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NORTH WESTERN RAILWAY

Railway Recruitment Cell, Building no. 4, 2nd Floor,
Opp. Railway Central Hospital, 2nd Entry Gate Railway station, Jaipur-302006

Engagement of Apprentices under the Apprentices Act 1961 over NWR.

Engagement of Apprentices **Notice No. 05/2024 (NWR/AA)** **Date: 06.11.2024**

NOTIFICATION

Engagement of Apprentices under the Apprentices Act 1961 over NWR for the year 2024-25.

Date of Publication of Detailed Notification on RRC website	**06.11.2024**
Date and time of start of Online Application	**10.11.2024**
Date and time of closing of Online Application	**10.12.2024 (At 23.59 Hrs.)**

ONLINE applications are invited from interested candidates for engagement of Act Apprentices for imparting training under the Apprentice Act 1961 in the designated trades at Workshops/Units in the jurisdiction of North Western Railway against 1791 slots. Applications complete in all respects should be submitted only ONLINE till 23.59 Hrs. of the closing date.

1. Candidates should note and take cognizance of the fact that this is a Centralized Notification for engagement of Act Apprentices under the Apprentices Act 1961 for North Western Railway Units and Railway Recruitment Cell, North Western Railway (RRC/NWR) has been nominated as nodal agency for obtaining ONLINE applications from candidates and preparation of their merit list. Candidates can submit their applications ONLINE only on RRC Jaipur's website i.e. www.rrcjaipur.in
2. After preparation of merit list, the same will be advised to respective Divisions/Units on North Western Railway. Document Verification and Medical Examination will be held in opted Divisions/Units, as the case may be.
3. Candidates must note that no centralized merit list will be formed.
4. **MODE OF SELECTION:**

   4.1 Selection will be on the basis of merit list prepared in respect of all the candidates who apply against the notification. The merit list will be prepared for the purpose on the basis of percentage of marks in matriculation (with minimum 50% aggregate marks) + ITI marks in the trade in which Apprenticeship is to be done. The panel will be on the basis of simple average of marks in the matriculation and ITI.

   For the purpose of calculation of percentage of matriculation, marks obtained by the candidates in all subjects will be reckoned and not on the basis of marks of any subject or a group of subjects.

   For the purpose of calculation of percentage of ITI marks, marks mentioned in the provisional/final certificate will be reckoned.

   4.2 In case of two candidates having the same marks, the candidates with older age shall be preferred. In case the dates of birth are also same, then the candidate who passed matriculation exam earlier shall be considered first.

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4.3 A final merit list will be prepared Division/unit wise, trade wise and community wise, equal to the number of slots in the descending order of percentage of marks obtained by the candidate, as stated above.

4.4 Candidates finally enlisted would be subject to verification of original testimonials and production of medical certificate as per Annexure-IV attached.

5. During submission of ONLINE application, a Registration number will be issued to each applicant. Candidates are advised to preserve/note their Registration Number for further stages of engagement process/correspondence with Railway Recruitment Cell (RRC).

NOTE-I: - 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 last days.

NOTE-II: - 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.

6. Candidates have to choose only one Unit. Units are as under:

S. No.	DIVISIONS/UNITS
i.	Divisional Railway Manager's Office, Ajmer
ii.	Divisional Railway Manager's Office, Bikaner
iii.	Divisional Railway Manager's Office, Jaipur
iv.	Divisional Railway Manager's Office, Jodhpur
v.	B.T.C. Carriage, Ajmer
vi.	B.T.C. LOCO, Ajmer
vii.	Carriage Works Shop, Bikaner
viii.	Carriage Works Shop, Jodhpur

Note :- Please go through the available training slots vis-a-vis your ITI Trade thoroughly and select the Division/Units accordingly. It should not happen that you select a Division/unit where there is no training slot requirement for your ITI Trade. In such a situation your application may eventually become meaningless, as you would not be allowed to make any changes after the final submission. Moreover, you are also not allowed to make subsequently or multiple applications as in such an eventuality your all the applications shall be summarily rejected.

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7. Apprentices will be engaged in the following trades :

i). मंडल रेल प्रबन्धक कार्यालय, अजमेर (DRM Office), Ajmer

S No.	Trades	Break-up of training slot						Reserved training slots for PwBD				Reserved training slots for Ex-SM	Qualification
		UR	OBC	SC	ST	EWS	TOTAL	VI	HI	LD	MD		
1	Electrician (Coaching)	16	11	06	03	04	40	00	00	01	01	01	ITI Pass in relevant trade to be eligible for consideration
2	Electrician (Power)	13	08	04	02	03	30	00	00	01	00	01	
3	Electrician (TRD)	20	13	08	04	05	50	00	00	01	01	01	
4	Carpenter (Engg.)	10	07	04	02	02	25	00	00	01	00	01	
5	Painter (Engg.)	08	05	03	02	02	20	00	00	01	00	01	
6	Mason (Engg.)	13	08	04	02	03	30	00	00	01	00	01	
7	Pipe Fitter (Engg.)	08	05	03	02	02	20	00	00	01	00	01	
8	Fitter (C&W)	20	13	08	04	05	50	00	00	01	01	01	
9	Carpenter (Mech.)	10	07	04	02	02	25	00	00	01	00	01	
10	Diesel Mechanic	62	40	22	11	15	150	01	01	02	02	04	
TOTAL		180	117	66	34	43	440	01	01	11	05	13	

ii). मंडल रेल प्रबन्धक कार्यालय, बीकानेर (DRM Office), Bikaner

S No.	Trades	Break-up of training slot						Reserved training slots for PwBD				Reserved training slots for Ex-SM	Qualification
		UR	OBC	SC	ST	EWS	TOTAL	VI	HI	LD	MD		
1	Fitter (Mechanical)	84	56	31	16	20	207	00	02	02	00	06	ITI Pass in relevant trade to be eligible for consideration
2	Power Electrician	34	23	13	06	08	84	00	01	01	00	03	
3	Electrician (Coaching)	45	30	16	08	11	110	00	01	01	00	03	
4	Electrician (TRD)	25	16	09	05	06	61	00	01	01	00	02	
5	Welder (Gas & Electric) (Engg.)	07	05	03	01	02	18	00	00	00	00	01	
6	Welder (Gas & Electric) (Mech)	01	01	00	00	00	02	00	00	00	00	00	
TOTAL		196	131	72	36	47	482	00	05	05	00	15	

iii). मंडल रेल प्रबन्धक कार्यालय, जयपुर (DRM Office), Jaipur

S No.	Trades	Break-up of training slot						Reserved training slots for PwBD				Reserved training slots for Ex-SM	Qualification
		UR	OBC	SC	ST	EWS	TOTAL	VI	HI	LD	MD		
1	Fitter (Mechanical)	123	83	46	23	31	306	00	06	06	00	09	ITI Pass in relevant trade to be eligible for consideration
2	Electronics Mechanic(S&T)	37	25	14	07	09	92	00	02	02	00	03	
3	Electrician (Elect./G)	37	24	14	07	09	91	00	01	02	00	03	
4	Electrician (Electrical TRD)	18	12	06	03	04	43	00	01	01	00	01	
TOTAL		215	144	80	40	53	532	00	10	11	00	16	

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iv). मंडल रेल प्रबन्धक कार्यालय, जोधपुर (DRM Office), Jodhpur

S No.	Trades	Break-up of training slot						Reserved training slots for PwBD				Reserved training slots for Ex-SM	Qualification
		UR	OBC	SC	ST	EWS	TOTAL	VI	HI	LD	MD		
1	Diesel Mechanic	12	06	03	01	02	24	00	00	01	00	01	ITI Pass in relevant trade to be eligible for consideration
2	Mechanical fitter	12	04	03	01	02	22	00	00	00	00	00	
3	Refrigeration & Air conditioning	02	02	01	00	01	06	00	00	00	00	00	
4	Electrician	06	04	02	01	02	15	00	00	00	00	00	
	TOTAL	32	16	09	03	07	67	00	00	01	00	01	

v). बी. टी. सी. कैरेज, अजमेर (B.T.C. Carriage, Ajmer)

S No.	Trades	Break-up of training slot						Reserved training slots for PwBD				Reserved training slots for Ex-SM	Qualification
		UR	OBC	SC	ST	EWS	TOTAL	VI	HI	LD	MD		
1	Painter	02	02	01	00	01	06	00	00	00	00	00	ITI Pass in relevant trade to be eligible for consideration
2	Fitter	24	16	09	04	06	59	00	01	01	00	02	
3	Welder	01	02	01	00	01	05	00	00	00	00	00	
	TOTAL	**27**	**20**	**11**	**04**	**08**	**70**	**00**	**01**	**01**	**00**	**02**	
	Electric Department												
1	Electrician	12	08	04	02	03	29	00	00	01	00	01	
	TOTAL	**12**	**08**	**04**	**02**	**03**	**29**	**00**	**00**	**01**	**00**	**01**	

vi). बी. टी. सी. लोको, अजमेर (B.T.C. LOCO, Ajmer)

S No.	Trades	Break-up of training slot						Reserved training slots for PwBD				Reserved training slots for Ex-SM	Qualification
		UR	OBC	SC	ST	EWS	TOTAL	VI	HI	LD	MD		
1	DSL Mechanic	06	04	02	01	02	15	00	00	00	00	00	ITI Pass in relevant trade to be eligible for consideration
2	Fitter	08	05	03	02	02	20	00	00	01	00	01	
3	Welder	19	04	05	03	03	34	00	00	01	00	01	
	TOTAL	**33**	**13**	**10**	**06**	**07**	**69**	**00**	**00**	**02**	**00**	**02**	

vii). कैरीज वर्कशॉप बीकानेर (Carriage Workshop, Bikaner)

S No.	Trades	Break-up of training slot						Reserved training slots for PwBD				Reserved training slots for Ex-SM	Qualification
		UR	OBC	SC	ST	EWS	TOTAL	VI	HI	LD	MD		
1	Fitter	06	04	02	01	01	14	00	00	01	00	00	ITI Pass in relevant trade to be eligible for consideration
2	Welder	03	03	01	01	01	09	00	00	00	00	00	
3	Electrician	03	02	02	01	01	09	00	00	00	00	01	
	TOTAL	**12**	**09**	**05**	**03**	**03**	**32**	**00**	**00**	**01**	**00**	**01**	

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(vii). वैगन वर्कशॉप, जोधपुर (Carriage Workshop, Jodhpur)

S No.	Break-up of training slot							Reserved training slots for PwBD				Reserved training slots for Ex-SM	Qualification
	Trades	UR	OBC	SC	ST	EWS	TOTAL	VI	HI	LD	MD		
1	Fitter	14	08	05	02	01	30	00	00	00	00	01	ITI Pass in relevant trade to be eligible for consideration
2	Carpenter	07	04	02	01	01	15	00	00	00	00	00	
3	Welder (G & E)	04	02	01	01	00	08	00	00	00	00	00	
4	Painter (General)	04	02	01	01	01	09	00	00	00	00	00	
5	Mechanic Machine Tool Maintenance	03	01	01	00	00	05	00	00	00	00	00	
6	Machinist	02	01	00	00	00	03	00	00	00	00	00	
TOTAL		**34**	**18**	**10**	**05**	**03**	**70**	**00**	**00**	**00**	**00**	**01**	

Note:<u>Before applying for any disciplines, the candidates should ensure that he/she fulfills all the eligibility norms. The candidates should have the requisite Educational/Technical qualifications from the recognized Board/Government University/Institute as on the date of submission of the application. Those awaiting results of the final exams need not apply.</u>

NB: PwBD means Person with Bench mark Disability and Ex-SM means Ex-Servicemen. Seats of PwBD and Ex-Servicemen in the above tables are not separate, but included in the total number of seats.

The number of training slots shown in this Notification are provisional and the same are liable to increase or decrease depending upon the actual needs of the administration at the time of finalization of selection.

When the prescribed number of persons belonging either to the Scheduled Castes or to the Scheduled Tribes are not available, the training places so reserved for them may be filled by persons belonging to the Scheduled Tribes or as the case may be, to the Scheduled Caste and if the prescribed training places cannot be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Scheduled Castes or the Scheduled Tribes. Similarly, the seats remaining unfilled by OBC/EWS candidates be filled by unreserved category.

8. **<u>ELIGIBILITY CONDITIONS :-</u>**

8.1 The candidates should have completed 15 years of age and should not have completed 24 years of age as on 10.12.2024.

8.2 Upper age limit is relaxable by 05 years in case of SC/ST candidates, 3 years in case of OBC candidates.

8.3 For Person with Benchmark Disability (PwBD), upper age limit is relaxed by 10 years.

8.4 Upper age limit is relaxable by up to additional 10 years for ex-servicemen to the extent of service rendered in Defence Forces plus 03 years provided they have put in a minimum of 6 months service at a stretch, except Ex-servicemen who have already joined the Govt. service on Civil side after availing the Ex-servicemen status for the purpose of their engagement. However, regardless of

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community, Ex-serviceman will be considered against the Ex-serviceman quota, if available. If UR vacancies are not available then only Ex. serviceman belonging to those particular communities where vacancies are available will be considered against the ex-servicemen quota.

8.5 The candidates who want to avail the benefit of reservation of SC/ST, must produce his/her Caste certificate on Central Government format issued by appropriate authority as per sample Annexure-I at the time of Document Verification. Similarly the candidates, who want to avail the benefit of reservation of OBC, must produce Caste certificate and Non-Creamy Layer Certificate issued on or after 1/4/2024 on Central Government format by appropriate authority as per sample Annexure-II & OBC Declaration as per sample Annexure-IIA at the time of Document Verification. Similarly the candidates, who want to avail the benefit of reservation of EWS, must produce EWS certificate on prescribed format as per sample Annexure-III at the time of Document Verification.

8.6 The candidates who want to avail the benefit of reservation of Ex-servicemen and Armed Forces Personnel, must produce Discharge certificate and in case of children of Ex-servicemen and children of Armed Forces Personnel, they must produce discharge certificate or Armed Forces serving certificate respectively (as the case may be) of his/her parents at the time of document verification.

9. EX-SERVICEMEN :-

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

a) Children of deceased/disabled Ex-servicemen including those killed/disabled during peace time.
b) Children of Ex-servicemen
c) Children of Serving jawan
d) Children of Serving officer
e) Ex-Servicemen

10. MINIMUM EDUCATIONAL QUALIFICATION

The candidate must have passed 10th class examination or its equivalent (under 10+2 examination system) with minimum 50% marks (No Rounding off will be done), in aggregate, from recognized Board and also possess National Trade Certificate in the notified trade issued by National Council for Vocational Training (NCVT) / State Council for Vocational Training(SCVT).

11. PAYMENT OF FEES

11.1 Application fees (Non-refundable) - Candidates should submit application fee for an amount mentioned below :-

Sl. No.	Category	Amount to be submitted/Fee (Non-refundable)
(i)	For all candidates except those mentioned, in (ii) below	100/- (One Hundred Only).
(ii)	SC/ST, Persons with Benchmark Disabilities (PwBD), Women	Nil

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11.2 Fee payment will have to be made online through payment gateway as part of online application process as under:

- Once the online application is complete in all respects at RRC/Jaipur's website www.rrcjaipur.in, candidates will be directed to payment gateway to make payment.
- Once the payment is successfully done, candidates will be redirected to RRC/Jaipur's website to complete the application process and download the application form.
- In case the candidates tried to make payment before and come across some issues like loss of internet connection due to which the fee amount has been deducted from their Account/Debit/Credit Card but still unable to download the application, please click on "Verify Payment" button to reconfirm the same from the Payment gateway.

11.3 After ensuring the correctness of the particulars of the application form candidates are required to pay fees through the payment gateway integrated with the online application. No change/edit will be allowed thereafter.

11.4 The payment can be made by using debit card/credit card/Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

11.5 On successful completion of the transaction, e-receipt with the date entered by the candidate will be generated, which should be printed and retained by the candidate.

11.6 If the online transaction is not successfully completed, please login again and make payment online.

11.7 Candidates should note that RRC/NWR is not responsible for incomplete or pending online application fees transaction for whatever reason.

12. STANDARDS OF FITNESS FOR THE PERSON WITH DISABILITY

Only Locomotor Disability or Cerebral Palsy (LD) who suffers from not less than 40% of relevant disability.

Hearing Impairment (HI) having loss of 60 decibels or more in the better ear in the conversational range of frequencies are eligible to apply. Hearing Impairment would also include persons who are Deaf, Dumb, Deaf & Dumb.

visual functioning even after treatment or standard refractive corrections but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

12.1 For Locomotor Disability or Cerebral Palsy (LD) :-

TRADES	Disability Requirement
Mechanic (Diesel)	Upper limb partially damaged (little finger & ring finger) can be accommodated for both hands Lower limb partially damaged only one side can be accommodated
Electrician	Partially lower limb candidates can be accommodated
Electronics Mechanic	Without legs or leg
Welder (Gas & Electric)	A person without leg and without three finger of one hand can be accommodated
Machinist	Only small finger damaged can be accommodated.
Painter (General)	One upper and lower limb partially damaged
Fitter	Lower limb partially damaged from one side can be accommodated.
Carpenter	One upper and lower limb partially damaged
Plumber (Pipe Fitter)	A person without one or two finger of foot and hand can be accommodated

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12.2 **Visually Impaired (VI) :-**

TRADES	Maximum disability
Mechanic (Diesel)	**Low vision :** "Person with low vision" means a person with impairment of vision of less than 6/18 to 6/60 with best correction in the better eye or impairment of field in any of the following categories: i) Reduction of fields less than 50 degrees, ii) Hemianopia with macular involvement iii) Altitudinal defect involving lower fields.

12.3 **Hearing Impaired (HI) :-** Hearing Impairment (HI) means loss of 60 decibels or more in the better ear in the conversational range of frequencies are eligible to apply. Hearing Impairment would also include persons who are Deaf, Dumb, Deaf & Dumb.

12.4 **Multiple Disabilities (MD) :-** Those PwBD candidates who have more than one disability will be treated as Multiple Disabilities (MD).

12.5 Person with Benchmark Disability (PwBD) who wants to avail the benefit of reservation must produce a relevant disability certificate issued by a competent authority (i.e. Medical Board duly constituted by the Central or State Government) as per sample annexure-V(A), V(B), V(C) & V(D).

12.6 Other than above mentioned Person with Benchmark Disability (PwBD) candidates should not apply as PwBD, and, they will not be eligible for such concessions/facilities.

13. **HOW TO APPLY**

13.1 Candidates are required to apply ONLINE by visiting www.rrcjaipur.in Detailed instructions for filling up ONLINE applications will be available on the website.

13.2 Candidates are required to log on to the RRC/Jaipur website www.rrcjaipur.in provided for filling ONLINE applications and fill up the personal details/BIO DATA etc carefully.

NOTE-I: Candidates should be in possession of Aadhaar Card. At the time of registration, candidates have to fill 12 digit Aadhaar Card number. Candidates have to produce original Aadhaar card or document mentioned above, at the time of document verification.

NOTE-II: Candidates should ensure that their name, father's name, date of birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also debarment.

NOTE-III: Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire engagement process as all important messages will be sent by email/SMS which will be treated as deemed to have been read by the candidates.

13.3 Candidates have to apply for any one unit.

13.4 Candidates trying to submit more than one application with different particulars like Name/Father's name/Community/Photo(face)/educational and/or technical qualification etc. or with different Email ID/Mobile Number are advised that all such applications will be summarily rejected.

13.5 Candidates have to keep printouts of their Online application. If found Eligible, he/she will be called for Document Verification and the print out of

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Online application is required to be produced at the time of Document Verification.

14. **SCANNED PHOTOGRAPH/SOFT COPY OF PHOTOGRAPH**

Candidates are required to upload their colour photograph (size 3.5 cm x 3.5 cm, not earlier than three months from the date of application in colour, JPG/JPEG format, 100 DPI, size of the file should be between 20 kb-70 kb) with clear front view of the candidate without cap and sunglasses. Candidates may note that RRC may, at any stage, reject the applications for uploading old/unclear photograph or for any significant variations between photograph uploaded in the Application Form and the actual physical appearance of the candidate. Candidates are advised to keep two additional copies of the same photograph ready with them for bringing at the time of Document Verification.

15. **SCANNED SIGNATURE/SOFT COPY OF IMAGE OF SIGNATURE**

Candidates are also required to upload their signature (size 3.5 cm x 2.5 cm, JPG/JPEG format, 100 DPI, size of the file should be between 20 kb - 30kb).

16. **LAST DATE FOR RECEIPT OF APPLICATION**

The ONLINE application, complete in all respect, can be submitted through ONLINE process to RRC up to 10-12-2024 till 23.59 hrs. No physical copy of the application is required to be sent to RRC. Even if it is received, no cognizance will be given to it.

17. **TRAINING PERIOD & STIPEND**

17.1 Training period & stipend will be As per extant rules & directives issued by Railway Board from time to time.

17.2 No Hostel accommodation will be provided and selected candidates will have to make their own arrangement during their training as per Apprentice Act 1961 and they will be released on completion of the training.

18. **AGREEMENT OF TRAINING**

Before commencement of the Apprenticeship training in the designated trade, the selected candidate or, if he/she is a minor then, his/her guardian has to enter into a Contract of Apprenticeship with the employer.

19. **MEDICAL FITNESS**

A person shall be eligible for being trained under the Apprentices Act, 1961 and Apprenticeships Rules, 1992, as amended from time to time, candidates should produce a medical certificate at the time of document verification in the prescribed format (Annexure-IV) signed by the Government Authorized Doctor (Gaz.) not below the rank of Assistant Surgeon of Central/State Hospital.

20. **HELP DESK**

For any problems in the online submission and printing of application, call on helpline number which will be available on website from 10.11.2024 between 10:00 a.m. to 17:00 p.m. till last date of receipt of application (Except Sundays and Holidays)

21. **IMPORTANT INSTRUCTIONS**

21.1 The decision of the Railway administration in all matters relating to eligibility, acceptance or rejection of the applications and mode of selection shall be final.

21.2 Imparting Training in Railway will not confer any right to the candidates for their absorption in Railway after successful completion of training. In terms of para-10 of Schedule V of the Apprenticeship Rules,1992, notified on 15.07.92 by the Ministry of Labour, it shall not be obligatory on the part of the employer to offer any employment to the Apprentice on completion of period of his/her apprenticeship training in his/her establishment. It shall not be

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obligatory on the part of the apprentice to accept an employment under the employer. Imparting Training in Railway will not confer any right to the candidates for their absorption in Railway after completion of Training.

21.3 No correspondences for engagement will be entertained.

21.4 CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE AND NO CORRESPONDENCE WILL BE ENTERTAINED IN THE MATTER.

21.5 Before applying, the candidates should ensure that he/she fulfills the eligibility and other criteria, at any stage of engagement and if erroneously engaged, such candidates shall be summarily dismissed without notice.

21.6 Candidature of the candidate shall be cancelled if he/she fails to produce the required original testimonials for verification or any other discrepancy noticed.

21.7 If it is noticed by the Railway administration that the applicant has furnished wrong/fake Certificates/false certificates, the Railway administration reserves the right to discharge the candidate/selected candidate at any stage without notice even after his selection to undergo training.

21.8 The Railway administration does not undertake any responsibility for sending reply to the candidates 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.

21.9 The Railway administration will not be responsible for any printing error.

21.10 No daily allowance/conveyance allowance or travelling allowance will be paid to the candidate who will be called for document verification.

21.11 Candidates 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.

21.12 After selection for engagement, request of candidate to change the division/unit/Trade will not be considered.

Chairman/RRC

RRC, Jaipur

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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*

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

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

(*) Please delete the words which are not applicable
(@) Please quote specific presidential Order
(%) Delete the Paragraph which is 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/I[st] 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.

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Annexure 'II'

The format of the certificate to be produced by OTHER BACKWARD CLASSES (OBC) applying for appointment to posts under the Government of India.

This is to certify that Shri/Smt/Kum* …….....…….....…… Son/Daughter* of Shri/Smt ..... of village /town* .....…….....…… District in …...……..... State belongs to the ….....…… community which is recognized as backward class under ..... : (indicates Sub-caste)

1) Resolution No.12011/68/93-BCC(C) dated 10th September 1993, published in the Gazette of India Extraordinary – part 1 Section 1, No.186 dated 13th September 1993.
2) Resolution No.12011/9/94-BCC dated 19th October 1994, published in the Gazette of India – Extraordinary – part 1 Section 1, No.163 dated 20th October 1994.
3) Resolution No.12011/7/95-BCC dated 24th May 1995, published in the Gazette of India – Extraordinary – part 1 Section 1, No.88 dated 25th May 1995.
4) Resolution No.12011/44/96-BCC dated 6th December 1996, published in the Gazette of India Extraordinary – part 1 Section 1, No.210 dated 11th December 1996.
5) Resolution No.12011/68/93-BCC published in the Gazette of India – Extraordinary No.129 dated 8th July 1997.
6) Resolution No.12011/12/96-BCC published in the Gazette of India – Extraordinary No.164 dated 1st Sept. 1997.
7) Resolution No.12011/99/94-BCC published in the Gazette of India – Extraordinary No.236 dated 11th Dec 1997.
8) Resolution No.12011/13/97-BCC published in the Gazette of India – Extraordinary No.239 dated 3rd Dec.1997.
9) Resolution No.12011/12/96-BCC published in the Gazette of India – Extraordinary No.166 dated 3rd Aug.1998.
10) Resolution No.12011/68/93-BCC published in the Gazette of India – Extraordinary No.171 dated 6th Aug.1998.
11) Resolution No.12011/68/98-BCC published in the Gazette of India – Extraordinary No.241 dated 27th Oct.1999.
12) Resolution No.12011/88/98-BCC published in the Gazette of India – Extraordinary No.270 dated 6th Dec.1999.
13) Resolution No.12011/36/99-BCC published in the Gazette of India – Extraordinary No.71 dated 4th April 2000.

Shri/Smt/Kum*…….....…… and /or his/her * family ordinarily reside(s) in the .....District of the …...……..... State. 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. 36033/3/2004/Estt.(RES.) dated 09.03.2004. & O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017**

District Magistrate/
Dy. Commissioner Etc.
(With seal of office)

Place ……
Date ……

(*) Please delete the words which are not applicable
(**) As amended from time to time.

a. The term "Ordinarily reside(s)" used will have the same meaning as in Section 20 of the Representation of the PeoplesAct, 1950.

b. Where the certificates are issued by Gazetted Officers of the Union Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Dy. Commissioner (Certificate issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient)

c. The OBC certificate from the authorities only will be accepted:-

1 District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate)/ * Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate.
2 Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3 Revenue Officers not below the rank of Tehsildar.
4 Sub-Divisional Officers of the area where the candidate and/or his family normally resides.
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)

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Annexure - IIA

DECLARATION

Proforma for declaration to be submitted by Other Backward Class Candidates at the time of document verification who had applied for the posts

"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**

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Annexure-III

Government of_____

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST 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. 8 lakhs (Rupees Eight Lakhs 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.

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Annexure 'IV'

SCHEDULE-II (See rule 4 of Apprenticeship Rules 1992)
Medical Fitness Certificate for Standard of physical fitness for engagement as Act Apprentice over North Western Railway

Name of the Candidate : …….....

Father's name : …….....

Category : …….....

Date of Birth / Age : …….....

Trade & Name : …….....

Paste here recent passport size photo as uploaded in online application form

Photo to be attested by Medical Officer

Permanent marks of identification 1.....

2. …….....

S. No.	Standard of physical fitness	Observations of Medical Officer
1.	A candidate should be free evidence of any contagious or infectious disease. He should not be suffering from any disease which is likely to be aggravated by service or is likely to render him unfit for service or endanger the health of the public. He should also be free from evidence of tuberculosis in any form, active or healed.	
2.	**Height, Weight And Chest** Candidates should satisfy the following minimum standards, namely:- HEIGHT: 137 centimeters; Weight:25.4 Kilogram; Chest expansion should not be less than 3.8 centimeters irrespective of size of chest: Provide that where a candidate does not satisfy the said minimum standards but is certified in writing by a Medical Officer not below the rank of an Assistant Surgeon (Gazetted), to be physically fit for being engaged as an apprentice in a particular trade under the Apprentices Act,1961, he may be engaged as an apprentice in that trade.	
3.	**EYES** There should be no evidence of any morbid condition of either eye of the lids of either eye which may be liable to risk of aggravation of recurrence. **Standard of Vision** (A) Visual acuity: *Candidates having vision in one eye shall eligible to undergo apprenticeship training except in the following seventeen trades, namely :-	
	(1) Electrician Aircraft / (2) Watch and Clock Mechanic	
	(3) Driver cum Fitter / (4) Surveyor	
	(5) Process Cameraman / (6) Sirdar	
	(7) Rigger(Engg. & Chem. Industry) / (8) Shortfirer/Blaster (Mines)	
	(9) Mate (Mines) / (10) Mech. Radio & Radar	
	(11) Ceramic Moduler / (12) Ceramic Caster	
	(13) Ceramic Kiln Operator / (14) Ceramic Press Operator	
	(15) Ceramic Modeller / (16) Ceramic Decorator	
	(17) Optical worker	
	(B) Colour vision: Not required	
4.	**EARS** Hearing must be good in both ears and there should be no sign of suppurative disease. No hearing aid shall be permitted.	
5.	**SKIN** There should be no evidence of acute or chronic skin disease or chronic ulceration	
6.	**SPEECH** Speech should preferably be without impediment.	

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S. No.	Standard of physical fitness	Observations of Medical Officer
7.	**ALIMENTARY SYSTEM** 1. Candidates should have sufficient number of natural teeth (in healthy state) for mastication. 2. Spleen should not be palpably enlarged and there should be no evidence of tenderness in the splenic area. 3. Liver should not be palpable or tender. 4. There should be no oral sepsis. 5. There should be no sugar in the urine. 6. Candidates should not be suffering from haemorrhoids, fissures in and testis anal hernia or bubonocele or ischio-rectal abscess or hydrocele.	
8.	**CARDIO VASCULAR SYSTEM** 1. Blood pressure should not exceed 85 diastolic and 140 systolic. 2. Candidates with low blood pressure (i.e. systolic below 100) should be rejected. 3. There should be no sign of any cardiovascular disease.	
9.	**RESPIRATORY SYSTEM** Candidates should be free from all diseases of respiratory system. There should be no deformity of chest which may cause impediment to breathing.	
10.	**GENITO URINARY SYSTEM** There should be no evidence of genito urinary disease or any abnormality.	
11.	**SKELETAL SYSTEM** 1. The function of all limbs should be within normal limits. 2. There should be no evidence of serious deformity of the spinal column or of the extremities.	
12.	**NERVOUS SYSTEM** There should be no evidence of any disease of nervous system or of any mental disease.	
13.	**GLANDULAR SYSTEM** There should be no evidence of tuberculosis or other disease of the glandular system including the endocrine glands.	

Above medical fitness certificate should be signed by Government authorized Doctor (Gaz), not below the rank of Assistant Surgeon of Central / State Hospital

Signature of Medical Officer	
Name of Medical Officer	
Registration No.	
Designation	
Name of Central/State Govt. Hospital	
Seal of Medical Officer signing the certificate	

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Annexure-V(A)

Form-II
Disability Certificate
(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 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 _____ Age_____ years, male/female _____
(DD / MM / YY)

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 documents as proof of residence:-

Nature of Document	Date of issue	Details of authority issuing certificate

`(3) Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of Member

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

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

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Annexure-V(B)

Form-III
Disability Certificate
(In cases of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)
(See rule 4)

Certificate No. Date: / /

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_____Post Office_____
District_____ State_____ whose photograph is affixed above, and are satisfied that :

Recent PP size Attested photograph (showing face only) of the person with disability

(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 :

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		

(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 _____ 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 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 Member

Chairperson

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

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Annexure-V(C)

Form-IV
Disability Certificate
(In cases other than those mentioned in Forms-II and III)
(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 _____ Age_____ years, male/female _____
(DD / MM / YY)

Registration No._____ permanent resident of House No._____

Ward/Village/_____Street_____

Post Office_____District_____ State_____ whose photograph is affixed above, and am satisfied that he/she is a case of _____ 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) (YY)

@ e.g. Left/Right/both arms/legs
 # e.g. Single eye/both eyes.
$ e.g.: Left/Right/both ears.

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

Nature of Document	Date of issue	Details of authority issuing certificate

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5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of Member

(Authorized Signatory of notified Medical Authority)

(Name and Seal)

{Countersignature and seal of the CMO/Medial Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a servant government (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.

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

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Annexure-V(D)

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL DISABILITY CERTIFICATE

Certificate No……...

1. This is certified that Smt./Shri Kum*…… son/daughter of Shri…… age……..... sex Male/Female having identification marks as below is suffering from permanent disability of following category:

Paste here your Recent colour Photograph showing the disability (The Photograph should be attested by the Chairperson of the Medical Board)

Signature of candidate in the above box below the photograph

A. **Locomotor or cerebral palsy:**

(i) BL-Both legs affected but not arms.

(ii) BA-Both arms affected:
- (a) Impaired reach
- (b) Weakness of grip

(iii) OL-One leg affected (right or left)
- (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic

(iv) OA-One arm affected (right or left)
- (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic

(v) BH-Stiff back and hips(cannot sit of stoop) the photograph

(vi) MW-Muscular weakness and limited physical endurance.

B. **Blindness or Low Vision:**
(i) B-Blind (ii) PB-Partially Blind

C. **Hearing Impairment:**
(i) D-Deaf (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This is certified that Smt./Shri/Kumari …… being unable to perform the Typing Skill Test because of his/her physical disability i.e. …….. (indicate the category whichever is applicable) may be exempted from Typing Skill Test.
3. This condition is progressive/non-progressive/likely to improve/not likely to improve. Reassessment of this case is not recommended/is recommended after a period of…..years……..months.
4. Percentage of disability in his/her case is ……..%
5. Smt./Shri/Kum…….meets the following physical requirement for:

i.	F-Can perform work by manipulating with fingers	Yes	No
ii.	PP-Can perform work by pulling and pushing	Yes	No
iii.	L-Can perform work by lifting	Yes	No
iv.	KC-Can perform work by kneeling and crouching	Yes	No
v.	B-Can perform work by bending	Yes	No
vi.	S-Can perform work by sitting	Yes	No
vii.	ST-Can perform work by standing	Yes	No
viii.	W-Can perform work by walking	Yes	No
ix.	SE-Can perform work by Seeing	Yes	No
x.	H-Can perform work by hearing/speaking	Yes	No
xi.	RW-Can perform work by reading and writing	Yes	No

(Signature of Doctor) Name : Registration No. Member, Medical Board	(Signature of Doctor) Name : Registration No. Member, Medical Board	(Signature of Doctor) Name : Registration No. Member, Medical Board

*Please delete the words which are not applicable

Place: Date:

Counter signature of the Medical Superintendent/CMD/Head of Hospital (with seal)

Note: (1) According to the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Rules, 1966 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) of section 73 of the Persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central or the State Government. The State Government may constitute a Medical Board consisting of at least three members out of whom at least one shall be a specialist in the particular field for assessing the locomotor/hearing and speech/Visual disability. (ii) The certificate would be valid for a period of 5 years of those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as 'permanent'.

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