दक्षिण पूर्व मध्य रेलवे
South East Central Railway

मुख्यालय, कार्मिक विभाग, प्रथम तल, महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.) 495004
HEADQUARTER, PERSONNEL DEPARTMENT, 1st FLOOR, GM's OFFICE, BILASPUR (C.G.) 495004

No. P-HQ/CON/452/DPQ-70%/NAIR /801 Date: 07/02/2023

सर्व संबन्धित

Sub: - Promotion to Group-B posts on Indian Railways- Centralized Computer Based Test (CBT) against 70% quota for the vacancy cycle 2023-24
Ref: DG/NAIR letter No. EG/NAIR/CBT/GBS/2023-24 dated 06/02/2023.

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उपरोक्त संबंध में सूचित किया जाता है कि CBT मोड के तहत दिनांक 19/02/2023 को आयोजित होने वाली परीक्षा (APO, AEN, AME, AEE, ASTE, AFA) 70% DPQ हेतु भारतीय रेल्वे राष्ट्रीय अकादमी/वड़ोदरा (NAIR/BRC) के द्वारा आवश्यक विस्तृत दिशा निर्देश जारी किया गया है, जो कि सभी अभ्यर्थियों एवं पर्यवेक्षकों के सूचनार्थ एवं आवश्यक कार्यवाही हेतु इस पत्र के साथ संलग्न है ।

यह सूचना SECR के वेबसाइट में भी उपलब्ध है
https://secr.indianrailways.gov.in
RECRUITMENT ➡ HQ ➡ GAZ SECTION
या
https://secr.indianrailways.gov.in/view_section.jsp?fontColor=black&backgroundColor=LIGHTSTEELBLUE&lang=0&id=0,2,1903,2193,2198

[Sub: Instructions, details and Protocol Documents for CBT against 70% selection 2023-24 in SECR]

07/02/2023
(नीरज आनंद)
उप° मुख्य कार्मिक अधिकारी (राज.)
कृते प्रधान मुख्य कार्मिक अधिकारी

संलग्न : DG/NAIR पत्र संख्या EG/NAIR/CBT/GBS/2023-24 dated 06/02/2023
एवं Protocol Documents.

MINISTRY OF RAILWAYS

NATIONAL ACADEMY OF INDIAN RAILWAYS LALBAUG, VADODARA - 390 004

Email : sphrm@nair.railnet.gov.in

No. EG/NAIR/CBT/GBS/2023-24 **Date: 06.02.2023**

The Principal Chief Personnel Officers,
The Principal Financial Advisors,
All Zonal Railways / PUs

Sub: Promotions to Group 'B' posts on Indian Railways - Centralized Computer Based Test (CBT) against 70 % quota for the vacancy cycle 2023-24

Ref: (1) Railway Board's letter No. E(GP)2022/2/4 dated 18.01.2023
(2) NAIR letter of even number dated 30.01.2023

1. Railway Board vide letter under reference has decided that Centralised CBT for Gr.B selection against 70% quota for the vacancy cycle from 01.01.2023 to 31.12.2024 will be held on **19.02.2023** followed by Supplementary Examination on **05.03.2023**. CBT will be conducted in 14 cities and 19 centres in two shifts. In the Morning shift (**10.00 to 12.00 hrs**) the CBT for ACM, AOM, AFA, AEN, AME, and AMM will be held. CBT for APO, ASTE and AEE will be held in the Afternoon shift (**15.00 to 17.00 hrs**). The ZR/PU-wise list of posts for which CBT will be held is attached as **Annexure-A**. The list of exam centres for the CBT on 19.02.2023 is attached as **Annexure-B**.

2. I-PAS number (11 digit) is being considered as the Unique Employee ID. The candidates should be well aware of their 11-digit IPAS numbers before log-in into the NAIR website for various purposes as mentioned in para-5.

3. Zonal Railways/PUs are requested to take following actions urgently:

   (i) Nomination of one Nodal Officer in SAG for each Exam city/town
   (ii) Nomination of a JAG officer as Railway Observer and 2-3 Railway officials (1-2 staff if there are upto 100 candidates and maximum three if more than 100) for each exam centre. It should be ensured that the Railway supervisors so nominated are **not** from the department for which the CBT is being conducted at the centre. **Only Zonal Railways and RDSO may nominate the officials. They will complete the formalities for staff of PUs also. PUs are, however, required to make arrangements to collect documents pertaining to their units immediately after exam.**
   (iii) Sensitising all the nominated Railway officials about the conduct of the CBT in accordance with the Exam Protocol Document (**Attached**).
   (iv) Coordination with Exam Conducting Agency (ECA) for smooth conduct of the CBT at the assigned exam centres
   (v) Inform the State Police and RPF for providing security at the Centres.
   (vi) Inform Zonal Railway Vigilance

Details about the nominated officers/Supervisors (name, designation, mobile number and email ID) should be intimated to NAIR on or before **14.02.2023** in the email ID: **sphrm@nair.railnet.gov.in**.

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4. Candidates will be allowed to appear in the examination with **E-Call Letter-cum-relieving letter with recent photograph pasted on it, original Railway Photo Identity Card/ Aadhaar only**. Accordingly, they have to carefully read all the instructions mentioned therein and ensure compliance. Specimen copies each of E-Call Letter-cum-relieving letter and E-Call letter instructions are attached as **Annexure-C & D** respectively.

5. **Instructions for the Candidates** – Concerned Zonal Railways/PUs should intimate the eligible candidates to refer to NAIR website **www.nair.indianrailways.gov.in** (under the caption **CBT for Gr. B selection-2023, 70 % quota**) for following purposes:

   (i) Uploading recent passport-size colour photograph. This step should be completed at the earliest (by **15.02.2023)** to enable him/her download the E-Call Letter-cum-relieving letter.

   (ii) Downloading the E-Call Letter-cum-relieving letter (to be enabled from **08.02.2023 evening**). Recent photo should be pasted at the earmarked space and attested by the Controlling officer/Supervisor. This letter has to be got signed by the Controlling Officer before coming to Exam centre.

   (iii) To avoid over-crowding at a time, there will be staggered timing for reporting to the centre. This will be indicated in the E-call letter.

   (iv) Taking mock-test for familiarisation in CBT environment and understanding the Candidate Console instructions (to be enabled from **09.02.2023**).

   (v) Raising objections on responses/answer keys after the examination (objection tracker will be live from **10.00 hrs of 08.03.23 to 17.00 hrs of 10.03.23 both for Main and Supplementary Examinations**).

   (vi) Any other updates regarding the examination.

6. Supplementary Exam, only for the absentees, will be held on 05.03.2023 in four cities only – Delhi, Mumbai, Kolkata and Chennai. It is emphasised here that the supplementary exam is meant for those candidates who are absent in the Main Examination **only** on valid and acceptable grounds. Railways/PUs have to prepare a list of candidates who are absent in Main Exam on valid grounds by evening of 19.02.2023 and intimate the list to NAIR by **21.02.2023** so that action may be taken for identification of centres, issue of call letters etc. After completion of each shift on 19.02.2023, Railway observers may communicate the list of absentees post-wise to Dy.CPO/Gaz (or to Dy.CAO/G in case of AFA).

   Number of eligible candidates for Supplementary exam is not known. Assuming that number is less, exam will be held only in four centres (one each at Delhi, Mumbai, Kolkata and Chennai). Hence nomination of SAG nodal officer, JAG Railway Observer and 2-3 Gr.C staff may be done in advance by NR, WR, ER and SR respectively for Delhi, Mumbai, Kolkata and Chennai.

7. In case of any serious mistakes in database, the candidates should approach the Dy.CPO/Gaz or Dy.CAO/G (for AFA) of the Zonal Railway/PU. Similarly, if they find any difficulty in uploading the photographs, downloading the E-Call Letter etc., the candidate can send an email to **cbtforGBS2023@gmail.com** mentioning their IPAS number, name of Railway/PU, post applied for, name of the candidate and details of problems faced.

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8. Following is the list of documents to be collected **railway/PU-wise and post-wise** after the examination and sent to Dy.CPO/Gaz and Dy.CAO/G (for AFA) :

   i. Attendance Sheet
   ii. Railway (upper) portion of call letters
   iii. Candidate feedback
   iv. Railway Observer's report
   v. Exception report
   vi. Incidence register
   vii. Summary report (signed jointly by ECA head and Rly Observer)
   viii. Declaration to be obtained from the candidates U1 (Miscellaneous)
   ix. U4 Declaration from Candidates using Unfair Means
   x. Certificate of no close relative at the centre
   xi. Any other Miscellaneous documents

   Railway Observers are required to collect these documents from the exam centre. Some of the documents are to be scanned by the ECA before handing over to Railway Observers. Hence arrangements may be made in consultation with ECA officials for submission of the documents on 20.02.2023 if not possible on 19.02.2023.

DA. As above

06/02/23

(S. Behera)
Sr. Professor (HRM)
For Director General

Copy for information to:

1. **PED/Staff, Railway Board-** with a request to send a note to DG/RPF, Railway Board for issuing appropriate instructions to the PCSCs to provide RPF security at the CBT centres both for Main exam on 19.02.2023 and Supplementary Exam on 05.03.2023.

Annexure-A

Centralized CBT for Gr.B Selection against 70% quota 2023-24			
Exam Cities for Main exam to be held on 19.02.2023			
Sl No.	Exam City	Railway /PU	Posts for which CBT to be conducted
1	Delhi	NR	APO, AFA, AOM, ACM, AEN, AME, AEE, ASTE, AMM
		RCF	AFA, AEN, AME
		PLW	AFA,AME,AEE, AMM
2	Allahabad	NCR	APO, AOM, ACM, AEN, AEE,ASTE, AMM
		RDSO	APO,AOM,AEN,AEE,ASTE, AMM
		BLW	AMM
		MCF	AFA, AME, ASTE
3	Patna	ECR	AFA,AOM, ACM,AEN,AME, AMM
		RWP/Bela	APO,AEN,AME,AMM
4	Gorakhpur	NER	APO,AFA,AOM,ACM,AEN,AME,AEE, ASTE,AMM
5	Guwahati	NFR	APO,AFA,AOM,ACM,AEN,AME,ASTE,AMM
6	Jaipur	NWR	APO,AFA,AOM,ACM,AEN,AME,ASTE,AMM
7	Jabalpur	WCR	AOM,ACM,AEN,AME,AEE,AMM
8	Bilaspur	SECR	APO,AFA,AEN,AME,AEE, ASTE
9	Kolkata	ER	APO,AFA,AOM,ACM,AEN,AME,AEE, ASTE,AMM
		SER	APO,AFA,AOM,ACM,AEN,AME,AEE, ASTE,AMM
		CLW	AME,AEE,AMM
10	Bhubaneshwar	ECoR	APO,AFA,AOM,ACM,AEN,AME,AEE, ASTE,AMM
11	Mumbai	CR	APO,AFA,AOM,ACM,AEN,AME,AEE, ASTE,AMM
		WR	APO,AFA,AOM,ACM,AEN,AME,AEE, ASTE,AMM
12	Hyderabad	SCR	APO,AFA,AOM,AME,AEE
13	Chennai	SR	APO,AFA,AOM,ACM,AEN,AME,AEE, ASTE,AMM
		ICF	APO, AFA, AME, AEE, AMM
14	Hubli	SWR	APO,AFA,AOM,ACM,AEN,AME,ASTE,AMM
		RWF	AFA, AME, AEE, AMM

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Annexure - B

National Academy of Indian Railways, Vadodara

Centralized CBT for Gr.B selection against 70% quota 2023-24 (Exam Date -19.02.2023)

Test Centre Details

City	Railway / PU	Post Name	Shift 1 (Morning)	Shift 2 (Afternoon)	Grand Total	Test Centre Name	Test Centre Address	Test CentreCode
Allahabad	BLW	AMM	3	0	3	ALLAHABAD INFOTECH PRIVATE LIMITED	101-B CHAK DAUD NAGAR NAINI (ASHOK TALKIES), NEAR PAC GROUND, NAINI, PRAYAGRAJ, UTTAR PRADESH	UP0101
	MCF	AFA	5	0	5			
		AME	18	0	18			
		ASTE	0	5	5			
	NCR	ACM	10	0	10			
		AEE	0	5	5			
		AEN	51	0	51			
		AMM	8	0	8			
		AOM	19	0	19			
		APO	0	251	251			
		ASTE	0	28	28			
	RDSO	AEE	0	11	11			
		AEN	31	0	31			
		AMM	5	0	5			
		AOM	3	0	3			
		APO	0	8	8			
		ASTE	0	6	6			
Bhubaneshwar	ECoR	ACM	9	0	9	GANDHI ENGINEERING COLLEGE	GANDHI VIHAR BADARAGHUNATHPUR, MADANPUR, BESIDE NH-5, NEAR JANLA, BHUBANESWAR, ODISHA	OD0101
		AEE	0	6	6			
		AEN	43	0	43			
		AFA	10	0	10			
		AME	9	0	9			
		AMM	7	0	7			
		AOM	12	0	12			
		APO	0	213	213			
		ASTE	0	25	25			
Bilaspur	SECR	AEE	0	18	18	MOUNT LITERA ONLINE EXAM CENTER	MAIN SAKRI ROAD, NEAR USLAPUR OVERBRIDGE, BILASPUR, CHHATTISGARH	CG0101
		AEN	22	0	22			
		AFA	21	0	21			
		AME	10	0	10			
		APO	0	1	1			
		ASTE	0	29	29			
Chennai	ICF	AEE	0	1	1	DR M.G.R. EDUCATIONAL AND RESEARCH INSTITUTE	PERIYAR E.V.R. HIGH ROAD, VISHWAS NAGAR, MADURAVOYAL, CHENNAI, TAMIL NADU	TN0101
		AFA	17	0	17			
		AME	8	0	8			
		AMM	5	0	5			
		APO	0	64	64			
	SR	ACM	13	0	13			
		AEN	54	0	54			
		AFA	43	0	43			
		AME	37	0	37			
		AMM	11	0	11			
		AOM	27	0	27			
		APO	0	145	145			
		APO	0	114	114	MBC ONLINE CENTRE	3RD FLOOR 148-150, OPP-ALWARPET ANJANEYAR TEMPLE, LUZ CHURCH RD, NEAR KANCHEEPURAM VARAMAHALAKSHMI SILKS, CTC COLONY, MYLAPORE, CHENNAI, TAMIL NADU	TN0102
		AEE	0	37	37			
		ASTE	0	17	17			

Vadodara 06/02/23

City	Railway / PU	Post Name	Shift 1 (Morning)	Shift 2 (Afternoon)	Grand Total	Test Centre Name	Test Centre Address	Test CentreCode
Gorakhpur	NER	ACM	11	0	11	SHRISTI ONLINE	SPORTS COLLEGE ROAD, HOUSE NO-231, INDIAN OIL PETROL PUMP, NEAR SHAHID BABA MAZAR, GORAKHPUR, UTTAR PRADESH	UP0201
		AEE	0	10	10			
		AEN	25	0	25			
		AFA	34	0	34			
		AME	13	0	13			
		AMM	8	0	8			
		AOM	10	0	10			
		APO	0	100	100			
		ASTE	0	28	28			
Guwahati	NFR	ACM	9	0	9	FUTURETECH EDUCATION	4TH FLOOR JIVITESH MANOR RGB ROAD NEAR MIDLAND HOSPITAL, SREE NAGAR PATH, GUWAHATI, KAMRUP, ASSAM	AS0101
		AEN	23	0	23			
		AFA	30	0	30			
		AME	6	0	6			
		AMM	5	0	5			
		AOM	15	0	15			
		APO	0	65	65			
		ASTE	0	17	17			
Hubli	RWF	AEE	0	11	11	EDUTECH SOLUTION C/O CHETAN BUSINESS SCHOOL	100 FEET ROAD, SRINAGAR,UNKAL CROSS,HUBLI, KARNATAKA	KK0101
		AFA	6	0	6			
		AME	10	0	10			
		AMM	5	0	5			
	SWR	ACM	8	0	8			
		AEN	29	0	29			
		AFA	1	0	1			
		AME	12	0	12			
		AMM	5	0	5			
		AOM	10	0	10			
		APO	0	157	157			
		ASTE	0	1	1			
Hyderabad	SCR	AEE	0	22	22	SURYA TECHNOLOGIES	H.NO: 8-99/7&8, ABOVE ANUTEX SHOPPING MALL, NEAR UPPAL BUS DEPOT, PEERZADIGUDA, MEDCHAL DISTRICT,HYDERABAD, TELANGANA	TL0101
		AFA	25	0	25			
		AME	18	0	18			
		AOM	21	0	21			
		APO	0	230	230			
Jabalpur	WCR	ACM	10	0	10	NACHIKETA INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY	PATAN ROAD, INFRONT OF POWER GRID OFFICE PATAN BY PASS SQUARE, JABALPUR, MADHYA PRADESH	MP0101
		AEE	0	17	17			
		AEN	24	0	24			
		AME	17	0	17			
		AMM	6	0	6			
		AOM	8	0	8			
Jaipur	NWR	ACM	10	0	10	RAJASTHAN COLLEGE OF ENGINEERING FOR WOMEN	AJMER ROAD, BHANKROTA, JAIPUR, RAJASTHAN	RJ0101
		AEN	113	0	113			
		AFA	14	0	14			
		AME	15	0	15			
		AMM	5	0	5			
		AOM	13	0	13			
		APO	0	176	176			
		ASTE	0	17	17			
	WR	AFA	11	0	11			

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City	Railway / PU	Post Name	Shift 1 (Morning)	Shift 2 (Afternoon)	Grand Total	Test Centre Name	Test Centre Address	Test CentreCode
Kolkata	CLW	AEE	0	18	18	MBC SUDHIR MEMORIAL INSTITUTE	SUDHIR MEMORIAL INSTITUTE, JESSORE ROAD, DOLTALA, MADHYAMGRAM, KOLKATA, WEST BENGAL(OPPOSITE 24 PARGANAS DISTRICT POLICE LINES)	WB0102
		AME	26	0	26			
		AMM	8	0	8			
	SER	ACM	3	0	3			
		AEE	0	30	30			
		AEN	48	0	48			
		AFA	20	0	20			
		AME	18	0	18			
		AMM	14	0	14			
		AOM	12	0	12			
		APO	0	139	139			
		ASTE	0	12	12			
	ER	ACM	10	0	10	MBC MODI HOUSE	24,MADANMOHAN TALLA STREET ,BAG BAZAR COLONY, SHOBHABAZAR, KOLKATA, WEST BENGAL(BESIDE JAGAT MUKHERJEE PARK)	WB0101
		AEE	0	44	44			
		AEN	48	0	48			
		AFA	46	0	46			
		AME	52	0	52			
		AMM	19	0	19			
		AOM	16	0	16			
		APO	0	293	293			
		ASTE	0	35	35			
Mumbai	CR	ACM	36	0	36	All India institute of Local Self Government Jk solution	Sthanikraj Bhavan C.D Barfiwala Marg, Juhu Gali, Next time to BMW Showroom (Navnit Motors) Andheri (W) Mumbai, Maharashtra	MH0101
		AEE	0	23	23			
		AEN	68	0	68			
		AMM	26	0	26			
		APO	0	137	137			
		ASTE	0	18	18			
		AEE	0	23	23	Padmabhushan Vasantdada Patil Pratishthan's College Of Engineering	Eastern Express Highway, Near Everard Nagar, Sion, (Mumbai) , Maharashtra	MH0102
		AFA	27	0	27			
		AME	39	0	39			
		AOM	42	0	42			
		APO	0	126	126			
		ASTE	0	18	18			
	RDSO	APO	0	1	1			
	WR	ACM	35	0	35	MBC PARK	MBC INFOTECH PARK, MBC COMPOUND, SAINATH NAGAR, KASARVADAVALI, GHODBUNDER ROAD, THANE, MAHARASHTRA	MH0103
		AEE	0	12	12			
		AEN	153	0	153			
		AMM	20	0	20			
		APO	0	209	209			
		ASTE	0	16	16			
		AFA	35	0	35	Thakur Polytechnic	Thakur complex, Asha Nagar, 90 Feet Road, Kandivali East, Mumbai, Maharashtra	MH0104
		AME	33	0	33			
		AOM	35	0	35			
		AEE	0	11	11			
		APO	0	173	173			
		ASTE	0	16	16			

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City	Railway / PU	Post Name	Shift 1 (Morning)	Shift 2 (Afternoon)	Grand Total	Test Centre Name	Test Centre Address	Test CentreCode
New Delhi	NR	ACM	14	0	14	AIS ASSESSMENT ZONE	NEAR AAKASH INTERNATIONAL SR. SEC. SCHOOL, NANGLOI ROAD, OPPOSITE AIRFORCE BANI CAMP, NEW DELHI, DELHI	DL0101
		AEE	0	6	6			
		AEN	91	0	91			
		AFA	18	0	18			
		AME	12	0	12			
		AMM	13	0	13			
		AOM	20	0	20			
		APO	0	392	392			
		ASTE	0	25	25			
	PLW	AEE	0	9	9			
		AFA	12	0	12			
		AME	8	0	8			
		AMM	5	0	5			
	RCF	AEN	5	0	5			
		AFA	14	0	14			
		AME	7	0	7			
	SR	AFA	1	0	1			
Patna	ECR	ACM	26	0	26	INFORMATIC COMPUTER EDUCATION, PATLIPUTRA	HOUSE NO.-21-B/3, BETWEEN PATLIPUTRA COLONY CIRCLE & RUBBAN HOSPITAL, PATLIPUTRA COLONY, PATNA, BIHAR	BH0101
		AEN	5	0	5			
		AFA	42	0	42			
		AME	18	0	18			
		AMM	16	0	16			
		AOM	37	0	37			
	RWP/Bela	AEN	5	0	5			
		AME	5	0	5			
		AMM	5	0	5			
		APO	0	39	39			

06/02/23

जोनल रेलवे/पीयू को लौटाने के लिए सीबीटी निरीक्षक इस भाग को अपने पास रखे / To be retained by the invigilator for returning to Zonal Railway/PU

भारतीय रेल राष्ट्रीय अकादमी
लालबाग, वड़ोदरा – 390004
www.nair.indianrailways.gov.in

National Academy of Indian Railways
Lalbaug, Vadodara -390004
www.nair.indianrailways.gov.in

Call letter-cum-Relieving letter for Computer Based Test (CBT) of Gr. B selection against 70 % quota

कृपया दूसरे पृष्ठ पर दिए गए निर्देशोंको ध्यान से पढ़े / Please read the instructions detailed on the second page carefully.

Post Applied –

Annexure-C

आई-पास क्रमांक / I-Pas Number			अनुक्रमांक सं. / Roll Number		
उम्मीदवार का नाम / Candidate's Name	From Data				
पदनाम / Designation	From Data			जोनल रेलवे/पीयू Zonal Railway/PU	
दिव्यांगजन / PwBD	Yes/No	दिव्यांगजन का प्रकार / Type Of PwBD	From Data	लेखक / Scribe	Yes/No
सी.बी.टी.की तिथि / Date of CBT			सी.बी.टी का समय /Timing of CBT	10:00 Hrs. to 12:00 Hrs. or 15:00 Hrs. to 17:00 Hrs.	
पहुंचने का समय / Reporting Time	Staggered entry timing		गेट बंद होने का समय /Gate closing time	09:15 Hrs. or 14:15 Hrs.	
सी.बी.टी. केंद्र का नाम / Name of CBT Center					

Candidate Photograph – uploaded by candidate

Sr.Professor (HRM)
NAIR, Vadodara

Candidate has to write declaration as given in item no.2 of the enclosed instructions in his/her own running handwriting (NOT in 'BLOCK LETTERS') and to put signature and left thumb impression in the space givenbelow in the presence of Invigilator. अभ्यर्थी निरीक्षक की उपस्थिती में मद सं. 2 मे दिये गए संलग्नित सुझाव के अनुसार स्वयं की चालू हस्थलिपी में घोषणा, हस्ताक्षर एवं बाएँ अगुंठे की छाप खाली स्थान पर करे।

SPECIMEN

बाएँ अंगूठे की छाप / Left Thumb Impression	उम्मीदवार का हस्ताक्षर (सी.बी.टी.स्थल पर निरीक्षक के समक्ष हस्ताक्षर करे) Signature of the Candidate (sign in the presence of CBT official at CBT venue)	निरीक्षक के हस्ताक्षर Signature of Invigilator

Relieving – cum- Photo Identification Letter

Shri/Smt/Ms _____ ,working as (Designation) _____ in the office of _____ on _____ division/Workshop/Unit , bearing Roll No. _____ is hereby relieved to attend the Computer Based Test (CBT) against 70 % quota for the Gr.B post of _____ scheduled to be held on **19.02.2023** (Sunday) at the Centre and time mentioned in the Call letter. The Photograph duly attested and the Specimen signature of the employee are appended below.

Photograph of the employee (To be attested by Controlling Officer/Supervisor on office seal)	उम्मीदवार का हस्ताक्षर Signature of the Candidate	Signature of the Controlling Officer Designation: Date:

(Candidate's copy to be handed over to the Candidate after examination)

✂ ✂

भारतीय रेल राष्ट्रीय अकादमी
लालबाग, वड़ोदरा – 390004
www.nair.indianrailways.gov.in

National Academy of Indian Railways
Lalbaug, Vadodara -390004
www.nair.indianrailways.gov.in

उम्मीदवार की प्रति / Candidate's Copy – Gr.B 70% कोटा के सीबीटी के लिए कॉल लेटर / **Call Letter for CBT of Gr.B selection against 70 % quota**

(यदि आप चयिनत होते है तो इस पर्ची को प्रस्तुत करना होगा) (IN CASE YOU ARE SELECTED, YOU WILL BE REQUIRED TO PRODUCE THIS SLIP)

Post Applied –

Candidate should affix his recent passport size photograph & sign across such that partly it is on Admit card (Signature in front of the Invigilator)	आई-पास क्रमांक / I-Pas Number	From Data	अनुक्रमांक सं. / Roll No.	
	उम्मीदवार का नाम / CandidateName	From Data	पदनाम / Designation	From Data
	जोनल रेलवे/पीयू / Zonal Railway/PU	From Data	सी.बी.टी.की तिथि / Date of CBT	From Data
Signature of Invigilator	सी.बी.टी. केंद्र का नाम / Name of CBT Center			Sr.Professor(HRM) NAIR, Vadodara

Important instructions to the candidates appearing for Computer Based Test (CBT) of Group-B selection against 70 % quota

1. उम्मीदवारी अनंतिम है। यह ई-कॉल लेटर, अपने आप में, किसी भी क्षेत्रीय रेलवे/पीयू में ग्रेड बी पदों पर चयन के लिए कोई पात्रता नहीं देता है।
2. उम्मीदवार को दिए गए स्थान पर निरीक्षक की उपस्थिति में ई-कॉल लेटर पर निम्नलिखित स्व-घोषणा लिखनी होगी :

   " मैं समझता हूं कि किसी भी स्तर पर किसी भी जानकारी के गलत पाए जाने या पद की आवश्यकताओं के अनुसार पात्रता मानदंड को पूरा नहीं करने की स्थिति में, मेरी उम्मीदवारी/पदोन्नति बिना किसी सूचना के रद्द की जा सकती है।"
3. किसी भी अभ्यर्थी को सुबह की Shift में 09.15 बजे और दोपहर की Shift में 14.15 बजे के बाद परीक्षा केंद्र में प्रवेश करने की अनुमति नहीं दी जाएगी।
4. उम्मीदवार को मूल रेलवे फोटो आईडी /आधार, ई-कॉल-cum-रिलीविंग लेटर के बिना परीक्षा हॉल में प्रवेश करने की अनुमति नहीं दी जाएगी।
5. उम्मीदवारों को ई-कॉल लेटर में इंगित केवल केंद्र, तिथि और समय पर सीबीटी के लिए उपस्थित होने की अनुमति दी जाएगी।
6. परीक्षाकेंद्र, तिथि और समय में परिवर्तन के लिए अनुरोध, यदि कोई हो, पर विचार नहीं किया जाएगा।
7. सभी औपचारिकताएं पूरी करने के बाद परीक्षा शुरु होगी जैसे बायोमेट्रिक्स लेना, उपस्थिति, ई-कॉल लेटर का संग्रह आदि।
8. परीक्षा समाप्त होने तक आपको परीक्षा हॉल छोड़ने की अनुमति नहीं दी जाएगी। आपको परीक्षा के अंत तक अपने स्थान पर बैठे रहना चाहिए।
9. परीक्षा केंद्र परिसर के अंदर बैग, किताबें, नोटबुक, कैलकुलेटर, मोबाइल फोन, पेजर, हेडफोन, बटनहोल कैमरा, स्कैनर स्टोरेज डिवाइस, ब्लू टूथ और इलेक्ट्रॉनिक गैजेट आदि सख्त वर्जित और प्रतिबंधित हैं। स्विच ऑफ या क्लोज्ड मोड में भी किसी भी उम्मीदवार के साथ ऐसी वस्तु पाए जाने पर भी डी एंड एआर कार्रवाई शुरु करने के अलावा उसकी उम्मीदवारी को मौके पर ही रद्द/अस्वीकार कर दिया जाएगा। रेलवे/परीक्षा केंद्र कोई व्यवस्था नहीं करेगा और ऐसी किसी भी वस्तु की सुरक्षित अभिरक्षा के लिए जिम्मेदार नहीं होगा।
10. उम्मीदवार को ई-कॉल लेटर की रेलवे कॉपी पर्यवेक्षक को सौंपनी होगी और उम्मीदवार की कॉपी को अपने पास रखना होगा जो दस्तावेज़ सत्यापन के समय आवश्यक होगी।
11. उम्मीदवारों को परीक्षा केंद्र/हॉल में ECA/रेलवे अधिकारियों द्वारा जारी निर्देशों का कड़ाई से पालन करना चाहिए।
12. एनएआईआर किसी भी उम्मीदवार या उम्मीदवारों के समूह के लिए रद्द / पुन: परीक्षा का आदेश देने और स्थान / परीक्षा की तिथि में परिवर्तन का अधिकार सुरक्षित रखता है।
13. उम्मीदवारों को सीबीटी के लिए आते समय आवासकी व्यवस्था स्वयं करनी होगी।
14. रफ कार्य के लिए अभ्यर्थी को रफ शीट उपलब्ध कराई जाएगी जिसे परीक्षा के बाद वापस करना होगा। उम्मीदवार को रफ शीट पर अपना नाम, हस्ताक्षर और रोल नंबर लिखना चाहिए।
15. उम्मीदवार अंग्रेजी और हिंदी में प्रश्न पत्र देख सकते हैं।
16. गलत उत्तरों के लिए नकारात्मक अंकन (प्रत्येक गलत उत्तर के लिए एक तिहाई अंक) लागू होगा।
17. यदि कोई अभ्यर्थी परीक्षा के आयोजन में बाधा डालता हुआ या परीक्षा स्थल पर गड़बड़ी पैदा करता हुआ पाया जाता है, तो अनुशासनात्मक कार्यवाही शुरू करने के अलावा उसकी उम्मीदवारी सरसरी तौर पर रद्द कर दी जाएगी। वाकआउट के मामले में, किसी भी कारण से, कोई पुन: परीक्षा नहीं ली जाएगी।
18. AFA पद के लिए प्रश्न पत्र पैटर्न - 110 प्रश्न होंगे (राजभाषा पर 10 वैकल्पिक प्रश्नों सहित), प्रत्येक एक अंक का होगा और उम्मीदवार को किन्हीं 100 प्रश्नों का उत्तर देना होगा।
19. **AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE** के पदों के लिए प्रश्न पत्र पैटर्न - इसमें 110 प्रश्न होंगे, प्रत्येक एक अंक का होगा, जिनमें से 100 प्रश्नों के उत्तर देने होंगे। प्रश्नों के निम्नलिखित वितरण के अनुसार दो खंड होंगे:

    भाग-ए: व्यावसायिक विषय (राजभाषा पर 10 वैकल्पिक प्रश्नों सहित) - 80 प्रश्न
    (किसी भी 70 का उत्तर देने होंगे)
    भाग-बी : स्थापना और वित्तीय नियम- 30 प्रश्न (30 का उत्तर देने होंगे)
20. मॉक टेस्ट लिंक एनएआईआर की वेबसाइट पर उपलब्ध होगा। परीक्षा के दिन प्रश्नों को देखने/उत्तर देने के तरीके से परिचित होने के लिए इस लिंक का उपयोग करें।
21. उम्मीदवारों को सलाह दी जाती है कि वे परीक्षा के संबंध में दिशा-निर्देशों, ई-कॉल-cum-रिलीविंग लेटर डाउनलोड, मॉक-टेस्ट, प्रतिक्रियाओं पर आपत्ति ट्रैकर / उत्तर कुंजी आदि के लिए एनएआईआर की वेबसाइट **www.nair.indianrailways.gov.in** (कैप्शन **CBT for Gr.B selection**) देखें। प्रतिक्रियाओं/उत्तर कुंजियों पर चुनौतियों पर NAIR का निर्णय अंतिम होगा और आगे किसी भी अभ्यावेदन पर विचार नहीं किया जाएगा।
22. परीक्षार्थियों के माता-पिता/मित्रों/रिश्तेदारों को परीक्षा परिसर में आने की सख्त मनाही है ।
23. उम्मीदवारों को परिसर के अंदर स्वच्छता दिशा निर्देशों का पालन करना चाहिए।

1. Candidature is PROVISIONAL. This E-Call letter does not, by itself, give any entitlement whatsoever for selection to Gr. B posts in any Zonal Railway/PU.
2. Candidate has to write following Self declaration in the given space on the E- call letter in the presence of the Invigilator.

   " I understand that in the event of any information being found false at any stage or not satisfying the eligibility criteria according to the requirements of the post, my candidature/promotion is liable to be cancelled without any notice."
3. No Candidate will be allowed to enter the Exam Centre after **09.15 hrs** in the Morning Shift and **14.15** hrs in the Afternoon Shift.
4. Candidate will not be allowed to enter the examination hall without E-Call letter-cum- Relieving Letter, Railway Photo ID in original/ Aadhaar.
5. Candidates will be allowed to appear for CBT only at the Centre, on the date and time indicated in the E-Call Letter.
6. Request if any, for change of Examination Centre, date and time **will not** be entertained.
7. Examination will commence after completing all formalities like taking biometrics, attendance, collection of E-Call letter etc.
8. You will not be allowed to leave the examination hall until the examination is over. You must remain seated in your place till the end of the Examination.
9. Bags, Books, Notebooks, Calculators, Mobile phones, Pager, Headphones, buttonhole cameras, scanner storage devices, blue tooth and electronicgadgets etc. are strictly prohibited and banned inside the Examination Centre premises. Candidature will be cancelled/rejected on the spot even if any candidate is found with such item even in switch off or closed mode besides initiation of D & AR action. The Railway/ examination centre shall not make any arrangement and is not responsible for the safe custody of any such item.
10. Candidate must surrender Railway copy of the E-Call letter to the invigilator and retain the candidate's copy which will be required at the time of interview.
11. Candidates should strictly obey the instructions issued by the ECA/Railway Officials at the Examination Centre/Hall.
12. NAIR reserves the right to order cancellation / re-examination for of any candidate or group of Candidates and change in Venue / Date of examination.
13. Candidates have to make their own arrangements for the accommodation while coming for the CBT.
14. Rough sheet will be provided to the candidate for rough work which will have to be returned after the test. Candidate should write his/her name, signature and Roll number on the rough sheet(s).
15. The candidate can view the question paper in English and Hindi.
16. Negative marking (one-third mark for each wrong answer) for wrong answers will apply.
17. If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature shall be summarily cancelled besides initiation of disciplinary proceedings. In case of walkout, for any reason whatsoever no re-examination will be taken.
18. Question paper Pattern for post of **AFA** – There will be 110 questions (including 10 optional questions on official language) each carrying one mark and the candidate has to answer any 100 questions.
19. Question paper Pattern for posts of **AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE** - There will be 110 questions each carrying one mark out of which 100 questions to be answered. There will be two sections as per following distribution of questions:

    Part-A : Professional Subject (including 10 optional questions on official language) – 80 questions (To answer any 70)
    Part- B : Establishment and Financial rules – 30 questions (To answer 30)
20. The mock test link will be available on website of NAIR. Use this link to familiarize yourself on how to view/answer questions on the exam day.
21. Candidates are advised to refer to NAIR website **www.nair.indianrailways.gov.in** (under the caption **CBT for Gr.B selection**) for guidelines regarding the examination, downloading of Call letter-cum-Relieving letter, mock-test, objection tracker on responses/answer keys etc. Decision of NAIR on the challenges on responses/answer keys will be final and no further representation will be entertained.
22. Parents/friends/relatives of the candidates are strictly not allowed inside the exam premises.
23. Candidates must follow hygiene guidelines inside the campus

Sr. Professor (HRM)
NAIR, Vadodara

SPECIMEN

Annexure - 2

National Academy of Indian Railways
Vadodara – 390004

PROTOCOL DOCUMENT FOR CONDUCT OF COMPUTER BASED TEST

Promotion to Gr.B posts against 70% quota in vacancy cycle 2023-24 in Zonal Railways & PUs

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I. DETAILS OF EXAMINATION:

Total no. of eligible candidates = 6024	Examination shifts and timings		
Date of Main Exam: **19.02.2023**	**Milestone**	**Morning Shift**	**Afternoon Shift**
No. of Cities = 14	Exam timing	10:00 Hrs.- 12:00 Hrs.	15:00 Hrs.– 17:00 Hrs.
No. of Exam centres - 19	Duration of Exam	2 hours	2 hours
Date of Supplementary Exam : **05.03.2023**	Candidate entry	08:00 Hrs. – 09:15 Hrs.	13:00 Hrs. – 14:15 Hrs.
No.of Exam cities for Supplementary Exam- 04	Posts for which CBT will be held	ACM, AOM, AFA, AEN, AME, AMM	APO, AEE, ASTE

For eligible PwBD candidates, Total 40 minutes compensatory time is permitted.

Question Paper Pattern:

- For **AFA –** There will be 110 questions (including 10 optional questions on official language policy and rules) each carrying one mark and the candidate has to answer any 100 questions.

- For posts of **AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE** - There will be 110 questions each carrying one mark out of which 100 questions to be answered. There will be two sections as per following distribution:

  Part-A : Professional Subject including 10 optional questions on official language policy and rules – 80 questions (To answer any 70)

  Part- B : Establishment and Financial rules – 30 questions (To answer 30)

- Each question carries 01 mark. Negative marking exists. One-third mark will be deducted for each wrong answer.

CBT Languages: 02 languages (Hindi and English). The candidates can view the question paper in both the languages and answer the questions. For interpretation purpose, if any, English version will prevail.

Post Examination: Objection Tracker for raising any objection to the responses / answer keys will be live from **10.00 hrs of 08.03.23 to 17.00 hrs of 10.03.23**. Candidates can log-in to NAIR website **www.nair.indianrailways.gov.in** (under the caption **CBT for Gr. B selection-2023, 70% quota**) for the said purpose, if any.

II. TIMELINE FOR EXAMINATION:

Morning Shift

06:30 am.	Site Supervisor, IT Manager, Support Staff Report to the examination center
07:00 am	Agency Invigilators report to the examination center
09:30 AM	Exam Player launching for assessment
07:50 am	Railway observers and support staff report to examination center
08:00 am	Candidate enters the examination premises
08:00 am – 09:15 am	Candidate document verification
08:00 am– 09:30 am	Candidate biometric and photo capture
09:15 am	Gate closes for the candidate
09:15 am - 9:50 am	Invigilators take manual attendance from the candidates
09:15 am - 9:50 am	Invigilators instruct the candidate about the login credentials, declaration & signature in running handwriting in the exam hall (not in Capital/Block Letters) and Left Thumb Impression (LTI) to be taken on E-call letter.
09:45 am	Candidates log in to read the instructions
09:55 am	Exam Password to be shared with Site Supervisor for announcement in exam labs.
10:00 am	Candidates log in to write the exam
10:00 am – 11:50 am	Documentation work by ECA and support staff
12.00 pm	Candidates log out at the end of the exam
12.40 pm	Eligible PwBD candidates, if any, log out at the end of the exam

Afternoon Shift

12:00 Noon	Center Owner, IT Manager, Support Staff Report to the examination center
12:30 pm	Agency Invigilators report to the examination center
14:30 PM	Exam Player launching for assessment
12:50 pm	Railway observers and support staff report to examination center
13:00 pm	Candidate enters the examination premises
13:00 – 14:15 pm	Candidate document verification
13:00 – 14:30 pm	Candidate biometric and photo capture
14:15 pm	Gate closes for the candidate
14:15 pm – 14:50 pm	Invigilators take manual attendance from the candidates
14:15 pm – 14:50 pm	Invigilators instruct the candidate about the login credentials, declaration & signature in running handwriting in the exam hall (not in Capital/Block Letters) and Left Thumb Impression (LTI) to be taken.
14:45 pm	Candidates log in to read the instructions
14:55 pm	Exam Password to be shared with Site Supervisor for announcement in exam labs.
15:00 pm	Candidates log in to write the exam
15:00 – 16:50 pm	Documentation work by ECA and support staff
17.00 pm	Candidates log out at the end of the exam
17.40 pm	Eligible PwBD candidates, if any, log out at the end of the exam

IMPORTANT INSTRUCTIONS

1. REGARDING OFFICIALS OF Examination Conducting Agency (ECA)

a) The ECA would nominate **Centre In-charge (Site Supervisor)** from among the ECA officials for each CBT Examination Centre. The name and details (mobile no. and email id) of each nominated Centre In-charge (Site Supervisor) from ECA should be advised in advance to Nodal officer of Zonal Railways /PUs and NAIR so that Railway's Observer should have the details of agency officials.

b) The ECA would nominate **Invigilators** for each CBT Examination Centre. ECA would provide the list of Invigilators with ID No. to Nodal officer of Zonal Railways /PUs and NAIR, in advance for further conveying to Railway Observer.

c) During examination each staff deployed at Examination Centre will have Role Tag Badge displayed throughout the examination.

d) Invigilators should be imparted sufficient training before their deployment by the agency, to conduct CBT examination and also in certain basic processes to conduct examination such as matching of face from photograph, taking Left Thumb Impression, signature in system generated attendance sheet, writing of paragraph by candidates in the Railway foil of call letters, prohibiting gadgets/stationery items, **prohibiting the candidates to discuss with other candidate(s) during the examination**, collection of half portion of call letters at the end of examination and handing over the candidate foil to the candidate, use of paper for rough work by candidates etc. T**his necessitates a detailed checklist to be provided to them, explaining Dos & Don'ts and this should also be incorporated in "Instructions Booklet".**

e) The Agency should provide a training for Railway Officers and staff, in consultation with Nodal officer of Zonal Railways /PUs and NAIR, in the Examination City or Centre before the examination.

f) Provisions for 'No Relative Declaration' to be incorporated in the Instructions Booklet with clear definition of "No Relative", for invigilators of Agency as well for all Railway officials.

2. ENTRY POINT PROTOCOLS

a) The timeline for each shift should strictly be maintained by ECA. Any deviation from the same should be recorded and reported immediately, duly giving reasons for deviation.

b) No candidate should be allowed inside the Test Centre after the scheduled time.

c) ECA officials should be sensitized and instructed to handle the PwBD and Women candidates as per prevalent norms.

d) The candidates with cough/fever etc. should be made to give examination in isolation under strict vigil.

e) No candidate would be allowed to proceed to the examination centre with electronic devices like mobile phone, calculator, tab, iPad, Bluetooth devices, Ear plug, wrist watches etc.

f) Family members / relatives / friend / guardian(s) of candidates are not allowed inside the examination Centre premises.

g) At the entry point the Biometric attendance system should be provided with standby arrangements, to take care of any failure. In case the machines are not working, then clear guidelines/instructions should be incorporated in the Instructions Booklet and there should not be any ambiguity in conducting examination in case the Biometric System fails.

h) **E-Call Letter -cum- relieving letter has to be duly signed by controlling officer and recent photo duly pasted and attested by controlling officer/ supervisor. This is valid with Railway Employee ID card/ Aadhaar Card in original (Mandatory).**

i) The E-Call letter-cum-Relieving letter and prescribed valid photo ID are to be submitted for verification at the time of the entry to examination centre. ECA official will be present to check them. The valid photo ID proof should be in original.

j) Candidates who are unable to produce these documents should not be allowed entry in the examination centre. The candidate for another examination centre should not be allowed entry.

k) **Separate E-Call letter-cum-Relieving letter will be required for the candidates appearing in more than one post**.

l) Candidates must also bring two colour photographs (of size 35mm x 35 mm) with clear front view of the candidate without cap and sunglasses. The photo should be checked against the actual identity of the candidate and only on finding the same as correct he/she should be allowed inside the Centre premises.

m) Only the documents mentioned above (E-Call letter-cum-Relieving letter, Employee ID Card/ Aadhaar Card and Photo in original) along with pen/pencil and a transparent water bottle should be carried by a candidate, inside the Examination Hall.

n) Candidates to proceed to their respective lab, post biometric, document check and photo capture.

o) Regarding seating arrangements, the designated ECA officials should ask the candidates to check the notice board for seating arrangements and guide them towards the building / floor / lab, they are allocated to.

p) PwBD candidates are to be preferably allotted seats in PwBD friendly centers and floors, preferably ground floor of examination hall, if there is no availability of lift facility.

q) **Assistance of Scribe -** Candidates who have benchmark disability and suffering from Visually Impairment and those candidates whose writing speed is affected by Cerebral Palsy and having one arm can avail the assistance of Scribe for writing answers on their behalf during CBT. The candidate has to submit necessary documents about the scribe, such as Identity proof, Educational Qualification certificates at the centre. These documents should be forwarded to the Nodal officer of the concerned Railway/PU after CBT.

One to one vigil needs to be ensured by ECA to avoid malpractices by the scribe and the candidate. Any such malpractices noticed will be strictly looked into and to be brought to the notice of Railway observer.

NOTE: In case of exceptions/deviations, ECA official should refer to **Exception Handling Document and take appropriate undertakings from the candidates.**

1. ACTIVITIES IN TEST LAB : A, B & C

A. CHECKING THE IDENTITY AND DOCUMENTS

a) Guide the candidate to the pre-assigned node.

b) Invigilator of ECA and Railway to check the identity of the candidate by checking the ID proof. This is the second check that is done and in case a candidate is not carrying the original documents as mentioned below, he / she should not be allowed inside the lab.

c) E-Call letter-cum-Relieving letter **is valid only with Employee ID Card/ Aadhaar (Mandatory) and** the photo of the candidate should be affixed at earmarked place and duly attested by controlling officer/Supervisor). The E-Call Letter is to be submitted for verification at the time of the test. ECA official will be present to check the E-Call Letter and prescribed photo ID proof.

d) Railway foil of E-Call letter-cum-Relieving letter should be submitted in the exam Center and Candidate Foil to be given to the candidate for future reference.

B. INSTRUCTIONS TO CANDIDATES & DOCUMENT WORK

a) The photograph of candidate shall appear on the exam screen throughout the test.

b) Invigilator to read out instructions before the exam (15 minutes before the start**).**

c) The invigilator to ask the candidates to write the declaration on the E-Call Letter in his presence. **It is to be ensured that the declaration is not prefilled.** At this time the declaration text should appear on the Computer Screen of candidates. The declaration is also available at sl.no.2 of E-call letter instructions. **Candidate has to write the Self-Declaration in running handwriting and not in BLOCK /CAPITAL letter.** Then, candidate and invigilator should sign in their respective fields.

d) In case the candidate has already written the Self-Declaration, but not in the presence of the invigilator, then, the invigilator should ask the candidate to write the same Self-Declaration on the back of Railway Foil portion of the E-Call Letter, and sign just below it. Thereafter, the invigilator should write the following declaration and then provide own signature: "I certify that the candidate has written the declaration in my presence and I certify the resemblance of the candidate with the photo on call letter".

In such cases, both, candidate and invigilator should sign below both the Self-Declarations. Entry should be made in the Exception Report.

e) In case a candidate asks for rough sheets the same should be provided. Rough sheets provided to candidates should have name and Roll number of candidate using it, signature of invigilator and date of examination. (At end of exam, collect all rough sheets).

f) Invigilator to collect the E-Call Letter of the appearing candidate. Also, Invigilator to have the attendance sheet signed and obtain LTI thereon within the first one hour of examination start time.

g) Ensure that the candidate has pasted passport - size photograph at the earmarked space on the E-Call Letter both in the Railway foil and the candidate's foil.

h) Thereafter, the invigilator should tear the "Candidate Foil" of the E-Call Letter and return it to the candidate. Retain only the "Railway Foil" of the E-Call Letter. Arrange all of them in the Roll Number sequence Railway/PU wise. Also, attach Undertakings given by candidate, if any.

i) No candidate to be allowed to move out of the examination lab once he enters the lab.

j) Invigilator to ensure that E-Call Letters and other submitted documents match with the number of candidates appearing.

k) Any Exceptions will be mentioned in the Exceptions Report.

l) In case a candidate gets locked or there is system problem, the IT Manager will take necessary initiative at once to start the system.

m) In case of a network problem or a LAN issue the invigilator / IT manager needs to contact the Centre Head and the same to be at once brought to notice of Railway official of the centre.

n) If Railway observer does not turn up, examination proceedings will keep going on with ECA officials as per the schedule/protocol.

o) Vigilance & RPF team will be visiting Centers. Their IDs are to be noted by ECA. The information asked for should be provided in consultation with the Nodal officer of Zonal Railways /PUs.

p) Any untoward incident requiring Police intervention, will have to liaise with the police authorities and lodge FIR, if required.

NOTE: In case of exceptions/deviations, ECA official should refer to **Exception Handling Document and take appropriate undertakings from the candidates.**

C. POST EXAM PROCESSES:

a) The invigilator to handover i) lab-wise attendance sheets, ii) Railway portion of E-Call Letter duly collected, tallied and **signed by designated Railway Official** for forwarding to Nodal officer of Zonal Railways /PUs through ECA.

b) The ECA Centre Head to ascertain the total number of candidates who are taking the exam and accordingly check and match the E-Call Letter and other collected documents count against the number of candidates present.

c) The ECA Centre Head to prepare the envelopes for Nodal officer of Zonal Railways /PUs.

d) The ECA Centre Head should make copies of Exception Report, Incidence Report, Observer's Report and Examination Report etc. The Centre Head and the Railway Observers should sign these reports before sealing them in envelopes.

e) The attendance sheets, counterfoils of E-Call Letters along with undertakings of the candidate and other submitted documents, if any, and the reports mentioned shall then be handed over to Nodal officer of Zonal Railways /PUs in the envelope covers which are duly filled up.

f) Once this is done and documents in the envelope are complete as per the check list printed on the envelope, the envelopes should be sealed, with signatures of Centre Head and Railway Observer across the flap and secure with the cellophane tape.

g) Centre Head to count and collect such envelopes. These envelopes should be kept in safe custody.

h) Thereafter the packet containing envelopes for Nodal officer of Zonal Railways /PUs shall be handed over to the nominated representative of the ECA who shall in turn hand this over to Nodal officer of Zonal Railways /PUs and take the acknowledgement.

2. EXCEPTIONS DURING THE EXAM:

a) Candidates are not allowed to leave the Examination Centre in between the exam. Please have him/her placed in a separate room. In case of an emergency, please check with the observer and also inform the Command Centre.

The candidate system needs to be locked in case the candidate is moved to another room in case of an emergency or due to ill health.

A candidate is not allowed to take a bio-break. If he/she still wants to do so due to a medical problem, an exception report to be signed and he/she should be informed that the exam clock timer would continue and he would lose time. A form has to be filled in by the invigilator recording the time the candidate goes out and comes in from the allotted lab. The candidate has to keep his/her belongings (ID card, other document, etc) with the Invigilator. A volunteer has to escort the candidate to the washroom and back to lab. The belongings should be returned only after the candidate returns back to the exam room. Invigilator to ensure that such occurrences are immediately communicated to the Centre Head.

Types of malpractice cases are as follows:

- Found using a mobile phone or Bluetooth etc. or any other electronic gadgets such as MP3 player, Palmtop, Tablet PC, wristwatch etc. during the exam
- Copying answers written on Chits, Handkerchief or clothes, hand, palm etc body parts.
- Using books or any other study material
- Accessing internet or any other program on the exam PC
- Chatting with other candidates during the exam
- Manhandling Centre Head or any other venue staff assigned for exam
- Not following instructions of E-Call letter and NAIR website uploaded instructions
- Any other malpractice, as decided by officials and not covered in these guidelines

All candidates malpractiing are to be brought to the notice of the Observer and the Command Centre, and have an incident signed by the candidate as per format **U4**. Any untoward incident requiring Police intervention, Centre Head /ECA will have to liaise with the Railway Observer and police authorities and lodge FIR, if required. In all such cases, switch off the screen of the candidate PC and ask the candidate to come out of the test room. Ask the candidate to sign the Candidate Declaration form **U4**. (No force to be used. In case the candidate does not agree to sign, let him go. The system should be locked and exam will get auto submitted). If any copying material has been recovered, it has to be attached to the Declaration Form as evidence.

The details of the incident are to be entered in the Exception Report. If a candidate asks for water, he /she may be allowed from his/her own transparent drinking water bottle. No extra time shall be permissible.

Infrastructure Issues:

In event of Power failure the examination will run on generator. If LAN connection in the test Centre breaks down, additional LAN switch available at all the test Centre (to be provided by ECA) will be used. The examination will be re-started and candidates will re-login and start appearing for the examination. **There will be no loss of exam time for the candidates**. In such instances, Centre Head of ECA to ask Nodal Officer of Railway/PU for extension of the time. Also log the details in incident register.

If ECA primary server goes down, the secondary server configured by ECA before the examination will be used and the examination can be restarted. One of the LISP machines will be used as a backup server.

If a Candidate Machine gets locked then unlock it. Log the details in incident register about machine lock.

In case of any failure of server/LAN which leads railway to cancel the examination, in one of the assigned centre of CBT, Exam Conducting Agency will remain solely responsible and has to re-schedule and re-conduct the same CBT without any additional charge.

Invigilator Issues:

If a confirmed invigilator does not report at the test Centre at the stipulated time on the day of assessment backup invigilators would be asked to take charge instead of confirmed invigilator.

If the invigilator forgets to bring the photo identity proof required for the invigilator ID card then Invigilator ID card will not be issued without the proper photo identity card. Back-up Invigilators would be asked to take charge instead of the confirmed invigilator.

To ensure that the declaration on the E-Call Letter counterfoil is filled in the examination lab only in his/her presence and not pre - written.

Strict vigil to be ensured that candidate should maintain all Covid-19 protocols, if required, like wearing mask, frequent hand sanitisation and maintain social distancing. The same protocols are to be followed by Invigilators and Railway officers and staff too.

This is optional

Feedback is to be obtained regarding the examination from the candidates on following parameters:

Feedback	**Met expectations**	**Exceeded expectations**	**Improvement needed**	**Failed to meet expectations**
How was your experience with the overall exam, support provided including usefulness of the mock test and access to exam related information , etc.?				
How was your experience in giving a digital exam on aspects such as navigating on the candidate console and ease of using the candidate console etc?				
Ease of Locating the Test Centre				
Seating arrangement				
Availability of basic facilities like water dispenser and rest rooms etc.				
Exam node/ desktop quality				
Behavior of staff and their knowledge and competency of conducting the exam.				
How was your overall experience of taking up a digital exam?				

National Academy of Indian Railways

Examination Name: **Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs**

Duties of SAG Nodal officer nominated for Exam city

1. Will ensure that Observers as well as Supervisors are performing their duties as per the directives given.
2. Will ensure smooth and fair conduct of the CBT at the centres in that city.
3. Will act as representative of Railway/PU/NAIR to see the examination conducted by the ECA/Center Head efficiently, properly and smoothly according to the prescribed procedures.
4. Will see proper deployment of RPF personnel/state Police.
5. Will ensure lodging of FIR by ECA/Center Head in case of malpractice/untoward event(s).
6. Will submit report to PCPO and NAIR mentioning in detai1 the unusual occurrence if any.
7. Responsible for nomination and sparing of required Railway Staff for exam duties under his/her jurisdiction.
8. Will take undertaking from Railway Observers and Railway staff nominated for the centres that they have read and understood all the instructions related to conduct of CBT and ensure compliance of these instructions and bring it to notice of Railways any violation done by ECA.
9. Will ensure that all nominated Railway officials have reached exam centers well in time
10. Will maintain close liasioning with NAIR/ Railway officials during Exam
11. Any irregularity should be personally brought to notice of PCPO and NAIR with detailed report within six hours

Duties of Group-C Railway staff assisting the Railway Observers

1. They shall carry their identity card as well as letter of nomination with them.
2. They should reach the Exam Centre before the reporting time of each shift.
3. They shall give declaration in the prescribed format before the exam that none of their near - relatives is appearing in the exam at that Centre.
4. They shall undertake the following activities along with the ECA officials: -
    - Verification of E-Call letters and original photo ID of candidate
    - To ensure no candidate is allowed to enter the exam hall with prohibited gadgets/stationery items.
    - Biometric registration of the candidate as well as scribe
    - Paragraph writing and taking LTI of candidates on the physical form of e-Call letter in coordination with Centre Head of ECA
    - Collection of Railway portions of Call letter
    - Smooth conduct of CBT in every session
    - Candidate reporting time and exam timings
    - No candidate is allowed to enter the test centre after gate closure time. No candidate is allowed to leave the Exam Hall/Centre till completion of exam
    - Candidates availing assistance of Scribe are entitled for additional time as prescribed in Protocol document of the Exam
    - The quality of frisking should be kept under close watch
    - **Ensure that candidates are not discussing among themselves. Incident to be brought to the notice of Railway observer immediately.**

5. They shall get conversant with the detailed instructions on the e-Call letter
6. They shall check about candidates sitting on allotted computer terminals
7. Ensuring that the candidate has written his/her Roll No. on the Rough paper
8. Collection of Rough paper from the candidates before the candidates leave.
9. Shall oversee the invigilators posted by the ECA and ensure that the process of invigilation is being done correctly
10. Anything unusual should be brought to the notice of Observers
11. Assist the Observer in all matters related to the process of Computer Based Test (CBT).
12. In case the Railway Observer fails to report at the venue by prescribed time, senior- most railway supervisor available at the venue will act as Railway Observer.

Duties of RPF staff deployed at the Centre

1. They shall be present in uniform showing their name badge.
2. They should monitor complete frisking activity of candidates. Quality of frisking should be kept under close observation.
3. They should maintain proper queue and crowd management of candidates at test centre.
4. They should keep a close watch on any unusual and unlawful activity at test centre. They should maintain complete law and order inside the exam Centre throughout exam.
5. They should ensure smooth entrance and exit of candidate at exam centre.
6. If any impersonation activity is noticed by them, they should immediately bring to the notice of Railway Observer.
7. They should ensure that belongings /baggage of candidates are not allowed inside the Exam Centre.
8. They should ensure that candidate should not carry mobile phone or any communication device inside the exam centre.
9. They should ensure that if exam is being held in Covid scenario all covid protocols to be followed by candidates while entering into exam centre.

Duties of Railway Observers

1	He and his assisting staff shall carry the identity card as well as letter of nomination with them
2	He should reach the Exam Centre two hours before the start of examination
3	The Observer and assisting Group C staff will have to give declaration before the exam that none of their near relatives are appearing in the exam at that centre.
4	**He shall oversee the processes related to the following: -**
(a)	Verification of E-Call Letter-cum- Relieving letter and original photo ID of candidate. Candidate's portion of the E- Call letter should be handed over to the candidate.
(b)	Checking by ECA to ensure no candidate is allowed to enter the exam hall with prohibited gadgets / stationary items.
(c)	Biometric registration by ECA
(d)	Marking of attendance and left thumb impression by candidates on the attendance sheet and paragraph writing on the E-Call Letter in coordination with Centre Head of ECA.
(e)	Smooth conduct of CBT
(f)	Candidate reporting time and exam timings for **MORNING shift** are as under: **Reporting Time** **Gate Closing Time** **Exam Starting Time** 08.00 AM 09.15 AM 10.00 AM Candidate reporting time and exam timings for **AFTERNOON shift** are as under: **Reporting Time** **Gate Closing Time** **Exam Starting Time** 13.00 PM 14.15 PM 15.00 PM
(g)	No candidate is allowed to enter the test centre after gate closure time. No candidate is allowed to leave the Exam Hall/Centre till completion of the exam.
(h)	Exam is of 120 minutes duration. Compensatory time of 40 minutes for PwBD candidates.
5	Get himself conversant with the detailed instructions on the admit card (copy attached).
6	He shall carry out checks himself as well as with the help of assisting Railway Group C staff about the candidates sitting on the allotted computer terminals.
7	He shall ensure that call letters and attendance sheets are packed and sealed separately by ECA and the envelope cover mentions details as per format as per the check list.
8	At the end of the day, he shall prepare a report about conduct of CBT on a prescribed proforma (Format attached)
9	Completed Attendance sheets, Railway portion of E-Call Letters and Reports (Incidence Report, Exception Report, and Observer's Report etc) so collected shall be kept in an envelope and sealed jointly with Centre Head of ECA. Summary of attendance in a particular session shall be written on sealed envelope and jointly signed as per Format provided. The envelopes will be sealed after signing by Centre Head and Observer across the flap and covering the same by cellophane tape.
10	Handing of Attendance sheets & other documents: At the end of each session, the Centre head of ECA shall keep with him these sealed envelopes with other records of session and return to Nodal Officer of Railway/PU.
11	All envelopes shall be collected at a Centralized location by ECA. These envelopes shall be got segregated Railway/PU wise sent to them within 2 days of examination by ECA.
12	Any untoward incident requiring Police intervention, Railway Observer will liaise with the Centre head, police authorities and lodge FIR, if required. Any unusual should be brought to the notice of Nodal Officer of Exam city and Dy.CPO/Gaz with intimation to NAIR.
13	Observer will have to ensure preparation and signature on the following forms/report

Forms/Report	**Action to be taken by Observer**
Report of the Observer	Preparation, signature and sealing all covers meant for Railways/PUs
Exception Report prepared by ECA	Jointly sign with Centre Head of ECA
Incident Register of ECA	Ensure that this report is jointly signed by the Centre Head of ECA and Head of the Institute or his representative and put in the covers being sent to Nodal Officer of Railway/PUs

National Academy of Indian Railways

Examination Name: Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs

RAILWAY OBSERVER REPORT ON THE CONDUCT OF EXAMINATION

DATE : 19.02.2023		**SESSION: -**
NAME OF CENTER :		
SN	**ACTIVITIES**	**OBSERVATION**
1	Whether the centre head of ECA was alert and informed about the detailed instruction to conduct the examination.	
2.	Whether the genuine candidates only were allowed to enter the exam hall after verification of call letter, Identity card, Bio-metric impression & proper frisking.	
3.	Whether the right candidates were sitting on the allotted computer terminal.	
4.	Whether all the activities were started and conducted as per the prescribed time schedule, if no, give details.	
5.	Whether any person was found helping the candidates in solving the questions. If yes, action taken.	
6.	Whether any malpractice is noticed for PwBD candidate appearing with scribe. If yes, action taken.	
7.	Whether the Attendance Sheet (Signature, LTI etc.) were filled in correctly.	
8.	Whether the paragraph writing on the call letter was done by the candidate in the Exam Hall before commencement of the examination in his running handwriting.	
9.	Whether all the entries of the call letter were completed by the candidate & invigilator properly.	
10.	Whether any candidate was found using unfair means or found in possession of prohibited items in the examination hall? If yes, Roll number & name of the candidate. What action was taken?	
11.	Whether the examinees were maintaining discipline while keeping calm & quiet during the exam.	
12.	Whether Covid – 19 protocols, if any, are being strictly adhered to by officials and appearing candidates.	
13.	Whether police personnel were present in the centre on duty	
14.	Whether mobile phones of all invigilators were kept on silent mode during examination period.	
15.	Whether all invigilator/officials gave declaration that none of their relative is appearing in the examination centre.	

Signature : _____

Name of the Railway Observer : _____

Designation of the Railway Observer : _____

Undertaking by Railway Officials deputed for Exam duty

I, _____ (Name)_____ (Designation) deputed as _____ for conducting _____(Name of CBT) at _____(Venue of CBT) on _____ (Date) (Shift) have read and understood all the instructions related to conduct of CBT and will ensure compliance of these instructions and bring it to notice of Railways any violation done by ECA. I also certify that none of my close relative is appearing in the above- mentioned CBT at this centre.

(Signature of Official)

Name:

Date :

National Academy of Indian Railways

Examination Name: **Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs**

INCIDENCE REGISTER

Test Centre Name: _____

Exam City : _____

Exam Date: **19.02.2023** Exam Shift : **Morning / Afternoon**

SN	Nature of Incident	Signature of the candidate	Signature of Centr head of ECA	Signature of Head of Exam centre or his representative

National Academy of Indian Railways

Examination Name: **Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs**

EXCEPTION REGISTER

Test Centre Name: _____

Exam City : _____

Exam Date: **19.02.2023** Exam Shift : **Morning /Afternoon**

Sl No	**Exception**	**Whether Exception Approved by Command Centre**	**Centre Head Signature**	**Observer Signature**

National Academy of Indian Railways

Examination Name: Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs

REPORT ON EXAMINATION
(To be filled in separately for EACH shift for EACH venue jointly by Observer and ECA Centre Head)

Test Centre Name: _____

Exam City : _____

Exam Date: **19.02.2023** Exam Shift : **Morning /Afternoon**

Total No. of candidates Allotted	Present	Absent

IRREGULARITY REPORT, IF ANY:

[Obtain a signed statement from the candidates and attach]

Emergency:
_____
Item error:
_____
Illness :
_____
Cheating:
_____
Call Letter Discrepancy:
_____
Candidate Photo Discrepancy:
_____
Candidate Name Discrepancy:
_____

I-PAS number Discrepancy:
_____

Any other discrepancy:
_____
_____

_____

(If there was no irregularity of any kind write NIL in the box.)

I certify that the test was administered as per instructions.

Name & Signature of Observer:
_____

Name & Signature of ECA Centre Head _____

National Academy of Indian Railways

Examination Name: **Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs**

EXCEPTION HANDLING MATRIX

Scenario	E-Call Letter	Photo ID	Matching Status	Action
1	E-Call Letter available	Valid Photo ID	Photo and data matching	Allowed to appear for the test
2	E-Call Letter not available with the candidate	Valid Photo ID and candidate also has a Hardcopy of the photo	Photo and data matching	Candidate be asked to download the E-Call Letter and come with the same.
3	E-Call Letter available but candidate is not carrying hard copy of photograph or the photograph is not clear/stamp sized	Valid Photo ID	Photo and data matching	Candidate will be allowed to appear for the test after verifying the candidate's details and candidate filling & signing the "Undertaking Form" **U1**. To be reflected in Exception Report by Centre Head.
4	E-Call Letter available and photo affixed	No Valid Photo ID proof	Photo and data matching	Employee ID is valid alongwith Relieving letter with photo affixed. Photo copy of other IDs is not valid. Candidate shall not be allowed.
5	E-Call Letter available but came to another location	Valid Photo ID	No Data Available at that centre	Not to be permitted at another location. Candidate is to be directed to his/her allotted venue.
6	Photo not pasted on E-Call Letter	Valid Photo ID	Photo available in database	Candidate to paste photo during registration and allowed on undertaking **U1**. To be reflected in exception report of the Centre head.
7	Candidate reports after gate closure time			No entry after gate closure time except with specific permissions of Railway Observer present at the Venue
8	Minor Spelling Errors /variations in the Name, surname, DoB, vis-a-vis E-Call Letter			Candidate to be admitted after getting an undertaking **U1**
9	Any other exigency			Decision will be taken in consultation with Nodal Officer of Railway/PU on case to case basis

National Academy of Indian Railways

Examination Name: Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs

Declaration to be obtained from the candidates

U1 (Miscellaneous)

I have come for the computer-based test for the post of _____. Following discrepancies have been noticed in my documents (Please tick appropriate):

☐ Passport Size Photograph not available with the candidate

☐ Candidate Photograph not pasted on the E-Call Letter

☐ Mismatch in the Photograph pasted on the E-Call Letter.

☐ Minor spelling error/variation in the Name, surname, DoB etc. in ID proof vis-à-vis E-Call Letter.

☐ Other_____

_____

I hereby declare that I am the genuine candidate appearing for this exam. I understand that if any information/document submitted by me is found to be incorrect at any stage of the selection process, my candidature may be rejected by the Zonal Railway/PU/NAIR.

Date: _____

Shift : _____

City : _____

Signature of the candidate: _____

Name of the Candidate : _____

I- PAS Number : _____

Roll Number : ----------

Designation : _____

National Academy of Indian Railways

Examination Name: Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs

U4 Declaration from Candidates using Unfair Means

Candidate Declaration Form

Centre Name			
Designation			
Post applied for			
Date		Shift	
Candidate Roll No		Candidate Name	

I hereby declare that I was found using unfair means during examination.
I accept that my behaviour was against the rules and regulations of the examination which I was aware of.
I also accept that the final decision regarding my candidature will rest with Zonal Railway/PU/NAIR.

Signature of the Candidate	
LTI of the Candidate	

Remarks of the ECA Centre Head (To mention the actual unfair means adopted by the candidate and action taken thereon)

_____

_____

_____

Name of the Invigilator	

Signature of the Invigilator

Name of the Centre Head	

Signature of the Centre Head

Name of the Observer	
Signature of the Observer	

National Academy of Indian Railways

Examination Name: **Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs**

CERTIFICATE OF NO CLOSE RELATIVE APPEARING IN THE EXAMINATION AT THE CENTRE

Date of Examination: 19.02.2023

Name of the Centre: _____
Exam City/Town :

Certified that in the CBT examination for promotion to Gr.B posts against 70 % quota in Zonal Railways & PUs, no close relative of mine is appearing at this centre.

ECA Officials (Example: Site Supervisor, IT Manager, Invigilator, etc.)

SN	Designation in Examination	Name	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

National Academy of Indian Railways

Examination Name: **Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs**

Envelope Cover
(Separate cover for each Railway /PU)

Name of the Centre :

Exam City/Town :

Date of Exam: 19.02.2023 Shift**:**

Total No. of candidates	Allotted	Present	Absent

Checklist of the documents in this envelop	**No. of pages**	**Put ☐ mark in the check box**
Attendance Sheet		☐
Railway/PU foil of E-Call Letter		☐
Incidence Report		☐
Observer's Report		☐
Near relative certificates		☐

_____ _____

Signature of the ECA Centre Head Signature of the Railway Observer

Name of the ECA Centre Head: Name of the Railway Observer:

_____ _____

Summary of Documents to be collected after the Examination

Following is the list of documents to be collected **railway/PU-wise and post-wise** after the examination and sent to Dy.CPO/Gaz and Dy.CAO/G (for AFA) :

i. Attendance Sheet
ii. Railway (upper) portion of call letters
iii. Candidate feedback
iv. Railway Observer's report
v. Exception report
vi. Incidence register
vii. Summary report (signed jointly by ECA head and Rly Observer)
viii. Declaration to be obtained from the candidates U1 (Miscellaneous)
ix. U4 Declaration from Candidates using Unfair Means
x. Certificate of no close relative at the centre
xi. Any other Miscellaneous documents

Railway Observers are required to collect these documents from the exam centre. Some of the documents are to be scanned by the ECA before handing over to Railway Observers. Hence arrangements may be made in consultation with ECA officials for submission of the documents on 20.02.2023 if not possible on 19.02.2023.

National Academy of Indian Railways

Examination Name: **Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs**

INFORMATION OF CBT DATE & INSTRUCTIONS TO CANDIDATES
उम्मीदवारों को सीबीटी तिथि और निर्देश की जानकारी

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उम्मीदवार नीचे दिए गए निर्देशों को ध्यान से पढ़ें और उनका ईमानदारी से पालन करें। निर्देशों का पालन न करने पर उनकी उम्मीदवारी रद्द की जा सकती है। Candidate shall carefully read the instructions given below, and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of the candidature.

उम्मीदवारों को नवीनतम अपडेट के लिए NAIR/Vadodara **वेबसाइट की जांच करते रहना चाहिए और अपना पंजीकृत मेल आईडी / मोबाइल नंबर काम करने की स्थिति में रखना चाहिए।** Candidates should also keep checking the NAIR/Vadodara website (**www.nair.indianrailways.gov.in**) for latest updates and keep their registered mail id/mobile no. in working condition.

पात्रता सूची और अन्य विवरण Railways/PUs द्वारा उपलब्ध कराए गए आंकड़ों पर आधारित हैं। इसलिए, उम्मीदवारों को सीबीटी के लिए विशुद्ध रूप से अस्थायी आधार पर अनुमति दी जाती है। Selection के अन्य चरणों में, पात्रता का विस्तृत सत्यापन किया जाएगा और इससे सीबीटी पास करने के बावजूद उम्मीदवारी रद्द हो सकती है।
The eligibility list and other details are based on the data provided by Zonal Railways/ PUs. Hence, candidates are allowed for CBT purely on a provisional basis. At other stages of selection, detailed verification of eligibility will be done and that may lead to candidature cancellation, in spite of clearing the CBT.

1. उम्मीदवार निम्नलिखित समय नोट करें। Candidates to note the following timings –

EXAM DATE/**परीक्षा तिथि**	**19.02.2023**
POST/**पद**	**AFA, APO, AOM, ACM, AEN, AEE, AME/AWM, ASTE, AMM**
CALL LETTER DOWNLOAD/ कॉल लेटर डाउनलोड	**08.02.2023** Corrections will be allowed only up to 16.02.2023 through HELPDESK **सुधार की अनुमति, हेल्पडेस्क के माध्यम से केवल** 16.02.2023 **तक होगी**
REPORTING TIME/हाजिरी का समय	**08:00 AM (Morning shift)** **13.00 PM (Afternoon shift)**
GATE CLOSING TIME/ गेट बंद होने का समय	**09:15 AM (Morning shift)** **14.15 PM (Afternoon shift)**
EXAM START TIME/परीक्षा प्रारंभ समय	**10:00 AM (Morning shift)** **15.00 PM (Afternoon shift)**
EXAM END TIME (GENERAL)/ परीक्षा समाप्ति समय **(सामान्य)**	**12:00 PM (Morning shift)** **17.00 PM (Afternoon shift)**
EXAM END TIME (PwBD with Scribe)/ परीक्षा समाप्ति समय (PwBD with Scribe)	**12:40 PM (Morning shift)** **17.40 PM (Afternoon shift)**

1. **ई-कॉल लेटर में इंगित तिथि और शिफ्ट के लिए गेट बंद होने के समय के बाद किसी भी उम्मीदवार को परीक्षा केंद्र में प्रवेश करने की अनुमति नहीं दी जाएगी।** No candidate will be allowed to enter the test center after gate closing time.
2. **कंप्यूटर आधारित परीक्षा (सीबीटी) for each post एक पाली में आयोजित की जाएगी। सीबीटी की अवधि 100 प्रश्नों के लिए 120 मिनट की होगी।** Computer Based Test (CBT) for each post will be held in single shift. The duration of CBT will be 120 minutes for 100 questions.
3. **उम्मीदवार हिंदी और अंग्रेजी भाषाओं में प्रश्न पत्र देख सकते हैं और सवालों के जवाब दे सकते हैं। गलत उत्तरों के लिए नकारात्मक अंकन होगा।** The candidate can view the question paper in Hindi & English languages and answer the questions.
4. **प्रत्येक गलत उत्तर के लिए 1/3 अंक काटे जाएंगे। उम्मीदवार को रफ वर्क के लिए उपलब्ध कराई गई रफ शीट पर अपना नाम और रोल नंबर भी लिखना होगा। रफ शीट को परीक्षण के बाद निरीक्षक को लौटाना होगा।** There will be negative marking for wrong answers. For every wrong answer, 1/3rd mark will be deducted. Candidate should also write his/her name and Roll Number on the Rough sheet(s) provided for rough work. The Rough sheet(s) will have to be returned to invigilator after the test.
5. **उम्मीदवार को कॉल लेटर के पहले पृष्ठ के अनुसार आवंटित रिपोर्टिंग तिथि और समय पर बिना किसी असफलता के आवंटित सीबीटी केंद्र / स्थान पर रिपोर्ट करना आवश्यक है।** Candidate is required to report on the allotted CBT Centre/Venue, on the allotted Reporting Date & Time as mentioned on the front page of his/her call letter.

6. **उम्मीदवारों को एक छोटी सूचना पर आवंटित सीबीटी परीक्षा केंद्र में जाने के लिए तैयार रहना चाहिए।** Candidates should be ready to move to CBT test centre at a short notice.

7. **किसी भी परिस्थिति में परीक्षा की तिथि/केंद्र में परिवर्तन की अनुमति नहीं है। NAIR किसी भी या सभी उम्मीदवारों के लिए पुन: परीक्षा का आदेश देने का अधिकार सुरक्षित रखता है। सभी मामलों में NAIR का निर्णय अंतिम होगा।** Change of date/centre of examination is not permitted under any circumstances. NAIR reserves the right to order re-examination for any or all the candidates. Decision of NAIR in all the matters will be final.

8. **उम्मीदवार को सीबीटी में उपस्थित होने के लिए दो रंगीन फोटोग्राफ (आकार 35 मिमी X 35 मिमी) जो कि बिना टोपी और धूप के चश्मे के उम्मीदवार के स्पष्ट सामने के दृश्य के साथ लाना होगा ।**Candidate must also bring two color photographs (size 35 mm x 35 mm), with clear front view of the candidate without cap and sunglasses, for appearing in the CBT.

9. **उम्मीदवार को निर्देश दिया जाता है कि वेबसाइट से ई-कॉल पत्र का स्पष्ट प्रिंट आउट (फ्रंट और बैक पेज) डाउनलोड करें और लें। उम्मीदवार को सीबीटी कॉल लेटर डाक द्वारा नहीं भेजा जाएगा।** Candidate is instructed to download AND take clear print out (front and back pages) of E-call letter from the website. CBT call letter will not be sent to candidate by post.

10. सुधार या डुप्लीकेट कॉल लेटर जारी करने का कार्य तभी किया जाएगा जब Railways/PUs को यह विश्वास हो जाए कि यह आवेदन पत्र में जमा किए गए विवरण से एक महत्वपूर्ण विसंगति/भिन्नता है। कॉल लेटर केवल सीबीटी के लिए उपस्थित होने की अनुमति है और किसी भी तरह से रेलवे में उम्मीदवार की selection की गारंटी नहीं देता है। किसी भी गलत व्याख्या/अनजाने में हुई त्रुटि के लिए Railway/PU/NAIR जिम्मेदार नहीं है। व्याख्या के बारे में किसी भी विवाद की स्थिति में, कॉल लेटर के अंग्रेजी संस्करण को अंतिम माना जाएगा. Correction or issue of duplicate call letter would be done, only after the concerned Railways/PUs are convinced of it being a critical discrepancy/variation from the details submitted in the Application form. Call letter is only a permission to appear for the CBT and in no way guarantees selection of the

candidate on the Railway. Railway/PU/NAIR are not responsible for any misinterpretation / inadvertent error. In the event of any dispute about interpretation, the English version of the call letter will be treated as final.

11. ई-कॉल लेटर अस्थायी है, यह केवल सीबीटी परीक्षा में बैठने की अनुमति है। इस ई-कॉल लेटर को जारी करना किसी भी तरह से यह नहीं दर्शाता है कि Railway/PU/NAIR आवेदन पत्र, विवरण और दस्तावेजों से संतुष्ट है। ई-कॉल लेटर पद के लिए पात्र होने का कोई अधिकार प्रदान नहीं करता है। उम्मीदवारी पूरी तरह से अनंतिम है और selection के किसी भी स्तर पर या उसके बाद रद्द की जा सकती है। The E-Call Letter is provisional, it is only a permission to appear in the CBT examination. Issuing this E- call letter does not in anyway indicate that Railway/PU/NAIR is otherwise satisfied with application form, details and documents. The E-Call Letter does not confer any right to be eligible for the post. The candidature is purely provisional and is liable to be cancelled at any stage of selection or thereafter.

12. उम्मीदवार को एतद्द्वारा सूचित किया जाता है कि सीबीटी के लिए बुलाए जाने वाले उम्मीदवारों की संख्या इकाइयों द्वारा योग्य घोषित उम्मीदवारों की कुल संख्या है। इसलिए, केवल सीबीटी में अर्हता प्राप्त करने से कोई उम्मीदवार चयन प्रक्रिया के अगले चरण में शामिल होने का हकदार नहीं हो जाता है। Candidate is hereby informed that the number of candidates being called for CBT is the total candidates declared eligible by the units. Hence, merely qualifying in CBT does not entitle a candidate, for inclusion in the next stage of selection process.

13. सीबीटी का परिणाम यथा समय Railway/PU द्वारा किया जाएगा। The result of CBT would be declared by the respective Railways/PUs in due course.

14. Railway/PU/NAIR ने अपनी ओर से कोई एजेंट/कोचिंग सेंटर नियुक्त नहीं किया है। सीबीटी आचरण/परिणाम को प्रभावित करने के लिए उम्मीदवार का कोई भी अनुचित प्रयास उम्मीदवार को अयोग्य घोषित कर देगा। उम्मीदवारों का चयन विशुद्ध रूप से योग्यता के अनुसार किया जाता है। Railway/PU/NAIR has not appointed any Agent/Coaching Centre on its behalf. Any unwarranted attempt of candidate to influence the CBT conduct/result will disqualify the candidate. Candidates are selected purely as per merit.

15. सीबीटी के परिणाम और/या सीबीटी से संबंधित सभी मामलों के संबंध में Railway/PU/NAIR का निर्णय अंतिम है और उस पर विवाद नहीं किया जा सकता है। आगे कोई पूछताछ या पत्राचार पर विचार नहीं किया जाएगा। The decision of the Railway/PU/NAIR regarding the outcome of the CBT and/or all matters relating to CBT is final and the same cannot be disputed. No further enquiry or correspondence will be entertained.

16. उम्मीदवार सीबीटी स्थल पर रेलवे अधिकारियों द्वारा जारी निर्देशों का पालन करेगा। सीबीटी के सुचारू संचालन के लिए उम्मीदवार को सीबीटी के दौरान अनुशासन बनाए रखने की भी सलाह दी जाती है। सीबीटी में प्रतिरूपण / कदाचार / अनुशासनहीनता उम्मीदवार को अयोग्य घोषित कर देगी और उसे भविष्य की सभी रेलवे selections से वंचित कर दिया जाएगा। उम्मीदवार पर कानून के तहत मुकदमा भी चलाया जा सकता है। The candidate shall obey the instructions issued by the railway officials at the CBT venue. The candidate is also advised to maintain discipline during CBT, for smooth conduct of the CBT. Impersonation/malpractice/indiscipline in the CBT will disqualify the Candidate and he/she will be debarred from all future railway selections. Candidate is also liable to be prosecuted under law.

17. सीबीटी स्थल के अंदर बैकपैक्स/सामान/ खाद्य पदार्थ/मोबाइल फोन/ ब्लू टूथ सक्षम डिवाइस/कैलकुलेटर/इलेक्ट्रॉनिक या स्टॉप वॉच/टाइम रिकॉर्डर जैसे अन्य गैजेट्स की अनुमति नहीं है। Backpacks/Luggage/food items/Mobile phone/ blue tooth enabled devices/ calculators/ electronic or other gadgets like stop watches/time recorders are not allowed inside the CBT venue.

18. परीक्षा हॉल के अंदर केवल ई-कॉल लेटर, फोटो आईडी कार्ड की अनुमति होगी। उम्मीदवारों को अपना पेन, पीने का पानी पारदर्शी बोतल में लाना होगा । Only E-Call Letter and Photo ID card, will be allowed inside the test hall. Candidates to bring their own pen, drinking water in transparent bottle.

19. परीक्षा हॉल के बाहर आपके व्यक्तिगत सामान को सुरक्षित रखने की कोई सुविधा नहीं है और इसके नुकसान के लिए Railway/PU/NAIR /मूल्यांकन सेवा प्रदाता जिम्मेदार नहीं हैं। There is no facility for safe-keeping of personal belongings outside the examination hall and Railway/PU/NAIR/Assessment Service Providers are not responsible for its loss.

20. उम्मीदवारों की तलाशी ली जाएगी और आभूषण पहनने से बचना चाहिए। Frisking of the candidates will be done and wearing of jewellery should be avoided.

21. सीबीटी स्थल पर पुरुष और महिला दोनों उम्मीदवारों के लिए किसी साथी की अनुमति नहीं है। एक बार उम्मीदवार सीबीटी स्थल में प्रवेश कर जाता है तो उसे तब तक बाहर नहीं जाने दिया जाएगा जब तक कि वह कार्यक्रम पूरा नहीं कर लेता। NO companions are permitted, both for male and female candidates, at the CBT venue. Once candidate enters the CBT venue then he/she will not be allowed out till he/she completes the event.

22. पीडब्ल्यूबीडी के लिए स्क्राइब की सहायता - केवल उन्हीं उम्मीदवारों को जिन्होंने यूनिट की अनुमति के साथ स्क्राइब का विकल्प चुना है, उन्हें सीबीटी में स्क्राइब के साथ उपस्थित होने की अनुमति दी जाएगी। ऐसे उम्मीदवार जिन्होंने बेंचमार्क विकलांगता और दृष्टि हानि से पीड़ित हैं और वे उम्मीदवार जिनकी लेखन गति सेरेब्रल पाल्सी से प्रभावित है और एक हाथ वाले हैं, वे सीबीटी के दौरान अपनी ओर से उत्तर लिखने के लिए स्क्राइब की सहायता ले सकते हैं।

सीबीटी में कड़ी चौकसी बरती जाएगी और यदि कोई भी उम्मीदवार जो अपनी पसंद के लेखक के साथ उपस्थित होता है, यदि किसी भी प्रकार के कदाचार में लिप्त पाया जाता है, तो उसके साथ सख्ती से निपटा जाएगा और ऐसे उम्मीदवार की उम्मीदवारी बिना किसी सूचना के रद्द कर दी जाएगी।

नि:शक्तजन उम्मीदवार जो स्क्राइब की सुविधा का लाभ उठा रहे हैं या नहीं ले रहे हैं, उन्हें सीबीटी के 120 मिनट के सत्र के लिए 40 मिनट का प्रतिपूरक समय दिया जाएगा। पात्र पीडब्ल्यूबीडी उम्मीदवारों के लिए परीक्षा की अवधि 120 मिनट के बजाय 160 मिनट होगी।

Assistance of Scribe For PWBD – Only those candidates who have opted for scribe with permission of units will be given permission to appear in CBT with Scribe. Candidates who have benchmarked disability and suffering from Visually Impairment and those candidates whose writing speed is affected by Cerebral Palsy and having One Arm can avail the assistance of Scribe for writing answers on their behalf during CBT.

Strict vigil will be enforced in the CBT and if any candidate who is appearing with scribe of their own choice, if found involved in any kind of malpractice, will be strictly dealt with and candidature of such candidate will be cancelled without any notice. PwBD candidates who are availing/not availing the facility of scribe will be allowed 40 minutes compensatory time for 120 minutes session of CBT. The examination duration will be 160 minutes for eligible PWBD candidates instead of 120 minutes.

National Academy of Indian Railways

Examination Name: Centralised CBT for Gr.B selection against 70% quota in Zonal Railways & PUs

Instructions to the Candidates on Candidate Console Screen

INSTRUCTIONS TO CANDIDATES- Subject Specific Instructions on candidate console

Name of Test	No. of Questions	Time	Marking
Centralised CBT For Gr. B posts against 70 % quota (Question paper pattern will be different for AFA and other 8 posts)	100	120 Minutes , Compensatory 40 minutes for PwBD candidates.	(+)1 for each correct answer (-) 1/3 for each wrong answer

ABOUT QUESTION PAPER- Subject Specific Instructions on candidate console

1. There is **negative marking** for wrong answers as shown above.
2. Only one question will be displayed on the computer screen at a time.
3. Each question will have 4 alternatives. Candidate is to select the correct alternative.
4. The questions can be answered in any order.
5. The exam screen will continuously display the remaining time at the right hand top of the question paper.
6. The candidate may ask the Invigilator their doubts or questions before the commencement of test. No queries shall be entertained after the commencement of the examination.
8. Rough sheet shall be provided to the candidates for rough work. During the test rough work needs to be done only on these Rough Sheets. Candidate should write his/her Roll Number on the Rough Sheet, and return it to the Invigilator before leaving the test venue.

Candidates can be debarred/ disqualified for any of the following reasons:

1. Creating a disturbance.
2. Impersonation - Attempting to take the examination for someone else.
3. Giving or receiving assistance of any kind during the examination & communication in any form to/from other candidates or outsiders.
4. Smoking or eating in the Examination Hall
5. Attempting to tamper with the operation of the computer or meddling with system.
6. Attempting to use the calculator on the PC
7. Exchanging any papers, documents or any other material with other candidates
8. Leaving the test centre without the permission from the invigilator.
9. Using prohibited aids, items not allowed, such as: Cell phones, Blue Tooth, Pagers, Pieces of Paper (except his/her E-Call Letter, Identity Card), Digital diaries, any other electronic gadgets/devices, watch alarms, listening devices and recording or photographic devices.
10. Attempting to copy examination questions and /or examination responses (in any format) from the examination centre.
11. Attempting to access any unauthorized software/program during the examination.
12. Failing to follow directions given by invigilators.
13. Manhandling of invigilators or test centre staff.
14. Resorting to unfair means or trying to influence in any way the examination results shall be considered as a serious offence and any candidate found guilty of such offence on the report of any person duly authorized to conduct the examination, shall be liable for rejection of candidature.
15. Candidates shall maintain silence while appearing for the exam. Any conversation or gesticulation or disturbance or attempt to change seats in the Examination Hall shall be deemed as unfair means.
16. If a candidate is found indulging in unfair means or impersonating, the candidature of such candidate shall be rejected.
17. The Centre-In-Charge of ECA in consultation with Railway Observer is authorized to debar the candidate/s from the examination centre for any misconduct by the candidates.

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