



**EASTERN RAILWAY**  
**RAILWAY RECRUITMENT CELL**  
**56, C. R. Avenue**  
**Kolkata – 700012**  
**Website: - www.rrcer.org**

**Notification No: RRC/ER/Cultural Quota/ 2024-2025 /(Open Advertisement)**

Online Applications are invited from eligible candidates as per criteria given below, for filling up the vacancies against Cultural Quota of Eastern Railway for the year 2024-25 for two (02) posts in Group 'C' category/ Pay Level – 2. **The candidates having no Cultural Qualification need not apply.** The details are given below:

**1.0. SCHEDULE:**

i)	Date of publication of Notification on Website: 05 / 07 /2024
ii)	Opening date and time of online Applications: 12/ 07 /2024 at 10:00 hrs.
iii)	Closing date and time of online Applications: 11/ 08/2024 at 18:00 hrs.
iv)	Written Test tentatively scheduled in Month of 2 <sup>nd</sup> week of September, 2024.
v)	Date of Written Test and Other stages of recruitment process shall be intimated from time to time through the official website of RRC-ER ( <b>www.rrcer.org</b> ).

**2.0. Details of Posts to be filled:**

Post	Scale	Discipline	No. of Post	ESSENTIAL QUALIFICATION (Minimum Educational Qualification & Cultural Qualification)	
Group'C' (in suitable post)	Level-2 in Pay Matrix of 7th CPC GP Rs.1900/-	<b>1. Classical Vocal (Male)</b>	01	1.	Passed 12 <sup>th</sup> or its equivalent Examination with not less than 50% marks in the aggregate, from Govt. recognized Education Board. 50% mark is not to be insisted upon in case of SC/ST/ESM & PWD candidates and candidates having higher qualification from UGC recognized University.
		<b>2. Instrumental (Violin)</b>	01	2.	Degree/Diploma/Certificate course in respective discipline only from Govt. Recognized University/Institute.

**3.0. DESIRABLE QUALIFICATION:**

In addition to Essential Qualification mentioned at para 2.0, following qualification is desirable:

- i)** Experience in the field in applied discipline and performance given on All India Radio/Doordarshan etc.
- ii)** Awards/Prizes won at National Level in applied discipline.

#### 4.0. **RESERVATION:**

The posts against Cultural quota are open to all candidates and candidates belonging to SC/ST/OBC/ESM/PWD categories who apply against this quota would be extended relaxation in age limit ONLY as admissible in general Open Market Recruitment. However, in case of being selected with any relaxation on account of being a candidate from the above categories, he/she will be taken against reserve roster point.

#### 5.0 **AGE LIMIT: (THE AGE OF CANDIDATE WILL BE RECKONED AS ON 01.01.2025)**

Category of Post	UR	OBC	SC / ST	Serving Rly. Employee, Ex- Servicemen, PWD/Widow/ Divorced Women/ Women Judicially separated but not re-married.
Group 'C'	18 Yrs. to 30 Yrs.	Relaxation up to 3 yrs. (in upper age)	Relaxation up to 5 yrs. (in upper age)	As per following criteria Sub Para (i) to (v) of Para 6.0

#### 6.0 **Extent of Age Relaxation:**

- i) Serving Railway Employees, including casual labours, who have put in three years of continuous service and substitutes or three years in broken spells in the Railways have following relaxation:  
Maximum Age - UR - 40yrs., OBC – 43 yrs., SC/ST – 45 yrs
- ii) Widows / Divorced Women and Women Judicially separated but not re-married. Maximum age-UR - 35yrs., OBC-38 yrs., SC/ST-40 yrs.
- iii) Persons with disabilities (PwBDs): Age relaxation of 10yrs. is applicable subject to Para 5.0 (Subject to production of Disability Certificate to be issued at least three (03) Members' Committee of a Govt. Hospital).
- iv) The upper age limit is relaxable for ex-servicemen up to the extent of service rendered in Defence Forces plus 3 years provided they have put in a minimum of 6 months attested service. Ex-servicemen, who have already joined the Govt. Service on Civil side after availing benefits given to them as ex-servicemen, for further employment cannot claim Ex-servicemen status for the purpose of this recruitment, such a person will be deemed to be civil employee and will accordingly be entitled to only such of the benefits like relaxation of age, etc. as admissible to Civil Employees, in the normal course in accordance with the existing instructions in this regard, subject to his fulfillment of the conditions governing the grant of such benefits.
- v) The staff of Quasi-Administrative offices or organizations such as Railway Consumer Co-operative Societies, Canteens and Institutes etc. will be given relaxation in age limit to the extent of 05 years or service rendered in such organization, whichever is lower.

#### 7.0 **RECRUITMENT PROCESS:**

##### **FOLLOWING STAGES WOULD BE INVOLVED IN THE RECRUITMENT PROCESS**

##### i) **Stage -I**

A	WRITTEN TEST	MARKS
	(The written test will consist of Objective type question. Time of written test is <b>60 minutes</b> ) <b>Only on qualifying Stage-I, the candidate would be eligible for Stage-II. However, for Stage-II, candidates would be called in the ratio of 1:3 of notified vacancy as per the merit order in Stage-I.</b>	<b>50</b>

**Stage -II**

<b>B</b>	<b>ASSEMENT OF TALENT IN THE APPLIED DISCIPLINE</b>	<b>MARKS:</b>
	i) Practical Demonstration in applied discipline	<b>35</b>
	ii) Testimonials/Prizes etc. in the applied discipline	<b>15</b>
	<b>TOTAL MARKS: Stage-I + Stage-II</b>	<b>100</b>

- ii) The candidates must choose any one of the languages for the purpose of written test only: **English or Hindi.**
- iii) The Minimum Qualifying percentage is 40% for both Stage-I and Stage-II separately. Only on qualifying Stage-I, the candidate would be eligible for Stage-II of recruitment process.
- iv) After clearing the Stage-I and Stage-II and after recommendation of the Recruitment Committee, the candidate would be sent for medical examination at Railway Hospital as per MERIT ORDER in the ratio of 1:1 of Notified vacancies.
- v) It is mandatory for such a candidate to be declared fit in the prescribed medical category, by Railway Medical Authority, as applicable for the offered post.
- vi) **For Written Test, question will be Objective type of multiple choice, which may include General Knowledge, General Science, General Mathematics, Knowledge of general English & Official Language, Professional knowledge, Reasoning and Aptitude etc. Duration for Written Test is – 60 Minutes and Qualifying percentage in Written Test = 40%.**
- vii) Assessment of talent would be in the relevant cultural discipline, on the basis of **Practical Demonstration and on the basis of Testimonials/Prizes etc.**
- viii) The time and venue of written examination, Practical Demonstration/document verification will be fixed by RRC/ER and will be intimated to the eligible candidates in due course. No request for postponement of written examination/practical demonstration/document verification will be entertained under any circumstances.
- ix) The call letter download facility for recruitment stages would be made available 15 days before the written test. Call letter will not be sent by post. Hence, candidate should check RRC's website regularly.

**8.0 EXAMINATION FEES:**

- i. For all candidates except those mentioned in sub-para (ii) below - Rs. - 500/- (Rupees five Hundred only) is to be deposited with a provision of refunding Rs. - 400/- (Rupees four hundred) to those who actually appear in the written examination.
- ii. For candidates belonging to SC, ST, Ex-servicemen, PWD, Women, Minorities and Economically Backward Classes, Rs. - 250/- (Rupees Two hundred fifty) only with a provision for refunding the same to those who actually appear in the written examination. SC, ST, OBC, Economically Backward Classes and PWD, must be enclosed as per Annexure attached in the Notification.
- iii. Examination fee should be paid online using Internet Banking or Debit Card or Credit Card (Service Charges for payment of fees will be borne by the candidates).
- iv. Cash/Cheque/Money Order/Central Recruitment Fee Stamps/Demand Draft will not be accepted and accordingly application will be rejected.
- v. Candidates should confirm if they wish to receive the refundable portion of examination fees (Rs. - 400/- or Rs. - 250/- as applicable) on attending written examination, 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 fees shall be refunded duly deducting bank charges as applicable.
- vi. Candidates opting for refund of examination fees must indicate the same on the tab provided in the Online Application form. Failing to indicate the same examination fees will not be refunded under any circumstances.

**NOTE:** \* Minority will mean Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians Parsis.

\*\* Economically Backward Classes will mean the candidates whose family income is less than Rs. - 50,000/- (Rupees fifty thousand) per annum.

\*\*\*The candidate should submit the Income Certificate (EBC/EWS) issued by the competent authorities mentioned in Annexure – VI, VII and upload the same at the time of filling up of Online application.

## **9.0 DOCUMENT TO BE UPLOADED**

### **I. PHOTOGRAPH:**

- (a) It should be a color passport-size photograph with white/light color background. It should be of size 35mm x 45mm or 320 x 240 pixels. It should be in JPG/JPEG format scanned with 100 DPI resolution. The size of the photograph should be between 20-50KB.
- (b) The color photograph must have been taken on or after publication of web notice which should not be older than 03 months from the date of application. Photographs taken using mobile and self-composed portraits may result in rejection of application.
- (c) The photograph must match with the appearance of the candidate on the days of Written test and Document Verification and Medical test.
- (d) The photo should have clear front view of the candidate without cap and sunglasses.
- (e) The face should occupy at least 50% of the area of the photograph with a full-face view looking at the camera directly. The main features of the face must not be covered by hair of the head any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
- (f) In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.
- (g) Photos of the candidates on all documents should be identical in all stages of recruitment process. 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.

### **II. SIGNATURE AND LTI:**

- (a) The applicant has to sign and put LTI on white paper with **Black Ink** within a box of size 50mm x 20mm. The images should be in JPG/JPEG format scanned with 100 dpi resolution. Size of file should be between 10-40 KB.
- (b) The signature and LTI must be of the applicant only and not of any other person otherwise it would be treated as impersonation/fraud. Candidate should then upload scanned photograph, Left Thumb Impression and signature in following manner. There should not be any smudge/non readable Signature or Left Thumb Impression.
- (c) Signatures of the candidates on all documents should be identical in all stages of recruitment process. Signatures in different style at the time of Written Test, Document Verification, Medical examination etc. may result in cancellation of candidature.
- (d) Signature should be either in Hindi or English and must not be in **Capital** or **Disjointed** letter.

### **III. OTHER DOCUMENT:**

- (a) **All Certificates and mark sheets which are proof of educational qualification and that of desirable qualification duly self-attested and issued from Govt. recognized Board/University/ Institute as per para 2 & 3 should be uploaded along with the application form.**
- (b) **No Provisional Certificates either for educational and/or desirable qualification will be accepted as a proof of minimum educational qualification and Cultural qualification.**
- (c) Certificate in proof of age (Birth Certificate issued by Govt. Registrar of Birth /Matriculation/10th certificate) as per para 6.
- (d) Candidates claiming to be SC and ST communities are required to upload community certificates issued by the Competent Authority with the online application as per the **Annexure-I**.
- (e) The OBC-NCL candidates should upload community certificate issued by the Competent Authority with the online application as per **Annexure-II**

- (f) The OBC-NCL candidates should also submit self-declaration as per **Annexure-IIA** including that the candidate does not belong to the Creamy layer.
- (g) EBC Candidates: Candidates claiming to belong to EBC are required to upload Income Certificate issued by the Competent Authority in the prescribed format (**Annexure – VII** of this Notification).
- (h) **EWS Candidates: Candidates claiming to belong to EWS are required to upload Income Certificate issued by the Competent Authority in the prescribed format (Annexure – VI of this Notification).**
- (i) **Minority Candidates:** Candidates claiming to belong to Minority Community are required to upload a declaration for waiver of Examination fees (**Annexure- VIII**).
- (j) Disability Certificate as per **Annexure-III, IV & V**.
- (k) Certificate in proof of Cultural achievement as per Notification.
- (l) Certificates in languages other than English or Hindi should be accompanied by an attested translation in English / Hindi.

#### **10.0 STEPS TO SUBMIT ONLINE APPLICATION:**

- i) Visit on the **Notice Board of official website rrcer.org** of Eastern Railway > Railway Recruitment Cell. Click on “Online/E-Application for Cultural Quota/2024-25” link. Click on the “New Application” link.
- ii) Fill in the personal information viz. Name, Father’s name, Date of Birth, Community, E-mail address and Mobile number. On submission of required details an E-mail/SMS will be received in the registered E-mail ID/Mobile number. Open inbox of your registered E-mail/SMS and note the registration number and password.
- iii) Login - using the Application number & Password sent in the E-mail/SMS.
  - a) Follow the instructions and complete the registration process step-by-step
  - b) Upload the scanned copy of photograph, Signature and LTI, self- attested certificates in proof of date of birth, education/technical qualifications and caste i.e. SC/ST/OBC/EBC/EWS, income certificate, self-declarations pertaining to the OBC candidates and minority community candidates, disability certificate.**
  - c) Fill up the **all-mandatory fields of Online Application form.**
- iv) During submission of ONLINE application, a Unique Application Number will be generated and issued to each candidate. Candidates are advised to preserve/note their Application Number for further stages of recruitment process/ correspondence.
- v) To avoid last minute rush, candidates are advised in their own interest to register and submit ONLINE application much before the closing date since there may be a possibility of inability/failure to log on to the website of RRC/ER concerned on account of heavy load on the internet or website during last days of Online Application.
- vi) Candidates should note, that applications received directly at RRC/ER will not be entertained.
- vii) No change whatsoever will be entertained after final submission of on-line application and hard copy should be the same as submitted online.
- viii) Submit the properly filled up application form. Download the filled-up application for further references.
- ix) Candidates should have their own mobile number, valid & active personal email-id and should keep them active for the entire duration of recruitment as RRC/ER shall send all recruitment- related communication only through SMS and email. RRC/ER will not entertain any request for change of mobile number and email address at any stage.
- x) RRC/ER does not accept any responsibility for the candidates not being able to register and/or submit their application within the last day on account of aforesaid reasons or any other reason.
- xi) In case of any difficulty in filling up of online application, please call on the Help Line Number and E-mail ID mentioned on the official website of RRC/ER ([www.rrcer.org](http://www.rrcer.org)).

## **11.0 INVALID APPLICATION:**

The applications having any of the following deficiencies, discrepancies or irregularities will be summarily rejected:

- i. Applications sent manually and not registered ONLINE.
- ii. Registration of more than one application by the same candidate.
- iii. Applications received after closing date as per schedule.
- iv. Application where examination fee not paid or less fee is paid.
- v. Applications which are incomplete or illegible in any manner.
- vi. Application without Date & Thumb impression, Unsigned and Signed in Block or Capital letters may be the cause of rejection of the application
- vii. Application without proper scanned photograph, signature and LTI, other enclosures.
- viii. Application without uploading proper certificates, in respect of Date of Birth, educational qualification and caste, obtained from the appropriate authority in the prescribed format as per Annexure.
- ix. Candidate not possessing the prescribed educational, Cultural qualifications or Certificates at the time of submitting application.
- x. Over age or date of birth not filled or wrongly filled.
- xi. Photograph not uploaded, black and white photo, photo with cap or sunglasses, disfigured, small size, full body, only one side view of the face or unrecognizable photo etc.
- xii. LTI/Signature not uploaded PROPERLY or signature uploaded in capital letters.
- xiii Any other irregularities which are considered invalid by RRC/ER. Note: - This list is only illustrative and not exhaustive. The applications will be rejected on any other irregularity / deficiency noticed by the RRC/ER at any stage.
- xiv The application is liable to be rejected if any of the compulsory enclosure is not attached as indicated in the proforma of the application or the application is found defective in any respect.
- xv. No column should be left blank, which also may be the cause of rejection of the application.
- xvi. Uploaded documents without self-attestation.
- xvii. Discipline should be mentioned in the application. Not mentioning the same may be the criteria of rejection of application.

## **12.0. IMPERSONATION/ SUPPRESSION OF FACTS WARNING**

- 12.1. Any candidate found using unfair means of any kind in the examination, sending someone else in his/her place to appear in the examination, attempt to impersonate will be debarred from appearing in all the examinations of all the RRBS/RRCs for lifetime. He/she will also be debarred from getting any appointment in the Railways and if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.
- 12.2. Furnishing of any false information to the RRB/RRC or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing at any selection or examination for appointment on the Railways or to any other Government service and if appointed the service of such candidate is liable to be terminated.
- 12.3. Candidates found submitting forged/fake certificates/documents of any kind for securing eligibility and/or obtaining privileges, including free travel for appearing in the CBT/PET/DV shall lead to rejection of their candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred from all examinations conducted by all RRBs/RRCs all over the country for a period of 02 years/for life as deemed fit and legal action will be initiated, if warranted. Candidate shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the recruitment. Candidature of such candidates is liable to be rejected.
- 12.4. Candidate shall not bring in or attempt to bring in any political or other influence to further his/her interest in respect of the recruitment. Candidature of such candidates is liable to be rejected.

### **13.0 IMPORTANT POINTS TO BE NOTED:**

- i) The decision of the Administration in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and no enquiry or correspondence will be entertained in this connection. The Administration does not undertake any responsibility for sending any reply to the candidates for not being selected or not called for in Written Test/Document Verification.
- ii) Canvassing in any form will disqualify the candidature.
- iii) As per the extant rules a 2<sup>nd</sup> class journey pass from home station to the place of examination and back will be issued to SC/ST candidates for appearing in written test as well as Document Verification.
- iv) Kindly ensure to bring original documents for Date of Birth, Educational Qualification, Cultural Achievements, Caste Certificates etc. on the date of written test, practical demonstration, without which the candidate will not be allowed to appear in written test etc.
- v) No TA/DA/Accommodation will be given for appearing in the selection Written Test etc.
- vi) The candidates may be required to stay during the selection/ Written Tests for 2-3 days for which they have to make their own arrangements.
- vii) The Railway administration reserves the right to fix any date and venue for Written Tests etc., change in venue or postponement of Written Tests etc. for its own convenience, which can also be cancelled due to unforeseen causes against which no request/claim will be entertained.
- viii) Candidates who would be called for Written Test and practical demonstration should prepare themselves to attend the same within short notice.
- ix) All or any of the terms/conditions in the notification can be modified/cancelled.
- x) Railway administration doesn't undertake any responsibility for sending reply to candidates not selected or not called for.
- xi) **Mere calling/appearing for Written Test etc. does not confer any right or claim for appointment.**
- xii) Name of the successful candidates declared to be so by the competent authority will be published separately, whose candidature shall be provisional till completion of departmental verification of qualifications, certificates etc. and found genuine along with the completion of other formalities as per extant rules.
- xiii) FURTHER DETAILS LIKE LIST OF CANDIDATES FOUND ELIGIBLE FOR ATTENDING WRITTEN TESTS, DATES AND VENUES OF WRITTEN TESTS AND OTHER NECESSARY INFORMATION RELATED TO THIS RECRUITMENT WILL BE AVAILABLE ON THE WEBSITE.
- xiv) Verification of all testimonials and certificates will also be mandatory condition for appointment.
- xv) Place of Posting will be decided by the Appropriate Authority.
- xvi) For Refund of Examination Fee candidate must produce the Caste Certificate, Death Certificate of husband, Affidavit that she has not remarried since, copy of Decree from the Competent Court of Law, Discharge Certificate, No Objection Certificate and Bonafide Certificate from the employer along with the application form, where applicable.
- xvii) **The list of eligible/ineligible candidates will be published on the official website of RRC/ER.**
- xviii) The eligible candidates can download their E-Call Letter/Admit Card from the RRC website in due course. Candidates are advised to visit RRC website regularly for various information of the stages of selection. RRC reserves the right to conduct the Written Test on various dates and locations as decided by the RRC.
- xix) Candidature of the candidate is provisional at all stages of selection subject to fulfillment of all eligibility condition and RRC reserves the right to cancel the candidature at any stage if found not eligible under the Rules/Instructions issued by the Railway Board from time to time.
- xx) Railway administration will not be held responsible for failure of candidates to check notices on RRC/ER's website.
- xxi) Serving Govt. Employees should take NO OBJECTION CERTIFICATE from appropriate authority.

- xxii) Candidates who would be called for written test should prepare themselves to attend the same within short notice.
- xxiii) Posting of selected candidates would depend on availability of vacancies, medical fitness and decision of Competent Authority.
- xxiv) PROHIBITION OF THE MOBILE/PHONES AND OTHER COMMUNICATION ELECTRONIC DEVICES: Possession/use of Mobile phones, Pagers, Communication/recording devices and any other electronic devices are strictly prohibited inside the premises where the Written Test is being conducted. Any violation of these instructions shall entail cancellation of the candidature without prejudice to other criminal/disciplinary action including debarment from future examinations.
- xxv) Candidates are also advised not to bring any valuable/costly items to the examination halls, as safe-keeping of these items cannot be assured. Administration will not be responsible for any loss in this regard.
- xxvi) Persons if appointed to the category of Clerk-cum-Typist should acquire Typing proficiency of 30 w.p.m. in English or 25 w.p.m. in Hindi within a period of two years from the date of appointment and till such time their appointments to this category will be provisional.

***CAUTION: Recruitment is purely merit based. Eastern Railway has not appointed any agent or coaching center for acting on its behalf for this recruitment. Candidates are cautioned against any false claims made by any unscrupulous persons/agencies of getting them selected in this recruitment on illegal consideration. If they come across any such persons/agencies, please do inform to local police authorities. They can also inform to SDGM, Eastern Railway, Kolkata. with a copy to Chairperson, Recruitment Cell, 56, C.R. Avenue Kolkata-700012.***

**Sd/-  
Asstt. Personnel Officer (Rectt.)  
Railway Recruitment Cell  
Eastern Railway**

- i) Annexure I – FORMAT OF SC/ST CERTIFICATE.**
- ii) Annexure II - FORMAT OF OBC CERTIFICATE.**
- iii) Annexure IIA - FORMAT OF OBC SELF – DECLARATION.**
- iv) Annexure III, IV & V- FORMAT OF DISABILITY CERTIFICATE**
- v) Annexure VI – FORMAT OF INCOME CERTIFICATE FOR EWS**
- vi) Annexure VII – FORMAT OF INCOME CERTIFICATE FOR EBC**
- vii) Annexure VIII – FORMAT OF MINORITY CERTIFICATE**

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**FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/ Srimati/ Kumari\* .....son/daughter\* of Shri.....  
V i l l a g e / T o w n ..... / D i s t r i c t / D i v i s i o n \* ..... of  
the.....State/UnionTerritory\* belongs to the .....Caste\*/Tribe which is  
recognised as a Scheduled Caste / Scheduled Tribe (tick whichever is applicable) under :-

\*The Constitution Scheduled Castes Order 1950.

\*The Constitution Scheduled Tribes Order 1950.

\*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;

\*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Reorganisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]

\*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956

\*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled \*Tribes Orders (Amendment) Act, 1976

\*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.

\*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962

\*The Constitution (Pondicherry) Scheduled Castes Orders, 1964

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

\*The Constitution (Sikkim) Scheduled Castes Order, 1978

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978

\*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

\*The Constitution (SC) Orders (Amendment) Act, 1990

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

\*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

\*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

**2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.**

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Srimati\*.....father/mother\*.....of Shri/Srimati/Kumari ..... of V i l l a g e / T o w n \* ..... i n / D i s t r i c t / D i v i s i o n \* ..... o f t h e State/UnionTerritory\*.....who belongs to the..... Caste\*/Tribe which is recognised as a Scheduled Caste/ Scheduled Tribe in the Station/ Union Territory\* issued by the..... dated.

**3. Shri/Srimati/Kumari\* and /or\* his/her\* family ordinarily resides in Village/Town\* ..... District/ Division\* of the State/ Union Territory\* of.....**

\*Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Please delete the Paragraph, which is not applicable.

Note: (a) The term “ordinarily reside(s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950: Officers competent to issue caste/tribe certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate /Executive Magistrate / Extra Assistant Commissioner. 2. Chief Presidency Magistrate / Additional Chief PresidencyMagistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

Place .....

Date .....

Signature .....

Designation .....

(with seal of Office)

State/ Union Territory .....

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES**  
**APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Smt. / Kumari.....  
..... son / daughter of..... of Village / Town.....  
..... in District / Division  
..... in the State / Union Territory..... belongs to  
the..... community which is recognised as a Backward Class under the Government of India,  
Ministry of Social Justice and Empowerment's Resolution No.....  
dated.....\*

Shri/Smt./Kum.\*..... and/or his/her family ordinarily reside(s) in  
the..... District/Division of the..... state/Union Territory. This is also to  
certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in column 3 (of the  
Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT),  
dated 8.9.1993 and modified vide Government of India, Department of Personnel and Training  
O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017\*.

Date:

**DISTRICT MAGISTRATE /  
DY. COMMISSIONER ETC.  
(Seal )**

\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate as OBC.

\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the People Act, 1950.

**DECLARATION**

**Proforma for declaration to be submitted by Other Backward Class**

**Candidates**

\_\_\_\_\_

"I,..... son/daughter of Shri ..... resident of Village/Town/ City ..... district .....State ..... hereby declare that I belong to the ..... (indicate your sub caste) community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.03.1993 and its subsequent revisions through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017.

Place:

Signature of the Candidate

Date:

Name of the candidate

## Disability Certificate

## FORM-II

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(See Rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP  
Size Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No.:

Date:

**This is to certify that I have carefully examined**

Shri/Smt/Kum.....son/wife/ daughter of Shri.....Date of Birth  
(DD/MM/YYYY)..... Age.....Years, Male/Female..... Registration No.  
..... Permanent Resident of House No. ....Ward/Village/Street  
..... Post Office..... District..... State.....

Whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

\*Locomotor Disability

\*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is .....

(1) He/She has .....% (in figure ..... percent (in words) permanent physical impairment/  
blindness in relation to his/her ..... (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb  
Impression of the person  
in whose favour disability  
certificate is issued(Signature and Seal of Authorized  
Signatory of notified Medical Authority)

**Disability Certificate**  
**FORM-III**  
(In case of multiple disabilities)  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**  
(See Rule 4)

Recent PP  
Size Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate no:..... Date:.....  
1 This is to certify that we have carefully examined  
Shri/Smt./Kum.....son/wife/daughter of Shri.....  
Date of Birth(dd/mm/yyyy)..... Age..... years,  
Male/Female..... Registration No. ....Permanent Resident of House  
No..... Ward/Village/Street..... whose photograph is affixed above and are satisfied that:

(A) He/She is a case of **Multiple Disability**. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability(in%)
1	Locomotor Disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	£		
5	Mental Retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: .....percent

In words: .....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

1 not necessary. Or

ii) is recommended/after .....year .....months, and therefore this certificate shall be valid till .....(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs

# e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of  
the person in whose favour  
disability certificate is issued

## Disability Certificate

## FORM - IV

(In cases other than those mentioned in Forms II and III)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

(See Rule 4)

Recent PP  
Size Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No.:

Date:

**1. This is to certify that I have carefully examined**

Shri/Smt./Kum.....son/wife/daughter of Shri.....

Date of Birth(DD/MM/YYYY).....Age.....years. Male/Female.....

Registration No. ....Permanent Resident of House No..... Ward/Village/Street..... whose photograph is affixed above and am satisfied that he/she is a case ..... Disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability(in%)
1	Locomotor Disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	£		
5	Mental Retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i). not necessary. Or

(ii) is recommended/after ..... years .....months and therefore this certificate shall be valid till ..... (DD)(MM)(YYYY)

@ e.g. Left/Right/both arms/legs

# e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate
(Authorised Signatory of notified Medical Authority) (Name and Seal)	Countersigned [(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal))]	

Signature/Thumb  
Impression of the person  
in whose favour disability  
certificate is issued

**Note:** In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. The principal rules were published in the Gazette of India vide notification number S.O. 908(E) dated the 31st December, 1996.

**Annexure - VI**

Government of \_\_\_\_\_

(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY  
ECONOMICALLY WEAKER SECTIONS (EWS)**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of  
\_\_\_\_\_ permanent resident of  
\_\_\_\_\_, Village/Street \_\_\_\_\_ Post  
Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to  
Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below Rs. 8lakh  
(Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the  
following assets\*\*\*:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office

Name \_\_\_\_\_

Designation \_\_\_\_\_

**Recent Passport size  
Attested Photograph of  
the Applicant**

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc. \_\_\_\_\_

**\*\*Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

**\*\*\*Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**Income Certificate for EBC**

**Proforma for Waiver of Examination Fees to be submitted by Economically Backward Class(EBC)**

- 1. Name of Candidate: .....
- 2. Father's Name: .....
- 3. Age: .....
- 4. Residential Address: .....
- 5. Annual Family Income (In words & Figures): .....

Date: .....

Signature:

Name:

Stamp of Issuing Authority:

Note: Economically Backward Classes will mean the candidates whose family income is less than Rs 50,000/- per annum. The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes:

(1) District magistrate or any other Revenue Officer up in the level of Tahsildar (2) Sitting Member of Parliament of Lok Sabha for persons of their own Constituency (3) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways. (4) Union Minister may also recommend to Chairman/RRBs for any persons from anywhere in the country. (5) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.



**DECLARATION**

**Proforma for Waiver of Examination Fees to**

**be submitted by Minority candidates against**

**Employment Notice No. RRC/ER/ Cultural Quota-  
2024-25 (Open Advert.)**

"I, ..... son/daughter of  
Shri

..... resident of village / town /  
city..... district .....

state.....hereby declare that I belong to the ..... (indicate minority  
community

notified by Central Government i.e., Muslim / Sikh / Christian / Buddhist /Jain / Zoroastrians (Parsis).

Date :

Signature of the Candidate

Place :

Name of the Candidate

**Note :** At the time of Written Test such candidates claiming waiver of examination fee will be required to furnish 'Minority Community Declaration' affidavit on Non Judicial Stamp paper that he / she belongs to any of the minority community notified by Central Government (i.e., Muslim / Sikh / Christian /Buddhist / Jain / Zoroastrians (Parsis).