



RAILWAY RECRUITMENT CELL –CENTRAL RAILWAY
CPM (CONV) BUILDING, P D'MELLO ROAD, MUMBAI - 400010
WEBSITE :www.rccr.com

CEN NO.RRC -1/2019 DATED 23-02-2019

RECRUITMENT FOR VARIOUS POSTS IN LEVEL-1

NOTICE dated 02-02-2023

Notice regarding Document Verification.

Instructions for Candidates appearing for Document Verification

- RRBs/RRCs conduct verification of eligibility conditions with reference to original documents only after the candidates have qualified in all the stages of examinations and are shortlisted for Document Verification. RRBs/RRCs may reject the candidature of any applicant at any stage of recruitment process in case the candidate is found to be not fulfilling the requisite criteria and if appointed, such a candidate is liable to be removed from service summarily.
- Signatures of the candidates on all documents should be identical in all stages of recruitment process and must be in running hand and not in block/capital or disjointed letters. Signatures in different style at the time of CBT/PET/DV (as applicable) etc., may result in cancellation of candidature.
- Candidates should note that the date of birth filled in the application should be same as recorded in the Matriculation /SSLC or an equivalent certificate. No subsequent request for its change will be considered.
- Candidates belonging to minority communities availing waiver of examination fee will be required to furnish, at the time of document verification “Minority Community Declaration” affidavit on non-judicial stamp paper that they belong to any of the minority communities, failing which their candidature will be rejected.
- Economically Backward Class (EBC) candidates are those whose annual family income is less than Rs 50,000. Such candidates should have valid income certificate on the date of closing of online registration of applications and submit the same at the time of document verification, failing which their candidature will be rejected.

- For availing reservation, SC/ST/OBC-NCL candidates should furnish Caste Certificate from competent authorities as per the format given at Annexure I (for SC/ST candidates) and at Annexure II (for OBCNCL candidates) at the time of document verification. The certificate produced (for OBCNCL candidates) shall be of the current financial year.
- Candidates are advised to keep their personal mobile number and personal valid e-mail ID active throughout the recruitment process, as all communications from RRBs/RRCs will be sent only through SMS/e-mail.
- The photograph must match with the appearance of the candidate on the days of CBT, PET, Document Verification and Medical test. This is especially important in case candidate chosen to wear plain glasses, keep or shave off moustache and beard or have particular hairstyle while taking the photograph. Any material change in these or any other distinctive features at the stage of CBT, PET, DV and Medical Examination would result in rejection of candidature.
- Candidates are advised to keep atleast 12(Twelve) copies of the same photograph for further use as and when required during the recruitment process.
- In case it is found that there is a mismatch of signature, the candidate may be disqualified, legal prosecution will be initiated and the candidate will be debarred for life from appearing in all railway recruitments conducted by RRBs or by RRC.
- Candidates must bring their e-call letter and the same valid photo ID, the details of which he/she has filled in the application in original at the time of DV, failing which candidates shall NOT be allowed to appear for the DV. The name, date of birth and photo on ID should match with the details furnished in the online application, failing which the candidate will not be permitted to appear in DV.
- All Certificates should be either in English or in Hindi only. Where certificates are not in English / Hindi, self-attested translated version (In Hindi / English) should be produced wherever / whenever required. Certificates produced during the document verification should be strictly in the prescribed formats in two copies.
- No additional time will be given to the candidates not producing their original certificates on date of their document verification and the candidature of such candidates is liable to be cancelled.
- Documents to be brought by candidates in original (as applicable) for document verification as indicated in the Notification RRC-01/2019 at para 18.4.
- Certificates obtained in any other format will not be accepted.
- Following list of document in two copies is to be brought at the time of DV.
 - a) Application form, CBT Call Letter, PET Call Letter.
 - b) 10th / SSC Mark sheet and certificate.
 - c) NCVT (NTC/NAC)/SCVT certificate.
 - d) SC/ST caste certificate in Central Government Format.

- e) OBC (NCL) caste certificate in Central Government Format should after 01/04/2022
- f) Minority declaration on Non-Judicial stamp paper.
- g) Income and Asset certificate for EWS candidates for the financial year 2018-2019.
- h) Income certificate for EBC candidates .
- i) ESM original discharge certificate, self-declaration, NOC of serving employee.
- **The onus is on the candidates to prove with valid documents that all the information submitted by them in the ONLINE application.**

Date: 02/02/2023

Chairman RRC CR