more than one candidate.

i) **Detailed Educational Qualification:** Furnish all the relevant information on the qualification as required in the application.

j) **Choice of Exam Language:** English is the default language. In case the candidate wishes to choose any other language, then the same can be selected from the drop down list of languages. The languages listed are Assamese, Bengali, Gujarati, Hindi, Kannada, Konkani, Malayalam, Manipuri, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu. **In case of any difference/ discrepancy/dispute in the Questions between English and the opted language, the content of English version shall prevail.**

k) Complete the balance fields e.g. Mother Tongue, Moles/Identification Marks, Address etc.

l) **Bank Account Details for Refund:** Candidates who attend 1st Stage CBT are eligible for refund of examination fee as per details in Para D 7.0 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.

m) Candidates may **indicate** their consent or otherwise for sharing the scores obtained by them in RRB exams with other Ministries/Departments/PSUs and Private organizations, for recruitment in their organizations.

n) **Photograph and Signature Upload:**

(i) Candidate will be automatically directed to "Photo and Signature Upload" part of the application.

(ii) Select the Upload Photo Tab and upload your colour photograph. The photograph should comply with the following requirements

(iii) Specification for Photograph:

    a. It should be a Color Passport Photograph with white/light color background.

    b. It should be of size 35mmX45mm 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 20-50KB.

    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.

    g. The face should occupy at least 50% of the area of the photograph with a full face view looking at the camera directly.

    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/CBAT/TST, document verification and Medical test.

    l. PwBD candidates should also upload passport photograph as per above specifications only and not the full body photograph used in the disability certificate.

    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.

(iv) Select upload Signature Tab and upload your Scanned Signature. The signature image should comply with the following specifications.

(v) **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 10 KB – 40 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/CBAT/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).

(vi) **SCANNING AND RESIZING OF THE PHOTOGRAPH AND SIGNATURE:**

a. Set the scanner resolution to a minimum of 100 dpi (dots per inch).

b. Set Color to True Color. File Size as specified above.

c. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).

d. The image file should be in JPG or JPEG format. An example file name is: image 01.jpg or image 01.jpeg.

e. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates can easily obtain photo and signature in .jpeg format not exceeding 50KB & 40KB respectively by using MS Paint or MS Office Picture Manager.

f. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 40KB (signature) by using crop and then resize option in the 'Image' menu. Similar options are available in other photo editors also.

o) **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 (JPG/JPEG format, 50 KB — 100 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.

p) **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.

15.2 MODIFICATION OF APPLICATION:

a. 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.

b. The modification fee is to be paid by all candidates irrespective of community and category.

c. In the case of a candidate modifying his community from SC/ST to UR or OBC or EWS, he will have to pay the difference in examination fee i.e. Rs.250/- in addition to the modification fee. In case of failure to do so, his modified application will not be accepted.

d. Similarly, if a candidate is switching from Ex.SM to UR /OBC (NCL) /EWS /Non Ex.SM etc. he will have to pay the difference in examination fee i.e. Rs.250/- in addition to the modification fee. In case of failure to do so, his modified application will not be accepted.

e. Modification of ONLINE application will be allowed any number of times on payment of the modification fee for each occasion.

f. 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. 13.10.2024 (23:59 hrs) for this CEN. The modification window will remain open from 16.10.2024 to 25.10.2024. After this period, RRBs shall not entertain any representation for modification of the information furnished in the application.

15.3 INVALID APPLICATIONS / REJECTIONS:-

Online applications are liable for rejection on the following grounds amongst others:

a. ***Invalid photos*** *on account of Black and White photo, photo with cap or wearing Goggles. Photos which are disfigured, small size, full body, showing only one side view of the face, unrecognizable photos, photostat copy of photo, group photo, selfie photo, photo taken by mobile, morphed photo and online application without photo among others.*

b. Signature in capital/block letters.

c. Not possessing the prescribed qualification for the post(s) as on the closing date for registration of online application i.e as on 13.10.2024.

d. Over-aged or under-aged or Date of Birth wrongly filled.

e. Multiple applications to different RRBs or to same RRB. In such case, all applications will be rejected and such candidates will be debarred from future RRB/RRC exams.

f. Candidate's name figuring in the debarred list of any RRB / RRC.

g. Incomplete or incorrectly filled application.

h. Any other irregularities which are observed and considered as invalid by RRB.

NOTE: *In case the application is rejected, candidates will be able to view their status ONLINE **on the website of RRBs** along with the reasons for rejection(s) which is final and binding and no further correspondence shall be entertained on the subject. No refund of examination fee will be made on account of rejection of application. SMS and email alerts shall also be sent to the candidates on their registered mobile numbers and email IDs, as indicated in their ONLINE application. Candidates will not be intimated by post.*