



RAILWAY RECRUITMENT CELL, SOUTH CENTRAL RAILWAY

1st Floor, 'C' Block, Rail Nilayam, Secunderabad - 500 003

Website: www.scr.indianrailways.gov.in

EMPLOYMENT NOTICE No.RRC/SCR/Cultural Quota/03/2024 Date:28.12.2024

RECRUITMENT AGAINST CULTURAL QUOTA
(OPEN ADVERTISEMENT) FOR THE YEAR 2024-25

Opening Date/Time of Online Application	Closing Date/Time of Online Application
28-12-2024 / 17:00 hrs	27-01-2025 / 23:59 hrs

Website: www.scr.indianrailways.gov.in (RRC Web Page)

- Please read all the instructions in this notification carefully and ensure that you are eligible to apply before filling the Online application form available on the RRC/SC webpage of South Central Railway website www.scr.indianrailways.gov.in -> About Us -> Railway Recruitment Cell.
- For registration, candidates should belong to Indian nationals with valid Aadhaar Number, E-mail ID and Mobile number which has to be maintained till completion of engagement process for receiving information/alerts.
- In case the candidates do not have a VALID personal e-mail ID, mobile number, he/she should create his/her e-mail ID and obtain their own Mobile SIMs before applying online and must maintain that e-mail ID/Mobile Number till end of the engagement process. The Railway Administration is not responsible for any delay in delivery of e-mail or SMS. Candidates should also check their spam e-mail folder regularly.
- Candidates should be in possession of Aadhaar Card at the time of registration. Candidates have to fill 12 digit Aadhaar Card number in the ONLINE application. The candidates not having Aadhaar number and have enrolled for Aadhaar but have not received Aadhaar Card can enter 28 digit Aadhaar enrolment ID printed on the Aadhaar Enrolment slip. Candidates have to produce original Aadhaar card at the time of document verification.
- Candidates should visit only RRC/SC webpage of South Central Railway website www.scr.indianrailways.gov.in frequently for regular/ further updates.

1. Online applications are invited from the eligible candidates for the recruitment of two posts in Level-2 against Cultural Quota in South Central Railway in the following disciplines for the year 2024-25.

2. DETAILS OF THE POSTS:

Sl. No.	Cultural Discipline	Vocal (Male) Light Music	Key Board Player
1	Post	Group 'C'	Group 'C'
2	Level & GP	Level – 2 (7 th CPC) G P Rs.1900/-(6 th CPC)	Level – 2 (7 th CPC) G P Rs.1900/-(6 th CPC)
3	Vacancies	One	One
4	Academic & Cultural qualifications	<p>Essential:</p> <p>1. Educational- Passed 12th (+2 stage) or its equivalent with not less than 50% marks in the aggregate for NTPC categories. 50% marks are not required for SC/ST/Persons with Benchmark Disability candidates and candidates who possess higher qualification like Graduation/Post-Graduation.</p> <p style="text-align: center;">OR</p> <p>Passed Matriculation Plus Course Completed Act Apprenticeship/ ITI approved by NCVT/SCVT from recognized institutions for the posts in Technical Categories.</p> <p>2. Professional- Possession of Degree/Diploma/Certificate in respective music discipline only from a Government recognised institute.</p> <p>Desirable:</p> <p>Experience in the field and performance given on AIR / Doordarshan, etc. Prizes won at National Level</p>	

Note:(i) These posts are open to all communities and there is no reservation for any community.

(ii) Persons if appointed to the category of Clerk-cum-Typist should 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 their appointments to this category will be provisional.

3. AGE LIMIT (age as on 01.01.2025):

The candidates must have the age of 18 years and must not have attained the age of 30 years as on 01.01.2025 i.e., must have been born not earlier than 02.01.1995 and not later than 01.01.2007.

- 3.1 The date of birth of candidates should be **between** the dates given above(both dates inclusive)
- 3.2 The candidate should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the administration and no subsequent request for its change will be considered or granted.

4. EXTENT OF AGE RELAXATION:

4.1 The upper age limit prescribed above in para 3 will be relaxable:-

- (i) Upto a maximum of 05 years if a candidate belongs to as Scheduled Caste (SC) or Scheduled Tribe(ST).
- (ii) Upto a maximum of 03 years in the case of candidate belongs to Other Backward Class (OBC) who are eligible to avail reservation applicable as per extant rules.
- (iii) The Serving Railway employee who has put in 03 years continuous service in railways will be eligible for age relaxation up to the upper age limit of 40 years in the case of General Category Candidates, 45 years in the case of SC/ST category candidates and 43 years in the case of OBC category candidates.
- (iv) The Staff Quasi-Administrative Officers 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 up to the length of service rendered in such organization, whichever is lower.
- (v) By 10 years for UR persons with disabilities (PWD), 13 years for OBC Persons with Disabilities and 15 years for SC/ST Persons with Disabilities(PWD).

4.2 Date of birth of candidates should be between the dates given above (Both dates inclusive)

Age Group	Upper limit of Date of Birth (Not earlier than)			Lower limit of Date of Birth (Not later than)
	UR	OBC-Non Creamy Layer	SC/ST	For all community/ categories
18-30 years	02.01.1995	02.01.1992	02.01.1990	01.01.2007

5. PAYMENT OF FEE:

5.1 Fee Payable:-

(i) For All Candidates except those mentioned in sub-Para(ii) below	₹500/- (Rupees Five Hundred Only) with a provision for refunding of ₹400/- (Rupees Four Hundred) to those candidates who are found eligible as per notification and actually appear in the Written examination after deducting bank charges.
--	--

<p>(ii) For candidates belonging to SC/ST/Women/Minorities*/Economically Backward Classes**/ PwBD***</p>	<p>₹250 (Rupees Two Hundred Fifty Only) with a provision for refunding the same to those candidates who are found eligible as per notification and actually appear in the Written examination after deducting bank charges.</p>
---	---

- * Minorities meaning Muslims, Christians, Sikhs, Buddhists, Jains and Zorastrians (Parsis). For claiming waiver of examination fee, Minorities candidates should submit 'self declaration' as mentioned in Annexure-III. At the time of Document Verification, such candidate 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 above minority communities.
- ** Economically Backward Class (EBC) means those whose annual family income is less than Rs.50,000/-. They have to submit income certificate at the time of applying in the prescribed format as given in Annexure-IV on the letter head of the issuing authority.
- *** Persons with benchmark disability (PwBD) – only those candidates would be eligible for reservation in service/posts who suffer from not less than 40 percent of relevant disability.
- 5.2 While applying the candidates claiming fee exemption/refund must upload necessary certificates i.e., SC/ST/Minorities/EBC in prescribed format issued by competent authority.
- 5.3 After ensuring the correctness of the particulars in the application form, candidates are required to pay fees through the payment gateway on RRC-SCR, Secunderabad website which has been integrated with the online application. Online fee payment through Net Banking or Debit/Credit Card will be available up to closing date i.e. 27.01.2025 till 23.59 Hrs.
- 5.4 The payment can be made by using Debit Card/Credit Card/Net Banking/UPI etc. by providing information as per the instructions on the computer screen. Transaction charges levied by the Bank for online payment, if any, will be borne by the candidates.
- 5.5 On successful completion of the transaction e-receipt with the date entered by the candidate will be generated which should be saved/printed and retained by the candidate. The same should be produced on demand at the time of Document Verification.
- 5.6 In case after completing the Registration process, the online transaction is not successfully completed, please make the online payment again. Duplication in payment, if any will be refunded after verifying the same.
- 5.7 Candidates should provide the correct details of beneficiary Bank Account in which they would like to receive the refund viz. Beneficiary name, Bank name, Account number and IFSC Code while filling up the application form to facilitate

refund of fees to the eligible candidates as per Para 5.1 above after deducting bank charges.

- 5.8 Fee in respect of candidates who are found ineligible shall not be refunded.
- 5.9 Refunds as per Para 5.1 above will be made after deducting bank charges only to those candidates who are found eligible as per notification and actually appear in the Written Examination.

6. RECRUITMENT PROCESS

- 6.1 The recruitment will be based on the written test followed by a Practical Demonstration. The eligible candidates will be called for Written Test and those who qualify in the Written Test will be called for Practical Demonstration. The candidates who are found eligible in all respects will be considered on the following basis.

Written Test consisting of Objective Type Questions (Minimum 40% marks are required for qualifying for Practical Demonstration). Questions will be objective multiple choice types, based on General Awareness, Mathematics, Mental Ability & Music related subjects. There will be negative marking in the written test and 1/3 rd of marks allotted for the objective type question will be deducted for every wrong answer.	50 marks
Talent Test in the relevant field with Practical Demonstration.	35 marks
Confirmation of Talent by Testimonials/Certificates/ Awards	15 marks
Total:	100 marks

Note: The candidates appearing for Written Test should be in readiness to appear for Practical Demonstration.

- 6.2 The written examination/CBT will be of objective type. Question paper will be in English and Hindi. All the candidates who secure the minimum qualifying marks of 40% will be called to give practical demonstration test. The final empanelment to the tune of the notified vacancies will be based on the Final Merit order prepared based on the marks obtained by the candidate in written exam, Practical test and the marks assigned to the testimonials/prizes, etc.
- 6.3 The date, time and venue of Written Test, Practical Demonstration/ Document Verification will be fixed by the RRC and will be intimated to the eligible candidates in due course. Request for postponement will not be entertained under any circumstances.
- 6.4 The written test shall be of 60 minutes duration.
- 6.5 Appointment of selected candidates is subject to their passing requisite Medical Fitness Test to be conducted by the Railway Administration, final verification of educational and community certificate and verification of antecedents/character of the candidates.

7. HOW TO APPLY / STEPS TO SUBMIT ONLINE APPLICATION

- 7.1 Visit the website of RRC/SCR i.e. www.scr.indianrailways.gov.in -> About Us -> Railway Recruitment Cell -> Notification -> Online Notification for Recruitment against for the year 2024-25.
- 7.2 Candidate will be directed to instructions page. On viewing all the instructions candidate can download detailed notification and click for registration.
- 7.3 Candidate has to enter valid mobile number and E-mail ID and create own password which has to be used for further future logins. After submission candidate will be sent separate OTPs to registered mobile number and E-mail ID.
- 7.4 After submission of OTPs candidate will be directed to Application page to enter all personnel details like Community, Date of Birth candidate's Name, father's name, Educational /Technical/Cultural qualification possessed by him/her.
- 7.5 The candidate has to upload recent colour photograph. The Image should not be more than 50-100Kb in size (not older than three months from the date of application) with clear front view of the candidate without cap and sunglasses should be uploaded. The photo should be only in JPG/JPEG format. Employees are advised to bring three copies of the same photograph along with e-Call Letter. They are also advised to keep 10 copies of the same photograph for further use.
- 7.6 Candidate should note that RRC may at any stage, reject the application for uploading old/unclear photo along with online application or for any significant variations between photographs uploaded along with online application and the actual physical appearance of the candidate.
- 7.7 After uploading the photograph, candidate has to upload specimen signature (Image should not be more than 50Kb in size). Scanned signature should not be in BLOCK/CAPITAL or disjointed letter.
- 7.8 The candidates must upload the required educational certificates in PDF format (should not be more than 2MB in size) and the certificates of cultural qualification & awards, prizes won at national, state & other levels (should not be more than 8MB in size).
- 7.9 After uploading all the required educational, professional certificates & Prizes won by the candidates successfully click on Preview before submission and check the details entered by you as once the data submitted cannot be rectified.
- 7.10 Before submitting the application, Candidates should ensure and check the accuracy of all the details filled and relevant certificates uploaded and then press the SUBMIT button for the online application.
- 7.11 Candidate has to click submit button for final submission of his/her application, after which, if applicable, candidates will be directed to payment gateway.
- 7.12 An Application form submitted by the candidate will be displayed. Candidates can download/take printout of the application form submitted. A copy of the same can be preserved by the candidate for future reference.

7.13 Candidate may login at any stage for completing the submission process of online application after getting registered by clicking “Existing User Login” in the home page.

7.14 During submission of Online application, a Registration ID will be issued to each applicant. Candidates are advised to preserve/note their Registration Number for further stages of correspondence with RRC.

NOTE-1: Candidates should ensure their name, father’s name, Date of Birth etc. should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature for the existing recruitment. In case the candidate has changed his/her name then Gazette Notification or any other legal document as applicable should be submitted at the time of document verification. Such candidates should indicate their changed name in the Online application. However, other details should match with the SSC/Higher School Certificate or equivalent certificate. Date of such change should be prior to the date of submission of application.

NOTE-2: Candidates are advised to indicate their current active mobile number and valid e-mail ID in the Online application and keep them active during the entire recruitment process as all the important messages of the RRC will be sent by email/SMS which will be treated as deemed to have been read and understood by the candidates. The Railway Administration is not responsible for any delay in delivery of e-mail or SMS. Candidates should also check their spam e-mail folder.

7.15 Candidates trying to submit more than one application with different particulars like Name/Fathers name/Community/Photo(face)/Educational qualification etc. or with different email ID/Mobile number are informed that all such applications will be summarily rejected.

7.16 To avoid last minute rush, candidates are advised in their own interest to submit Online application much before the closing date to avoid possible inability/failure to log on to the website of RRC on account of heavy load on the internet or website jam during the last few days.

7.17 RRC does not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

7.18 Candidate need not send any application printouts or certificates or copies to RRC by post. The candidature of the candidates will be considered only on the strength of the information furnished in the Online application, which is subject to verification at a later date. Any deviation what so ever found in the particulars filled in the online application with the documents produced will result in disqualification of candidate at any stage of detection.

8. DOCUMENTS TO BE UPLOADED

- 8.1 The following documents should be uploaded during the submission of online application. (If the certificates are in language other than English/Hindi, translation in English should be uploaded, duly attested by a Gazetted Officer):
- a) Scanned self-attested copy of SSC/10th Class or its equivalent marks sheet.
 - b) Scanned self-attested copy of 12th/ Inter Certificate and Higher qualification certificate
 - c) Scanned self-attested copy of Proof of Date of Birth.
 - d) Scanned self-attested copy of Certificate in proof of Professional Qualifications.
 - e) Scanned self-attested copy of Certificate of Prizes won related to professional qualifications
 - f) Scanned self-attested copy of Aadhar Card
 - g) Scanned self-attested copy of Community Certificate for SC/ST (as per Annexure-I) and for OBC (as per Annexure-II & IIA) wherever applicable should be uploaded.
 - h) Scanned Self-attested copy of Disability certificate should be uploaded for PwBD candidates (Annexure-VI)

Note: Production of original documents as stated above, at the time of Practical Demonstration and DV is mandatory, without which they will not be considered.

9. INVALID APPLICATIONS OR CAUSE OF REJECTION OF APPLICATION

Candidates are requested to read instructions thoroughly before submitting the ONLINE application. Otherwise, their applications will be rejected on any of the following reasons or on any other valid reasons

- 9.1 Not possessing the prescribed educational and Professional qualification as per the Para 2.
- 9.2 Applications without proof of age.
- 9.3 Over-aged or under-aged, Date of Birth wrongly filled.
- 9.4 Multiple applications with varied details for the same post.
- 9.5 Applications without examination fee of Rs.500/- or Rs.250/- wherever applicable or less fee.
- 9.6 Uploading Black & White photo or photo with cap, wearing goggles, disfigured, unrecognizable or scanned/Xerox copy.
- 9.7 Scanned Signature in Block/Capital Letters.
- 9.8 Without relevant certificates as proof for claiming age relaxation or fee relaxation if any wherever claimed.
- 9.9 Application without valid Community certificate in the proper Pro-forma from the appropriate authority, wherever claimed.
- 9.10 Any other form of irregularities as observed and considered as invalid by RRC/SCR.

10. HALLTICKET (e-Call LETTER) FOR WRITTEN EXAMINATION

- 10.1 After scrutiny of the applications, eligible candidates will be issued e-admit cards/call letters to attend the written examination.
- 10.2 Eligibility status of the candidate shall be made available on RRC's website. Candidates can verify their eligibility from the website of RRC. SMS and e-mail will be sent to all the eligible candidates. Candidates should keep their mobile number and e-mail active till the end of the recruitment process. RRC will not entertain any request for change of mobile number and e-mail address at any stage.
- 10.3 Candidates should be in readiness to appear in the written examination and practical demonstration etc. at short notice. Information regarding call letter will be sent through SMS and e-mail alerts on their registered mobile numbers and e-mail Ids, indicated in their online application.
- 10.4 Free Second Class Railway Pass as admissible will be issued to the candidates belonging to SC/ST communities when they are called for Written Examination provided they submit a valid caste certificate. During the journey these candidates shall carry original SC/ST certificate and one original proof of identity for undertaking journey failing which they will be treated as travelling without ticket and charged accordingly.
- 10.5 Candidates must bring their e-call letter along with a valid photo ID (viz Aadhaar Card, Voter Card, Driving License, PAN Card, Passport, Identity Card issued by his/her Employer in case the candidate is a Government Employee) in ORIGINAL into the examination hall failing which the candidates shall NOT be allowed to appear for the written test.
- 10.6 RRC will not entertain any request for any change in examination centre, date and session allotted to provisionally eligible candidates.
- 10.7 Candidates should read the instructions on the e-Call letter carefully and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of their candidature.

11. IMPORTANT INSTRUCTIONS

- 11.1 **Applicant must have to bring his/her own cultural uniform or musical instrument during the Practical Demonstration if shortlisted after the written examination as per merit.**
- 11.2 The decision of the Railway administration in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection and allotment of Division/Workshop etc. shall be final.
- 11.3 No correspondences for recruitment will be entertained.
- 11.4 Canvassing in any form will disqualify the candidature and no correspondence will be entertained in the matter.

- 11.5 Before applying, the Applicants should ensure that he/she fulfils the eligibility and other criteria mentioned in the notification. The candidates should have the requisite Educational/Technical & Professional (Cultural) qualifications from the recognized Board/Government University/Institute as on the date of submission of the application. Those awaiting results of final exams need not apply. He/She should enclose all the necessary documents along with his/her application. No subsequent document shall be entertained at any further stage of the recruitment and reserves right to reject any application not fulfilling the eligibility condition/conditions, at any stage of recruitment.
- 11.6 Candidature of the Applicants shall be cancelled if he/she fails to produce the required original testimonials for verification or any other discrepancy noticed.
- 11.7 Selected candidates will have to undergo training wherever training is prescribed for the post.
- 11.8 Candidate those who are already in service of PSU/Government Organizations and are eligible for the above should process "No Objection Certificate" for the same from their employer at the time of practical demonstration failing which their candidature will be cancelled.
- 11.9 Candidates recruited against Cultural Quota shall be terminated from service if the information and documents furnished by him/her for recruitment are found incorrect/fake at any stage.
- 11.10 The decision of Recruitment committee/administration in all matters relating to eligibility, acceptance or rejection of application etc. will be final and binding on candidates and no inquiry or correspondence will be entertained in this connection.
- 11.11 The Railway administration does not undertake any responsibility for sending reply to the Applicants not selected or not called for. No correspondence in respect of the application submitted shall be entertained or replied by this office to any individual or organization.
- 11.12 Candidates should be in readiness to appear for the written examination at a short notice after the last date for submission of application is over.
- 11.13 No TA/DA/Accommodation will be provided; candidate may have to stay for 2-3 days during selection for which he/she has to make his/her own arrangements. The Railway administration has all rights reserved to fix any date/place or postpone Practical Demonstration or cancel due to unforeseen causes against which no claim will be accepted.
- 11.14 The selection of the candidate by the Railway Administration does not confer any prescriptive right on the candidate for the post.
- 11.15 The successful candidates will be posted at the discretion of the Competent Authority anywhere on the South Central Railway subject to availability of vacancies and they cannot seek transfer outside of the South Central Railway for the period of 05 years.

12. ELECTRONIC GADGETS BANNED

Mobile Phones, Pagers, Laptops, Calculators, Bluetooth devices or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary/judicial action including banning from future examinations.

13. IMPERSONATION/SUPPRESSION OF FACTS WARNING

- 13.1 No candidate should attempt impersonation or take the help of any impersonator or any stage of selection process. Such candidates will be debarred for life from appearing in all RRC examination as well as debarred from any appointment in Railways. In addition, legal action may also be taken against the candidate.
- 13.2 Any Candidate using unfair means in the examination or sending someone else in his/her place to appear in the examination will be debarred from appearing in all the examinations of RRBs/RRCs for lifetime. He/She will also be debarred from getting appointment in Railways. Such candidates are also liable for prosecution.
- 13.3 Furnishing of any false information to the 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.
- 13.4 Any material suppression of facts or submitting of forged Certificate/Caste Certificate by a candidate for securing eligibility and/or obtaining privileges, including free travel for appearing in the examination shall lead to rejection of his/her 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 and legal action can be initiated, if warranted.
- 13.5 A candidate will be debarred from examinations of all RRB/RRCs for a specified period/lifetime if
- (i) The candidate submits multiple applications with different community for the same post & category.
 - (ii) The candidate submits multiple applications with different photo (face) for the same post & category and
 - (iii) The candidate submits multiple applications with different documents for the same post & category.
- 13.6 The Railway administration reserves rights to rectify inadvertent error or omission at any stage of recruitment and an erroneously appointed candidate shall liable to be summarily removed from Railway Service.

13.7 The decision of the Railway Administration in all matters relating to eligibility, acceptance, rejection of the applications, issue of free passes, penalty for false information, mode of selection, conduct of Written Test, allotment of posts to selected candidates, etc. will be final and binding on the candidates and no enquiry or correspondence in this regard will be entertained by the Railway Administration.

14. LEGAL MATTERS:

Any legal matter arising out of this Employment notification shall fall within the legal jurisdiction of Hyderabad city only.

Applicants are advised to refer only the official website of SCR i.e. <https://scr.indianrailways.gov.in> and beware of FAKE websites put up by unscrupulous elements.

WARNING: Beware of Tounts and job racketeers trying to deceive by false promises of securing job in Railways either through influence or by use of unfair and unethical means. RRC has not appointed any agent(s) or coaching centre(s) made by persons/agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence RRC directly or indirectly shall be disqualified and legal action may be initiated against them.


Railman

Railway Recruitment Cell,
South Central Railway

DA: Annexure 'I', 'II', 'IIA', 'III', 'IV', 'V', 'VI'

Annexure 'I'

FORM OF CASTE CERTIFICATE FOR SC/ST CANDIDATES

The format of the certificate to be produced by Scheduled Castes or Scheduled Tribes candidates applying for appointment to posts under the Government of India.

1. This is to certify that Shri/Smt/Kum*
Son/Daughter* of Shri
/Smt..... of village/town* District/Division*
..... of state/Union Territory* belongs to the
..... Caste/Tribe* which is recognized as Scheduled Caste/Schedule Tribe* under:

- The Constitution (Scheduled Castes/Scheduled Tribes) order, 1950
- The Constitution (Scheduled Castes/ Scheduled Tribes) (Union Territories) order, 1951 [as amended by the Schedule Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Area (Reorganization) 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 order, 1959 @ as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- The Constitution (Dadra and Nagar Haveli) Scheduled Caste order, 1962
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962
- The Constitution (Pondicherry) Scheduled Caste order, 1964
- The Constitution Scheduled Tribes (Uttar Pradesh) order, 1967
- The Constitution (Goa, Daman and Diu) Scheduled Caste 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) Act, 1991
- The Constitution (ST) orders (Second Amendment) Act, 1991
- The Constitution (ST) orders (Amendment) Ordinance 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. Application in the case of Scheduled Caste/Scheduled Tribe Persons who have migrated from one State/Union Territory Administration

This certificate is issued on the basis of Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt/* Father/Mother of Shri /Smt./Kum* of village /town* District/Division* of state/Union Territory* who belongs to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in State/Union Territory* issued by the dated

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

Date.....
Place.....

Signature.....
Designation.....
(With seal of office)
State/Union Territory.....

(*) Please delete the words which are not applicable

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

** List of authorities empowered to issue Caste/Tribe certificates :

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.
- v. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate concerned.
- vi. Administrator/Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands)

Note: ST candidates belonging to Tamilnadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

OBC-NCL CERTIFICATE FORMAT

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL)
APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt.Kumari..... son/daughter of Shri/Smt.....of Village/Town in District/Division.....in the State/Union Territory Belongs to the community which is recognized 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. 36033/3/2004-Estt(Res.), dated 14.10.2008, again further modified via OM No.36036/2/2013-Estt(Res.) dated 30/05.2014.

**DISTRICT MAGISTRATE /
DY.COMMISSIONER /
Any other competent authority.**

Date:

Seal:

*Please delete the word(s) which are not applicable.

**As listed in the Annexure(for FORM-OBC-NCL).

***The authority issuing the certificates may have to mention the details of Resolution of Government of India, in which the caste of the candidate as OBC.

Note:

(a)The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b)The authorities competent to issue caste certificates 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.

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

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

DECLARATION

PROFORMA FOR THE DECLARATION UNDERTAKING TO BE SUBMITTED BY
OBC CANDIDATE IN ADDITION TO THE COMMUNITY CERTIFICATE IN
EMPLOYMENT NOTICE NO.RRC/SCR/CULTURAL QUOTA/03/2024

I _____ Son/Daughter of Shri _____
resident of village/town/city _____ District _____
State _____ hereby declare that belong to the _____
community which is recognized as a backward class by the Government of India for the purpose of
reservation in Service admission in Central Govt. Institutions as per orders contained in the
Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt. (SCT) dated 08
September, 1991. I also declare that I do not belong to the persons/sections (Creamy Layer)
mentioned in Column 3 of the Schedule to the above referred Office Memorandum dated 08
September, 1993, which is modified vide Department of Personnel and Training Office
Memorandum No. 36033/1/2013-Estt. (Res.) dated 14 September, 2017.

Signature of Candidate:

Full Name:

Correspondence Address:

Place:

E-Mail:

Mobile No

Date:

ANNEXURE-III

DECLARATION

PROFORMA FOR WAIVER OF EXAMINATION FEES TO BE SUBMITTED BY
MINORITY CANDIDATES

EMPLOYMENT NOTICE NO.RRC/SCR/CULTURAL QUOTA/03/2024

DECLARATION

"I Son/Daughter of Shri resident of
..... of Street
Village/Town/City of District of State
..... Hereby declare that I belong to the
(indicate minority community notified by the Central Government i.e.
Muslim/Sikh/Christian/Buddhist/Parsi/Jain).

Date:

Signature of the Candidate

Place:

Name of the Candidate

Note : At the time of document verification 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).

**INCOME CERTIFICATE TO BE SUBMITTED BY ECONOMICALLY BACKWARD CANDIDATE
FOR WAIVING EXAMINATION FEES**

1 Name of candidate :

2 Father's Name :

3 Age :

4 Residential Address :

5 Annual Family Income (In words & Figures) :

6 Date of Issue :

7 Signature :

8 Stamp of Issuing Authority :

Note – Economically backward classes will mean the candidates whose family income is less than Rs. 50000/- per annum. The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes:-

- (i) District Magistrate or any other Revenue Officer up to level of Tehsildar.
- (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- (iii) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation program or Izzat MST issued by Railways.
- (iv) Union Minister may also make a recommendation to RRC for any persons from anywhere in the country.
- (v) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

Government of _____
(Name & Address of the authority issuing the certificate)

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

Certificate No. _____

VALID FOR THE YEAR _____

1. 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.8 lakhs (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, Schedule 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 at a 'family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

ANNEXURE "VI"

Disability Certificate

(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:

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 I am satisfied that he/she is a case.....Disability.
His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (to
be specified) and is shown against the relevant disability in the table below:

S. 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. The above 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 years 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

(Authorized Signatory of notified Medical Authority) (Name and Seal)	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))]
---	--

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.

Note :The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.