



SOUTH EASTERN RAILWAY
RAILWAY RECRUITMENT CELL,
11, GARDEN REACH ROAD, BUNGALOW NO.12A, KOLKATA-700043.
Website - www.rrcser.co.in

Date of Issue : **24.11.2021**

GDCE-2021

Closing Date: **23.12.2021**

General Departmental Competitive Examination(GDCE) Notification No.SER/P-HQ/RRC/GDCE/2021

1. In terms of the instructions issued vide Railway Board's letter No.E(NG)I-92/PM 2/16 dtd.20.08.1993(RBE No.129/1993), E(NG)I/2018/PM 1/23 dtd. 02.08.2018 and other instructions issued from time to time, **ONLINE** applications are hereby invited from eligible serving regular railway employees of **South Eastern Railway** for filling up following vacancies of **Goods Guard** category against **General Departmental Competitive Examination(GDCE)** quota. The employees are required to apply **ONLINE** by visiting the link of RRC/SER i.e. www.rrcser.co.in and simultaneously submitted the online application to the concerned working authority as per para-9 below. The community wise breakup of vacancies to be filled with Medical Fitness, Educational Qualification and stages of examinations are indicated below.

Cat. No.	Name of the post	PB & GP (in Rs.)	No. of Vacancies					Medical Standard	Minimum Educational Qualification	Stage of Exam.
			UR	SC	ST	OBC	Total			
1	Goods Guard	(5200-20200 with GP Rs.2800) / Level-5 of 7 th CPC	277	126	30	87	520	A-2 (Aye-Two)	Degree from recognized University or its equivalent.	Single stage Computer Based Test(CBT) followed by document verification & Medical Examination

N.B.: In terms of RBE No.72/2019, reservation for Persons with Benchmark Disabilities(PwBD) and Economically Weaker Section(EWS) that is applicable for open market recruitment will not apply for the GDCE Scheme.

GENERAL INSTRUCTIONS REGARDING ELIGIBILITY CONDITION:

2. Only eligible serving regular/permanent Railway Employees of **South Eastern Railway** working in all Departments/Branches of Hd.Qrs./Divisions/Workshop/Units in grade pay/levels lower than the grade pay/levels of the notified post and all the eligible employees working in same Levels of posts for which GDCEs are being conducted are eligible to appear in selection for **GDCE** from **Non-safety to Safety** categories as well as **Safety to Safety** category posts (except from **Safety Category posts to Non-Safety post**). (Authority : RBE No.72/2017 dtd.24.07.2017/SER Estt.Srl.No.100/2017 & 169/2018) through application in the enclosed prescribed format(As per Annexure-1).

N.B.: The Employee should be drawing a pay on Substantive Basis(excluding MACP/Ad-hoc promotion etc.)

3. RPF/RPSF personnel are not eligible to apply for GDCE in terms of Railway Board's Letter No.E(NG)I/2002/PM2/9 dtd. 11.08.2003(RBE No.139/2003- ES-139/2003) and Law Assistant, Catering Inspector & Accounts Cadre are not eligible to apply in terms of Railway Boards letter no.E(NG)I/2000/PN2/12 dtd.21.08.2001 (RBE No.165/2001).

4. **AGE LIMIT:** The upper age limit will be 42 years for General candidates, 47 years for SC/ST candidates and 45 years for OBC candidates. The age will be reckoned as on **01.01.2022**.

B. S. Sanyal

Age Group	Upper Date of Birth			Lower Date of Birth
	UR	OBC	SC/ST	
	18 to 42	18 to 45	18 to 47	
	02.01.1980	02.01.1977	02.01.1975	

5. **PROOF OF AGE:**

Matriculation/SSC/SSLC/HSC Certificate or Mark Sheet indicating Date of Birth issued by Board or School leaving/Transfer certificate issued by School/College Authority or Birth Certificate issued by appropriate authority.

6. **EDUCATIONAL QUALIFICATION:**

Candidate should possess the prescribed educational qualification (as indicated above) from recognized Board/University/Institute as on the date of Notification. Candidates having higher educational qualification may also apply. **Those candidates who are appearing in and/or awaiting results of final examination of minimum qualification at the time of applying for the notified post are not eligible.**

7. **Examination Fee : Nil**

8. **Mode of Application:**

8.1 Applications should be registered **ONLINE** by filling up the required details in the prescribed format, as will be made available in the website of RRC/SER i.e. www.rrcser.co.in. The application has to be filled up carefully duly following the steps and instructions, as provided on the website. The application portal will be open **from 24.11.2021 till 23.12.2021**.

8.2 In case any employee has any difficulty in registering his application **ONLINE**, they can use the "Contact Us" button in the application portal. We will try to address your queries in two working days. Alternatively you also can send a mail to cmrrcraillnet@gmail.com or reply to any of the emails which they get during the course of registration.

8.3 To avoid last minute rush, candidates are advised in their own interest to register their applications **ONLINE** well before the closing date, since there may be possibility of failure/inability to log on to the website of RRC/SER on account of heavy load on the internet or website jam during last days. Candidates desiring to make any corrections in the application already filled can do so before the FINAL SUBMISSION being clicked on **ONLINE** registration. After final submission and confirmation, no provision for editing the data is allowed.

8.4 The last date/time for **ONLINE** registration is **23.12.2021 at 23.45 hrs. Railway Administration** will not bear any responsibility if the candidates are not able to register their applications **ONLINE** within the last date/time, for any reason whatsoever.

9. **Steps to be followed while registering the ONLINE Application:**

9.1 Go to RRC/SER website www.rrcser.co.in and click on the link mentioned for GDCE. Follow the steps mentioned in the application portal and fill up the details. Document proof should be uploaded whenever asked.

9.2 Candidates are advised to use their working mobile number and E-mail address for the purpose of filling up application. There will be **NO** paper correspondence and all the information would be sent through SMS and E-mail. If in case no email is seen in inbox, please check your Spam Folder.

B. S. Srinivasan

- 9.3 After filling up the details and reading the declaration, click on the preview button. The applicants can go through the details on using the preview button. At any stage before final submission, the application can be edited by clicking the sections shown on the top. Once the application is submitted there is no scope for editing. Candidates are advised to download or take a printout of application once it is submitted.
- 9.4 On submission of application by the applicants, the same will be sent to respective Division/Units/Work Shop/HQ for online verification.
- 9.5 Designated Officers of HQrs/Division/Units/Work Shops will be provided ID and Password. The HQrs/Division/Units/Work Shops will verify the details and certify the correctness of the date as per the SR and other details, make "**ELIGIBLE**"/"**INELIGIBLE**" and submit to RRC ONLINE for further process. Once the details are verified and submitted by the designated officers, no further verification will be done at any level during the selection process. Hence the verifying Officers should ensure the correctness of the data before submission to RRC after **ONLINE** verification.

10. **ONLY ONE APPLICATION :**

- 10.1 Eligible employee has to submit only one application against this Notification and employees submitting more than one application shall be disqualified from the selection process. Even if, such a candidate gets selected inadvertently, he/she will be disqualified and they will not be offered any appointment under this Notification for GDCE.

Note : In case the application is rejected for any reason, SMS and E-mail alerts will also be sent to the candidates on their registered mobile number and email ID, furnished by them during their **ONLINE** application. Candidates whose application/candidature is rejected will NOT be intimated by post.

THE ELIGIBLE CANDIDATES SHOULD TREAT THAT THIS NOTIFICATION ITSELF IS AN ALERT NOTICE FOR CONDUCTING COMPUTER BASED TEST(CBT) EXAMINATION WHICH WILL BE ADVISED AT SHORT NOTICE BY RRC/SER.

11. Employees who are selected are liable to be posted to any Division of South Eastern Railway. **Those who are not willing for posting involving transfer, need not apply.** The allotment of division of the selected candidates/employees will be at the discretion of the administration, subject to availability of GDCE quota vacancies. Candidates/Employee has no right to ask the Division/Unit of their choice.
12. A recent passport size colour photograph(not older than one month) without cap and without wearing the coloured glasses along with his/her signature below the photograph in jpg/jpeg file format should be uploaded ONLINE along with a photograph of signature.
13. The candidates shall also upload the Educational/Degree/Convocation/Passing Certificate and Caste Certificate issued by competent authority.

14. **SELECTION PROCESS :**

- 14.1 The selection for the post notified in the Notification will be by **Computer Based Test(CBT)**. The selection will be made strictly as per merit in the **Computer Based Test(CBT)** examination.
- 14.2 **GDCE** Quota is earmarked out of Direct Recruitment Vacancies. The standard of **Computer Based Test(CBT)** will be therefore as per the level of RRB examination of notified post for open market candidates. The questions set in the **Computer Based Test(CBT)** will be of Multiple Choice Objective Type. The question paper will be set in English and Hindi only and the questions are likely to include subjects pertaining to

General Awareness, Arithmetic, General Intelligence & Reasoning. The Question paper will be of **90 minutes** duration for **100 Objective Questions**, each carrying one mark each.

- 14.3** There will be negative marking in CBT examination and marks will be deducted for each wrong answer @1/3 of the marks allotted for each question.
- 14.4** The **Computer Based Test(CBT)** examination will be conducted by **RRC/GRC** and the date of examinations will be notified by **RRC/GRC** in due course through SMS on registered mobile numbers & E-Mail address registered in the applications and on website of **RRC/GRC**.
- 14.5** There will be no supplementary examination for any candidate who are absent for **Computer Based Test(CBT)** for whatever reason.
- 14.6** During examination candidates should read the instructions on the computer terminal DASH BOARD carefully and follow them scrupulously. Failure to comply with the instructions may lead to disqualification of candidature.
- 14.7** The recruitment process may change for the post notified, as per the latest guidelines issued from time to time.
- 14.8** 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.
- 14.9** The panel will be formed strictly in the order of merit.
- 14.10** Employees selected under GDCE Scheme shall be subjected to initial training of the same duration prescribed for Direct Recruits as the case may be.

15. MOBILE PHONES, PAGERS, CALCULATORS OR ANY OTHER COMPUTING/ COMMUNICATION/ ELECTRONIC DEVICE/GADGETS ARE PROHIBITED.

- 15.1** Candidates are prohibited from carrying mobile phones, pagers, calculators or any other computing/communication/electronic device/gadgets to the examination enter. If any candidate is found to be in possession of such device/gadgets in working or in switched off condition in the examination hall, his/her candidature shall be cancelled forthwith and he/she will be debarred from future examinations conducted by RRC. In addition such employees are liable to be taken up under appropriate disciplinary/criminal proceedings.
- 15.2** Candidates are strictly advised, in their own interest, not to bring any valuables and prohibited items to the venue of the examination, as arrangement for safe keeping cannot be assured.

16. HALL TICKET (E-ADMIT CARD) FOR ONLINE EXAMINATION:

- 16.1** **E-ADMIT CARDS** to the eligible candidates will be made available on the website about two weeks before the **Computer Based Test (CBT)**. Eligible candidates should log in at the link provided on RRC website using Registration Number and DOB, download the **E-ADMIT CARD** and take a printout.
- 16.2** Candidates must bring their **E-ADMIT CARDS** duly obtaining the signature of the concerned supervisor/controlling Officer in the space provided on the **E-ADMIT CARD**, while appearing for the **Computer Based Test (CBT)**. This tantamount to a relieving letter for the purpose of attending the **CBT** by the concerned controlling authority.

16.3 RRC will not entertain any request for any change in examination centre allotted to eligible candidates.

17. **Document Verification/Medical Examination:**

Document Verification and Medical examination will be done only for those candidates, who qualified in the CBT examination. During Document Verification, the candidates have to bring all necessary documents in original. After satisfactory Document Verification, they will be directed for appropriate medical examination as prescribed at above Table under para-1. After being fit in the prescribed Medical Examination, the candidates will be considered for empanelment subject to fulfilment of other relevant criteria.

18. **GENERAL**

- 18.1 Before applying, the candidates should carefully read the instructions and ensure that he/she fulfils all the prescribed eligibility criteria at the time of **ONLINE REGISTRATION** of application as per the Notification.
- 18.2 The number of vacancies shown in this Notification are provisional and the same are liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection.
- 18.3 The vacancies are to be filled in various Divisions of South Eastern Railway. The selected candidates are liable to be posted anywhere on South Eastern Railway. Decision of Railway Administration in this regard shall be final.
- 18.4 Railway Administration reserves the right to alter the mode of examinations or re-conduct the CBT examination or to cancel part or whole of any process of the selection at any stage without assigning any reason.
- 18.5 RRC reserves the right to conduct the examination in batches on various dates and locations as decided by the RRC.
- 18.6 The selected employees under GDCE will have to pass the prescribed training courses prior to appointment to the post for which selected under GDCE wherever applicable.
- 18.7 The Scheme of GDCE will be implemented according to the guidelines issued by Railway Board and will be binding on all.
- 18.8 Candidate's biometric data capture and/or video/still photography will be done before admitting to the examination hall or in the examination hall/during the examination. Candidates must co-operate with examination conducting officials.
- 18.9 Sparing of the candidates for taking the examination and issuing necessary duty passes, if required, as per rule, will be the responsibility of the concerned office/unit/work shop where the candidates are presently working. No travel authority shall be provided by RRC.

19. **INVALID APPLICATIONS** : Applications with the following deficiencies will be summarily rejected.

- 19.1 Applications **sent manually** and **not registered** through **ONLINE**.
- 19.2 Applications which are Incomplete in any manner.
- 19.3 Applications of candidates not possessing the prescribed educational qualifications.
- 19.4 Applications of candidates not fulfilling the age criteria.
- 19.5 If more than one application registered by the same candidate, all such applications will be rejected.
- 19.6 Applications without uploading photograph, signature and certificate w.r.t. EQ/Caste.
- 19.7 Applications where the required documents are not uploaded.

NOTE : The list is only illustrative and not exhaustive. The applications will be rejected on any other irregularity/deficiency noticed by the RRC at any stage and considered sufficient for rejection.

20. MISCONDUCT/MALPRACTICE :

- 20.1 Candidates are warned that, they should not furnish any particulars that are false or suppress any material information while registering the **ONLINE** application.
- 20.2 Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of selection process.
- 20.3 Any misconduct on the part of the candidate at any part of the selection process is strictly prohibited and such misconduct will lead to disqualification of the candidature and also appropriate disciplinary/criminal proceedings.
- 20.4 Indulgence in any malpractices/misconduct will result in the rejection of the candidature at any stage of selection in addition to initiation of appropriate Disciplinary/Criminal proceedings.

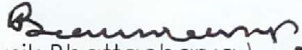
21. DECISION OF RRC TO BE FINAL:

In all matters connected with the GDCE notified vide this notification, the decision of the RRC will be final and binding on all concerned.

22. The employees are advised to check the website i.e. www.rrcser.co.in regularly till finalization of selection process for updates in the matter.

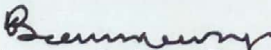
Note : Last date for receipt of application is **23.12.2021**.

Encl: Application format at Annexure-I


(Kausik Bhattacharya) 15/11/21
Chairman/RRC,
South Eastern Railway, Garden Reach.

Copy to :

1. Secy. To GM/SER- for kind information of GM.
 2. Dy. Secy. to AGM/SER- for kind information of AGM.
 3. All PHODs/CHODs, SER/GRC - for information and circulation in their respective
 4. DRM-KGP/CKP/ADA/RNC. departments and offices.
 5. CAO/Con/SER/GRC.
 6. CWM/KGP/Workshop.
 7. Dy. CE/Workshop/SNY.
 8. Chairman/RRB/KOL.
 9. Chairman/RRB/RNC.
 10. Chairman/RRB/MLDT.
 11. Sr.DPO/DPO/SER-KGP/ADA/CKP/RNC -
 12. SPO(Con)/GRC.
 13. SPO(RE)/KOL.
 14. SPO(M&EL)/SPO(Engg.)/SPO(T)/GRC.
 15. APO(Stores)GSD/KGP.
- } for information and wide circulation in their respective departments and offices.


Chairman, Railway Recruitment Cell,
South Eastern Railway, Garden Reach.

**Application for Recruitment against GDCE Quota in South Eastern Railway
(Only for serving regular railway employees except RPF/RPSF/LA/CTGI/ACCS. staff)**

Railway Recruitment Cell/South Eastern Railway
GDCE Notification Number-SER/P-HQ/RRC/GDCE/2021

For Office use only :
Control Number :
Roll Number :

1. Category/Post applied for :

1. Name of Candidate:
(in capital letters)

2. Father's Name :
(in capital letters)

3. Date of Birth:(DD/MM/YYYY):

4. Community: (Tick ✓)

SC

ST

OBC

UR

a) If OBC please state whether belonging to Minority Community(Write Yes/No) ()

b) If minority, indicate community : _____

5. Educational Qualifications:

Qualification	Board/University	Year of Passing
SSC/10 th Class		
ITI		
Degree		
Others		

6. Employee details:

a) Present designation & Station: _____ b) Controlling Officer: _____

c) DOA: _____ d) PF/NPS Number: _____

8. Are you Physically Disabled(Tick ✓)

VH

HH

OH

9. Address for communication(in capital letters):

State: _____
Pin Code: _____ Mobile No. _____

10. Nearest Railway Station: _____
(In English only for issue of free Railway Pass for SC/ST candidates)

11. Do you seek age relaxation under any of the categories mentioned below:(Tick ✓ appropriate box)

SC	ST	OBC	Physically Disable

12. Visible Marks of Identification:
(moles etc. on your body)

1.

2.

13. List of Documents enclosed(fill in the details of the copies of certificates/documents enclosed)

i)	iii)	v)
ii)	iv)	vi)

14. Declaration by the candidate:

I have read the GDCE Notification referred above and hereby declare that all the particulars given above by me are true and to the best of my knowledge. I am aware that in the event of any information furnished by me is found false/incorrect at any stage, my candidature will be rejected/cancelled without any notice at any stage and I am also liable for criminal action. I will abide by the instructions given in the notification.

Signature of the candidate	Left hand Thumb Impression	Place: Date :
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15. Identity/Eligibility Certificate[Not to be filled for on-line mode but filled up for Verification of certificates by the working department]

It is certified that the details submitted by the applicant _____ Designation _____
under _____ are verified and found correct. He/She is a regular Railway Employee working in this office and is eligible to appear for the GDCE Exam. for the post of Jr.Clerk-cum-Typist.

Name/Signature of Controlling Supervisor
Designation & Official Seal

Signature of Controlling Officer
Designation & Official Seal

Name/Signature of Personnel Officer
(concerned Division/WS/Unit/Hd.Qtrs.)
Designation & Official Seal

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 Scheduled 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/ModtherofShri/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 theRepresentation 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.

OBC CERTIFICATE FORMATFORM 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./Kumarison/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
theDistrict/Division of thestate/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*.

Dated:

DISTRICT MATISTRATE/
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 candidates 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.

**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