



# SOUTH EASTERN RAILWAY

RAILWAY RECRUITMENT CELL,  
New Administrative Building, 6<sup>th</sup> Floor  
Garden Reach, Kolkata-700043



## OPEN ADVERTISEMENT NOTIFICATION FOR RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA FOR THE YEAR 2025-26

**Employment Notice No. RRC/SER/S&G Quota/2025-26 dated 14/11/2025**

Online Applications are invited from Indian nationals who are active members of **Bharat Scouts & Guides** for recruitment against Scouts & Guides Quota vacancies in Level-2 and erstwhile Level-1 grades in PB-1 Grade Pay-Rs.1900/1800 [6<sup>th</sup> CPC] and Level-2/1[7<sup>th</sup> CPC] for the year 2025-26 in South Eastern Railway. **The candidates having no Scouts & Guides Qualification need not apply.** The details are given below:

### 1.0 SCHEDULE:

i.	Date of Publication of Notification on website : - 14/11/2025
ii.	Opening date and time of Online Applications : - 29/11/2025
iii.	Closing date and time of Online Applications : - 28/12/2025 at 23:59 Hrs.
iv.	Date of Written Test and other stages of recruitment process will be intimated from time to time through the website. ( <a href="http://www.rrcser.co.in">www.rrcser.co.in</a> )

### 2.0 DETAILS OF VACANCIES:

Sl No.	Category	Grade Pay in Rs.	No. of Posts	Quota Distribution
1.	Level-2 (Group- 'C')	1900/-	02	02 posts for South Eastern Railway (Headquarters)
2.	Level-1 (Group- 'D')	1800/-	08	02 posts each for Adra, Chakradharpur, Kharagpur and Ranchi Divisions
<b>Grand Total</b>			<b>10</b>	

### 3.0 ESSENTIAL EDUCATIONAL QUALIFICATION

Sl. No.	Category	Minimum Education Qualification
1.	Level-2	<p>1. Passed 12<sup>th</sup> (+2 stage) or its equivalent Examination with not less than 50% marks in the aggregate, from govt. Recognized Education Board/Council/Institution etc. 50% marks is not to be insisted upon in case SC, ST, ESM and PwBD candidates and candidates having higher qualification from UGC recognized University.</p> <p>(OR)</p> <p>10<sup>th</sup> pass from Government recognized Board plus National Apprenticeship Certificate (NAC) /ITI approved by NCVT (Diploma in Engineering is not considered as an alternative higher qualification).</p> <p>2. Scouting/Guiding qualification as per <b>Para 5.0.</b></p>
2.	Level-1	<p>1. 10<sup>th</sup> pass from Government recognised Board.</p> <p>(OR)</p> <p>10<sup>th</sup> pass from Government recognized Board plus ITI/National Apprenticeship Certificate (NAC) approved by NCVT.</p> <p>2. Scouting/Guiding qualification as per <b>Para 5.0.</b></p>

- 4.0.** (i) A candidate should apply separately for Level-1 and Level-2 posts.  
(ii) These post are open to all communities and there is no reservation for any community.

## **5.0 SCOUTING/GUIDING QUALIFICATION (FOR LEVEL-2 AND LEVEL-1 BOTH CATEGORIES):**

In addition to Essential Qualifications mentioned at Para 3.0, the following qualification of Scouts & Guides will be applicable for both Level-2 and Level-1 posts (7th CPC):

- a) **A President Scout/Guide/Rover/Ranger OR Himalayan Wood Badge (HWB) holder in any section.**
- b) **Should have been an active member of Scout Organization for the last 5 years. The 'Certificate of Activeness' should be as per Annexure– A; and**
- c) **Should have attended two events at National level OR All Indian Railways' level AND two events at State Level.**

## **6.0 RESERVATION:**

This quota is open to all candidates and candidates belonging to SC/ST/OBC/ESM/PwBD categories who apply against notification published for this quota be extended relaxation in age limit as admissible in general open market recruitment. However, in case of being selected with any relaxation on account of being a candidate from the above categories, he/she will be taken against reserve roster point.

## **AGE LIMIT: (THE AGE WILL BE RECKONED AS ON 01.01.2026)**

Category of Post	UR	OBC	SC/ST	Serving Rly. Employee, Ex-Servicemen, PwBD/Window/Divorced Women/ women judicially Separated but not re-married/Course Completed Act Apprentices
Level-2 (Group 'C')	18 to 30yrs.	Relaxation up to 3yrs. In upper age	Relaxation up to 5yrs. In upper age	As per following criteria (7.i to 7.v)
Level-1 (Group 'D')	18 to 33yrs.			

**PROOF OF AGE:** The candidate has to submit either a Birth Certificate issued by Registrar of Birth or 10<sup>th</sup> class certificate or 10<sup>th</sup> class Admit card or Mark Sheet indicating date of birth, issued by a Government recognized education Board as proof of age.

**NOTE:** The date of birth filled in the application form should be same as recorded in the Matriculation/SSLC/Xth Class or an equivalent certificate. No subsequent request for its change will be considered. The candidate must upload a scanned self-attested copy of the birth certificate or 10th class Certificate or 10th class Admit card or Mark Sheet indicating date of birth issued by a Government recognized Education Board during filling up of online application and produce the original certificate during document verification.

## **7.0 Extent of Age Relaxation:**

- i. Serving Railway employees, including casual labourers, who have put in minimum three years of continuous service and substitutes, who have put in minimum three years of continuous service or minimum three years in broken spells in the Railways have following relaxation: Maximum Age – for Level-2, UR - 40yrs., OBC – 43 yrs., SC/ST – 45 yrs. and for Level -1 UR – 43 yrs., OBC – 46 yrs., SC/ST – 48yrs.
- ii. Widows/Divorced women and Women judicially separated but not re-married. Maximum age- for Level-2, UR – 35yrs., OBC-38yrs., SC/ST-40 yrs and for Level-1 UR – 38 yrs., OBC-41yrs., SC/ST-43 yrs

**Persons with benchmark disabilities (PwBDs):** Age relaxation of 10 yrs. is applicable in addition to Para 6.0 (Subject to production of Disability Certificate to be issued by at least three (03) Members' committee of a Govt. Hospital).

- iii. The Upper age limit is relaxable for Ex-servicemen up to the extent of service rendered in Defense Forces plus 3 years provided they have put in a minimum of 6 months attested service. Ex-servicemen, who have already joined the Govt. Service on Civil side after availing other benefits given to them as Ex-servicemen for further employment, cannot claim Ex-servicemen status for the purpose of this recruitment, 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 the existing instructions in this regard, subject to his fulfillment of the conditions governing the grant of such benefits.

- iv. The staff of Quasi-Administrative offices or organizations such as Railway Consumer Co-operative Societies, Canteens and Institutes etc. will be given relaxation in age limit to the extent of 05 years or service rendered in such organization, whichever is less.
- v. For Course Completed Act Apprentices (CCAA), applying for Level-1 posts age limit will be 33 years for UR candidates, 36 years for OBC candidates and 38 years for SC/ST candidates plus the upper age limit may be relaxed to the extent of Apprentice Training undergone by them under the Apprentice Act, 1961, subject to maximum of three (3) years.

## 8.0 RECRUITMENT PROCESS:

The candidates who apply in response to the Notification and are found eligible will be called for written examination. Candidates to the extent of only 5 times of the vacancies in order of merit, who have scored minimum 40% marks in the Written Test, shall be called for verification of certificates. Overall merit will be assessed on the basis of written test & marks on certificates of Scouts & Guides activities.

### i. FOLLOWING STAGES WOULD BE INVOLVED IN THE RECRUITMENT PROCESS:

#### STAGE-I

Sl. No.	Attributes	Marks
(A)	<p><b>Written Test:</b> The written test will consist of 40 objective questions (40 marks) &amp; 1 essay type question (20 marks), in bi-lingual format, relating to Scouts and Guides Organization and its activities and General Knowledge for Level-2 and Level-1.</p> <p>The written test shall be of duration of 60 minutes.</p> <p><i>There will be negative marking in the written test and 1/3<sup>rd</sup> of marks allotted for the Objective Type Question will be deducted for every wrong answer.</i></p>	<b>60</b>

#### STAGE-II

(B)	<b>Marks on certificates</b>	<b>40</b>
	<b>(i) Participation/Service rendered in National Events / National Jamboree (including All Indian Railway Events):</b>	<b>10</b>
	• First Two certificates (i.e. minimum eligibility qualification)	Nil
	• One additional event	07
	• Two or more additional events	10
	<b>(ii) Participation/Service rendered in State Events/Rallies:</b>	<b>10</b>
	• First Two certificates (i.e. minimum eligibility qualification)	Nil
	• One additional event	07
	• Two or more additional events	10
	<b>(iii) Specialized Scouts/Guides course organized at National/State/All Indian Railways level:</b>	<b>10</b>
	• One Course	07
	• Two or more Courses	10
	<b>(iv) Participation in District Rallies :</b>	<b>10</b>
	• One Certificate	Nil
	• Two certificates	07
	• Three certificates	10
	<b>TOTAL</b>	<b>100</b>

- ii. The candidates must choose anyone of the following Languages for the purpose of written examination only:  
**Hindi or English.**
- iii. After clearing Stage-I and Stage-II and after recommendation of the Recruitment Committee, the candidate would be sent for medical examination at Railway Hospital as per MERIT ORDER in the ratio of 1:1 of Notified vacancies. It is mandatory for such a candidate to be declared fit in the prescribed medical category, by Railway Medical Authority, as applicable for the offered post.

- iv. In the event of appointment as Clerk-cum-Typist post in Level-2 railway service, candidates will be required to acquire typing proficiency of 30 w.p.m. in English or 25 w.p.m. in Hindi within a period of two years from the date of appointment, and till such time, appointment will be provisional.
- v. The time and venue of Written Examination, Verification of Scouts & Guides and Educational Qualification Certificates will be fixed by RRC/SER and will be intimated to the eligible candidates in due course. No request for postponement of written examination/Document Verification of Scouts & Guides Certificates and Educational Qualification Certificates will be entertained under any circumstances.
- vi. The call letter download facility for recruitment stages would be made available 15 days before the written test. Call letter will not be sent by post. Hence, candidate should check the website of RRC/SER regularly.

**vii. SYLLABUS FOR THE WRITTEN EXAMINATION: LEVEL-1 (7TH CPC) AND LEVEL-2 (7THCPC)**

**History of Scouting/Guiding; Law and Promise; Organisation- 'District & State Level'; Training Centre – Distt. & State Level; Knowledge of Books; Scouting for Boys/Guiding for Girls in India; Motto left hand shake; Salute; Prayer; Flag song; National Anthem; Know the National & Scouting flags; Social Services at various occasions; Hiking; Proficiency Badges, How these are earned?; Stages in Scouting/Guiding. Thinking Day; Progressive Training of Scouts/Guides/Rovers/Rangers; Pioneer; Handicrafts; Indian Railway Jamboree; National Jamboree; Jamboree on the Air.**

**Organization at National Level; National Training Centers, WAGGGS/WOSM- Uprastapati Award Competition; Prime Minister Shield Competition; Community Development Programmers; Aims and Methods of Scouting; How Scouting is useful in producing better citizens?**

**9.0 EXAMINATION FEES**

- i. For all candidates except those mentioned in sub-para (9.ii) below - Rs.500/- (Rupees five Hundred only) with a provision for refunding **Rs. 400/-** (Rupees four hundred) to those who actually appear in the written examination. **(UR-Male, OBC-Male, EWS Male Rs.500/-)**
- ii. For candidates belonging to SC, ST, Ex-servicemen, PwBD, Women, Minorities and Economically Backward Classes, **Rs. 250/-** (Rupees Two Hundred Fifty) only with a provision for refunding the same to those who actually appear in the written examination. SC, ST, OBC, Economically Backward Classes and PwBD, ESM Discharge certificates must be enclosed as per Annexures attached in the Notification.
- iii. Candidates must upload relevant documents as per Para-9/ii of this notification and produce originals at the time of written examination.
- iv. Examination fee should be paid online using Internet Banking or Debit Card or Credit Card (Service Charges for payment of fees will be borne by the candidates).
- v. Candidates should confirm if they wish to receive the refundable portion of examination fees (Rs. 400/- or Rs.250/- as applicable) on attending Written Test in the account from which they have made payment or alternatively, provide the beneficiary account in which they wish to receive the refund viz. beneficiary name, account number, name of Bank and its IFSC code. The refundable portion of examination fees shall be refunded duly deducting bank charges as applicable.
- vi. Candidates opting for refund of examination fees must indicate the same on the tab provided in the Online Application form. Failing to indicate the same examination fees will not be refunded under any circumstances.

**Note:-** \*\*Minority will mean Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians Parsi.  
 \*\*Economically Backward Classes will mean the candidates whose family income is less than Rs.50000/- (Rupees Fifty Thousand) per annum.

- vii. The EBC candidate should submit the Income Certificate issued by the authorities mentioned in **Annexure VII**, and upload the same at the time of filling up the online application.

**10.0 HOW TO APPLY**

- i. Eligible candidates are required to go to the link provided for filling ONLINE application through website of RRC/SER ([www.rrcser.co.in](http://www.rrcser.co.in)) and fill up the personal details/BIO-DATA carefully.
- ii. 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 with them.
- iii. Candidates should ensure that their Name/Spelling, Father's Name/Spelling, Community details, Educational Qualification and Date of Birth match with the entries recorded in Matriculation or equivalent certificate

**In case there is significant deviation/difference in the Name/Spelling/DOB etc. in the documents of the candidate then his/her candidature is liable to be cancelled from the day the discrepancy is noticed. No claim would be entertained in this regard. Hence candidates are advised to thoroughly check their documents.**

#### **11.0 Documents to be uploaded:**

##### **i) PHOTOGRAPH:**

- (a) It should be a color passport-size photograph with white/light color background. It should be of size 35mmX45mm or 320x240 pixels. It should be in JPG/JPEG format scanned with 100 DPI resolution. The size of the photograph should be between 20-50KB.
- (b) The color photograph must have been taken on or after publication of web notice in a professional studio. Photographs taken using mobile and self-composed portraits may result in rejection of application.
- (c) The photograph must match with the appearance of the candidate on the days of Written Test and Document Verification and Medical test.
- (d) The photo should have clear front view of the candidate without cap and sunglasses.
- (e) The face should occupy at least 50% of the area of the photograph with a full-face view looking at the camera directly. The main features of the face must not be covered by hair of the head any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.
- (f) In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.
- (g) Photos of the candidates on all documents should be identical in all stages of recruitment process. Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use, as and when required during the recruitment process.

##### **ii) SIGNATURE AND LTI:**

- (a) The applicant has to sign and put LTI on white paper with Black Ink within a box of size 50 mm x 20mm. The images should be in JPG/JPEG format scanned with 100 dpi resolution. Size of file should be between 10-40KB.
- (b) The signature and LTI must be of the applicant only and not of any other person otherwise it would be treated as impersonation/fraud. Candidate should then upload scanned photograph, Left Thumb Impression and signature in following manner. There should not be any smudge/non readable signature for Left Thumb Impression.
- (c) Signatures of the candidates on all documents should be identical in all stages of recruitment process. Signatures in different style at the time of Written Test, Document Verification, Medical examination etc. may result in cancellation of candidature.
- (d) Signature should be either in Hindi or English and must not be in **Capital** or Disjointed letter.

##### **iii) OTHER DOCUMENTS:**

- (a) **All Certificates and mark sheets which are proof of educational qualification and that of Scouts & Guides qualification, MUST BE DULY SELF ATTESTED and issued by Govt. recognized Board/University/Institute as per Para 3 & 5, should be uploaded along with the application form.**
- (b) At the time of DV, candidates must produce **original certificates** for educational and Scouts & Guides qualifications. If the **original certificate** is not available, the candidate may submit a **final mark sheet** along with a **provisional certificate** and an **undertaking** that the degree is awaited. In such cases, the candidate may be provisionally empaneled. However, no offer of appointment shall be issued until the original certificate is submitted or verified from the university. If even **the final mark sheet** is not produced, **the candidature will be rejected.**
- (c) **Self-attested** certificate in proof of age (Birth Certificate/Matriculation/10th certificate 10th/Admit card/10th Marksheet) indicating date of birth as per Para 6.
- (d) **SC/ST Candidate:** Candidates claiming to be SC and ST communities are required to upload self-attested community certificates issued by the Competent Authority with the online application as per the **Annexure-I.**

- (e) **OBC-NCL Candidate:** The OBC-NCL candidates should upload self-attested community certificate issued by the Competent Authority with the online application as per **Annexure-II**.
- (f) **OBC-NCL Candidate (Self Declaration):** The OBC-NCL candidates should also submit self-declaration as per **Annexure-IIA** indicating that the candidate does not belong to the Creamy layer.
- (g) **EBC Candidate:** Candidates claiming to belong to EBC are required to upload Income Certificate issued by the Competent Authority in the prescribed format as per **Annexure-VII** of this Notification.
- (h) **EWS Candidate:** Candidates claiming to belong to EWS are required to upload Income Certificate issued by the Competent Authority in the prescribed format as per **Annexure-VI** of this notification.
- (i) **Minority Candidates:** Candidates claiming to belong to Minority Community are required to upload a declaration for waiver of Examination fees as per **Annexure-VIII** of this Notification.
- (j) **PwBD Candidate:** PwBD candidates have to submit self-attested Disability Certificate as per **Annexure-III, IV & V**.
- (k) Self-attested certificates in proof of **Scouts & Guides achievements** as per Notification.
- (l) Certificates in languages other than English or Hindi should be accompanied by an attested Translation in English/Hindi
- (m) **Those candidates who are finally qualified for appointment should submit (Annexure – III) as per Master Circular-7.**

## **12.0 STEPS TO SUBMIT ONLINE APPLICATION:**

- i) Visit on the **Notice Board of official website RRC/SER Kolkata ([www.rrcser.co.in](http://www.rrcser.co.in))** of South Eastern Railway>Railway Recruitment Cell. Click on “Online/E-Application for Scouts & Guides Quota /2025-26” link. Click on the “New Registration” link.
- ii) Fill in the personal information viz. Name, Father’s name, Date of Birth, Community, e-mail Address and Mobile number. On submission of required details an e-mail/SMS will be received in the registered e-mail ID/Mobile number. Open inbox of your registered e-mail/SMS and note the registration number and password.
- iii) Login-using the Registration number & password sent in the e-mail/SMS.
- iv) Follow the instructions and complete the registration process step-by-step.
  - a) Upload the scanned copy of Photograph, Signature and LTI, self-attested certificates in proof of date of birth, education/technical qualifications and caste i.e., SC/ST/OBC/EBC/EWS, income certificate, self-declarations pertaining to the OBC candidates and minority community candidates and Scouts & Guides achievements.
  - b) Fill up the mandatory fields of Application form.
- v) During submission of ONLINE application, a Unique Application Number will be generated and issued to each candidate. Candidates are advised to preserve/note their Registration Number for further stages of recruitment process/correspondence.
- vi) To avoid last minute rush, candidates are advised in their own interest to register and submit ONLINE application much before the closing date since there may be a possibility of inability/failure to log on to the website of RRC concerned on account of heavy load on the internet or website during last days of online registration.
- vii) Candidates should note that applications received directly RRC/SER will not be entertained.
- viii) No change whatsoever will be entertained after final submission of online application and hard copy should be the same as submitted online.
- ix) Submit the properly filled up application form. Take 2 copies of print out of properly filled up application form.
- x) Candidates should have their own mobile number, valid & active personal email-id and should keep them active for the entire duration of recruitment as RRC shall send all recruitment-related communication only through SMS and email. RRC/SER will not entertain any request for change of mobile number and e-mail address at any stage.
- xi) RRC/SER does not accept any responsibility for the candidates not being able to register and/or submit their application within the last day on account of aforesaid reasons or any other reason.

- xii) In case of any difficulty in filling up of online application, please call on the Help Line Number and E mail ID mentioned on the website of RRC/SER.

### **13.0 INVALID APPLICATIONS:**

The applications having any of the following deficiencies, discrepancies or irregularities are liable to be rejected:

- i. Applications sent manually.
- ii. Registration of more than one application by the same candidate.
- iii. Application examination fee not paid or less fee.
- iv. Application without proper scanned photograph, signature and LTI, other enclosures.
- v. Application without uploading proper certificates, in respect of Date of Birth, educational qualification and caste, obtained from the appropriate authority in the prescribed format as per Annexure.
- vi. Candidate not possessing the prescribed educational, Scouts & Guides qualifications or Certificates at the time of submitting application.
- vii. Overage or date of birth not filled or wrongly filled.
- viii. Photograph not uploaded, black and white photo, photo with cap or sunglasses, disfigured, small size, full body, only one side view of the face or unrecognizable photo etc.
- ix. LTI/Signature not uploaded PROPERLY or signature uploaded in capital letters.
- x. Any other irregularities which are considered invalid by RRC/SER. Note: - This list is only illustrative and not exhaustive. The applications will be rejected on any other irregularity /deficiency noticed by the RRC/ER at any stage.
- xi. The application is liable to be rejected if any of the compulsory enclosure is not attached as indicated in the proforma of the application or the application is found defective in any respect.
- xii. No column should be left blank, which also may be the cause of rejection of the application.

### **14.0 IMPERSONATION / SUPPRESSION OF FACTS – WARNING**

- i) Any candidate found using unfair means of any kind in the examination, sending someone else in his/her place to appear in the examination, attempt to impersonate will be debarred from appearing in all the examinations of all the RRBs/RRCs for lifetime. He/she will also be debarred from getting any appointment in the Railways and if already appointed, will be dismissed from service. Such candidates are also liable for legal prosecution.
- ii) Furnishing of any false information to the RRB/RRC or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing at any selection or examination for appointment on the Railways or to any other Government service and if appointed the service of such candidate is liable to be terminated.
- iii) Candidates found submitting forged/fake certificates/documents of any kind for securing eligibility and/or obtaining privileges, including free travel for appearing in the WRITTEN EXAMINATION/DV shall lead to rejection of their candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred from all examinations conducted by all RRBs/RRCs all over the country for a period of 2 years/for life as deemed fit and legal action will be initiated, if warranted.
- iv) Candidate shall not bring in or attempt to bring in any political or other influence to further his /her interest in respect of the recruitment. Candidature of such candidates is liable to be rejected.

### **15.0 IMPORTANT POINTS TO BE NOTED**

- i. The decision of the Administration in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and no enquiry or correspondence will be entertained in this connection. The Administration does not undertake any responsibility for sending any reply to the candidates for not being selected or not called for in Written Test/Document Verification.
- ii. Canvassing in any form will disqualify the candidature.
- iii. As per the extant rules a 2nd Class journey Pass from Home Station to the place of Examination and back will be issued to SC/ST candidates for appearing in written test as well as Document Verification.

- iv. Kindly ensure to bring e-call letter, Valid and ORIGINAL photo Identification Card (viz. Voter Card, Aadhaar Card, e-Aadhaar, Driving License, PAN Card, Passport, Identity Card issued by his/her Employer in case the candidate is a Government Employee etc.), 4 (Four) Passport size photograph etc. without which the candidate will not be allowed to appear in Written Test.
- v. No TA/DA/Accommodation will be given for appearing in the selection Written Test etc.
- vi. The candidates may be required to stay during the selection Written Tests for 2-3 days for which they have to make their own arrangements.
- vii. The Railway administration reserves the right to fix any date and venue for Written Tests etc., change in venue or postponement of Written Tests etc. for its own convenience, which can also be cancelled due to unforeseen causes against which no request/claim will be entertained.
- viii. Candidates who would be called for Written Test should prepare themselves to attend the same with in short notice.
- ix. Non-fulfilment of any of the criteria mentioned in this advertisement will make the application liable for rejection. All or any of the terms/conditions in the notification can be modified/cancelled.
- x. Railway administration doesn't undertake any responsibility for sending reply to candidates not selected or not called for.
- xi. Mere calling/appearing for Written Test etc. does not confer any right or claim for appointment.
- xii. List of the successful candidates in written test will be published which shall be provisional till completion of departmental verification of all qualifications, certificates etc. and found genuine along with the completion of other formalities as per extant rules.
- xiii. FURTHER DETAILS LIKE LIST OF CANDIDATES FOUND ELIGIBLE FOR ATTENDING WRITTEN TESTS, DATES AND VENUES OF WRITTEN TESTS AND OTHER NECESSARY INFORMATION RELATED TO THIS RECRUITMENT WILL BE AVAILABLE ON THE RRC OFFICIAL WEBSITE ([www.rrcser.co.in](http://www.rrcser.co.in))
- xiv. Verification of all testimonials and certificates will also be mandatory condition for appointment. Place of Posting will be decided by the Competent Authority.
- xv. The list of eligible/ineligible candidates will be published on the website of RRC.
- xvi. The eligible candidates may download their E-Call Letter/Admit Card from the RRC website in due course. Candidates are advised to visit RRC website regularly for various information of the stages of selection. RRC reserves the right to conduct the Written Test on various dates and locations as decided by the RRC.
- xvii. Candidature of the candidate is provisional at all stages of selection subject to fulfilment of all eligibility condition and RRC reserves the right to cancel the candidature at any stage if found not eligible under the Rules/Instructions issued by the Railway Board from time to time.
- xviii. Railway administration will not be held responsible for failure of candidates to check notices on RRC/SER's website.
- xix. Serving Govt. Employees should take NO OBJECTION CERTIFICATE from appropriate authority.
- xx. Candidates who would be called for Written Test should prepare themselves to attend the same within short notice.
- xxi. Posting of selected candidates would depend on availability of vacancies, medical fitness and decision of Competent Authority.
- xxii. PROHIBITION OF THE MOBILE/PHONES AND OTHER COMMUNICATION ELECTRONIC DEVICES. Possession/use of Mobile phones, Pagers, Communication/recording devices and any other electronic devices are strictly prohibited inside the premises where the Written Test is being conducted. Any violation of these instructions shall entail cancellation of the candidature without prejudice to other criminal/disciplinary action including debarment from future examinations.
- xxiii. Candidates are also advised not to bring any valuable/costly items to the examination halls, as safe-keeping of these items cannot be assured. Administration will not be responsible for any loss in this regard.
- xxiv. LEGAL JURISDICTION: For any legal disputes, the jurisdiction will be Hon'ble Central Administrative Tribunal, Kolkata.

**CAUTION:** Recruitment is purely merit based. South Eastern Railway has not appointed any agent or coaching centre for acting on its behalf for this recruitment. Candidates are cautioned against any false claims made by any unscrupulous persons/agencies of getting them selected in this recruitment on illegal consideration. If they come across any such persons/agencies, please do inform to Chairman, Railway Recruitment Cell, South Eastern Railway, 11 Garden Reach, Kolkata-700043. They can also inform to the Sr.DGM, South Eastern Railway, 11 Garden Reach, Kolkata-700043 and local police.

Sd/-  
Chairman  
Railway recruitment Cell  
South Eastern Railway, Kolkata

- Annexure A – FORMAT OF ACTIVENESS CERTIFICATE.**
- Annexure I – FORMAT OF SC/ST CERTIFICATE.**
- Annexure II - FORMAT OF OBC CERTIFICATE.**
- Annexure IIA - FORMAT OF OBC SELF – DECLARATION.**
- Annexure III, IV & V– FORMAT OF DISABILITY CERTIFICATE.**
- Annexure VI – FORMAT OF INCOME CERTIFICATE FOR EWS.**
- Annexure VII - FORMAT OF INCOME CERTIFICATE FOR EBC.**
- Annexure VIII– FORMAT OF MINORITY CERTIFICATE.**

**Certificate No .....**

**Date.....**

**CERTIFICATE OF ACTIVENESS**

This is to certify that Shri/Ms.....  
of..... State/District/Division  
is an active member of.....Group since last 05 (five) years  
duly registered with the State/District Association.

\_\_\_\_\_  
Sign. of Group Leader (Scout/Guide)

Name.....

Date.....

Rubber Stamp.....

\_\_\_\_\_  
Sign. of Dist. Org. Commissioner(Scout/Guide)

Name.....

Date.....

Rubber Stamp.....

\_\_\_\_\_  
Sign. of District Commissioner (Scout/Guide)

Name.....

Date.....

Rubber Stamp.....

**FORM OF CAST CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/ Srimati/ Kumari\* .....son/daughter\* of Shri.....  
 Village / Town ..... / District / Division \* ..... of  
 the.....State/Union Territory\* belongs to the.....Caste\*/Tribe which is recognised  
 as a Scheduled Caste / Scheduled Tribe (tick whichever is applicable) under :-

\*The Constitution Scheduled Castes Order 1950.

\*The Constitution Scheduled Tribes Order 1950.

\*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;

\*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Reorganisation Act 1960, the Punjab Re- organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re- organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]

\*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956

\*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 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 Tribes, Order, 1962

\*The Constitution (Pondicherry) Scheduled Castes Orders, 1964

\*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes 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) Orders (Amendment) Act, 1990

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

\*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

\*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. 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/Srimati\*.....father/mother\*.....of Shri/Srimati/Kumari.....of Village / Town \* .....in / District / Division \* ..... of the State/Union Territory\* .....who belongs to the.....Caste\*/Tribe which is recognised as a Scheduled Caste/ Scheduled Tribe in the Station/ Union Territory\* issued by the ..... dated.

3. Shri/Srimati/Kumari\* and /or\* his/her\* family ordinarily resides in Village/Town\*.....District/ Division\* of the State/ Union Territory\* of.....

\*Please delete the words which are not applicable.

@ Please quote the specific presidential order.

% Please delete the Paragraph, which is not applicable.

Note: (a) The term “ordinarily reside(s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950: Officers competent to issue caste/tribe certificates:

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. 2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar.

4. Sub-Divisional Officer of the area where the candidate and / or his / her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned. 6. Administrator/ Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

Place .....Signature .....

Date .....Designation .....

(with seal of Office)

State/ Union Territory .....

**OBC - CERTIFICATE FORMAT**

**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 Shri/Smt./Kumari.....  
.....son/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  
the..... District / Division of the ..... State / 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 13.09.2017\*\*.

**Date:**

**DISTRICT MAGISTRATE /  
DY.COMMISSIONER ETC.**

**Office Seal**

**\* The authority issuing the certificate need to mention the details of Resolution of Government of India, in  
which the caste of the candidate is mentioned as OBC.**

**\* As amended from time to time.**

**Note: a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the  
Representation of the People Act, 1950.**

**DECLARATION**

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

\*\*\*\*\*

“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 08.03.1993 and its  
subsequent revision through O.M.No.36033/1/2013-Estt. (Res)

dated 27.05.2013 and 13.09.2017.

Place:

Signature of the Candidate:

Date:

Name of the candidate:

**Disability Certificate****FORM-II****(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)****(See Rule 4)****(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP Size Attested Photograph (Showing face only) of the
---

Certificate No.: ..... Date: .....

**This is to certify that I have carefully examined** Shri/Smt/  
 Kum..... son / wife / daughter of Shri  
 .....Date of  
 Birth.....(DD/MM/YYYY)Age.....Years, Male/Female.....  
 .....Registration No. ....Permanent Resident of  
 House No.....Ward/Village/Street  
 .....Post Office.....  
 District..... State .....

whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:

\*Locomotor Disability

\*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is .....

(1) He / She has .....% (in figure).....percent (in words) permanent  
 physical impairment/blindness in relation to his/her ..... part of body) as  
 per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb Impression of the person in whose favour disability certificate is
---

**(Signature and Seal of Authorized Signatory  
of notified Medical Authority)**

**Disability Certificate**  
**FORM-III**  
**(In case of multiple disabilities)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE**  
**CERTIFICATE)**  
**(See Rule 4)**

Recent PP  
 Size Attested  
 Photograph  
 (Showing face  
 only) of the  
 person with  
 disability

Certificate No.: ..... Date : .....

1. This is to certify that we have carefully examined  
 Shri/Smt./Kum. .... son/wife/daughter  
 of Shri. .... Date of Birth  
 .....(DD/MM/YYYY) Age ..... years,  
 Male/Female ..... Registration o. ....  
 Permanent Resident of House No. .... Ward/Village/Street .....  
 whose photograph is affixed above and are satisfied that:

(A) He/She is a case of **Multiple Disability**. His / Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability(in%)
1	Locomotor Disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	£		
5	Mental Retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: .....percent

In words : ..... percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/after ..... Year ..... months, and therefore this certificate shall be valid till ..... (DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs;

# e.g. Single eye/both eyes;

# e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of  
 the person in whose favour  
 disability certificate is issued

**Disability Certificate  
FORM - IV****(In cases other than those mentioned in Forms II and III)****(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE  
CERTIFICATE)****(See Rule 4)**

Certificate No.: ..... Date: .....

1. This is to certify that we have carefully examined  
 Shri/Smt./Kum..... son / wife / daughter of  
 Shri.....Date of  
 Birth..... (DD/MM/YYYY) Age ..... years, Male / Female  
 ..... Registration No. .... Permanent  
 Resident of House No..... Ward/Village/Street ..... whose  
 photograph is affixed above and I am satisfied that He/she is a case of Disability. His/her extent of permanent  
 physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the  
 relevant disability in the table below:

Recent PP  
 Size Attested  
 Photograph  
 (Showing face  
 only) of the  
 person with

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/Mental Disability(in%)
1	Locomotor Disability	@		
2	Low Vision	#		
3	Blindness	Both Eyes		
4	Hearing Impairment	£		
5	Mental Retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/after .....Year .....months, and therefore this certificate shall be  
valid till .....(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs;

# e.g. Single eye/both eyes;

£e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence :

Nature of Document	Date of issue	Details of authority issuing certificate
(Authorised Signatory of notified Impression of the person in whose favour disability certificate is issued	Countersigned [ (Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]	

Signature/Thumb  
 impression of the person  
 in whose favour disability  
 certificate is issued

**Note:** In case this certificate is issued by a medical  
 authority who is not a government servant, it shall be  
 valid only if countersigned by the Chief Medical Officer of  
 the District. The principal rules were published in the  
 Gazette of India vide notification number S.O.

**Government of.....**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY  
WEAKER SECTIONS (EWS)**

**Certificate No.** \_\_\_\_\_

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

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_ permanent resident  
of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post  
Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below  
belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is  
below Rs. 8lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not  
own or possess any of the following assets\*\*\*:

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards and above in notified municipalities;
  - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_  
caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes  
(Central List).

Signature with seal of Office

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent passport  
size attested  
photograph of  
the applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3: The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**Income Certificate for EBC**

**Proforma for Waiver of Examination Fees to be submitted by  
Economically Backward Class (EBC)**

1. Name of Candidate: .....
2. Father's Name: .....
3. Age: .....
4. Residential Address: .....
5. Annual Family Income (In words & Figures): .....

Date: .....

Signature:

Name:

Stamp of Issuing Authority:

**Note: Economically Backward Classes will mean the candidates whose family income is less than Rs 50,000/- per annum. The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes:**

- (1) District magistrate or any other Revenue Officer up in the level of Tahsildar (2) Sitting Member of Parliament of Lok Sabha for persons of their own Constituency (3) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways. (4) Union Minister may also recommend to Chairman/RRBs for any persons from anywhere in the country. (5) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

**DECLARATION**

**Proforma for Waiver of Examination Fees to  
be submitted by Minority candidates against**

**Employment Notice No. RRC/SER/S&G Quota/2025-26 dated 14/11/2025  
(Open Advert.)**

“I,..... son/daughter of Shri .....

resident of village / town /.....city.....

district.....state..... hereby declare that I belong to

the.....(indicate minority community notified by Central Government i.e., Muslim / Sikh / Christian /  
Buddhist /Jain / Zoroastrians (Parsis).

Date :

Signature of the Candidate

Place :

Name of the Candidate

**Note :** At the time of Written Test such candidates claiming waiver of examination fee will be required to furnish 'Minority Community Declaration' affidavit on Non Judicial Stamp paper that he / she belongs to any of the minority community notified by Central Government (i.e., Muslim / Sikh / Christian /Buddhist / Jain / Zoroastrians (Parsis).

**DECLARATION**

**Proforma for Waiver of Examination Fees to  
be submitted by Minority candidates against**

**Employment Notice No. RRC/SER/S&G Quota/2025-26 dated 14/11/2025  
(Open Advert.)**

“I,.....son/daughter of Shri .....

resident of village / town /.....city.....

district.....state..... hereby declare that I belong to

the.....(indicate minority community notified by Central Government i.e., Muslim / Sikh / Christian /  
Buddhist /Jain / Zoroastrians (Parsis).

Date :

Signature of the Candidate

Place :

Name of the Candidate

**Note :** At the time of Written Test such candidates claiming waiver of examination fee will be required to furnish 'Minority Community Declaration' affidavit on Non Judicial Stamp paper that he / she belongs to any of the minority community notified by Central Government (i.e., Muslim / Sikh / Christian /Buddhist / Jain / Zoroastrians (Parsis).