



**SOUTH WESTERN RAILWAY
RAILWAY RECRUITMENT CELL,**
Old GM's Office Complex, 2nd Floor, Club Road, Keshwapur, Hubballi-580023
website: www.rrchubli.in

**General Departmental Competitive Examination (GDCE) Notification No.02/2019(GDCE)
(Only for Regular Serving Railway Employees of SWR and RWF/YNK)**

Date of Issue: 17-10-2019

Date & Time of Closing: 23.45 hrs. of 20-11-2019

GDCE for selection to the Post of Senior Commercial cum Ticket Clerks and Commercial cum Ticket Clerks in Level-5 and Level-3 of 7th CPC over South Western Railway

1. In terms of the instructions issued vide Railway Board's letter No.E(NG)I-92/PM2/16 dtd.20.08.1993 (RBE No.129/1993) and other instructions issued from time to time, applications are hereby invited **ONLINE** for filling up of **160 posts of Senior Commercial cum Ticket Clerks in level-5** and **226 posts of Commercial cum Ticket Clerks in level-3** in Commercial Department on South Western Railway through General Departmental Competitive Examination (GDCE) from all the eligible regular serving Railway employees of South Western Railway and RWF/YNK as on the date of issue of notification.
2. The serving regular employees of Divisions/Units/Workshops/Headquarters of South Western Railway and Rail Wheel Factory/Yelahanka (RWF/YNK) **except RPF/RPSF personnel, Law Assistant, Catering Inspector & Accounts Cadre**, irrespective of the cadre in which they are working may register their applications for GDCE **ONLINE** within the stipulated date and time as per the instructions given below.
3. Breakup of the vacancies, Educational Qualification/Medical Fitness and stages of examination are indicated as under:-

Sl. No.	Name of the Post	Pay Level (7 th CPC)	UR	SC	ST	OBC	Total	Educational Qualification	Medical Classification	Stage of exam
1)	Senior Commercial cum Ticket Clerk	Level-5	82	23	12	43	160	Degree from recognized University or its equivalent	B-II (Bee-Two)	Single stage Computer Based Test (CBT) followed by document verification & Medical Examination.
2)	Commercial cum Ticket Clerk	Level-3	115	34	17	60	226	12th (+2 Stage) or its equivalent with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC / ST / Persons with Benchmark Disability / Ex-servicemen and candidates who possess qualifications higher than 12th (+2 stage).	B-II (Bee-Two)	

4. **AGE LIMIT:** - The upper age limit will be 42 years for General candidates, 45 years for OBC candidates and 47 years for SC/ST candidates. The age will be reckoned as on **01.01.2020**.

Age Group	Upper Date of Birth			Lower Date of Birth
	UR	OBC	SC/ST	
	18 to 42	18 to 45	18 to 47	
	01.01.1978	01.01.1975	01.01.1973	01-01-2002

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.
6. **Educational Qualification:** Candidates 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 the final examination need **NOT** apply. **Candidate should possess the requisite educational/technical qualification on the date of notification and the same should be endorsed in the Service Register of the employees.**

Contd...2

7. ELIGIBILITY CRITERIA

7.1 Zone of Consideration:

(a) Eligible staff working in the Levels of posts lower than the Levels of the posts for which GDCE is being conducted are eligible to appear in GDCE selections for all categories.

(b) Eligible staff 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 (Authority: RBE No.72/2017 dated 24-07-2017).

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

8. APPLICATION FEE : NIL

9. MODE OF APPLICATION

9.1 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/SWR i.e., www.rrchubli.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 23-10-2019 till 20-11-2019

9.2 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 gdcerrcctc@gmail.com or reply to any of the emails which they get during the course of registration.

9.3 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/SWR 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.

9.4 The last date/ time for **ONLINE** registration is 20-11-2019 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.

10. Steps to be followed while registering the ONLINE Application:

10.1 Go to RRC/SWR website www.rrchubli.in.

10.2 Follow the steps mentioned in the application portal and fill up the details. Document proof should be uploaded whenever asked.

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

10.4 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.

- 10.5 On submission of application by the applicants, the same will be sent to respective Division/Units (i.e. Personnel Department of HQrs., UBL, SBC, MYS, CAO/CN, TMO/HQ, UBLs (including the details of GSD/UBL) and MYSS (including the details of MGSD/AP) and RWF/YNK for ONLINE verification.
- 10.6 Designated Officers of HQrs/Division/Units will be provided ID and Password. The HQrs/Division/Units will verify the details and certify the correctness of the data 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.
11. **ONLY ONE APPLICATION:** Each eligible serving employee should submit only one application against specific a post of department of this Notification and employees submitting more than one application for a specific post will be liable for disqualification. Even if, such a candidate gets selected inadvertently, he/she will be disqualified and they will not be considered for selection 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/SWR.

12. Employees who are selected are liable to be posted to any Division/Unit of South Western Railway. Those who are not willing for posting involving transfer, need not apply. The allotment of division/unit 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.
13. A recent passport size color 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.
14. The candidates shall also upload the Educational/Degree/Convocation/Passing Certificate.
15. **SELECTION PROCESS**
- 15.1 The selection for the posts notified in this Notification will be by **Computer Based Test (CBT)**. There will be separate Computer Based Test (CBT) examination for each post for which the candidates have submitted their ONLINE application.
- 15.2 The questions set in the **Computer Based Test (CBT)** will be of Multiple Choice Objective Type. The question paper will be set in English, Hindi, Urdu and local languages i.e. Kannada, Telugu, Tamil, Marathi & Konkani. The candidates have to give preference for any one of the above mentioned languages, while submitting ONLINE application.
- 15.3 The standard of examination shall be like that of Direct Recruitment conducted by RRBs. The questions for the **Computer Based Test (CBT)** will generally be in conformity with the educational standards prescribed for the post. The questions are likely to include subjects pertaining to General awareness, Arithmetic, General Intelligence and Reasoning. The question paper will have 100 questions for NTPC categories i.e. Senior Commercial cum Ticket Clerk and Commercial cum Ticket Clerk; each carrying one mark and the duration of the examination is 90 minutes.
- 15.4 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.
- 15.5 The **Computer Based Test (CBT)** examination will be conducted by RRC/Hubli and the date of examinations will be notified by RRC/Hubli in due course through SMS on registered mobile numbers & E-Mail address registered in the applications and on website of RRC/UBL.

- 15.6 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.
- 15.7 The recruitment process may change for any category of the post notified, as per the latest guidelines issued from time to time.
- 15.8 Employees selected under GDCE Scheme shall be subjected to initial training of the same duration prescribed for Direct Recruittees as the case may be.
16. **MOBILE PHONES, PAGERS, CALCULATORS OR ANY OTHER COMPUTING/ COMMUNICATION/ELECTRONIC DEVICE/ GADGETS ARE PROHIBITED:**
- 16.1 Candidates are prohibited from carrying mobile phones, pagers, calculators or any other computing/communication/electronic device/ gadgets to the examination center. 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.
- 16.2 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.
17. **HALL TICKET (E-ADMIT CARD) FOR ONLINE EXAMINATION:**
- 17.1 **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.
- 17.2 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.
- 17.3 RRC will not entertain any request for any change in examination centre allotted to eligible candidates.
18. **Document Verification/Medical examination**
Document verification and Medical examination will be done only for those candidates, who qualified in the CBT examination to the post of Senior Commercial cum Ticket Clerk and Commercial cum Ticket Clerk. Those called for CBT will have to submit the Original Academic/Technical/Community certificates at the respective allotted Divisions/Units for scrutiny. On satisfactory Document Verification, they will be directed for appropriate medical examination as prescribed at Para 03 above as required.
19. **GENERAL**
- 19.1 Before applying, the Candidates should carefully read the instructions and ensure that he/she fulfills all the prescribed eligibility criteria at the time of **ONLINE REGISTRATION** of application as per the Notification.
- 19.2 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.
- 19.3 The vacancies are to be filled up in various Divisions/Units of South Western Railway. The selected candidates are liable to be posted anywhere on South Western Railway. Decision of Railway Administration in this regard shall be final.

Contd...5

SOUTH WESTERN RAILWAY

- 19.4 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.
- 19.5 RRC reserves the right to conduct the examination in batches on various dates and locations as decided by the RRC.
- 19.6 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.
- 19.7 The scheme of GDCE will be implemented according to the guidelines issued by Railway Board and will be binding on all.
- 19.8 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.
- 19.9 Sparing of the candidate for taking the examination and issuing necessary duty passes, if required, as per rule, will be the responsibility of the concerned office/unit where the candidate is presently working. No travel authority shall be provided by RRC.

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

- 20.1 Applications not registered through **ONLINE**.
- 20.2 Applications which are incomplete in any manner.
- 20.3 Applications of candidates not possessing the prescribed educational qualifications.
- 20.4 Applications of candidates not fulfilling the age conditions.
- 20.5 If more than one application registered by the same candidate, all such applications will be rejected.
- 20.6 Applications without uploading photograph, signature and certificate w.r.t. EQ/TQ
- 20.7 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.

21. MISCONDUCT / MALPRACTICE

- 21.1 Candidates are warned that, they should not furnish any particulars that are false or suppress any material information while registering the **ONLINE** Application.
- 21.2 Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of selection process.
- 21.3 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.
- 21.4 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.

22. 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.

23. ABBREVIATIONS USED

SC-Scheduled Caste; ST-Scheduled Tribe; OBC-Other Backward Classes; UR-Un Reserved.

24. This notification may be given wide publicity among all the staff of the Divisions/Workshops/Units/RWF/YNK to avoid any complaints at a later date.
25. The employees are advised to check the website i.e. www.rrechubli.in regularly till finalization of selection process for updates in the matter.

Asst. Personnel Officer/Rectt.
for CHAIRMAN/RRC/UBL
South Western Railway, Hubli

SOUTH WESTERN RAILWAY