

# EASTERN RAILWAY

No. 558E/119(Policy)/Pt. XVI

Dated :-01-11-2017.

Sub : Engagement of Passed out ITI candidates as Act Apprentice training in Eastern Railway, Kanchrapara Railway Workshop and Sealdah Division for the year 2017-18.

Notice No. 01/2017-18/KPA

Closing Date: 07-12-2017, Time: 16.30 hrs.

Applications, in the prescribed format are invited from the citizen of India for engagement of **206 Nos. of Act Apprentices FOR EASTERN RAILWAYWORKHOP/KANCHRAPARA** & **526 Nos. of Act Apprentices FOR EASTERN RAILWAY/ SEALDAH DIVISION** under the Apprenticeship Act 1961 and Apprenticeship Rules, 1962 for imparting one year training.

The Application in prescribed format only may be sent by post to the "WORKSHOP PERSONNEL OFFICER, EASTERN RAILWAY, P.O. KANCHRAPARA, DIST. 24-PARGANAS (N) WEST BENGAL, PIN - 743145." or, dropped in the 'APPLICATION BOX' kept in Time Office/Loco Gate E. Rly, Kanchrapara between 10-00 hrs. to 16-30 hrs. from Monday to Friday and up to 13.30 hrs on Saturday, except Holidays of Kanchrapara Workshop. Application will be received up to 07-12-2017 (16.30 hrs.). **Applications received after closing date and time will not be entertained.** The envelope containing application should be clearly and specifically super-scribed "Application for Engagement of Act Apprentice for Eastern Railway Workshop /Kanchrapara or Application for Engagement of Act Apprentice for Eastern Railway / Sealdah Division along with Community and Trade for Kanchrapara Railway Workshop or Sealdah Division which are must be tallied with the trade of Notification and ITI passed Certificate". A candidate should submit only one application form for ONE Trade for EASTERN RAILWAY WORKHOP / KANCHRAPARA or for EASTERN RAILWAY / SEALDAH DIVISION. Candidate submitting more than one application form for other trade will not be considered. Even if such a candidate gets selected inadvertently, he will not be offered for engagement of Act Apprentice training and where detected at a later stage, will be liable for summarily termination from training.

Apprentices will be engaged in the following trades for EASTERN RAILWAY WORKHOP / KANCHRAPARA and EASTERN RAILWAY, SEALDAH DIVISION.

Particulars of Engagement of **206 nos. for Eastern Railway Workshop / Kanchrapara** & **526 nos. for Eastern Railway Sealdah Division** of Act. Apprentices in the designated Trades along with Communal Break up, PWD break up and Ex-Servicemen percentage has been given below respectively.

**NB : Seats of Physically Handicapped & Ex-Servicemen** In the table below are not separate but included in the total number of seats.

## FOR EASTERN RAILWAY, KANCHRAPARA WORKSHOP

| Sl. No | Designated Trade | Communal Break up |    |    |     | Total | OUT OF WHICH SEATS RESERVED FOR |    |    |                 | Period of Training |
|--------|------------------|-------------------|----|----|-----|-------|---------------------------------|----|----|-----------------|--------------------|
|        |                  | UR                | SC | ST | OBC |       | PWD Break up                    |    |    | Ex. SERVI-CEMEN |                    |
|        |                  |                   |    |    |     |       | OH                              | HH | VH |                 |                    |
| 01     | Fitter           | 33                | 10 | 05 | 18  | 66    | --                              | -- | 01 | 02              | 01 Year            |
| 02     | Welder           | 19                | 06 | 03 | 11  | 39    | 01                              | 01 | -- | 01              | 01 Year            |
| 03     | Electrician      | 37                | 11 | 05 | 20  | 73    | 02                              | 01 | -- | 02              | 01 Year            |
| 04     | Machinist        | 03                | 01 | -- | 02  | 06    | --                              | -- | -- | --              | 01Year             |
| 05     | Wireman          | 02                | -- | -- | 01  | 03    | --                              | -- | -- | --              | 01Year             |
| 06     | Carpenter        | 05                | 01 | 01 | 02  | 09    | --                              | -- | -- | 01              | 01Year             |
| 07     | Painter          | 04                | 02 | 01 | 03  | 10    | --                              | -- | -- | --              | 01Year             |
|        | TOTAL            | 103               | 31 | 15 | 57  | 206   | 03                              | 02 | 01 | 06              | -                  |

## FOR EASTERN RAILWAY, SEALDAH DIVISION

| Sl. No | Designated Trade      | Communal Break up |    |    |     | Total | OUT OF WHICH SEATS RESERVED FOR |    |    |                 | Period of Training |
|--------|-----------------------|-------------------|----|----|-----|-------|---------------------------------|----|----|-----------------|--------------------|
|        |                       | UR                | SC | ST | OBC |       | PWD Break up                    |    |    | Ex. SERVI-CEMEN |                    |
|        |                       |                   |    |    |     |       | OH                              | HH | VH |                 |                    |
| 1.     | Fitter                | 93                | 28 | 14 | 50  | 185   | 02                              | 02 | 02 | 06              | 01 Year            |
| 2.     | Welder                | 31                | 09 | 04 | 16  | 60    | 02                              | -  | 01 | 03              | 01 Year            |
| 3.     | Electrician           | 46                | 14 | 07 | 24  | 91    | 01                              | 01 | 01 | 03              | 01 Year            |
| 4.     | Lineman               | 20                | 06 | 03 | 11  | 40    | -                               | -  | 01 | 01              | 01 Year            |
| 5.     | Wireman               | 20                | 06 | 03 | 11  | 40    | -                               | -  | 01 | 01              | 01 Year            |
| 6.     | Electronics Mechanics | 38                | 11 | 06 | 20  | 75    | -                               | 01 | 01 | 02              | 01 Year            |
| 7.     | Mech. Ref. & AC       | 18                | 05 | 03 | 09  | 35    | -                               | -  | 01 | 01              | 01 Year            |
|        | TOTAL                 | 266               | 79 | 40 | 141 | 526   | 05                              | 04 | 08 | 17              | -                  |

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**01. QUALIFICATION;**

Passed Matriculation (Matriculate or 10<sup>th</sup> Class in 10+2 examination system) with minimum 50% marks in aggregate except additional marks and having **ITI Certificate compulsory in the relevant trade from an institute affiliated to NCVT.** Copies of all certificates viz. proof of date of birth, educational/technical Qualification Certificate (ITI), NCVT Certificate, Caste Certificate, Ex-serviceman certificate, OBC certificate/ Creamy Layer certificate from appropriate authority etc. **duly attested by a Gazetted Officer of Central or State Govt. and must bear office seal and name of attesting officer should be submitted along with the application. No extra weight age will be granted to candidates having higher educational qualification. Candidates without ITI (without NCVT), need not apply.**

**02. AGE: The age will be reckoned as on 01.07.2017.**

Candidate should have completed 15 years of age and should not have completed 24 years of age.

- (i) Age limit of UR (General) Candidates i.e the date of birth should be within **01.07.93 to 30.06. 2002.**
- (ii) Upper age limit is relaxable by 5 years in case of **SC/ST** Candidates i.e the date birth should be within **01.07.88 to 30.06. 2002.**
- (iii) Upper age limit is relaxable by 3 years in case of **OBC** Candidates i.e the date birth should be within **01.07.90 to 30.06. 2002.**
- (iv) For **PERSON WITH DISABILITY (PWD):-** Upper age limit is relaxable by 10 years. In case of SC/ST & OBC physically handicapped person the upper age is relaxable by 15 years & 13 years respectively.
- (v) The upper age limit is relaxable for **ex-serviceman** up to the extent of service rendered in defence forces plus 3 years (max. 40 yrs) provided they have put in a minimum of 6 months service at a stretch. Ex- servicemen who have already joined the Govt. Service on Civil side after availing of other benefits given to them as ex-servicemen for further employment cannot claim ex-servicemen status for the purpose of their engagement. 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 existing instructions in this regard subject to his fulfillment of conditions governing the grant of such benefits. They are required to attach a certificate issue by Military Authority indicating their Date of enrolment and date of discharge. Ex-servicemen are required to clearly indicate all required particulars including community in the application form and enclose all documentary proof including community certificate in the prescribed format as required. However, regardless of community, ex-servicemen will be considered against the ex-servicemen quota, if available. If UR vacancies are not available then only ex-servicemen belonging to those particular communities where vacancies are available will be considered against the ex-servicemen quota.

**03. PERSON WITH DISABILITY (PWD)**

Physically handicapped candidates as indicated in the above trades include candidates having :

**A) For Loco motor or Cerebral palsy (OH) :-**

- 1) Fitter :- Lower limb partially damaged from one side can join.
- 2) Welder :- A person without leg and without 3(three) finger of one hand can join.
- 3) Electrician :- Partially lower limb can be accommodated.
- 4) Machinist :- Only small finger damaged can join.

**B) For Hearing Handicapped (HH) :-**

- 1) Fitter :- Only deaf/dumb or deaf-mute.
- 2) Welder :- Only deaf/dumb or deaf-mute.
- 3) Electrician :- Only deaf/dumb or deaf-mute.

**C) For Visual Handicapped (VH) :-**

Fitter :- The Candidates Vision in one eye..

**Physically handicapped persons having 40% or more disability are eligible to apply.**

A physically handicapped candidate who wants to avail of benefit of reservation would have to submit a disability Certificate issued by a competent authority.

Physically handicapped Certificate issued by Govt. Hospital/Medical Board as per para 4 & 5 of the Gazette Extra ordinary Published by the concerned authority dated 17.07.1999 is to be enclosed with the application.

Provided that standards of relaxation for persons having blindness or low vision for the trades of Fitter & Electrician will be Applicable as per extant rule.



Provided also that standard of relaxation for persons having Loco motor disability/Cerebral Palsy will be applicable for the trades of Fitter, Electrician as per extant rule.

Provided also that standard of relaxation for persons having hearing impaired will be applicable for the trades of Fitter, Electrician as per extant rule.

#### 04.EX-SERVICEMAN :

An ex-serviceman candidate selected under the reservation provided for them is to be placed in the appropriate category viz. SC/ST/OBC/UR to which he/she belongs to reservation for ex-servicemen, their children and children of Armed Forces Personnel will be engaged for Apprenticeship as per details mentioned below:

- A. Children of deceased/disabled ex-serviceman including those killed/disabled during peacetime.
- B. Children of ex-serviceman
- C. Children of serving Jawans.
- D. Children of serving Officer.
- E. Ex-serviceman.

**If no suitable OBC candidate is available, trades will be filled-up by un-Reserved candidates.**

#### 05.MODE OF SELECTION

A. Engagement of Act Apprentices will be done only on the basis of marks obtained in the Matriculation (Matriculate or 10<sup>th</sup> class in 10 + 2 examination system) **Examination passed from recognized School/Institution and minimum marks of eligibility shall be kept at 50% in aggregate except additional marks and having ITI Certificate in designated trade is compulsory.** No extra weightage shall be granted to candidates having higher qualification.

B. Candidates equal to **1.25 times** of the number of slots for Act Apprentices shall be called for verification of Original testimonials and their physical fitness. No marks shall be awarded at this stage.

**A final merit list** will be prepared equal to the no. of slots in the descending order of percentage of marks obtained by the Candidates in the Matriculation (Matriculate or 10<sup>th</sup> class in 10 + 2 Examination system) Examination except additional marks separately for Kanchrapara Workshop & Sealdah Division.

B. Selected Candidates should be engaged subject to found fit in appropriate Medical Exam. by Railways as applicable for the Kanchrapara Workshop & Sealdah Division.

C. **TRAINING PERIOD : Period of training will be 1(one) year for all the trades as mentioned in the notification as per directive of RDAT/Kolkata.**

D. **STIPEND :** Stipend will be paid as per extant rules.

#### 06.GENERAL INSTRUCTIONS TO THE CANDIDATES :

A. Candidate should properly and clearly fill up the percentage of marks obtained in Matriculation (Matriculate or 10<sup>th</sup> Class in 10 + 2 Examination system) Examination passed from recognized School/Institution in the place provided on the application form. Application form will be cancelled in case entries are not made clearly and properly. **Photocopies of Matriculation Exam. Passed Certificate along with Marksheet, Age proof documents & ITI Certificates Affiliated to NCVT should be attested by Gazetted Officer (Central Govt./ State Govt.) and attached with the application form.**

B. Candidates must indicate the appropriate designated trade in the space provided in the application format against Workshop.

C. Application form should be in prescribed format in A4 Size Paper i.e. 30cm X 21cm and filled up properly by the candidates in their **own handwriting either in English or Hindi, not in any other language.** Applicant should submit single Application with Columns of the application form should be filled up properly by the candidates. The application form will be rejected in case of cutting or overwriting. Candidates should put their signature and affix therein left thumb impression (LTI) in black printers ink on the space provided in the application form. The application will be cancelled LTI without printers Ink.

D. **Crossed IPO/Demand Draft of Rs.100/- (Rupees One Hundred only)** as a processing fee in favour of FA & CAO, E.Rly, Kolkata payable to GPO/Kolkata is to be enclosed with the application form by the UR & OBC Candidates.

**SC/ST, PH, WOMEN, Minorities and Economically backward Candidates are exempted for Payment of IPO/Demand Draft i.e., Rs. 100/- as per rule.**

**IPO is not refundable under any circumstances including for the rejected Applications.**

**IPO purchased before the date of Issue of Notification and after closing date will not be accepted and as such application form will be rejected and amount forfeited.**



- E. Application received with Cash/Cheque/Central Recruitment Stamps and Money Orders will not be accepted and will be treated as rejected and amount forfeited. IPO should be enclosed on the top of the application. Any type of suit or claim cannot be filed in any court for transfer or refund of the amount of I.P.O.
- F. SC/ST candidates should attach attested Photocopy of Caste Certificate with the application form in prescribed format duly issued by District Magistrate/Sub Divisional Officer/Competent Magistrate.
- G. The OBC Candidates should also enclose attested Photocopy of 'current creamy Layer' certificate for the Govt. of India issued by the Competent Authority in the prescribed format for Central Govt. Service which is of preceding one Year. The Competent Authorities for issue of Creamy Layer Certificates are : (1) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ 1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Asstt. Commissioner, not below the rank of 1<sup>st</sup> Class stipendiary Magistrate.(2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.(3) Revenue Officer not below the rank of Tahasildar (4) Sub-Divisional Officer of the area where the candidates and their family resides.
- H. The persons with Disabilities should attach attested photo copy of Physically handicapped Certificate issued by Medical Board attached to the special Employment Exchange for the Physically handicapped or attached to Vocational Rehabilitation centers for the physically Handicapped, Govt. Hospital or Civil Surgeon of Govt. Hospital where such Board does not Exist as per Para 4 and 5 of the Gazette Extra Ordinary Published by the concerned authority dt.17.07.99.
- I. Ex-Serviceman should attach attested photo copy of Discharge certificate mentioning the date of Enrolment with the application.
- J. Two recent copies of Passport Size Photographs, one to be pasted on Application form duly signed by the candidates on top of front side and attested by Gazetted Officer and other to be pasted on the Call Letter duly signed by the candidates on top of front side and also attested by Gazetted Officer have to be submitted. The photograph should be taken without Wearing coloured glass or Cap and face of the Candidate should be clearly visible. If these Conditions are not satisfied, the application will be summarily rejected.
- K. One self addressed envelope of size 11" X 5" with postal stamp of Rs.5/- affixed on it and will have to be submitted along with the Application form otherwise Application will be rejected.
- L. Application form and Call letter as per the format must be submitted duly filled in all respect, each in full escapepaper by the candidate in his own handwriting with ball point pen and **addressed to "WORKSHOP PERSONNEL OFFICER, EASTERN RAILWAY WORKSHOP, KANCHRAPARA, P.O : KANCHRAPARA, 24-PARGANAS(N) PIN-743145** for Eastern Railway Workshop, Kanchrapara & also for Eastern Railway, Sealdah Division. The candidate may drop the application in the Sealed Box in Time Office/Loco Gate, Eastern Railway Workshop, Kanchrapara between 10.00 Hrs. to 16:30 Hrs. from Monday to Friday and up to 13:30 Hrs. on Saturday, except Holidays of Kanchrapara Workshop within the date as advised or should sent through ordinary post only. The envelope should be super scribed with **"Application for Engagement of Act Apprentice for Kanchrapara Workshop or Application for Engagement of Act Apprentice for Sealdah Division along with Community and Trade for Eastern Railway Workshop / Kanchrapara or Eastern Railway/Sealdah Division which are must be tallied with the trade of Notification and ITI passed Certificate"**.

**Last Date of submission of Application is on 07-12-2017 at 16:30 Hrs.**

- M. **NO TA/DA** will be paid to the candidates are called for verification of original testimonials and therein Physical fitness. Selected candidates will have to arrange own accommodation during the training period. Guardians of the selected Candidates have to enter into a Contract of Apprenticeship with the Employer as per the Apprenticeship Act, 1961. All candidates will have to bear their expenses for appearing in the testimonials verification and physical fitness test.
- N. The decision of the Administration will be final in regard to Acceptance or otherwise of any Application even without assigning any reason or in regard to selection of the Candidates and their Training. The Contract of Apprenticeship Training of the selected Candidates will be liable to be terminated at any stage without Notice, if it is found that they have furnished Wrong information or documents in support of their Candidature.
- O. If it is noticed by the Railway Administration that the applicant have furnished wrong information/fake certificates, the Railway Administration reserves the right to discharge the candidate/selected candidate at any stage without notice and to recover the stipend amount paid to them under the provision of Indemnity Bond without prior information. FIR will be lodged for submitting false /forged certificates & for furnishing wrong/false informations or documents in support of their consideration.
- P. After passing the Course of Act. Apprenticeship there will be **"NO GUARANTEE FOR THEIR EMPLOYMENT IN THE RAILWAYS"**. They will be released after Completion of Training.





- Q. The Railway administrations do not undertake any responsibility for sending reply to the candidates not selected or not called for. No correspondence in regard to the application shall be entertained to any individual or Organization.
- R. The Railway Administration also reserves the right to change all the conditions in respect of Admission, Applicants eligibilities, candidature, acceptance or rejection of Applications, toward punishment for giving wrong documents or information and to change/modify the admission procedure. No enquiry or correspondence in this regard will be entertained and it will not be challenged in any Court.
- S. The Railway Administration Kanchrapara, will not be responsible for any kind of printing mistake/error.
- T. The Railway administration will not be responsible for any postal delay/ wrong delivery whatsoever at any stage of the Act Apprentice engagement process.

**7) INVALID APPLICATIONS:** The applications having any of the following deficiencies or irregularities will be summarily rejected.

1. Applications not submitted in prescribed format as given in this Employment Notice, or, if Incomplete or illegible.
2. Undated applications, applications without thumb impression, applications without marks of identification, Signature in Block letters.
3. Without photograph or affixing/attaching Xerox copy of photograph. Photograph with wearing Coloured glass or Cap and face is not clearly visible. Photograph without Signature of the Candidate and not attested by the Gazetted Officer.
4. Without signature on Application Form. or signing on Capital letters
5. IPO of requisite value and validity
6. Applications not filled by the candidate in his/her own handwriting.
7. Without proper certificates, in respect of SC/ST/OBC/PH candidates. Certificate Should be obtained from the competent authority in the prescribed format.
8. Under aged/ over aged candidates.
9. Not having the requisite Educational Qualification at the time of submitting application.
10. Applications received after 16.30 hrs. on closing date.
11. Photo copies of the certificates not attested by Gazetted Officer, or, if self-attested.
12. Cutting or over writing the Application form.
13. Erasing marks in the mark sheet or in Certificate attached with the Application.
14. Discrepancy in Caste, PH Certificate.
15. More than one Application form for other Trade.
16. **ITI passed Certificate without NCVT.**
17. Appearing or awaiting results of Matriculation Exam **under 10 + 2 Exam. System.**
18. Self Addressed envelope without Postal Stamp of Rs. 5/-.
19. Passport size recent photographs without cap and coloured glasses signed by the candidate must be attested by the Gazetted Officer which are should be affixed in the Application form and in the Call letter.
20. Application form not filled up in English or in Hindi.

**For further details log in to Eastern Railway Website:**

**[www.er.indianrailways.gov.in](http://www.er.indianrailways.gov.in) →**

**Workshop → Kanchrapara → Department → Personnel.**

  
(J. P. Shaw)

Workshop Personnel Officer  
for Chief Works Manager  
Eastern Railway, Kanchrapara.

**Copy to :** Principal Chief Personnel Officer, Eastern Railway/Kolkata for information please in reference to his letter No. ME.370/28/0/Policy/Pt. II Dated : 11-10-2017.

  
(J. P. Shaw)

Workshop Personnel Officer  
for Chief Works Manager  
Eastern Railway, Kanchrapara

(APPLICATION FORMAT)  
FOR ENGAGEMENT AS ACT APPRENTICE  
To be filled in by the applicant in his/her own hand-writing

| UR | SC | ST | OBC | Ex-SM | PWD |
|----|----|----|-----|-------|-----|
|----|----|----|-----|-------|-----|

|             |                      |                  |
|-------------|----------------------|------------------|
| Applied for | Kanchrapara Workshop | Sealdah Division |
|-------------|----------------------|------------------|

71



B) Percentage of Disability :

|  |   |
|--|---|
|  | % |
|--|---|

11. Tick (✓) Appropriate box for communi

|                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| UR                       | OBC                      | SC                       | ST                       |

12. State of Domic

|  |
|--|
|  |
|--|

13.(A) Educational qualification (Please write clearly)

| Exam.Passed<br>With year | Name of the Institute/Board | Full<br>Marks | Total Marks<br>obtained (Excluding<br>Additional/Optional<br>Marks | % age in<br>aggregate<br>Given as<br>per Col. 4. |
|--------------------------|-----------------------------|---------------|--|--|
| 1.                       | 2.                          | 3.            | 4.   | 5.   |
|                          |                             |               |  |  |
|                          |                             |               |  |  |

(B) Technical qualification ITI (Please write clearly)

| Name of the Trade(ITI<br>Affiliated with NCVT) | Name of the Institute | Full<br>Marks | Total<br>Marks<br>obtained | Year of<br>passing |
|--|-----------------------|---------------|----------------------------|--------------------|
|  |                       |               |                            |                    |
|  |                       |               |                            |                    |

14. Personal marks of identification :

|    |  |
|----|--|
| 1. |  |
| 2. |  |

15 Particulars of Postal Order/Bank Draft :

| Name of the Post office | No.of IPO | Date | Amount |
|-------------------------|-----------|------|--------|
|                         |           |      |        |
|                         |           |      |        |

16 A). I hereby declare that all the particulars given by me are true, complete and correct to the best of my knowledge and belief. I am aware that in the event of any information furnished by me is found false/incorrect at any stage; my candidature/apprenticeship may be cancelled without any notice.

B) I, also understand fully that the obligation under Apprentice Act 1961, on the part of Railway is to be provide me with training only in the allotted trade and not to absorb/provide with employment in the railways on completion of my training and thus I have no claim for employment as such.

Full Signature of the applicant

17.

|  |
|--|
|  |
| Clear LTI of the candidate<br>in Black printers ink. |

|       |  |
|-------|--|
| DATE  |  |
| PLACE |  |



## EASTERN RAILWAY WORKSHOP, KANCHRAPARA/

## EASTERN RAILWAY, SEALDAH DIVISION

CALL LETTER – CUM – ADMIT CARD.

Employment Notice  
No. 01/2017-18/KPA.

Affix a recent passport size photo without cap & coloured glasses signed by the candidate (attested by Gazetted officer).

1. Name of the Candidate  
(in BLOCK letter)

[illegible]

2. Father's Name

[illegible]

3. Postal Address in full  
With Pin Code No.

[illegible]

NB : All columns are to be filled in by the candidate.

(To be filled in by the office)

Your ROLL No. is \_\_\_\_\_

You are hereby advised to attend in this office on ..... with your all original Certificates/Documents for verification and Physical fitness i.e., 1) Educational qualification, 2) Technical qualification (ITI passed with NCVT Certificate), 3) Mark sheet of Matriculation, 4) Caste certificate (SC/ST), OBC certificate/Creamy Layer certificate, 5) Age proof certificate, 6) Ex serviceman if apply, bring with Original Service and Release Certificate.

Candidate is also advised to bring 03 (THREE) Photo Copies of each Certificateduly attested by a Gazetted officer of Central or State Govt. with office seal.

Date : .....

For Chief Works Manager,  
Kanchrapara Workshop,  
E.Rly,Kanchrapara

FREE RAILWAYPASS for SC/ST candidates only (Authority Rly.Board's Circular No E(NG)III/83/RSC/14 dated 27.03.84).On production of this call letter you are entitled to travel free by rail in 2<sup>nd</sup> class from \_\_\_\_\_ station to \_\_\_\_\_ station and back. The outward journey should commence not before \_\_\_\_\_ and return journey should be completed before \_\_\_\_\_.

For Chief Works Manager,  
Kanchrapara Workshop,  
E.Rly,Kanchrapara





**FORMAT FOR SC/ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the Sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy. *(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/Town \_\_\_\_\_ in District/Division \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ belongs to the Caste/Tribe \_\_\_\_\_ which is recognised as a Scheduled Caste /Scheduled Tribe under.

The Constitution (Scheduled Castes) order 1950 \_\_\_\_\_

The Constitution (Scheduled Tribe) order 1950. \_\_\_\_\_

The Constitution (Scheduled Castes) (Union Territory) order 1951\* \_\_\_\_\_ The Constitution (Scheduled Tribe) (Union Territory) order 1951 (As amended by the Scheduled Castes and Scheduled Tribes (Modification) Order 1956 the Bombay Recognised Act 1960 the Punjab Recognition Act 1966 The State of Himachal Pradesh Act 1970 the North Eastern Areas (Reorganisation Act 1971) and the Scheduled Castes and Scheduled Tribes order (Amendment Act 1976).

\*The Constitution (Jammu & Kashmir) Scheduled Castes order 1956 \_\_\_\_\_ \*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes 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 Tribe order 1962

\*The Constitution (Pondichery) Scheduled Castes order 1964

\*The Constitution (Uttar Pradesh) Scheduled Tribe order 1967

\*The Constitution (Goa Daman & Diu) Scheduled Castes order 1968

\*The Constitution (Goa Daman & Diu) Scheduled Tribe 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) order (Amendment) Act 1990

\*The Constitution (ST) order (Amendment) Ordinance 1991

\*The Constitution (ST) order (Second Amendment) Act 1991

\*The Constitution (ST) Ordinance 1996

%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/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of Shri/Shrimati/Kumari \_\_\_\_\_ of village /town \_\_\_\_\_ District/Division \_\_\_\_\_ of the State /UT \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste/Tribe which is recognized as a

Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_ %3.

Shri/Shrimati/Kumari \_\_\_\_\_ and/or\* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Place.....

Date.....

Signature .....

Designation.....

(With seal of office)



NOTE:-The terms ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the people Act 1950

**LIST OF AUTHORITIES EMPOWERED TO ISSUE CASTE/TRIBE CERTIFICATE**

1. District Magistrate/Additional District Magistrate /Collector/Deputy Commissioner/Additional Deputy Commissioner / Dy.Collector /1<sup>st</sup> Class Stipendiary Magistrate /Sub Divisional Magistrate.
2. Extra Assistant Commissioner /Taluka Magistrate/Executive Magistrate.
3. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
4. Revenue Officer not below the rank of Tahsildar.
5. Sub-Divisional officer of the area where the candidate and /or his family normally resides.



**(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT  
TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village \_\_\_\_\_  
\_\_\_\_\_ District/Division \_\_\_\_\_ in the  
\_\_\_\_\_ State \_\_\_\_\_ belongs to the

Community which is recognized as a backward class under :

- i) Resolution No. 12011 /68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary - Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No.163, dated 20th October, 1994.
- iii) Resolution No. 12011 /7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part I, Section I No. 88 dated 25th May, 1995.
- iv) Resolution No. 12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India Extraordinary Part I, Section -1, No. 210, dated the 11th December, 1996.
- vi) Resolution No. 12011/13/96-BCC dated 3rd December, 1997.
- vi) Resolution No. 12011/99/94-BCC dated 11th December, 1997.
- wi) Resolution No. 12011 /68/96-BCC dated 27th October, 1999.
- ix) Resolution No. 12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part I, Section I No. 270, 6th December, 1999.
- x) Resolution No. 12011736/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part I, Section I. No. 71 dated 4th April, 2000.
- xi) Resolution No. 12011 /44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part I, Section I, No. 210 dated 21.9.2000.

Shri \_\_\_\_\_ and/or him family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_ State

This is to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of the Scheduled to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT) dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt. (Res) dated 09.03.2004 & 14.10.2006.

Dated:

District Magistrate or

Seal:

Deputy Commissioner etc.

**Note -**

- (a) The term 'Ordinarily' used here will have the same meaning as a Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificate are indicated below :-
  - (i) District Magistrate/Additional Magistrate/Collector/Dy. 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)
  - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. (\*)
  - (ii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

Note:- The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer