

INSTRUCTION FOR CANDIDATES

Educational Qualification :

- **Graduation Degree** from recognised University or its equivalent.
- **Typing proficiency in English / Hindi** on Computer is essential

Age :

- Minimum : 18 Years
- Maximum : 33 Years

Age Relaxation

- Age Relaxation in upper age limit / maximum upper age for the following categories are applicable subject to submission of requisite certificates.

Stages of exam :

There shall be two stage Computer Based Test (CBTs) followed by “Computer based Aptitude Test (CBAT)/ Typing Skill Test (TST) wherever applicable”

- Computer based Aptitude Test for Station Master
- Typing Skill Test for Senior Clerk cum Typist, Junior Account Assistant cum Typist.
- For Goods Train Manager, Senior Commercial cum Ticket Supervisor, there shall be two stage CBTs followed by document verification and medical examination.

Negative Marking :

There shall be negative marking for incorrect answer in CBTs. Deduction of 1/3rd of the marks allotted for each question shall be made for each wrong answer.

Medium of Examination :

Questions for CBTs will be available in English, Hindi and 13 regional Indian languages (viz., Assamese, Bengali, Gujarati, Kannada, Konkani, Malayalam, Manipuri, Marathi, Odia, Punjabi, Tamil, Telugu and Urdu). Accordingly, candidates must choose their medium of examination from any one amongst those listed in the online application form. CBT questions will be displayed in the language opted and in English. In case of any difference/ discrepancy/dispute in the Questions between English and the opted language, the content of English version shall prevail.

Short Listing for Various Stages :

- RRB wise short listing of candidates for 2nd Stage CBT shall be done at the rate of 15 times the vacancies
- The short listing for Computer Based Aptitude Test and Typing Skill Test shall be to the extent of 8 times the vacancies

MEDICAL STANDARDS FOR THE POSTS

Candidates called for document verification will have to pass requisite medical fitness test(s) conducted by the Railway Administration to ensure that the candidates are medically fit to carry out the duties connected with the post(s) opted by them. Visual Acuity Standard is one of the important criteria of medical fitness of railway staff.

S. No.	Medical Standard	General Fitness	Vision Standards
1	A-2	Physically fit in all respects	Distant Vision: 6/9, 6/9 without glasses (No fogging test). Near Vision: Sn 0.6, 0.6 without glasses and must pass test for Colour Vision, Binocular Vision, Night Vision and Myopic vision.
2	A-3	Physically fit in all respects	Distant Vision: 6/9, 6/9 with or without glasses (power of lenses not to exceed 2D). Near Vision: Sn 0.6, 0.6 with or without glasses and must pass test for Colour Vision, Binocular Vision, Night Vision and Myopic vision.
3	B-2	Physically fit in all respects	Distance Vision: 6/9, 6/12 with or without glasses (Power of lenses not to exceed 4D). Near Vision: Sn 0.6, 0.6 with or without glasses when reading or close work is required and must pass test for Field of Vision (Binocular Vision) etc
4	C-2	Physically fit in all respects	Distant Vision: 6/12, nil with or without glasses. Near Vision: Sn 0.6 combined with or without glasses where reading or close work is required.

1st Stage CBT

Computer Based Test (CBT) - Common for all posts

Exam Duration in Minutes	No. of Questions (each of 1 mark) from			Total No. of Questions
	General Awareness	Mathematics	General Intelligence and Reasoning	
90	40	30	30	100

- The examination duration will be 120 Minutes for eligible PwBD candidates accompanied with Scribe.
- The 1st Stage CBT is of screening nature and the standard of questions for the CBT will be generally in conformity with the educational standards prescribed for the posts. The normalized score of 1st Stage CBT shall be used for short listing of candidates for 2nd Stage CBT as per their merit.
- There will be **negative marking** and **1/3 mark** shall be deducted for each wrong answer.
- Minimum percentage of marks for eligibility in various categories: UR-40%, EWS- 40%, OBC (Non creamy layer) -30%, SC-30%, ST-25%. These percentages of marks for eligibility may be relaxed by 2 Marks for PwBD candidates in case of shortage of PwBD candidates against vacancies reserved for them.

2nd Stage Computer Based Test (CBT):

- Shortlisting of Candidates for the 2nd Stage CBT shall be based on the normalized marks obtained by them in 1st Stage CBT.
- Total no. of candidates to be shortlisted shall be 15 times the community wise vacancies of posts notified against the RRB as per their merit in 1st Stage CBT.

Exam Duration in Minutes	No. of Questions (each of 1 mark) from			Total No. of Questions
	General Awareness	Mathematics	General Intelligence and Reasoning	
90	50	35	35	120

- The examination duration will be 120 Minutes for eligible PwBD candidates accompanied with Scribe.
- There will be negative marking and 1/3 mark shall be deducted for each wrong answer.
- Minimum percentage of marks for eligibility in various categories: UR40%, EWS- 40%, OBC (Non creamy layer)-30%, SC-30%, ST-25%. These percentages of marks for eligibility may be relaxed by 2 Marks for PwBD candidates in case of shortage of PwBD candidates against vacancies reserved for them.
- The normalized marks scored by the candidate in the 2nd stage CBT shall be used for short listing the candidates for document verification for the posts which do not have Typing Skill Test/Computer based Aptitude Test. For the posts having Typing Skill Test/Computer based Aptitude Test, the normalized marks scored by the candidate in the 2nd stage CBT shall be used for shortlisting the candidates for Typing Skill Test/Computer based Aptitude Test.

Computer Based Aptitude Test (CBAT) will be conduct after qualify the 2nd Stage CBT (Only for candidates who have opted for Station Master)

- Qualifying marks: The candidates need to secure a minimum T-Score of 42 marks in each of the test batteries to qualify. This is applicable to all candidates irrespective of community or category
- Candidates equal to 8 times the number of vacancies of Station Master (SM) for each of the communities i.e. UR, OBC-NCL, SC, ST and EWS (including ExSM) shall be short listed for CBAT based on their performance in 2nd Stage CBT from among the candidates who have opted for the post of SM.
- Such shortlisted candidates should produce the Vision Certificate in the prescribed format in original during CBAT, failing which they will not be permitted to appear in the CBAT.
- Candidates will have to qualify in each of the test batteries of CBAT for considering them for the post of SM.
- The CBAT shall have questions and answer options only in English and Hindi.
- There shall be no negative marking in CBAT.
- The SM merit list will be drawn only from amongst the candidates qualifying in the CBAT, with 70% weightage for the marks obtained in the 2nd Stage CBT and 30% weightage for the marks obtained in CBAT.

Typing Skill Test (TST):

- For the posts Senior Clerk cum Typist, Junior Accounts Assistant cum Typist. Typing Skill Test (TST) of qualifying nature (marks obtained in typing skill test shall not be added for making merit) shall be conducted for which the number of candidates equal to eight times the number of vacancies for each of the community shall be called for.

- The candidates should be able to type 30 words per minute (WPM) in English or 25 WPM in Hindi on Personal Computer only without editing tools and spell check facility.
- For guidelines of those who appear for typing skill test in Hindi, Kruti Dev and Mangal font shall be made available for typing skill test on Personal Computer.
- Exemption in Typing Skill Test may be extended to candidates who are permanently disabled due to Blindness / Low Vision, Cerebral Palsy & Loco Motor Disability with not less than 40% permanent disability. Such eligible PwBD candidates have to upload a scanned
- copy of Typing Skill Test Exemption Certificate issued by the Competent Medical Board in the website of respective RRBs before conduct of typing skill test in the format.
- The merit will be drawn only for the candidates qualified in the TST or TST exempted PwBD candidates based on performance in 2nd Stage CBT

Document Verification (DV):

(a) Based on the performance of candidates in the examination candidates equal to the number of vacancies will be called for Document Verification as per their merit and options.

(b) Appointment of selected candidates is subject to their passing the requisite Medical Fitness Test to be conducted by the Railway Administration and final verification of all essential documents and verification of antecedents / character of the candidates.

(c) Candidates shortlisted for DV will have to submit all their original documents along with two sets of selfattested photocopies at the time of DV.

(d) Further, these candidates should upload the scanned copies (in true colour) of Photo & Signature before their DV date through the portal

NORMALISATION OF MARKS:

Short listing of Candidates for various stages shall be based on the normalized marks obtained by them whenever CBT is conducted in multiple sessions for the same syllabus.