

**EASTERN RAILWAY**  
**RAILWAY RECRUITMENT CELL**  
**56, C. R. Avenue/Kolkata - 700012**  
**Website : [www.rrcer.com](http://www.rrcer.com) & [www.er.indianrailways.gov.in](http://www.er.indianrailways.gov.in)**

**NOTIFICATION NO. 01/2016 -GDCE TRAFFIC DEPARTMENT-(GRADUATE)**  
**DATED : 24-08-2016. (Only for Serving Eastern Railway Employees)**

|   |                              |
|---|------------------------------|
| <b>Opening Date &amp; Time for ONLINE Registration &amp; Filling of Application</b> | <b>24-08-2016 10.00 hrs.</b> |
| <b>Closing Date &amp; Time for ONLINE Registration &amp; Filling of Application</b> | <b>23-09-2016 18.00 hrs.</b> |

**ONLINE APPLICATION FOR GENERAL DEPARTMENTAL**  
**COMPETITIVE EXAMINATION (GDCE)**

1. Online application are invited from the regular employees of Eastern Railway for filling up of following posts (30% vacancies against Direct Recruitment quota) in PB-1 Rs.5200-20200 with Grade Pay Rs.2800/- as per vacancies indicated below:

a.

| <b>Cat No.</b> | <b>Posts</b>             | <b>Educational Qualification</b>                    | <b>Medical Classification</b> | <b>UR</b> | <b>SC</b> | <b>ST</b> | <b>OB C</b> | <b>Total</b> | <b>Training Period</b> |
|----------------|--------------------------|---|-------------------------------|-----------|-----------|-----------|-------------|--------------|------------------------|
| A.             | Assistant Station Master | Degree from recognized University or its equivalent | Aye- Two                      | 68        | 20        | 10        | 37          | 135          | Below one year         |
| B.             | Goods Guard              | Degree from recognized University or its equivalent | Aye- Two                      | 61        | 18        | 09        | 32          | 120          | Below one year         |

Examination will be conducted separately for ASM and Goods Guard. Separate application has to be submitted for each category. Separate Hall Ticket will be generated for each category.

b.

Regular Railway employees of Eastern Railway, who are working in grades lower than the above notified posts i.e. who are working in PB-I with GP 1800/-, 1900/-, 2000/-, 2400/- are eligible to apply online for the above posts at RRC-ER's website [www.rrcer.com](http://www.rrcer.com) and Eastern Railway's website [www.er.indianrailways.gov.in](http://www.er.indianrailways.gov.in)

- i. **RPF personnel are not eligible to apply for GDCE in terms of Railway Board's letter No. E(NG)I/2002/PM2/9 dated. 11-08-2003.**
- ii. **Law Assistant, Catering Inspector & Accounts Cadre are not eligible to apply in terms of Railway Board's letter No. E(NG)I/2000/PN2/12 dated 21/08/2001 (RBE No. 165/2001)**

**2. AGE LIMIT:- Age will be reckoned as on 01-08-2016.**  
**The Date of Birth of the candidates should be between the dates shown below (Both dates inclusive)**

| <b>Age Group</b> | <b>Upper Date of Birth</b> |                   |                   | <b>Lower Date of Birth</b> |
|------------------|----------------------------|-------------------|-------------------|----------------------------|
|                  | <b>UR</b>                  | <b>OBC</b>        | <b>SC/ST</b>      |                            |
|                  | <b>01-08-1974</b>          | <b>01-08-1971</b> | <b>01-08-1969</b> | <b>01-08-1998</b>          |
| <b>18 to 42</b>  | <b>18 to 45</b>            | <b>18 to 47</b>   |                   |                            |

### 3. PROOF OF AGE:-

- 3.1 Birth Certificate issued by appropriate authority or
- 3.2 Matric/SSC/SSLC certificate or mark sheet indicating Date of Birth issued by Board or
- 3.3 School leaving/Transfer certificate issued by Schools/College Authority.

### 4. Educational Qualification:-

Candidate should have a Degree from recognised University or its equivalent including degree obtained through non formal/distance education provided he/she has completed 12 years of schooling through an Examination conducted by a Board/University OR has passed an entrance Test conducted by the University AND is not below 18 years of age on 1<sup>st</sup> July of the year of admission to the course AND the degree so obtained is of 3 years duration as on the date of submission of the online application. Those awaiting results of the final examination need NOT apply. Candidates having higher educational qualification may also apply.

### 5. HOW TO APPLY:-

Eligible Eastern Railway employee may apply **ONLINE** through website of RRC/ER ([www.rrcer.com](http://www.rrcer.com)) and website of Eastern Railway ([www.er.indianrailways.gov.in](http://www.er.indianrailways.gov.in))

- 5.1 Candidates are required to go to the link provided for filling ONLINE application and fill up the personal details/BIO-DATA carefully. They are also required to fill up separate application for ASM & Goods Guard.
- 5.2 Candidates should ensure that their Name, Father's Name and Date of Birth match with the entries recorded in Matriculation or equivalent certificate.
- 5.3 Candidates are advised to indicate their personal mobile no. and personal valid e-mail IDs in the ONLINE application and keep them active during the entire recruitment process for communicating them.
- 5.4 Candidates are further advised to visit website of RRC frequently to get the latest information or any changes about this notification. The communication with the candidates will be made through SMS & e-mail only. Candidates are advised to provide only their own Mobile number/ e-mail ID so that they receive such communication.
- 5.5 A colour photograph of size 3.5cm x 3.5cm (not older than three months from the date of application) with clear front view of the candidate without cap and sunglasses should be pasted. Candidates are advised to paste one copy of the same photograph attested by his Controlling Officer on the printout of Hall Ticket/e-Call Letter and original valid Photo ID at the time of examination. They are also advised to keep 3 copies of the same photograph for further use.
- 5.6 During submission of ONLINE application, a Unique Registration Number will be generated and issued to each candidate separately for each category. Candidates are advised to preserve/note their Registration Number for further stages of recruitment process/ correspondence.
- 5.7 To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date.
- 5.8 Candidate should obtain at least 3 printouts of the applications.
- 5.9 Fill up the application online and take 3 printouts, paste photograph and get attested by Controlling Officer. Put your left hand thumb impression, put your signature, submit in triplicate and collect the acknowledgement well in advance before the closing date.

5.10 He should enclose required enclosures as stated in Para-6 with the application and submit the application in triplicate to his Controlling Officer, take acknowledgement latest by **29.09.2016** failing which candidature will be cancelled.

5.11 Application received directly at Head Quarters or RRC will not be entertained.

#### 5.12 **STEPS TO SUBMIT ONLINE APPLICATION**

1. Visit the website of RRC-ER i.e. [www.rrcer.com](http://www.rrcer.com) & website of Eastern Railway i.e. [www.er.indianrailways.gov.in](http://www.er.indianrailways.gov.in)
2. Click on the "ONLINE/E-APPLICATION" link.
3. Click on the "New Registration" link.
4. Fill in the basic details viz. Name, Father's Name, Date of Birth, Community, e-mail Address and Mobile number. On submission of required details an e-mail will be received in the registered e-mail ID. Item no. 1 to 13 of the application form is mandatory and to be filled up by the applicants. Open inbox of your registered e-mail and click on the link received to proceed further.
5. Login using the Registration number & password sent in the e-mail.
6. Follow the instructions and complete the registration process step-by-step.
7. Submit the application. Take 3 copies of print out.
8. For detailed procedure of ONLINE application refer to the e-help link provided on the RRC website.

#### 6. **ENCLOSURES:-**

- 6.1 Proof of Date of Birth as mentioned at Para 3.
- 6.2 Copies of Certificates of Educational Qualification as stated in para-2 above.
- 6.3 Community certificate in case of SC/ST and OBC Certificate and a self-declaration by OBC candidate as per proforma Annexure-3 available on the website.

#### 7. **Community Certificate**

- 7.1 **SC/ST Candidates:** Candidates claiming to belong to SC / ST communities are required to submit Community Certificate from the Competent Authority in the prescribed format (Annexure - 1 of this Notification),
- 7.2 **OBC Candidates:**
  - a. Candidates claiming to belong to Other Backward Classes are required to submit valid Community Certificate from the Competent Authority in the prescribed format. This Certificate should specifically indicate that the candidate does not belong to the persons / sections (Creamy layer). (Annexure - 2 of this Notification),
  - b. Candidates claiming to belong to Other Backward Classes are also required to submit a self declaration in the prescribed format. (Annexure - 3 of this Notification),

**NOTE:** Candidates applying against reserved vacancies (SC/ST/OBC) and/or seeking age relaxation must submit requisite caste certificate in the prescribed format from the competent authority. Otherwise, their claim for reservation status (SC/ST/OBC) will not be entertained and the candidature/application of such candidates, if fulfilling all the eligibility conditions for General (Un-reserved) category, will be considered under General (UR) vacancy only.

## **8 INVALID APPLICATIONS:-**

- 8.1 Hard copy of ONLINE applications with enclosures not submitted to RRC through proper channel.
- 8.2 Incomplete or illegible application.
- 8.3 Unsigned/undated application application/applications with unclear and smudged thumb impressions.
- 8.4 Without colour photograph or affixing/attaching Xerox copy of photograph.
- 8.5 Without signature on the bottom of the application.
- 8.6 Not having proof of Date of Birth.
- 8.7 Not having proof of Educational Qualification.

## **9 WRITTEN EXAMINATION :-**

- 9.1 Separate examination will be conducted for both the posts. Separate merit list will be formed for both the posts and therefore the candidates should fill up separate application form.
- 9.2 Examinations will be conducted ONLINE shortly. Therefore, candidates should regularly visit RRC website [www.rrcer.com](http://www.rrcer.com) to check the date of examination and download the HALL TICKET.
- 9.3 Candidates are advised to paste one photograph on the printout of the Hall Ticket/e-Call Letter and get it attested by his Controlling Officer and bring alongwith valid photo ID at the time of examination.
- 9.4 The Question paper shall be of Objective Multiple Choice Type. The question paper will be in English & Hindi only .
- 9.5 Written examination will be of the level of RRB examination of these categories i.e NTPC Graduate Quota (Non Technical Popular Category Graduate Quota). The standard of questions for examinations will be of objective type with multiple choices and are likely to include questions pertaining to General Awareness, Arithmetic, General Intelligence and Reasoning. The Question paper will be of 90 minutes duration for 100 questions.
- 9.6 There shall be negative marking and marks shall be deducted for each wrong answer @1/3 of the marks allotted for each question.

## **10 APTITUDE TEST:-**

Candidates who will be eligible for the post of ASM as per their merit, will have to undergo prescribed Aptitude Test. For Aptitude Test details, they are advised to visit website of RDSO ([www.rdsso.indianrailways.gov.in](http://www.rdsso.indianrailways.gov.in) ->Directorates -> Psycho Technical Directorate ->Candidates Corner for question patterns & other details.

## **11 DOCUMENT VERIFICATION:-**

- 11.1 Successful candidates in the written exam and aptitude test (for ASM ONLY) will be called for Document Verification.
- 11.2 During document verification the candidates has to bring all necessary documents in original. After satisfactory document verification the candidate will be considered for empanelment subject to fulfillment of other criteria.
- 11.3 The candidates recommended for appointment 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.

## **12 ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:-**

- 12.1 Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form.
- 12.2 Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, an explanation regarding such discrepancy should be submitted.
- 12.3 Misconduct on the part of the candidate at any stage of the recruitment process is strictly prohibited.
- 12.4 Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment. Attempting in such practice will be viewed seriously and their candidature shall be rejected without any notice.
- 12.5 A candidate found by the Railway Recruitment Cell to be guilty of:
  - a) Canvassing support for his candidature by any means;
  - b) Impersonation;
  - c) Taking help of impersonator ;
  - d) Submitting fabricated/tampered documents ;
  - e) Making statements which are incorrect or false, or suppressing material information ;
  - f) Resorting to any other irregular or improper means for furtherance of his candidature for the selection ;
  - g) Using unfair means during the examination, or possessing , carrying or using mobile phone, calculator or any other such instrument ;
  - h) Committing mischief in any other manner in the examination hall ;
  - i) Harassing or doing bodily harm to the staff employed by the RRC-ER for the conduct of the test-may in addition to action under relevant provisions of the Rules/Laws which render him liable to criminal prosecution may further-
  - i. be disqualified by the RRC-ER from selection for which he is a candidate,  
or
  - ii. be debarred, either permanently or for a period decided by the RRC-ER, from any examination or selection conducted by any of the Railway Recruitment Cells / Railway Recruitment Boards.
  - iii. be taken up for disciplinary action under the appropriate rules.

## **13 PROCESSING OF APPLICATIONS:-**

- Controlling Officer will forward all the applications in triplicate to respective Sr.DPO/DPO/WPO or respective Establishment officer by **07-10-2016**.
- **It is the responsibility of Divisions/Units to scrutinize the applications as per the eligibility criteria prescribed in the Notification.**
- List of eligible candidates should be prepared by the divisions/units. List of Eligible candidates (Soft and Hard copy), along with one copy of the applications should be forwarded to RRC-ER latest by **21-10-2016**.
- No applications will be entertained in RRC office directly from the candidate.
- Applications received from Division/Unit after **21-10-2016** to RRC office will not be entertained.
- One copy of the application with consolidated list should be maintained in the division/unit office for any future reference.
- List of eligible candidates will be notified on RRC website.
- Call letter for the written examination will be issued ONLINE.

**14** For any legal issues arising out of this Employment Notice, the Jurisdiction shall be under Hon'ble Central Administrative Tribunal, Calcutta only.

**15 RAILWAY RECRUITMENT CELL'S DECISION FINAL:**

The decision of RRC-ER in all matters relating to eligibility, acceptance or rejection of the applications, issue of free rail passes, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centre, allotment of posts/places to selected candidates and all other matters related with conduct of recruitment process will be final and binding on the candidates, and no enquiry or correspondence will be entertained in this connection.

**Chairperson  
Railway Recruitment Cell  
Eastern Railway**



**PROFORMA FOR CASTE CERTIFICATE FOR SC/ST CANDIDATES**

(Format of certificate to be produced by a candidate belonging to Scheduled Castes or Scheduled Tribes in support of Claim)

This is to certify that Shri/Smt./Kum\* \_\_\_\_\_ Son/Daughter\* of \_\_\_\_\_ Of village/town\* \_\_\_\_\_ District/Division\* \_\_\_\_\_ Of State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* under:

- . The Constitution (Scheduled Caste) order, 1950
- . The Constitution (Scheduled Caste) (Union Territories) order, 1951
- . The Constitution (Scheduled Tribes) ( Union Territories) order, 1951( as amended by the Scheduled Caste and Scheduled Tribes Lists Modification), Order, 1956 the Bombay Reorganisation Act 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Re-organisation Act, 1971, and the Scheduled Tribes Order (Amendment) Act, 1976.
- . The Constitution ( Jammu and Kashmir ) Scheduled Caste Order, 1956.
- . The constitution ( Jammu and Kashmir) Scheduled Tribe Order 1956
- . The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- . The Constitution (Dadra and Nagar Haveli)Scheduled Castes / Scheduled Tribes Order, 1962
- . The Constitution (Pondicherry) Scheduled Castes Order, 1964
- . The Constitution Scheoduled Tribes (Utttar Pradesh) order, 1967
- . The Constitution (Goa,Daman and Dlu) Scheduled Castes / Scheduled Tribes Order, 1968
- . The Constitution ( Nagaland) Scheduled Tribes Order, 1970
- . The Constitution ( Sikkim) Scheduled Caste / Scheduled Tribes Order, 1978
- . The Constitution ( Jammu and Kashmir) Scheduled Tribes Order, 1989
- . The Constitution (SC) Orders (Amendment) Act, 1990
- . The Constitution (ST) Orders (Amendment) Act, Ordinance 1991
- . The Constitution (ST) Orders (Second Amendment) Act, 1991
- . The Constitution (ST) Orders (Amendment) Ordinance 1996

**2. Application in the case of Scheduled Castes/Scheduled Tribes Persons who have migrated from One State/Union Territory Administration**

This certificates is issued on the basis of Scheduled Castes/Scheduled Tribes Certificates issued to that Shri /Smt.Kum\*----- Father/Modtherof Shri/Smt./Kum----- in District/Division\*----- of State/Union Territory----- who belongs to the -----Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribes\* in State/Union Territory\*-----issued by the -----(Name of prescribed authority) vide their No.-----dated-----.

3. Shri/Smt/Kum.\*----- and of his/her\* family ordinarily reside(s) in village/town\* -----of----- District/Division of State/Union Territory of-----Place-----State/Union Territory of

Signature-----  
Designation-----  
(with seal of office)-----

(\* ) Please delete the words which are not applicable (\* ) Please quote specific presidential offer (\* ) Delete the Paragraph which is not applicable

**Please Note:** The term \* Ordinarily resides\* used will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

**List of Authorities employed to issue certificates of verification**

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, (Not below the rank of 1st Class Stipendiary Magistrate)
2. Chief Presidency Magistrate/additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenues Officers not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the candidate and /or his family normally resides.



**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 -----Son/Daughter of Sri / Smt. / Kum -----of village-----district/division-----in -----state belongs to -----community, which is recognized as a Backward Class under.

1. Resolution No. 12011/68/93-BCC dated 10th September 1993, published in the Gazette of India-extraordinary-part 1, Section 1, No. 186 dated the 13<sup>th</sup> September 1993.
2. Resolution No. 12011/9//94-BCC, dated 19th -October 1994, published in the Gazette of India-Extraordinary- part 1, Section 1, No. 163, dated the 20<sup>th</sup> October 1994.
3. Resolution No. 12011/7/95-BCC, dated 24th May 1995 published in Gazette of India-extraordinary-part1, section1, 88, dated the 25th May 1995.
4. Resolution No. 12011/44/96-BCC, dated the 6th December 1996 published in Gazette of India-extraordinary – part 1, section 1, No. 210, dated the 11<sup>th</sup> December 1996.
5. Resolution No. 12011/68/93-BCC, published in Gazette of India-extraordinary - NO 129, dated the 8th July 1997.
6. Resolution No. 12011/12/96-BCC, published in Gazette of India-extraordinary – No. 164, dated the 1st September 1997.
7. Resolution No. 12011/99/94-BCC, published in Gazette of India-extraordinary – No. 236, dated the 11th December 1997.
8. Resolution No. 12011/13/97-BCC, published in Gazette of India-extraordinary – No.239, dated the 3rd December 1997.
9. Resolution No. 12011/12/96-BCC, published in Gazette of India-extraordinary – No. 166, dated the 3rd August 1998.
10. Resolution No. 12011/68/93-BCC, published in Gazette of India-extraordinary – No. 171, dated the 6th August 1998.
11. Resolution No. 12011/68/98-BCC, published in Gazette of India-extraordinary – No. 241, dated the 27th October 1999.
12. Resolution No. 12011/88/98-BCC, published in Gazette of India-extraordinary – No. 270, dated the 6th December 1999.
13. Resolution No. 12011/36/99-BCC, published in Gazette of India-extraordinary – No. 71, dated the 4th April 2000.

Shri / Smt. / Kum. -----and/or his family ordinarily reside(s) in the ---  
-----District/Division of the -----State.

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 O.M. No. 36012/22/93 Estt. (SCT) dated 08.09.93 and modified vide Government of India, Department of Personnel & Training O.M. No.36033/3/2004/Estt (Res) dated 09.03.2004

Signature of District Magistrate / Deputy Commissioner etc. with stamp

Place:

Date: (With seal of office)

**NB:**

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950 (b) The Authorities competent to issue caste certificate are indicated below :

(b) Where the Certificates are issued by Gazetted Officers of the Union Government or State Governments. They should be in the same form but countersigned by the District Magistrate or by Deputy Commissioner(Certificates issued by Gazetted Officers and attested by District Magistrate/Dy. Commissioner are not sufficient.

(c) The OBC certificate from the authorities only will be accepted.

(i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/Sub- Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Asstt.Commissioner (not below the rank of Ist class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar and

(iv) Sub Divisional Officer of the area where the candidate and/or his family resides.

**Proforma for declaration to be submitted by Other Backward Class Candidates  
alongwith the application**

**DECLARATION**

“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 recognized 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 08.09.1993 and its subsequent through O.M. No. 36033/3/2004-Estt. (Res.) dated  
09.03.2004.”

Place :

Signature of the candidate

Date :

Name of the candidate

(Only for serving Railway employees in PB-1 Grade Pay 1,800/-, 1,900/-, 2,000/- & 2,400/- except RPF, RPFSE, Law Assistant, Catering Inspector & Accounts Cadre)

**(EMPLOYMENT NOTICE No. GDCE/01/2016)**

**• Category No. & Name of the post :** \_\_\_\_\_

1. Name of the Candidate \_\_\_\_\_  
 2. Father's Name \_\_\_\_\_  
 3. Address for correspondence \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Affix recent  
Passport size  
Photograph  
attested by  
Controlling  
Officer

4. Contact No. \_\_\_\_\_ e-mail id: \_\_\_\_\_ Mobile: \_\_\_\_\_

5. Gender:  MALE  FEMALE 6. Community:  UR  SC  ST  OBC 7. Date of Birth (as in 10<sup>th</sup> certificate): DD - MM - YYYY

8. Educational Qualification

| Academic/Technical | Board/University | Year of passing |
|--------------------|------------------|-----------------|
|                    |                  |                 |
|                    |                  |                 |
|                    |                  |                 |

9. Employee /PF Ac. No./NPS No. \_\_\_\_\_ to \_\_\_\_\_ Date of Appointment: \_\_\_\_\_

11. Present Designation: \_\_\_\_\_ Place of Posting: \_\_\_\_\_ Department: \_\_\_\_\_ Divn./W. Shop: \_\_\_\_\_

12. Present Grade Pay [Without MACP (6<sup>th</sup> CPC) ] \_\_\_\_\_

13. Self-attested documents attached (Indicate by tick mark in the relevant box indicated below:

- A Community certificate (For SC/ST/OBC) in the prescribed format [indicating self-declaration for OBC candidates]   
 B Certificate in proof of educational qualification  C. Matriculation Certificate for Date of Birth

Place: \_\_\_\_\_

\_\_\_\_\_

Left Thumb Impression

\_\_\_\_\_

Signature of the candidate

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

[Fill up the application online and take 3 print outs, paste photograph and get attested by Controlling Officer. Put your left hand thumb impression, put your signature, submit in duplicate and collect the acknowledgement well in advance before the closing date.]

Forwarded to: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Immediate Supervisor  
(With office seal)

[Supervisor will send the application to the Personnel Department within 3 days of acknowledgement]

Certified that the service particulars have been verified from Service Record & eligibility for GDCE certified in respect of Item No. 1(b), 2, 3 & 4 of the notification.

[Personnel Department should forward in lots every week without waiting for the closing date.]

**(Item No. 1 to 13 are mandatory fields)**

\_\_\_\_\_  
Signature of the Personnel Officer  
(With office seal)

**ACKNOWLEDGEMENT**

Received application from (Name) \_\_\_\_\_, (Designation) \_\_\_\_\_ for the post of ASM/Guard through GDCE on \_\_\_/\_\_\_/2016.

Registration No. \_\_\_\_\_

Date of Registration: \_\_\_\_\_

\_\_\_\_\_  
Signature of Controlling Supervisor