

NORTHERN RAILWAY**RAILWAY RECRUITMENT CELL (RRC)****Lajpat Nagar-I, New Delhi-110024**

Website: www.rrcnr.org

Employment Notice NO. 02/2019**RECRUITMENT OF LEVEL-1 MULTI TASKING STAFF IN CATERING UNIT OF COMMERCIAL DEPARTMENT OF NORTHERN RAILWAY**

ONLINE Applications are invited from ELIGIBLE Indian citizens for recruitment of following Level-1 Multi Tasking Staff in Commercial Department of Northern Railway. Merely Registering/filling up online application on RRC website does not entitle the candidate being eligible for Written Examination. Candidature of the applicant is provisional at all stages of selection process subject to fulfilling the eligibility conditions. Candidates are advised in their own interest to submit Online Application much before the closing date to avoid possibility of any failure to submit application due to heavy load/jam on website. **Separate Application with prescribed fee is to be filled for Service Side & Cooking Side if fulfils the eligibility conditions.**

IMPORTANT DATES

Date of Publication in Emp. News	14.09.2019
Date and Time of opening of online/filling of application.	At 1200 Hrs on 16.09.2019
Date & Time of Closing of Online Application	At 1200 Hrs on 15.10.2019
Tentative date of Written Examination	After 31.10.2019

1.0 Details of Post, Qualification

Sl. No	Post	No of Post	Level	Qualification					
01.	Multi-Tasking Staff-Commercial Department, Catering Unit - SERVICE SIDE	94	Level 1 of the Pay Matrix of 7th CPC	(a) Minimum Education/Technical Qualification(s) - Service Side:- 10th Pass plus ITI in Food Beverages/Food & Beverages Guest Service under Craftsman Training Scheme (CTS); OR 10th Pass plus course in (i) Food & Beverages Service and (ii) Hospitality Assistant Modular Employable Skills (MES) under SDI as approved by NCVT; OR 10th Pass plus Trade Diploma in Food & Beverage Operation obtained from any of the institutes of Hotel Management under National Council of Hotel Management and Catering Technology or any other institutions run by Central Government/State Government/Bodies enacted by Act of Parliament or State Legislatures or recognized by Central Government/State Government/ Bodies enacted by Act of Parliament or State Legislatures. (b) Experience: NIL (c) Acceptable equivalent qualifications, if any: NIL					
	Unreserved	SC	ST	OBC	EWS	Total	P.H*	Ex. SM	CCAA
	39	14	07	25	09	94	03	19	19

Note 1:- Vacancies of PH, ExSM & CCAA are inclusive of total 94 vacancies.

Note 2:- The candidate applying in the category of CCAA should have completed the apprenticeship in Railway Establishment Only.

The details of posts earmarked for the P.H persons are as under:-

V.H		O.H				H.H		M.D
B.L	L.V	O.A	O.L	B.L	O.A.L	M.W		
NO	YES	NO	YES	NO	NO	NO	YES	NO
	01		01				01	

*Against the reservation 04 PH only 03 posts are being kept reserved and being notified. 01 post against the MD category of the handicapped quota reservation will be accommodated in another category of commercial department in terms of PS No. 14159/2014.

Sl. No	Post	No of Post	Level	Qualification					
01.	Multi-Tasking Staff-Commercial Department, Catering Unit - COOKING SIDE	24	Level 1 of the Pay Matrix of 7th CPC	(a) Minimum Education/Technical Qualification(s) - Cooking Side:- 10th Pass plus ITI in Bakery & Confectionary/ Baker & Confectioner/Food Production (General) under Craftsman Training Scheme (CTS); OR 10th pass plus course in (i) Cook (General), (ii) Cook (Continental), (iii) Cook (Indian cuisine), under SDI as approved by NCVT; OR 10th pass plus Trade Diploma in Food Production/Trade Diploma in Bakery & Confectionary, obtained from any of the institutes of Hotel Management under National Council of Hotel Management and Catering Technology or any other institutions run by Central Govt./State Govt./Bodies enacted by Act of Parliament or State legislatures or recognized by Central Govt./state Govt./Bodies enacted by Act of Parliament or state legislatures. (b) Experience: NIL (c) Acceptable equivalent qualifications, if any: NIL					
	Unreserved	SC	ST	OBC	EWS	Total	P.H*	Ex. SM	CCAA
	10	04	02	06	02	24	01	05	05

Note 1:- Vacancies of PH, ExSM & CCAA are inclusive of total 24 vacancies.

Note 2:- The candidate applying in the category of CCAA should have completed the apprenticeship in Railway Establishment Only.

The details of posts earmarked for the P.H persons are as under:-

V.H		O.H				H.H		M.D
B.L	L.V	O.A	O.L	B.L	O.A.L	M.W		
NO	YES	NO	YES	NO	NO	NO	YES	NO

NOTE:- The apportionment of vacancies between 'Service' and 'Cooking' side may be changed depending on the administrative requirement.

2.0 Age limit: The candidate should be aged between 18 to 33 years as on 01.01.2020.

Relaxation in upper age limit for the following categories/communities in the table given below is applicable subject to submission of requisite certificate

SL. No.	COMMUNITY/CATEGORIES		RELAXATION IN UPPER AGE LIMIT(OR) MAXIMUM UPPER AGE
1	SC/ST candidates		5 Years
2	OBC -Non Creamy Layer Candidates		3 Years
3	Ex-Servicemen candidates who have put in not less than 6 months continuous service after attestation	UR	33 Year of age plus No. of year of Service rendered in defence plus 03 Years
		OBC-NCL	36 Year of age plus No. of year of Service rendered in defence plus 03 Years
		SC/ST	38 Year of age plus No. of year of Service rendered in defence plus 03 Years
4	Person with Disability (PwBD) UR		10 Years
5	PwBD OBC (NCL)		13 Years
	PwBD SC/ST		15 Years
	Candidates Ordinarily being Domicile in the state of Jammu & Kashmir during the period form 01.01.1980 to 31.12.1989	UR	38 Years of Age
OBC-NCL		41 Years of Age	
SC/ST		43 Years of Age	
6	Serving Railway Staff, Casual Labour & Substitutes in Railways who have put in minimum of 03 year service (Continuous or in broken spells)	UR	40 Year of Age
		OBC-NCL	43 Year of Age
		SC/ST	45 Year of Age
7	Candidates who are working in Quasi Administrative Offices of the Railway Organization, such as Railway	UR	33 Years of age plus length of Service rendered or 05 years whichever is lower
		OBC-NCL	36 Years of age plus length of Service rendered or 05 years whichever is lower
		SC/ST	38 Years of age plus length of Service rendered or 05 years whichever is lower
8	Women Candidate who are Widowed, Divorced or Judicially Separated from Husband but not re-married.	UR	35 Year of Age
		OBC -NCL	38 Year of Age
		SC/ST	40 Year of Age
9	Course Completed Act Apprentices applying for the post for which minimum qualification is ITI/Course Completed Act Apprenticeship	UR	33 Years of age plus extent of Apprentice Training under gone by them under the Apprentice Act 1961 subject to maximum 03 years.
		OBC-NCL	36 Years of age plus extent of Apprentice Training under gone by them under the Apprentice Act 1961 subject to maximum 03 years.
		SC/ST	38 Years of age plus extent of Apprentice Training under gone by them under the Apprentice Act 1961 subject to maximum 03 years.
10	Candidate who have commenced Act Apprentice under the Apprenticeship Act before attaining the age of 25 years	UR	35 Year of Age
		OBC -NCL	38 Year of Age
		SC/ST	40 Year of Age

3.0 EXAMINATION FEE: Examination fee is to be paid through ONLINE MODE and Service Charge as applicable will be borne by the candidate. Candidates to note that RRC/NR is not responsible for incomplete or pending online examination fee transaction for whatever reason. In such case candidate need to proceed with fresh/new transaction of payment of examination fee.

(i) For all candidates except those mentioned in sub-para (ii) below: Rs. 500/- (Rupees Five Hundred) only through Online Payment in favour of RRC/NR. The examination fee of Rs. 400/- will be refunded after deducting bank charges to candidate who actually appeared in the written examination.

(ii) For candidates belonging to SC/ST, Women, Minorities, PwBD, ExSM, Transgender and Economically Backward Classes: Rs. 250/- (Rupees Two Hundred Fifty) only. Examination Fee will be refunded after deducting bank charges to these Categories of Candidate only when they actually appear in the Written Examination.

(iii) Candidate to note that in case of refund of Examination Fee it will be transferred back to the source from where it is received in RRC Account.

NOTE 1:- 'Minority' means Muslims, Christians, Buddhists, Zoroastrians (Parsis) & Sikhs. Economically Backward Classes will mean those candidates whose family income is less than Rs. 50,000/- per annum.

The following officials are authorized to issue income certificate for the purpose of identifying Economically Backward Classes:

- District Magistrate or any other Revenue Officer up to the level of Tehsildar.
 - Sitting MP of Lok Sabha for persons of their own constituency.
 - BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
 - Union Minister may also recommend for any persons from anywhere in the country.
 - Sitting MP of Rajya Sabha for persons of the District in which the MP normally resides.
- The income certificate issued by the authorities mentioned above must be as per format given as Annexure on RRC website. This will have to be issued on the letterhead of the issuing authority.

4.0 Scheme for recruitment: The recruitment process shall consist of the Written Examination followed by Document Verification.

5.0 Medical Examination: Candidates recommended for appointment will have to pass the requisite medical fitness standards in **Cey-One category** prescribed for the post.

6.0 Period of Probation: NA.

7.0 Period of Training: The selected candidate will be required to undergo training as per extent rules.

8.0 Details of Agreement/Security Deposit/Bond to be signed: NA.

9.0 Place of Posting: Selected candidates will be posted in **Parliament House- Catering Unit, Commercial Department, Northern Railway, New Delhi**

10.0 General Instructions:

(i) Merely Registering/filling up online application on RRC website does not entitle the Cont...

- candidate being eligible for recruitment process. All the recruitments against Open Advertisement quota shall be at the minimum of scale of pay in the Pay Matrix.
- (ii) Railway Administration reserves the rights to recruit eligible candidates at any place. Candidates are also advised not to bring any valuable/costly items to the examination hall as safe keeping of these items can not be assured. Administration will not be responsible for any loss in this regard.
 - (iii) The decision of NR administration on all matters relating to eligibility, place, date, mode of selection, acceptance or rejection, recommendation of post, place of posting, grade etc. shall be final and binding on the candidates.
 - (iv) Candidates already employed in Govt. Service should submit Online Application with NOC from the Employer, without which application shall be summarily rejected at any stage.
 - (v) The candidature of the applicants shall be liable to be rejected at any stage of recruitment in case of concealment of any fact, which is in contravention to the above laid down conditions. The decision of the Railway Administration shall be final and binding on the candidates.
 - (vi) No TA/DA/Accommodation will be given for appearing in the recruitment process. However in case of SC/ST candidates who have uploaded their proper community certificate will be given free travel authority (2nd class) with E Admit Card and such candidates will be allowed to use this authority to travel on production of self attested copy of E-Call letter and SC/ST certificate. During the journey these candidate should carry E-Admit Card with original SC/ST certificate and original proof of identity failing which they will be treated as without ticket and charged accordingly.
 - (vii) The Railway Administration reserves the right to fix any date or venue, as deemed suitable, or postpone examination/document verification, conduct additional examination (at its own convenience), or even cancel the same due to unforeseen circumstances against which no claim will be accepted. No request for change of date & venue will be entertained.
 - (viii) Shortlisted candidates shall bring all relevant documents including uploaded with ONLINE Application Form in Original along with one set of **self attested** photo copies (Date of Birth Matriculation or Equivalent Certificate, Educational Qualification, Technical Qualification, Caste Certificate, EWS Certificate (the income & assets of the family would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs), PH Certificate, Ex-SM Certificate/Discharge Book, CCAA from Railway Establishment, NOC if working etc. on the day of document verification without which they will not be allowed to appear in the process of recruitment. Certificates in languages other than English or Hindi should be accompanied by a self attested translation in English/Hindi.
 - (ix) Candidate should be in readiness to appear for the written test at short notice after the last date for submission is over.
 - (x) Candidate's admission at all stages of the recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions.
 - (xi) The service of the candidate shall be terminated, if the information and documents furnished by him/her for recruitment are found incorrect/ fake at any stage.
 - (xii) No candidate should attempt impersonation or take the help of any impersonator at any stage of the recruitment process. Such candidates will be debarred for life from appearing in all RRB/RRC examinations or any appointment in Railways. In addition, legal action shall be taken against the candidate.
 - (xiii) Any material suppression of facts or submitting of forged certificates/caste certificate by a candidate for securing eligibility and/or obtaining privileges, including fee exemption for appearing in the recruitment 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 RRB/RRC over the country.
 - (xiv) Candidates who have been debarred for life from all RRB/RRC examinations or candidates who have been debarred for a specified period which is not yet completed need not apply in response to this employment notice. Their candidature will be rejected during any stage of recruitment as and when detected.
 - (xv) Recruitment will be dealt as per policy read with modifications/ amendments issued by the Railway Board from time to time on the subject.
 - (xvi) Any subsequent changes in the terms and conditions of this Employment Notice as per extant rules shall be applicable. RRC reserves the right to consider/incorporate any subsequent changes/ modification/additions/cancellation in the terms & conditions to recruitment under this Employment Notice as and when applicable.
 - (xvii) The vacancies as mentioned above in both service side and cooking side may decrease or increase as per administration requirement.
 - (xviii) RRC reserves the right to reject the candidature of any applicant at any stage of the process of recruitment, if any irregularity/ deficiency is noticed in the application.
 - (xix) For any Legal Dispute, the Jurisdiction will be at New Delhi only.
 - (xx) In the event of any dispute about interpretation or any mistake, the English version will be treated as final.
 - (xxi) Canvassing in any form, misbehavior or misconduct will lead to summary rejection and cancellation of candidature and no correspondence will be entertained in this matter.

(xxii) **Candidates to note that all relevant certificates showing the minimum eligibility of the candidate to appear in the written examination i.e Educational/ Technical qualification and Caste Certificates etc. are to be uploaded with online application form.** Original Certificates are required at the time of subsequent stage i.e Document Verification failing which applicant shall not be allowed to participate in the recruitment process further.

11.0 Invalid Application: Any of the following deficiencies/discrepancies found in the online application form and documents submitted by the applicant will render the application invalid / rejected:-

- (i) Application not in prescribed format and incomplete or illegible application.
- (ii) Applications without photograph, LTI impression, unsigned application and/or Signature in capital or different signature at different places during the recruitment process.
- (iii) Applications without Examination fee or less fee.
- (iv) Applications without proof of date of birth, educational qualifications, Technical Qualification & Caste Certificate etc, as applicable.
- (v) Over age or under age, date of birth not filled or wrongly filled,
- (vi) Self-attested photocopies of requisite certificates not uploaded.
- (vii) Not having requisite educational qualification & Technical qualification at the time of applying.
- (viii) Application which are filed in a language other than English or Hindi.
- (ix) Any other irregularities which are considered invalid by RRC.

12.0 MISCELLANEOUS:

- (i) Railway Administration will not be responsible for any inadvertent error in the advertisement RRC website would be primary and main source of contact with the candidates for various information during the process. The status of the candidates will not be intimidated by post.
- (ii) This Employment Notice is also available on RRC Website. English version shall be applicable in case of any ambiguity/ dispute in two versions.
- (iii) In case any applicant has difficulty in registering their applications ONLINE, they are free to contact the help line numbers as available on RRC website.

13.0 HOW TO FILL UP THE APPLICATION: Steps to be followed for filling the ONLINE Application

Click in the BOX given at the end of the notification undertaking by the candidate that **I have read carefully the notification with instructions given above to be complied with during the recruitment process.**

Click on APPLY ONLINE – LOGIN BOX will appear with two options i.e. Login for Already Registered Candidates & for New Registrations.

Candidate Dashboard will appear as under in RED color which will turn into GREEN on step wise completion. Candidate may complete the Online application from Part I to Part IV with option to take print of the Payment slip and Application for future reference, if need be, in one go or in parts but must be completed in all respects within the last date given. Candidate to follow the instructions generated by software during the process of submitting ONLINE APPLICATION at every step.

Part I	Part II	Part III	Part IV	Part V
Application Form	Payment of Examination Fee	Uploading Documents photo, Sign & Thumb Impression etc.	Online payment Details Print	Application Details/ Prints

14.0 Enclosures to be uploaded with the Online Application:- Applicant must upload following documents/certificates with the online application failing which application will be rejected.

- a. Proof of Date of Birth (10th or Matric pass certificate).
- b. Proof of Essential Educational & Technical Qualification prescribed i.e. Service or Catering as the case be for the post.
- c. In case of candidates belonging to SC/ST/OBC/Minority/Economically Backward/EWS/EXSM/PWD/CCAA/NOC etc Certificate in prescribed format as per **Annexure** available on RRC website www.rrcnr.org

Chairman
Railway Recruitment Cell, Northern Railway

Abbreviation used:- EWS- Economically Weaker Section, CCAA- Course Completed Act Apprentice (from railway establishment), ExSM- Ex. Service Man, PH/PwBD- Physically Handicapped/Person with Disability, NOC- No Objection Certificate, NCL- Non Creamy Layer.

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