दक्षिण पूर्व मध्य रेलवे
South East Central Railway
मुख्यालय, कार्मिक विभाग, प्रथम तल,महाप्रबंधक कार्यालय, बिलासपुर (छ. ग.)
HEAD QUARTER, PERSONNEL DEPARTMENT, 1st FLOOR,
GM's OFFICE, BILASPUR (C.G.) 495004

No. P-HQ/CON/452/Gr. B /Spl. Drive/73 Date: 15.02.2024

AGM, All PHODs/CHODs, , SDGM, CAO(CON)/SECR
DRM/BSP, R, NGP, DGM(G)/SECR, Chairman/RRB, RRC/BSP
CWM/WRS/R, CWM/MIB/WS/NGP, Secy. To GM/SECR
SR.DPOs/BSP, R, NGP, DY.CPO(CON)/BSP, DY.CPO(HQ), AWPO(WRS/R), (MIB/WS/NGP)
SR.DEN(CO), SR.DSTE, SR.DME, SR.DEE, SR.DOM, SR.DCM, Sr.DMM, /BSP, R, NGP

विषय: Guidelines for Selection (Special Drive) for formation of a panel of Gr. "B" posts in all organized service.

संदर्भ:(1)This office letter No. P-HQ/CON/452/Gr. B /Spl. Drive/18, dtd. 05/01/24
(2) NAIR/BRC's letter No. EG/NAIR/CBT/GBS/2023-24 dtd. 14/02/2024

<><><>

उपरोक्त संदर्भ-(2) के संबंध में सूचित किया जाता है कि CBT मोड के तहत दिनांक 25/02/2024 को आयोजित होने वाली ग्रुप-बी पदों (APO, AEN, AME, AEE, ASTE, AMM, ACM & AOM) 70% DPQ (Special drive) की परीक्षा 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/News/Press Release → Recruitment → HQ → GAZ Section

[Sub: Instructions, details and Protocol Documents for CBT against 70% selection 2023-24(Special drive) on 25/02/2024.

सर्वसंबंधितों के सूचनार्थ हेतु जारी।

संलग्न: यथोक्त।

15/02/2024

(प्रदीप मिश्रा)
उप मुख्य कार्मिक अधिकारी (राज.)
कृते प्रधान मुख्य कार्मिक अधिकारी

प्रतिलिप: सर्वसंबंधितों को सूचनार्थ एवं आवश्यक कार्यवाही हेतु।

MINISTRY OF RAILWAYS
NATIONAL ACADEMY OF INDIAN RAILWAYS, LALBAUG, VADODARA-390004
Email: prm@nair.railnet.gov.in

No.EG/NAIR/CBT/GBS/2023-24 Date: 14.02.2024

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 Special round of 70 % quota for the vacancy cycle 2023-24 --List of Exam Centres, Candidate instructions and Protocol Document

Ref: (1) Railway Board's letter No. E(GP)2022/2/4 dated 14.12.2023.

1. Railway Board vide letter under reference has decided that Centralised CBT for Gr.B selection - Special drive against 70% quota for the vacancy cycle from 01.01.2023 to 31.12.2024 will be held on **25.02.2024**. Approximately 4800 candidates are appearing for the exam. The CBT will be held at **17 centres** in **14 cities** in two shifts. In the Morning shift **(10.00 to 12.00 hrs)** CBT for APO, AEE and AFA will be held and in the Afternoon shift **(15.00 to 17.00 hrs)** CBT for ACM, AOM, AEN, AME, ASTE and AMM will be held. 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 25.02.2024 is attached as **Annexure-B**.

2. **HRMS ID (Six Digits) is being considered as the Unique Employee ID for log-in purposes.** The candidates should be well aware of their 06-digit HRMS ID numbers before log-in into the NAIR website for various purposes as mentioned in para-6.

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

i. Nomination of one Nodal Officer in HAG/SAG for each Exam city by GM of concerned Railway/PU.
ii. Nomination of one Town-in-charge (HOD/Dy.HOD) for each city by each Zonal Railway/PU.
iii. Nomination of one SG/JAG officer as Centre-in-charge for each CBT centre.
iv. Nomination of a JAG/SS/JS officer as Railway Observer (one officer for each 50 candidates centre-wise) and senior supervisors as Railway Invigilator (one Gr. C staff for each 50 candidates for each exam centre).
v. Town-in-charge, Centre-in-charge, Railway Observer and Railway Invigilator to be nominated by Nodal Officer.
vi. Sensitising all the nominated Railway officials about the conduct of the CBT in accordance with the Exam Protocol Document (Attached).
vii. Co-ordination with Exam Conducting Agency (ECA) for smooth conduct of the CBT at the assigned exam centres
viii. Inform the State Police and RPF for providing security at the Centres.
ix. Inform Zonal Railway/PU Vigilance organisation.

The list of nominated officials (Name, Designation, Mobile number, Nominated City/Centre and Nominated as Nodal officer/ Town-in charge/ Centre-in-charge/ Railway Observer/ Railway Invigilator) should be intimated to NAIR **on or before 20.02.2024** at the email ID: **sphrm@nair.railnet.gov.in**

4. A webinar will be conducted few days before the date of exam (exact date will be intimated subsequently) to explain the procedure, duties and responsibilities and clarification of doubts regarding the conduct of examination. Nodal officers, Town-in-charge, Centre-in-charge, Railway observers and Railway supervisors are requested to join the webinar.

5. 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.

6. **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** ⟹ **Special round for 70% quota**) for following purposes:

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

   b) For Downloading the E-Call Letter-cum-relieving letter / Individual Response sheet **HRMS ID** is the **User Name** and Date of Birth (**YYYYMMDD**) is the **Password**. Candidates can download their E-call letter from **10hrs of 15.02.2024**.

   c) 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.

   d) 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.

   e) Taking mock-test for familiarisation in CBT environment and understanding the Candidate Console instructions (to be enabled from 15.02.2024).

   f) Raising objections on responses/answer keys after the examination (objection tracker will be live from **10.00 hrs of 28.02.24 to 17.00 hrs of 01.03.24**). This is the only channel of submission of objections. Objections/representations received through letters, emails etc. will not be entertained and no reply will be sent on these objections/representations.

   g) Objections received through objection tracker window will be evaluated by the paper setters and final evaluation will be done on the basis of final answer keys. No representations on the final answer keys and final results will be entertained.

h) Candidates must note that only genuine objections, supported by appropriate documents, should be filed during objection window. NAIR/Railways/PUs reserves the right to impose fees on objections on questions/answer keys.

i) Any other updates regarding the examination.

7. **Treatment of deleted questions-** As per Railway Board's Guidelines.

8. There is no Supplementary Exam.

9. 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 HRMS Id, IPAS number, Name of Railway/PU, post applied for, name of the candidate and details of problems faced. He/She can also take the assistance of helpdesk number **+911204505637** from 09.30hrs to 18.00hrs for technical issues concerning uploading of photograph and downloading of call letter

10. 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/Grievance
iv. Railway Centre In-charge's report (Form-I)
v. Undertaking by each Railway Officials deputed for Exam duty (Form-II)
vi. Incidence register (Form-III)
vii. Exception report (Form-IV)
viii. Report on Examination (signed jointly by ECA Site Supervisor and Centre-In-charge) (Form-V)
ix. Certificate of No Close Relative at the centre (Form-VI)
x. Log of using the Washroom during Examination (Form-VII)
xi. De-Mapping & Re-Mapping Format (Form-VIII)
xii. Candidate Feedback (Form-IX)
xiii. Declaration to be obtained from the candidates U1 (Miscellaneous)
xiv. Declaration from Candidates using Unfair Means U4
xv. Any other Miscellaneous documents
xvi. CCTV Footage (storage device to be provided by ECA)

Railway Centre In-charges are required to collect these documents from the exam centre on 25.02.2024 itself. Some of the documents are to be scanned by the ECA before handing over to Railway Centre-In-charges. Hence arrangements may be made in consultation with ECA officials for submission of the documents.

DA.As above
1. Annexura A, B, C & D
2. Protocol documents - 34 pages.

(Deepak Parmar)
Professor (RM)
For Director General

Copy for information to: AM/HR, Railway Board

Annexure-A

Centralized CBT for Gr.B Selection-Special Drive 70% quota 2023-24			
List of posts for which CBT to be held on 25.02.2024			
Sl No.	**Exam City**	**Railway /PU**	**Posts for which CBT to be conducted**
1	Delhi	NR	AEE,AFA,ACM,AOM,AEN,AME,AMM,ASTE
		RCF	APO,AEE,AFA,AEN,AME,AMM
		PLW	AEE,AFA,AME,AMM
2	Allahabad	NCR	APO,AEE,AFA,ACM,AOM,AEN,AME,AMM,ASTE
		RDSO	AEN,AME
		BLW	AME,AMM
		MCF	AFA,AME,ASTE
3	Patna	ECR	APO,AEE,AFA,ACM,AOM,AEN,AME,AMM,ASTE
		RWP/Bela	AEE,AME
4	Gorakhpur	NER	APO,AOM,AEN,AME,ASTE
5	Guwahati	NFR	APO,AFA,ACM,AOM,AEN,AME,AMM,ASTE
6	Jaipur	NWR	APO,AFA,ACM,AOM,AEN,AME,AMM,ASTE
7	Jabalpur	WCR	AFA,ACM,AOM,AEN,AME,ASTE
8	Raipur	SECR	APO,AEE,ACM,AOM,AEN,AME,AMM,ASTE
9	Kolkata	ER	APO,AEE,AFA,ACM,AOM,AEN,AME,AMM,ASTE
		SER	APO,AEE,AFA,ACM,AOM,AEN,AME,AMM,ASTE
		CLW	AEE,AEN,AME,AMM
10	Bhubaneshwar	ECoR	APO,AEE,AFA,ACM,AOM,AEN,AME,AMM,ASTE
11	Mumbai	CR	AEE,AFA,ACM,AEN,AME,AMM,ASTE
		WR	APO,AEE,AFA,ACM,AOM,AME,AMM,ASTE
12	Hyderabad	SCR	APO,AEE,AFA,ACM,AOM,AME,AMM,ASTE
13	Chennai	SR	APO,AEE,AFA,ACM,AOM,AEN,AME,AMM,ASTE
		ICF	AEE
14	Hubli	SWR	APO,AEE,AFA,ACM,AOM,AEN,AME,AMM,ASTE
		RWF	APO,AFA,AME,AMM

Annexure - 'B'

NATIONAL ACADEMY OF INDIAN RAILWAYS

CBT for Gr.B Selection - Special Drive 70% 2023-24

S.No.	ExamCity	TCName	TCAddress	Rly/PU	Shift 1	Shift 2	Grand Total
1	Guwahati	ASSAM DOWNTOWN UNIVERSITY	GANDHI NAGAR, SANKAR MADHAV PATH,PANIKHAITI, NEAR PANIKHAITI OUTPOST RAIL GATE NO 2, GUWAHATI, ASSAM	NFR	86	70	156
2	PATNA	ABR EXAM INDIA	RK ESTATE, NEAR SHREE CHANDRA +2 GOVT. SCHOOL, BALUPAR, KURJI, DIGHA, PATNA, BIHAR	ECR	372	221	593
				RWP/Bela	5	5	10
3	Raipur	SHREE DIGITAL ONLINE EXAM CENTER	BUILDING NO. 308/6; NEAR JAY AMBE HOSPITAL; DEONAGAR; DEVPURI; DHAMTARI ROAD; RAIPUR; CHHATTISGARH	SECR	117	115	232
4		RAIPUR INSTITUTE OF TECHNOLOGY	RAIPUR INSTITUTE OF TECHNOLOGY, NH-6, CHHATAUNA MANDIR, HASAUD, RAIPUR; CHHATTISGARH	SECR	100		100
5	NEW DELHI	DELHI SCHOOL OF PROFESSIONAL STUDIES AND RESEARCH	9, INSTITUTIONAL AREA, SECTOR -25, ROHINI, NEW DELHI, DELHI	MCF	1		1
				NR	12	138	150
				PLW	10	24	34
				RCF	35	15	50
				SR	1		1
				SWR		1	1
6	HUBLI	EDUTECH SOLUTION C/O CHETAN BUSINESS SCHOOL	100FT ROAD SRINAGAR, UNKAL, NEAR PRESIDENT HOTEL, HUBLI, KARNATAKA	RWF	27	17	44
				SWR	26	82	108
7	JABALPUR	SHREEJI INFOTEC AJAX MEDICAL TRAINING AND ONLINE EXAM CENTRE	PLOT NO. F5/F6 IT PARK ,BARGI HILLS ,JABALPUR, MADHYA PRADESH	WCR	13	70	83
8	MUMBAI	MBC IT PARK	GROUND FLOOR,OLD BUILDING, MBC PARK, KASARWADAVLI, GHODBUNDER ROAD, NEAR HYPERCITY MALL, THANE WEST, Maharashtra	CR	50	118	168
				WR	157		157
9		RR Info	RR INFO above HD Gaonkar hall 2nd floor LN College Rajendra Nagar, Opposite Karriappa Bridge,Near fruit market, Borivali East, Mumbai, Maharashtra	WR	220	135	355
10	BHUBANESWAR	SILICON INSTITUTE OF TECHNOLOGY	SILICON HILLS, NEAR DLF CYBERCITY, PATIA, BHUBANESWAR, ODISHA	ECoR	209	85	294

Continued.... 2

S.No.	ExamCity	TCName	TCAddress	Rly/PU	Shift 1	Shift 2	Grand Total
11	JAIPUR	R S MEMORIAL INSTITUTE OF TECHNOLOGY	BEHIND INDIAN OVERSEAS BANK, MACHAWA, KALWAR RD, JHOTWARA, JAIPUR, RAJASTHAN	NWR	92	70	162
12	CHENNAI	PRAGYA TECHNOLOGIES	NO. -95, 1ST FLOOR, CHETTIAR AGARAM MAIN ROAD, NEAR VANAGARAM FISH MARKET,CHENNAI,TAMILNADU	ICF	5		5
				SR	213	93	306
13	HYDERABAD	SURYA TECHNOLOGIES	H.NO: 8-99/7&8, ABOVE ANUTEX SHOPPING MALL, NEAR UPPAL BUS DEPOT, PEERZADIGUDA, MEDCHAL DISTRICT,HYDERABAD, TELANGANA	SCR	278	81	359
14	GORAKHPUR	BHAGAT SINGH ONLINE EXAMINATION CENTER	JUNGLE AHAMED ALI SHAH URF TURRA BAZAR, NEAR INDIAN OIL PETROL PUMP, PIPRAICH ROAD, GORAKHPUR	NER	110	84	194
15	PRAYAGRAJ	ALLAHABAD INFOTECH PRIVATE LIMITED	101-B CHAK DAUD NAGAR NAINI (ASHOK TALKIES), NEAR PAC GROUND, NAINI, PRAYAGRAJ,UTTAR PRADESH	BLW		34	34
				MCF	4	20	24
				NCR	256	171	427
				RDSO		13	13
16	KOLKATA	HDSM INFOTECH	RAJARHAT, KALABERIYA,BISHNUPUR,NEAR-NIC INSTITUTE OF TECHNOLOGY,KOLKATA, WEST BENGAL	ER		80	80
				SER	197	100	297
17		TECHNO MAIN SALTLAKE	GATE NO. 6, EM 4/1, SECTOR- V,NEAR WIPRO BUILDING, SALTLAKE, KOLKATA, WEST BENGAL	CLW	13	31	44
				ER	167	139	306
				SER	15		15
					2791	**2012**	**4803**

Annexure 'C'

जोनल रेलवे/पीयू को लौटाने के लिए सीबीटी निरीक्षक इस भाग को अपने पास रखें / 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 Special Drive of 70 % quota 2023-24

कृपया दू सरे पृष्ठ पर दिए गए निर्देशोंकों ध्यान से पढ़े / Please read the instructions detailed on the second page carefully.

Post Applied : APO

Seat/Terminal		अनुक्रमांक सं. / Roll Number	AS0101113006		
HRMS ID	TNYRZI	आई-पास क्रमांक / I-Pas Number	121NP000483		
उम्मीदवार का नाम / Candidate's Name	RAVI KUMAR				
Pin Number	19801218	जन्म तिथि / DOB		18/12/1980	
पदनाम / Designation	STENO-I	जोनल रेलवे/पीयू Zonal Railway/PU		NFR	
दिव्यांगजन / PwBD	NO	दिव्यांगजन का प्रकार / Type Of PwBD	NA	लेखक / Scribe	NO
सी.बी.टी.की तिथि / Date of CBT	25/02/2024	सी.बी.टी का समय /Timing of CBT		10:00 HRS. – 12:00 HRS.	
पहुंचने का समय / Reporting Time	08:00 HRS.	गेट बंद होने का समय /Gate closing time		09:15 HRS.	
सी.बी.टी. केंद्र का नाम / Name of CBT Center	ASSAM DOWNTOWN UNIVERSITY,GUWAHATI, GANDHI NAGAR, SANKAR MADHAV PATH,PANIKHAITI, NEAR PANIKHAITI OUTPOST RAIL GATE NO 2, GUWAHATI, ASSAM PIN CODE:781026				Professor (RM) 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 given below 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।

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

SPECIMEN

Relieving – cum- Photo Identification Letter

Shri/Smt/Ms **RAVI KUMAR**, working as (Designation) **STENO-I** in the office of **PCE/NFR** on **HQRS** division/Workshop/Unit, bearing Roll No. **AS0101113006** is hereby relieved to attend the Computer Based Test (CBT) against Special Drive of 70 % quota for the Gr.B post of **APO** scheduled to be held on 25.02.2024 (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 – Gr.B Special Drive of 70% कोटा के सीबीटी के लिए कॉल लेटर /

Candidate's Copy - Call Letter for CBT of Gr.B selection against Special Drive of 70 % quota

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

Post Applied : APO

	HRMS ID	TNYRZI	अनुक्रमांक सं. / Roll Number	AS0101113006
	उम्मीदवार का नाम / Candidate's Name	RAVI KUMAR		
	जन्म तिथि /DOB	18/12/1980		
	पदनाम / Designation	STENO-I	जोनल रेलवे/पीयू Zonal Railway/PU	NFR
	सी.बी.टी.की तिथि / Date of CBT	25/02/2024		
Signature of Invigilator	सी.बी.टी. केंद्र का नाम / Name of CBT Center	ASSAM DOWNTOWN UNIVERSITY,GUWAHATI, GANDHI NAGAR, SANKAR MADHAV PATH,PANIKHAITI, NEAR PANIKHAITI OUTPOST RAIL GATE NO 2, GUWAHATI, ASSAM PIN CODE:781026		Professor (RM) NAIR, Vadodara

Annexure - 'D'

IMPORTANT INSTRUCTIONS TO THE CANDIDATES APPEARING FOR COMPUTER BASED TEST (CBT) OF GROUP-B SELECTION AGAINST SPECIAL DRIVE OF 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 शुरू 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 शुरू 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 आवास की 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 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)
    (किसी 40 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।
24. उम्मीदवार ओब्जेक्शन ट्रैकर विंडो के दौरान अपनी रिस्पॉन्स शीट डाउनलोड कर सकते हैं और ओब्जेक्शन अगर कुछ है तो दर्ज कर सकते है। ओब्जेक्शन ट्रैकर विंडो एनएआईआर वेबसाइट पर 28.02.2024 के 10.00 बजे से 01.03.2024 के 17.00 बजे तक लाइव होगी।
25. यदि उम्मीदवार परीक्षा के दौरान चिट-चैटिंग / बातचीत में लिप्त / किसी भी प्रकार की सहायता देने या प्राप्त करने और अन्य उम्मीदवारों या बाहरी लोगों से किसी भी रूप में संचार करता है, तो अनुशासनात्मक कार्यवाही शुरू करने के अलावा उसकी उम्मीदवारी रद्द कर दी जाएगी।

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 electronic gadgets 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 will 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.**
24. **Candidates can download their response sheet and raise objections, if any, during Objection Tracker Window which will be live from 10.00 hrs of 28.02.2024 to 17.00 hrs of 01.03.2024 on NAIR website. This is only means of raising objections.**
25. **If the candidate involved in Chit-chatting/indulging in conversation / Giving or receiving assistance of any kind during the examination & communication in any form to/from other candidates or outsiders his/her candidature will be summarily cancelled besides initiation of disciplinary proceedings.**

Professor (RM)
NAIR, Vadodara

Ministry of Railways,

National Academy of Indian Railways,Vadodara – 390004.

PROTOCOL DOCUMENT FOR CONDUCT OF COMPUTER BASED TEST

Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

I. DETAILS OF EXAMINATION:

Total no. of provisional eligible candidates = 4805 (approx).	Examination shifts and timings		
Date of Examination	**Milestone**	**Morning Shift**	**Afternoon Shift**
25.02.2024	Categories/shift	APO, AEE, AFA	ACM, AOM, ASTE, AEN, AME, AMM.
No. of Cities = 14	Candidate entry	08:00 Hrs. – 09:15 Hrs	13:00 Hrs. – 14:15 Hrs
	Duration of CBT	2 hours	2 hours
No. of Exam centers - 17	Test Timings *	10:00 Hrs. - 12:00 Hrs.	15:00 Hrs.– 17:00 Hrs.

*For eligible PwBD candidates, an additional compensatory time 40 minutes is permitted

Note: There will not be any Supplementary Examination for the 70% Special Drive.

Question Paper Pattern:

- For **AFA :** 110 Questions (100 question on professional subject plus 10 optional questions on official language policy and rules) each carrying one mark and the candidate has to answer any 100 of the 110 questions.

- For posts of **AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE** – 110 Questions, each carrying one mark out of which 100 questions to be answered as per the distribution given below.

  Part-A : 80 Questions (70 questions on Professional Subject plus 10 optional questions on official language policyand rules (To answer any 70)

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

- **Negative Marks: One-third mark will be deducted for each wrong answer.**

Language: Bilingual (Hindi and English). The candidates can view the questions and options in both the languages. In case of ambiguity/discrepancy, interpretation required, if any, English version shall prevail.

Instructions for E-Call Letter download process:

Candidates can download E-Call Letter w.e.f. 15.02.2024 10.00 hrs. onwards from NAIR website **www.nair.indianrailways.gov.in** by using his/her **HRMS ID** as **User Name** and **Date of Birth (YYYYMMDD** format) as **Password.**

Instructions for Post Examination Process:

1. **Downloading of Individual Response Sheet & Answer Keys :** Zonal Railways / PUs to inform to the Candidates that they can download their individual Response Sheet and answer keys from NAIR website www.nair.indianrailways.gov.in by using HRMS ID as user name and Date of Birth (YYYYMMDD format) as Password from **10.00 hrs of 28.02.2024 to 17.00 hrs of 01.03.2024**.

2. **Objection Tracker:** For raising objections, if any, to the responses / answer keys etc. will be live from **10.00 hrs of 28.02.2024 to 17.00 hrs of 01.03.2024**. Candidates can log-in to NAIR website (under the caption **CBT for Gr. B selection / Special Drive 70%**) by using HRMS ID as user name and Date of Birth (YYYYMMDD format) as Password for the said purpose.

3. Candidates are also to be informed that this is the only window period to download their individual Response Sheet and to raise objections against the questions and given answer keys. No further extension of time or request in any form will be entertained for individual Response Sheet/objection tracking.

4. Final answer keys will be published on NAIR's website only after conclusion of the whole selection process.

   Note : Any changes /modification in the above schedule /procedure will be notified by the NAIR

II. TIMELINE FOR EXAMINATION:

Morning Shift

S.N.	Time	Details
1	06:30 am.	Site Supervisor, IT Manager, Support Staff of ECA - Report to the examination center
2	07:00 am	Agency Invigilators report to the examination center
3	07:30 am	Railway Centre In-charge, Railway Observer, Railway Invigilator (Gr. C staff) report to examination center
4	08:00 am	Candidate enters the examination premises
5	08:00 am – 09:15 am	Candidate document verification
6	08:00 am– 09:30 am	Candidate biometric and photo capture
7	09:15 am	Gate closes for the candidate
8	09:15 am - 9:50 am	ECA Invigilators take manual attendance from the candidates
9	09:15 am - 9:50 am	ECA Invigilators instruct the candidates 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.
10	09:30 am	Exam Player launching for assessment/test
11	09:45 am	Candidates log in to read the instructions
12	09:55 am	Exam Password to be shared with Site Supervisor for announcement in exam labs.
13	10:00 am	Candidates log in to write the exam
14	10:00 am – 11:50 am	Documentation work by ECA and support staff
15	12.00 pm	Candidates log out at the end of the exam
16	12.40 pm	Eligible PwBD candidates, if any, log out at the end of the exam

Afternoon Shift

1	12:00 Noon	Site Supervisor, IT Manager, Support Staff of ECA - Report to the examination center
2	12:30 pm	Agency Invigilators report to the examination center
3	12:50 pm	Railway Centre In-charge, Railway Observer, Railway Invigilator (Gr. C staff) report to examination center
4	13:00 pm	Candidate enters the examination premises
5	13:00 – 14:15 pm	Candidate document verification
6	13:00 – 14:30 pm	Candidate biometric and photo capture
7	14:15 pm	Gate closes for the candidate
8	14:15 pm – 14:50 pm	ECA Invigilators take manual attendance from the candidates
9	14:15 pm – 14:50 pm	ECA 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.
10	14:30 pm	Exam Player launching for assessment/test
11	14:45 pm	Candidates log in to read the instructions
12	14:55 pm	Exam Password to be shared with Site Supervisor for announcement in exam labs.
13	15:00 pm	Candidates log in to write the exam
14	15:00 – 16:50 pm	Documentation work by ECA and support staff
15	17.00 pm	Candidates log out at the end of the exam
16	17.40 pm	Eligible PwBD candidates, if any, log out at the end of the exam

Key Functionaries

From Railway side:

Sr. No.	Designation	Pay level to be nominated	Number of officers to be nominated	To be nominated by	Roles
1	Nodal Officers	HAG/SAG	1 for each city by each Zonal Railway/PU	GM	Overall co-ordination
2	Town-in-charge	HOD/ Dy. HOD	1 for each city by each Zonal Railway/PU	Nodal officer	To assist Nodal officer and to liaison with NAIR
3	Centre-in-charge	SG/JAG	1 officer per CBT center		Overall supervision at centres
4	Railway Observer	JAG/SS/JS	1 officer for each 50 candidates center-wise		Strict Supervision from start to end of the exam
5	Railway Invigilator	Senior Supervisors	1 (Gr. C staff) for each 50 candidates center-wise		To assist Railway Observer
6	RPF	Suitable staff	Sufficient numbers for each centre	PCSC	To maintain security and discipline

Important : It must be noted that the primary responsibility of the examination supervision and monitoring lies with the Zonal Railways under whose jurisdiction the city /centre falls. Any issues related to indiscipline/misbehavior/unfair means by the candidates are to be handled by the respective Zonal Railways /PUs.

From Exam Conducting Agency: (For information of ZRs /PUs only)

Sr. No.	ECA officials	Roles
1	City Head	Exam, City In-charge
2	Site Supervisor	Responsible for Exam Centre
3	IT Manager	Server Manager
4	Test Centre Administrator	In Charge of the Exam Centre
5	Network IT, electrician	Technical Person from Exam Centre
6	Invigilator	Invigilation and responsible for lab activities
7	Support Staff (Peon etc)	On Examination duty
8	Security Guard (including lady staff)	Frisking And Security

IMPORTANT INSTRUCTIONS

1. Regarding Officials of Examination Conducting Agency (ECA)

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

b) The ECA should nominate **Invigilators** for each CBT Examination Centre with proper ID Card. ECA should provide the list of Invigilators with ID No. to Nodal Officer of Zonal Railways/PUs and NAIR, in advance for further conveying to Railway's Town In-charge & Centre In-charge.

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

d) ECA Invigilators should be imparted sufficient training before their deployment by the agency, to conduct CBT examination and also in certain basic processes of conduct of 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 call letters' counter foil, prohibiting gadgets/stationery items, **prohibiting the candidates to chit-chat with other candidate(s) during the examination**, collection of half portion of call letters (counter foils) at the end of examination and handing over the candidate's portion to the candidate, use of paper for rough work by candidates etc. T**his necessitates a detailed checklist to be provided to them, explaining Do's & Don'ts and this should also be incorporated in "Instructions Booklet".**

e) The ECA shall provide a briefing for nominated Railway Officers and staff at the Centre before start of the examination.

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

g) **Chit-chatting, interaction** or discussion among the candidates should be strictly prohibited and in case it happens, the candidate should be warned and the Roll Number, Name & terminal number to be noted lab-wise and to be informed to the Railway Centre In-charge for further course of action.

h) The candidates may be advised to **raise their hands** in case they need any help like drinking water, non-functioning of their computer, etc. and the ECA staff should attend such cases immediately without disturbing other candidates.

2. ENTRY POINT PROTOCOLS (to be verified and ensured by ECA and nominated Railway officials)

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 before / after the scheduled time of each shift.

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 should be allowed to enter into the examination centre with electronic devices like mobile phone, calculator, tab, iPad, Bluetooth devices, Ear plug, wrist watch, 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' regarding the standby action should be taken and there should not be any ambiguity in conducting examination in case the Biometric System fails.

h) COVID Protocol, if any, prevails in the respective localities, the same to be followed.

i) E-Call Letter-cum-Relieving letter has to be duly signed by controlling officer of the candidate and recent photo duly pasted and attested by controlling officer/supervisor. This is valid with Railway Employee's official ID Card/Aadhaar Card in original (Mandatory).

j) 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 the examination centre. Nominated ECA official should be present to check them. The valid photo ID proof should be in original.

k) Candidates who are unable to produce these documents should not be allowed to enter in the examination centre. The candidate of another examination centre should not be allowed to any other examination centre.

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

m) 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.

n) Only the documents mentioned as above (i.e. E-Call letter-cum-Relieving letter, Employee official ID Card/AadhaarCard and Photo in original) along with pen/pencil and transparent water are allowed to carry by the candidates, inside the Examination Hall.

o) If any candidate is carrying belongings / baggage, its custody will be the personal responsibility of the candidates and the same will not be allowed to take inside the Exam Centre.

p) Nomination ECA official to advise to the candidates to proceed to their respective lab, post biometric attendance, documents verification and photo capture.

q) Regarding seating arrangements of the candidates: 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.

r) PwBD candidates are to be preferably allotted seats in PwBD friendly centers and floors, preferably ground floor of the examination hall / Lab, if there are no lift/escalator facilities.

s) Assistance of Scribe - Candidates who have the 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 handed over to the nominated Railway Centre In-charge for further **forwarding the same to the Nodal Officer of the concerned Railway/PU after the 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 Centre In-charge.
NOTE: In case of exceptions/deviations, ECA official should refer to **Exception Handling Document and obtain 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. It should be ensured that candidates shall sit only in the node assigned for them.

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 Counter Foil to be given to the candidate for future reference.

B. INSTRUCTIONS TO CANDIDATES & DOCUMENT WORK

a) The candidates have to sit only in the assigned/ allotted node/terminal and shall not occupy the nodes which are lying vacant or allotted to other candidates.

b) **Candidates once occupied the seat shall not indulge in any kind of conversations/ chit-chat with other candidates in the hall.** In case they need any help, they can raise their hand so that the ECA staff can attend to their requirement.

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

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

e) 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.

f) **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.

g) 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).

h) Invigilator to collect the E-Call Letter of the appearing candidate. Invigilator to get the attendance sheet signed and obtain LTI thereon within the first one hour of the start of the examination.

i) 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.

j) Thereafter, the invigilator should tear the "Candidate Counter 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.

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

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

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

n) In case a candidate gets logged-out or there is any system problem, the IT Manager shall take necessary initiative at once to restart the system.

o) 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.

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

q) 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 Centre In-charge of Zonal Railways/PUs.

r) 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 (Form-IV) and obtain appropriate undertakings from the candidates.**

C. POST EXAM PROCESS BY ECA AND NOMINATED RAILWAY OFFICIALS:

a) The nominated ECA Invigilator to handover i) lab-wise attendance sheets, ii) Railway portion of E-Call Letter duly collected, tallied and **signed by nominated Railway Officials and has to hand over to the Railway Centre In-charge** for further forwarding the same to Nodal Officer of Zonal Railways / PUs through ECA.

b) The ECA Site Supervisor 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 Site Supervisor to prepare the envelopes for Nodal officer of Zonal Railways /PUs.

d) The ECA Site Supervisor should make copies of Exception Report, Incidence Report, Railway Centre In-charge's Report, Examination Report and CCTV footage of examination **(storage device to be provided by ECA)**, etc. The ECA Site Supervisor and the Railway Centre In-charge should sign these reports before packing & 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 the Railway Centre In-charge for further forwarding the same to the Nodal Officer of Zonal Railways / PUs in the envelope covers which are duly filled up.

f) Complaints/grievance /feedback, if any, from the candidates need to be collected and handed over to the Railway Centre In charge for further examination.

g) 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 ECA Site Supervisor and Railway Centre In-charge across the flap and secure with the cellophane tape.

h) ECA Site Supervisor to count and collect such envelopes. These envelopes should be kept in safe custody by the ECA site Supervisor to hand over the same to the Railway Centre In-charge for further forwarding the same to the 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 Railway Center In-charge and also inform the ECA Command Centre.

The candidate system should be locked in case the candidate is moved to another room due to 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/she will lose time. Form-VII has to be filled by the ECA Invigilator recording the time in which 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. An ECA staff has to escort with the candidate to the washroom and back to lab. The belongings should be returned only after the candidate returns back to the exam lab. Invigilator to ensure that such occurrences are immediately communicated to the Site Supervisor.

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, calculator, etc. during the exam
- Copying answers written on Chits, Handkerchief or clothes, hand, palm or any body parts.
- Using books or any other study material
- Accessing internet or any other program on the exam PC
- Indiscipline, Chatting/Conversations with other candidates during the exam
- Manhandling or misbehavior with Site Supervisor or any other venue staff nominated for exam
- Not following the instructions given in the E-Call letter and the instructions uploaded in the NAIR website
- Any other malpractices, as decided by officials and not covered in these guidelines.

Any candidate found indulging in the above listed malpractices are to be brought to the notice of the Railway Centre In-charge and the ECA Command Centre, and have an incident signed by the candidate as per Form **U4**. Any untoward incident requiring Police intervention, Site Supervisor of ECA will have to liaison with the Railway Centre In-charge and police authorities and lodge an FIR, if required. In all such cases, switch off the screen of the candidate of the allotted 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/her allowed to 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.

Any complaints / grievance / feedback related to CBT test is to be brought to the notice of the Railway Centre-in-charge / ECA Site supervisor during the exam or immediately after conclusion of exam at the

centre itself. Complaints/ grievance / feedback submitted on later date shall not be entertained.

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 the event of Power failure the examination will run on UPS/ 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, Site Supervisor of ECA to ask Railway Centre In-charge to take the permission from the 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.

Invigilators:

If the nominated ECA Invigilator / Railway Invigilator does not report at the test Centre at the stipulated time on the day of CBT Exam, the stand by Invigilator would be asked to take charge instead of nominated Invigilator.

If the nominated Invigilator fails to bring the photo identity proof required for issuing the Invigilator ID card, in that case Invigilator ID card will not be issued. In such case stand by Invigilators who is having the proper photo identity card would be asked to take charge instead of the nominated Invigilator.

The nominated Invigilators may ensure that the declaration by the candidates on counterfoil of E-Call Letter are filled in the presence of nominated Invigilator in the examination lab only and the same should not be pre – written by the candidates.

The ECA may have a strict vigil to ensure that the candidates should maintain all COVID-19 protocols, if mandated, like wearing mask, frequent hand sanitization and maintain social distancing. The same protocols are to be followed by all Invigilators, Railway officers and nominated staff too.

Duties of Nodal Officer (HAG/SAG) nominated for Exam city

1. Overall In Charge of the city, will ensure that Town In-charge, Railway Centre In-charge, Railway Observers as well as Supervisors are performing their duties as per the directives given by the Nodal Officer.
2. Will ensure smooth and fair conduct of the CBT at the centres in his/her jurisdiction (City).
3. Will act as representative of Zonal Railway/PU/NAIR to see the examination conducted by the ECA Site Supervisor 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 Site Supervisor in case of malpractice/untoward event(s).
6. Will submit report to PCPO and NAIR mentioning in detail the unusual occurrence, if any.
7. Responsible for nomination and sparing of required Railway Officers / Senior Supervisor Staff for exam duties under his/her jurisdiction.
8. Will ensure and take undertaking from Railway Town In-charge, Railway Centre In-charge, Railway Observers and Senior Supervisor staff nominated for the centres that they have read and understood all the instructions related to smooth conduct of CBT. He/She will ensure compliance of the same and if any violation done by ECA, it will be brought to the notice of the PCPO and NAIR.
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 of concluding of examination.
12. Setting up of Control Room at Zonal Headquarters.

Duties of Town In-Charge (HOD/Dy.HOD)

1. Will assist Nodal officer and in-charge of the control room at the HQrs,
2. Will ensure that Railway Centre In-charge, Railway Observers as well as Supervisors are performing their duties as per the directives given.
3. Will ensure smooth and fair conduct of the CBT at the centres in his/her jurisdiction.
4. Will act as representative of Zonal Railway/PU/NAIR to see the examination conducted by the ECA/Center Head efficiently, properly and smoothly according to the prescribed procedures.
5. Will see proper deployment and ensuring proper performing of RPF personnel/state Police.
6. Will ensure lodging of FIR by ECA site Supervisor in case of malpractice/untoward incident(s) happened.
7. Will submit report to PCPO and NAIR mentioning in detail the unusual occurrence, if any.
8. Will take undertaking from Railway Centre In-charge, Railway Observers and Railway Officer and Senior Supervisor staff nominated for the centres that they have read and understood all the instructions related to conduct of CBT. He/She will ensure compliance of the same and if any violation done by ECA, it will be brought to the notice of Nodal Officer.
9. Will ensure that all nominated Railway officials have reached exam centers well in time
10. Will maintain close liasioning with Nodal Officer during Exam
11. Any irregularity should be personally brought to notice of Nodal Officer with detailed report immediately.
12. Collection of sealed envelopes of post exam from ECA Site Supervisor / Railway Center In-charge.
13. Assist for setting up of Control Room at Zonal Headquarters.

Duties of Railway Centre In-charge (SG/JAG)

1	He/she and his/her assisting Railway officers / Senior Supervisor staff shall carry the official identity card as well as letter of nomination with them. Should be available at the centre throughout the conduct of the examination and shall be available in the Centre for another 40 minutes after conclusion of each shift to receive complaints /grievance, feedback, if any, from the candidates.
2	He/she should reach the Exam Centre two hours before the start of examination.
3	The Railway Centre In-charge and assisting Railway Observers / Senior Supervisors (Group C staff) will have to give declaration before the exam that none of their close relatives are appearing in the exam at that centre.
4	**He/she 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 / stationery 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 Site Supervisor 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 hrs. 09.15 hrs. 10.00 hrs. Candidate reporting time and exam timings for **AFTERNOON shift** are as under: **Reporting Time** **Gate Closing Time** **Exam Starting Time** 13.00 hrs. 14.15 hrs. 15.00 hrs.
(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 eligible PwBD candidates.
5	Get himself conversant with the detailed instructions on the admit card (copy attached).
6	He/she shall carry out checks him/herself as well as with the help of assisting Railway Observers / Senior Supervisors (Group C staff) about the candidates sitting on the allotted computer terminals.
7	He/she shall ensure that call letters and attendance sheets are packed and sealed separately by ECA and the envelope cover mentions details as per given format.
8	At the end of each shift, 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 Railway Centre In-charge's Report, etc.) so collected shall be kept in an envelope and sealed jointly with Site Supervisor 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 Site Supervisor of ECA and Railway Centre In-charge across the flap and covering the same by cellophane tape.
10	Handing over of Attendance sheets & other documents: At the end of each session, the site Supervisor of ECA shall keep with him these sealed envelopes with other records of session and hand over to Nodal Officer/Town In charge of Railway/PU within 2 days after the exam.
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 Centre In-charge will liaise with the Site Supervisor of ECA, police authorities and lodge FIR, if required. Any unusual incident should be brought to the notice of Nodal Officer, Railway Town In-charge of Exam city/Dy.CPO/Gaz with intimation to NAIR.
13	Grievance /Complaints, if any from the candidates during the conduct of examination is to be attended and appropriate action to be taken at the spot after consultation with ECA representative, nodal officer, Town in charge and NAIR. Written complaint /feedback, if any to be collected from the candidate soon after the test and to be handed over to the Town in charge /Nodal officer.
14	Railway Centre In-charge will have to ensure preparation and signature on the following forms/report,

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

Duties of Railway Observers (JAG/SS/JS) and Senior Supervisors (as Railway Invigilator) nominated for assisting the Railway Centre In-charge

1. The Railway Observers and Senior Supervisors nominated shall visit the centre one/two days in advance of the examination to have an overall view of the exam centres and lab.
2. They shall carry their official identity card as well as letter of nomination with them.
3. They should reach the Exam Centre before the reporting time of each shift.
4. They shall give declaration in the prescribed format before the exam that none of their close relatives is appearing in the exam at that Centre.
5. 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 Site Supervisor 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 / chit-chatting among themselves. Incident to be brought to the notice of Railway Centre In-charge immediately.
6. They shall get conversant with the detailed instructions on the e-Call letter
7. They shall check about candidates sitting on allotted computer terminals only
8. Ensuring that the candidate has written his/her Roll No. on the Rough paper
9. Collection of Rough paper from the candidates before the candidates leave.
10. Shall oversee the invigilators posted by the ECA and ensure that the process of invigilation is being done correctly
11. Anything unusual should be brought to the notice of Railway Center In-charge
12. Assist the Railway Center In-charge in all matters related to the process of Computer Based Test (CBT).
13. 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.
14. Overall discipline, decency and smooth conduct of the examination.
15. Ensure CCTVs are working properly.

Duties of RPF staff deployed at the Examination Centre

1. They shall be present in uniform showing their name badge and with official ID Card.
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 Center In-charge.
7. They should ensure that belongings / baggage of candidates are not allowed inside the Exam Centre. If anyone carrying belongings / baggage their custody will be the personal responsibility of the candidates.
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.

Form-I

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

RAILWAY CENTRE IN-CHARGE REPORT ON THE CONDUCT OF EXAMINATION

DATE : 25.02.2024		**SHIFT: -**
NAME OF CENTER :		
SN	**ACTIVITIES**	**OBSERVATION**
1	Whether the Site Supervisor of ECA was alert and informedabout the detailed instructionto 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 RPF 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 Centre In-charge : _____

Designation of the Railway Centre In-charge : _____

Form-II

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

Undertaking by each Railway Official 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 Railway Official)

Name: _____

Date: _____

Form-III

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

INCIDENCE REGISTER

Test Centre Name: _____

Exam City : _____

Exam Date: **25.02.2024** Exam Shift : **Morning / Afternoon**

SN	Nature of Incident	Signature of the candidate	Signature of Site Supervisor of ECA	Signature of Railway Centre In-charge or his/her representative

Form-IV

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

EXCEPTION REGISTER

Test Centre Name: _____

Exam City: _____

Exam Date: **25.02.2024** Exam Shift: **Morning /Afternoon**

SN	Exception	Whether Exception Approved by ECA Command Centre	ECA Site Supervisor Signature	Railway Centre In-charge Signature

Form-V

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

REPORT ON EXAMINATION

(To be filled in separately for EACH shift for EACH venue jointly by Railway Centre In-charge and ECA Site Supervisor)

Test Centre Name: _____

Exam City : _____

Exam Date: **25.02.2024** 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 / HRMS ID 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 Railway Centre In-charge:

_____

Name & Signature of ECA Site Supervisor: _____

Form-VI

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

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

Date of Examination: 25.02.2024

Name of the Centre: _____

Exam City/Town : _____

Certified that in the CBT examination for promotion to Gr.B posts against Special Drive of 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			

Signature of Exam Site Supervisor (Agency Representative)

Signature & Stamp of TCA

Form-VII

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

Log of using the Washroom during Examination

To be filled in the lab on return

Name of the Examination:	
Exam Date - 25.02.2024	Shift: Morning / Afternoon
Centre Name: _____	Centre Code: _____

Note: *The candidate must be accompanied to and from the washroom and not left alone.*

Sl.No	Name	Roll No	Time Out	Time in	Signature	Accompanied by

Signature of Exam Site Supervisor (Agency Representative)	**Signature & Stamp of TCA**	**Signature of Railway Centre In-charge**

Form-VIII

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

De-Mapping & Re-Mapping Format

Name of the Examination:	
Exam Date - 25.02.2024	Shift: Morning / Afternoon
Centre Name: _____	Centre Code: _____

The following candidates were shifted from their own seat to other seat due to unavoidable reasons. Reason and necessary permission is recorded below. It is further certified that there was no time loss in allocated examination time due to this shifting.

Remarks, if any: _____

S. No.	Roll No.	Name of the Candidate	Initially allotted Seat No./Lab No.	New Allotted Seat No./ Lab No.	Time (when new seat was allotted)	Reason of Shifting	Signature of ECA Invigilator	Signature of Candidate

Signature of Exam Site Supervisor (Agency Representative)	**Signature & Stamp of TCA**	**Signature of Railway Centre In-charge**

Form-IX

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

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?				

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 may be asked to download the E-Call Letter and come withthe 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 ECA Site Supervisor.
4	E-Call Letter available and photo affixed	No Valid Photo ID proof	Photo and data matching	Employee ID/Aadhar Card is valid along with 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 Form **U1**. To be reflected inexception report of the ECA Site Supervisor.
7	Candidate reports after gate closure time			No entry after gate closure time except with specific permissions of Railway Centre In-charge 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 Form **U1**.
9	Any other exigency			Decision will be taken in consultation with Nodal Officer / Railway Town In-charge of Railway/PU on case to case basis

Form: U-1

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for 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 : _____

HRMS ID : _____

Roll Number : _____

Designation : _____

Form: U-4

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for 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 Site Supervisor (To mention the actual unfair means adopted by the candidate andaction taken thereon)

_____
_____
_____
_____

Name of the ECA Invigilator	
Signature of the ECA Invigilator	

Name of the ECA Site Supervisor	
Signature of the ECA Site Supervisor	

Name of the Railway Centre In-charge	
Signature of the Railway Centre In-charge	

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

Envelope Cover

(Separate cover for each Railway / PU)

Name of the Centre : _____

Exam City/Town : _____

Date of Exam: 25.02.2024 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 Counter foil of E-Call Letter		☐
Railway Centre In-charge's Report (Form-I)		☐
Undertaking by each Railway Officials deputed for exam duty (Form-II)		☐
Incidence Reregister (Form-III)		☐
Exception Register (Form-IV)		☐
Report on Examination (Form-V)		☐
No Close Relative Certificates (Form-VI)		☐
Log of using Washroom during exam by candidates (Form-VII)		☐
De-Mapping & Re-Mapping Format (Form-VIII)		☐
Candidate Feedback (optional) ((Form-IX)		☐
Declaration by Candidates (Form U-1 Misc.)		☐
Declaration by Candidates (Form U-4 unfair means)		☐
Any other certificate or documents		☐
Name & Signature of the ECA Site Supervisor		
Name & Signature of the Railway Centre In-charge		

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 Centre In-charge's report (Form-I)
v. Undertaking by each Railway Officials deputed for Exam duty (Form-II)
vi. Incidence register (Form-III)
vii. Exception report (Form-IV)
viii. Report on Examination (signed jointly by ECA Site Supervisor and Centre In-charge) (Form-V)
ix. Certificate of No Close Relative at the centre (Form-VI)
x. Log of using the Washroom during Examination (Form-VII)
xi. De-Mapping & Re-Mapping Format (Form-VIII)
xii. Candidate Feedback (Form-IX)
xiii. Declaration to be obtained from the candidates U1 (Miscellaneous)
xiv. Declaration from Candidates using Unfair Means U4
xv. Any other Miscellaneous documents
xvi. CCTV Footage (storage device to be provided by ECA)

Railway Centre In-charges are required to collect these documents from the exam centre on 25.02.2024 itself.

Exam name: Selection for promotion to Gr. B posts against 70% quota for the vacancy cycle 2023-24 - Special Drive for Zonal Railways & PUs

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

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 Railway / 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	25.02.2024
POST/पद	**AFA, APO, AOM, ACM, AEN, AEE, AME/AWM, ASTE, AMM**
CALL LETTER DOWNLOAD/कॉल लेटर डाउनलोड	**15.02.2024** **For candidate login: User ID is HRMS ID** **Password is DoB (YYYYMMDD)** **Corrections will be allowed only up to 21.02.2024 through HELPDESK** **सुधार की अनुमति, हेल्पडेस्क के माध्यम से केवल 21.02.2024 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 (Eligible PwBD)/परीक्षा समाप्ति समय	**12:40 PM (Morning shift)** **17.40 PM (Afternoon shift)**

* Any changes in the above schedule will be notified in NAIR website.

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 Railway/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/Pus/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 any way 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 Selection 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/DAR and liable to be taken under disciplinary proceedings.

17. सीबीटी परीक्षा से संबंधित किसी भी शिकायत/ फीडबैक को परीक्षा के दौरान तुरंत या केंद्र पर परीक्षा समाप्त होने के 30 मिनट के भीतर रेलवे केंद्र प्रभारी / ईसीए साइट पर्यवेक्षक के ध्यान में लाया जाना चाहिए। बाद की तारीख / समय प्रस्तुत शिकायतों/ फीडबैक पर विचार नहीं किया जाएगा। Any complaints / grievance / feedback related to CBT test is to be brought to the notice of the Railway Centre-in-charge / ECA Site supervisor immediately during the exam or within 30 minutes of the conclusion of exam at the centre itself. Complaints / grievance / feedback submitted on later date and time shall not be entertained.

18. 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.

19. 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/lab. Candidates to bring their own pen, drinking water in transparent bottle.

20. 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.

21. 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.

22. 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.

23. 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 सैरेब्रल 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।

निःशक्तजन 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.

Instructions to Candidates - Subject Specific Instructions on candidate console

Name of the Test	Sections	Maximum number of questions to be attempted	Time (Minutes)	Marking
AFA	**Professional subject**: 110 Questions (100 + 10 Questions on official language policy& Rules)	100	120 (Compensatory 40 extra for eligible PwBD candidates)	(+) 1 for each correct answer & (-) 1/3 for each wrong answer
APO, ACM, AOM,ASTE, AEE, AME, AEN,AMM,	**Professional subject**: 80 Questions (70+10 Questions on official language policy& Rules)	70		
	Establishment and Finance rules : 30 questions	30		

Total Marks: 100, Qualifying marks: 60 % , relaxation as applicable for the relevant post & category

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.
7. 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. Chit-chatting/indulging in conversation / 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 center 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 Site Supervisor of ECA in consultation with Railway Centre In-charge is authorized to debar the candidate(s) from the examination centre for any misconduct by the candidates.

18. Complaints /grievances /feedback, if any, to be pointed out at the time of the test or within 30 minutes after the conclusion of the test.

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