

**Railway Recruitment Cell
Eastern Railway
56, C.R.Avenue
Kolkata-700012**

Notice No. RRC-ER/Act Apprentices/2023-24(245)

dated: 29/01/2024

IMPORTANT NOTICE

**Document Verification for Act Apprentices (2023-2024)for
Kanchrapara Workshop and Sealdah division**

Notification No. RRC-ER/Act Apprentices/2023-24

This is to inform that the Document Verification (DV) for engagement of Act Apprentices for training in designated units of Eastern Railway (in terms of Apprentice Act 1961 and Apprenticeship Rules, 1992) against Notification No. RRC-ER/Act Apprentices/2023-24 **is scheduled to be held on and from 08/02/2024 to 16/02/2024 (Except 10/02/2024, 11/02/2024 and 14/02/2024) at Kanchrapara Workshop (for Kanchrapara and Sealdah) as per the schedule finalized by this unit. The schedule is attached with this notice.**

The e-call letter of DV can be downloaded by the candidates for Kanchrapara Workshop from 30/01/2024 to 19/02/2024 till 12:00 Hrs. Eligible candidates are requested to download e-call letter for DV from the link, provided on Notice Board of the official website of RRC-ER i.e. www.rrcer.org

The candidates are also being informed through e-mail in registered e-mail id and message in registered mobile number as filled up by the eligible candidates in their online application forms.

The schedule of DV is final and the **candidates are instructed to attend the DV on allotted day and session as mentioned in the e-call letter, along with their original documents.** The prayer for rescheduling of the DV will not be entertained by RRC-ER and the concerned unit would decide the matter, if any exceptional circumstances arise.

The detailed instructions as indicated in the Notification No. RRC-ER/Act Apprentices/2023-24 should be followed. The instructions attached with this notice should also be followed scrupulously, otherwise the candidature of the candidate will be cancelled and no appeal would be considered.

Document Verification Schedule for other units will be notified later.

DA: As above.

Sd/-
Chairperson
Railway Recruitment Cell
Eastern Railway / Kolkata

INSTRUCTIONS TO CANDIDATES FOR DOCUMENT VERIFICATION

NOTIFICATION NO. RRC-ER/Act Apprentices/2023-24

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Candidate shall carefully read the instructions given below and refer the detailed instructions uploaded on the RRC-ER official website and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of their candidature.

1. No representative will be allowed instead of the eligible candidates to appear in DV. No companions are permitted both for male and female candidates, at the DV venue.
2. Candidate is instructed to download and take clear printout (front and back pages) of this e-call letter from the website. Call letter will not be sent to candidate by post.
3. The candidates will not be allowed to enter for Verification of Documents without producing DV call letter in original. Preserve the call letter carefully as no photocopy of F.I.R. for loss will be entertained as a substitute. This call letter is not transferable.
4. You are instructed to bring the following documents:
 - i) 10 Copies of photographs which you had uploaded at the time of filling up of online application.
 - ii) 02 copies of the following documents self attested or attested by a Gazetted Officer along with the ORIGINAL of the same.
 - a) Admit Card, Mark Sheet and Certificate of Secondary Examination.
 - b) Admit Card, mark Sheet and Certificate of ITI Examination.
 - c) Mark Sheet of Class-VIII passed.
 - d) Copy of Online Application Form.
 - e) Caste Certificate/Community Certificate as per reservation claimed, if any, while applying online.
 - f) Voter Identity Card (Both sides).
 - g) Aadhaar Card (Both sides).
 - h) PAN Card (Both sides).Candidates are also advised to submit the above mentioned documents in 2(two) sets i.e. each set will contain one copy of all the above mentioned documents.
 - iii) One Medical Certificate is to be necessarily submitted, issued by Government Authority Doctor(Gaz.) not below the rank of Asstt. Surgeon of Central/State Hospital in the prescribed format as per Apprentices Act., 1961 and Para-4 of apprentices Rules, 1992. Medical prescribed format has already been uploaded along with the Notification No. RRC-ER/Act Apprentices/2023-24 on the official website of RRC-ER (www.rrcer.org). It is instructed to download the same from our website RRC-ER and act accordingly.
 - iv) The candidates should also submit in writing on first page of each set, the following information.
 - a) Name, address & Phone number of the candidate.
 - b) Name, address with PIN Code. and Nearest Railway Station of Schools and College or Institution from where he/she has studied.
 - c) Address with PIN Code. of the Issuing Authority of Caste Certificate, if any.
 - v) Column Nos. 10 to 11 of PART – A of e-call letter should be left blank and can only be filled up in the presence of invigilator at DV Venue.

- vi) The candidature of the candidate will be summarily rejected by writing in capital letters in the Column Nos. 10 to 11 of PART-A of e-call letter, as running hand writing is mandatory / required. Signature should be exactly the same as in the application form. Candidate has to carefully offer left thumb impression on the attendance sheet.
- vii) **The PART-A (top portion) of the e-call letter must be handed over to the Railway officials, after completion of the DV.**
- viii) * ALL ESM candidates have to necessarily bring their Caste Certificate (if any), ESM Booklet and Pension papers in original and Xerox copies of the same duly attested by Gazetted Officer.
- ix) * All PwBD candidates have to necessarily bring their Caste Certificate (if any), PwBD certificate in original and Xerox copies of the same duly attested by Gazetted Officer.
- x) In case of any discrepancy/variation of important details of candidate, in the e-call letter, the candidate must contact the HELP/support number with valid identity proof and DV call letter, at least 3 days before the date of his/her DV.
- xi) Candidates should also carefully note the following.
- a. E-call letter is only a permission to appear for the DV and in **no way guarantees engagement of the candidate for training**. Issuing this E- call letter does not in any way indicate that RRC-ER, KOLKATA is otherwise satisfied with online application form details and documents.
 - b. Candidate is hereby informed that the number of candidates being called for DV is the total candidates declared eligible by the units. Hence, merely qualifying in DV does not entitle a candidate, for inclusion in the next stage of selection process and the next stages of selection process for training is guided by extant rules only.
 - c. The result of DV would also be uploaded on the official website of RRC-ER in due course. Candidates are advised to beware of fake website put up by unscrupulous elements and touts.
 - d. Candidates finally enlisted would be engaged for training subject to be found fit in appropriate Medical standard.
 - e. Candidates should also keep checking the Notice Board of RRC-ER Kolkata website (www.rrcer.org) for latest updates and keep their registered mail id/mobile no. in working condition, till the finalization of all stages.
 - f. Impersonation/malpractice/indiscipline in the DV will disqualify the candidate and he/she will be debarred from all future railway training. Candidate is also liable to be prosecuted under law.
 - g. The decision of the Railway administration in regard to acceptance or otherwise of any candidature even without assigning any reason or in regard to selection of the candidates and their training will be final.
 - h. In case of Administrative exigency, the venue/date/time of DV may be changed for all/some of the candidates.
 - i. No hostel accommodation will be provided and selected candidates will have to make their own arrangement during their training as per Apprenticeship Act, 1961 and they will be released on completion of the training.

- xii) **As per the Act. Apprentices, it is NOT obligatory on the part of the Railways to offer any employment to the Apprentices on completion of their Apprenticeship Training. Accordingly, the Act Apprentices who will be imparted training in Railway establishments will have no claim to seek employment on Railways on the basis of such training.**
- xiii) **The candidates are advised in their own interest, to have their health checked with a doctor before coming for DV. Administration would not be responsible for any health emergency/unfavorable incident.**

RRC-ER wishes you all the best