



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 /452/30%/RRB AJMER 25-26/

Date: 18.05.2026

प्रति,
सर्वसंबंधित
दक्षिण पूर्व मध्य रेलवे (SEC R)

विषय: ग्रुप 'B' पदों (30% LDCE) के लिए सीबीटी परीक्षा (2025-26) के संबंध में।

संदर्भ: RRB अजमेर पत्र संख्या No. GBS/RRB/CBT/2025-26/30%/LDCE दिनांक 14.05.2026.

रेलवे भर्ती बोर्ड (RRB), अजमेर द्वारा ग्रुप 'B' पदों (30% LDCE) के लिए केंद्रीकृत कंप्यूटर आधारित परीक्षा (CBT) दिनांक **24.05.2026** और **31.05.2026** को आयोजित की जा रही है।

इस परीक्षा से संबंधित विस्तृत परीक्षा प्रोटोकॉल दस्तावेज (SOP), ई-कॉल लेटर डाउनलोड करने की प्रक्रिया तथा परीक्षा केंद्रों की सूची सभी संबंधितों की आवश्यक कार्यवाही एवं जानकारी हेतु इस पत्र के साथ संलग्न है।

संलग्न: यथोक्त

Digitally Signed by Uday

Kumar Bharti

Date: 18-05-2026 18:26:23

(उदय कुमार भारती)

Reason: Approved उप मुख्य कार्मिक अधिकारी (राजपत्रित)



भारत सरकार, रेल मंत्रालय / Government of India, Ministry of Railways

रेलवे भर्ती बोर्ड, अजमेर - 305028

Railway Recruitment Board, Ajmer - 305028

No. GBS/RRB/CBT/2025-26/30%/LDCE

Dated: 14.05.2026

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

Sub: Promotion to Group 'B' posts on Indian Railways –30% LDCE Centralized Computer Based Test (CBT) in all departments having Organized Services for the assessment period from 01.01.2025 to 30.06.2027 – Protocol Document, Specimen E-Call Letter-cum-Relieving letter, Instructions to Candidates and Test Centres list.

Ref: Railway Board's letter No. E(GP)2024/2/37 dated 02.04.2026.

1. As per the Railway Board's letter mentioned in reference, the Railway Recruitment Board, Ajmer will conduct the Centralized Computer Based Test (CBT) for promotion to Group 'B' posts in the Organized Services of Indian Railways for all departments having Organized Services, the CBT to be held on **24.05.2026 and 31.05.2026**, with 50% of candidates appearing on each date. Total **47344** eligible candidates will be appearing in the said CBT. Out of which 23898 candidates will appear for the exam day-1 on 24.05.2026 and 23446 candidates will appear for the exam day-2 on 31.05.2026. The CBT will be held at **50 centres in 40 cities** (approx.) in **two shifts** i.e. Morning shift (09.00 hrs to 12.00 hrs) and Afternoon shift (14.00 hrs to 17.00 hrs.). The details of Examination Centre are attached as **Annexure-A**.
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 RRB/Ajmer website.
3. Zonal Railways/PUs are requested to take following actions urgently:
 - i. Nomination of one Nodal Officer (HAG/SAG) by GM of concerned Railway/PU.
 - ii. Nomination of one Town-in-charge (HOD/SAG) for each city by each Zonal Railway/PU, to be nominated by Nodal Officer.
 - iii. Nomination of one SG/JAG officer as Centre-in-charge for each CBT centre, to be nominated by Town-in-charge.
 - iv. Nomination of a JAG/SS/JS officer(s) as Railway Observer (one officer for each 100 (+-20) candidates centre-wise), to be nominated by Town-in-charge.
 - v. Senior Supervisors as Railway Invigilator (one Gr. C staff for each 100 (+-20) candidates for each exam centre), to be nominated by Centre-in-charge.
 - vi. Sensitising all the nominated Railway officials about the conduct of the CBT in accordance with the Exam Protocol Document (attached as **Annexure-B**).
 - 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 for both exam dates (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 RRB/Ajmer **on or before 20.05.2026** at the email ID: ds.rrb@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 Instructions to Candidates are attached as **Annexure-C & D** respectively.
6. **Instructions for the Candidates** -- Concerned Zonal Railways/PUs should intimate the eligible candidates to refer to RRB/Ajmer website rrbajmer.gov.in (under the caption **CBT for Gr. B selection → 30% Selection 2025-26** for following purposes:

a) Log in methods:

S.No.	Log in into CBT 30% LDCE related portals	Methods of log in
1	One Time live photo capture and mobile number update	Candidates are required to log in using their HRMS ID as the User ID and Date of Birth (DDMMYYYY format) as the default password. After first login, candidates must change the password mandatorily
2	E-Call letter Download	Candidates are required to log in using their HRMS ID as Username and Password as set by the candidate.
3	Objection Tracker & Individual response sheet download	Candidates are required to log in using their HRMS ID as User Name and Password as OTP received on registered mobile number.

b) Call letter will be live on RRB/Ajmer website for different CBTs as under, the same period will be for mock-test also:

Main Exam 1 : 24.05.2026	From 10.00 hrs of 20.05.2026 till 07.30 hrs of 24.05.2026
Main Exam 2 : 31.05.2026	From 10.00 hrs of 27.05.2026 till 07.30 hrs of 31.05.2026

- 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) Taking mock-test for familiarisation in CBT environment and understanding the Candidate Console instructions will be enabled as above point (c). The link will be shared in due course.

- e) Raising objections on responses/answer keys after the examination: objection tracker window will be live from **10.00 hrs of 03.06.2026 to 23.55 hrs of 05.06.2026**. 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.
- f) Objections received through objection tracker window will be examined / evaluated by the Competent Authority i.e. 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.
- g) Candidates must note that only genuine objections, supported by appropriate documents, should be filed during objection tracker window. RRB-Ajmer/Railways/PUs reserves the right to impose fees on objections on questions/answer keys. Candidates to note that while raising objection against any Question/Answer, reference/evidence if any provided about previous CBT exam Question / Answer key, the same will not be entertained.
- h) Any other updates regarding the examination.

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

- 8. In case of any serious mistakes in database, the candidates should approach the Dy.CPO/Gaz of the Zonal Railway/PU. Similarly, if they find any difficulty in capturing live photographs, downloading the E-Call Letter etc., The candidates may raise the issue through the Help Desk available inside the login tab at the time of live photograph capture, E-Call Letter download, and relieving letter download.
- 9. Following is the list of documents to be collected Railway/PU-wise and post-wise after the examination and sent to Dy.CPO/Gaz:
 - 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 register (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. Feedback by Candidates (optional) (Form-IX)
 - xiii. Declaration to be obtained from the candidates Form-U1 (Miscellaneous)
 - xiv. Declaration from Candidates using Unfair Means Form-U4
 - xv. Any other Miscellaneous documents
 - xvi. The ECA will provide the storage device. If candidates from more than one Zone or PU are present at a center, the ECA will give the CCTV footage to the Zone or PU with the higher candidate count. Other Railways or PUs can obtain the CCTV footage from that Zone or PU using their own storage device as needed.
 - xvii. Scribe Declaration.
 - xviii. Scribe Candidate Appearing as Non-Scribe

File No. SEC R-HQ0PERS(GAZ)/25/2026-O/o DY.CPO/GAZ/HQ/SEC R

Railway Centre In-charges are required to collect these documents from the exam centre on exam day 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 the ECA officials for submission of the documents.

DA:

Annexure-A: Exam Centre's details,

Annexure-B: Protocol document of 34 pages

Annexure-C: E-call-letter specimen copy

Annexure-D: Instruction to candidate's specimen copy

DEEPAK
PARMAR
Digitally signed
by DEEPAK
PARMAR
(Deepak Parmar)
Date: 2026.05.14
15:14:36 +05'30'
Member Secretary-II
RRB, Ajmer

Copy for information to:

Director(GC), Railway Board

Annexure- A				
Exam Centre And City Details				
SI No.	Railway /PU	Test City	Test Centre Name	Test Centre Address
1	BLW	Varanasi	iON Digital Zone iDZ Ayar Bazar 2	Aprup Shikshan Sansthan, Ahirauli, Ayar Bazar, Sindhora - Garthama Road, Varanasi, Uttar Pradesh, India, 221202
2	CLW	Kolkata	iON Digital Zone iDZ Baruipur	Gargi Memorial Institute of Technology, Balarumpur, Mouja, Beralia, Baruipur, West Bengal 700144
		Kolkata	TCS Gito Bitan	Block DN, Plot No 54 and 55, Sector V , Bidhan Nagar East, Salt Lake, Kolkata, West Bengal, India, 700091
		Asansol	iON Digital Zone iDZ Asansol	Ritushree Assessment Center, Deb Residency, Vidyasagar Sarani, GT Road, Opposite of Asansol Durgapur Police Comissionerate Office, Dist - Paschim Bardhaman, Asansol, West Bengal, India, 713304
		Kolkata	iON Digital Zone iDZ Madhyamgram	P.K. Assessment Center, Uttarayan, Sode Pur Road, Madhyamgram, Kolkata, West Bengal, India, 700130
3	CR	Mumbai	iON Digital Zone iDZ Powai	Aurum IT Park, Morarji nagar, near Hotel Ramada,Powai, Mumbai, Maharashtra, India, 400087
		Pune	iON Digital Zone iDZ Ramtekdi 3	GATE 3,Sahayog Digital Hub, S.No. 107/01,Plot No.7, Ramtekdi Industrial Estate No.2,Near HP Petrol Pump, Hadapsar, Pune, Maharashtra, India, 411013
		Nagpur	iON DIGITAL ZONE iDZ 2 WADI MIDC	Balaji Infotech, Plot No. D 7/ 2, Hingna MIDC, Opp. Old Bajaj Plastic, Lane Opp. BMW Showroom, Wadi Hingna Road, Nagpur, Maharashtra, India, 440028
4	ECoR	Bhubaneswar	iON Digital Zone iDZ1 Patia	Anthem Global Technology Services, N/24-27, New IT Zone, Near New OTV Office, Chandaka Industrial Estate, Patia, Bhubaneswar, Odisha, India, 751024
		Bhubaneswar	Eglobetech India Private Limited	Plot No. E-51, Infocity, Patia, Bhubaneswar, Odisha, India, 751024
		Visakhapatnam	iON Digital Zone iDZ 1 Chinamushidiwada	Do.No 15-6-3, Beside NRI College, Opp ABN Church, Chinamushidiwada, Pendurthi, Visakhapatnam, Andhra Pradesh, India, 531173
5	ECR	Patna	iON Digital Zone iDZ Sandalpur	Opp St Pauls International School, Near sandal garden marriage hall, Shanichra Mandir Road Sandal Pur,Kumhrar, Patna, Bihar, India, 800006
		Ranchi	Arunuma Technical Services Pvt.Ltd	Pragati Path, Road No-6 Samlong, Lower Chutia, Near Ganesh Nursing Home, Ranchi, Jharkhand, India, 834010
		Patna	Eduhive Palestra	In The Campus Of Tathagat Children School, Kurthaul, Nh-83, Patna, Bihar, India, 804453
6	ER	Bhagalpur	iON Digital Zone iDZ Bhagalpur	TSS DIGITAL PVT LTD, AT-INDUSTRIAL AREA ,NEAR DANIK JAGARAN OFFICE, BIADA ,BARARI, Bhagalpur, Bihar, India, 812003
		Kolkata	iON Digital Zone iDZ Baruipur	Gargi Memorial Institute of Technology, Balarumpur, Mouja, Beralia, Baruipur, West Bengal 700144
		Kolkata	iON Digital Zone iDZ Madhyamgram	P.K. Assessment Center, Uttarayan, Sode Pur Road, Madhyamgram, Kolkata, West Bengal, India, 700130
		Kolkata	TCS Gito Bitan	Block DN, Plot No 54 and 55, Sector V , Bidhan Nagar East, Salt Lake, Kolkata, West Bengal, India, 700091
		Asansol	iON Digital Zone iDZ Asansol	Ritushree Assessment Center, Deb Residency, Vidyasagar Sarani, GT Road, Opposite of Asansol Durgapur Police Comissionerate Office, Dist - Paschim Bardhaman, Asansol, West Bengal, India, 713304
7	ICF	Chennai	iON Digital Zone iDZ Kundrathur	Chennai Institute of Technology, 2nd Floor, iON Digital Zone, Sarathy Nagar, Kundrathur, Chennai, Tamil Nadu, India, 600069
8	MCF	Lucknow	A.P. Computer	IIM Road, Prabandh Nagar, Near Urdu Farsi University, Lucknow, Uttar Pradesh, India, 226020
		Lucknow	iON Digital Zone iDZ Azad Puram	Azad Technical Campus, Azad Puram, Adjacent CRPF Camp, Post Chandrawal via Banglabazar Road, Bijnour, Lucknow, Uttar Pradesh, India, 226002
9	NCR	Agra	iON Digital Zone iDZ Itaura	Raja S. P. Singh Degree College, Gwalior Road Itaura Agra, Opposite Prince Dhabha, Agra, Uttar Pradesh, India, 282009
		Prayagraj	iON Digital Zone iDZ Sarai Inayat	Mahaveer Institute of Technology, Near Saraswati Dwaar, NH-2, Grand Trunk Rd, Sarai Inayat, Abusa, Prayagraj, Uttar Pradesh, India, 221505
		Prayagraj	iON Digital Zone iDZ Sallahapur	Abhay Memorial Trust Group Of Institution, 366 Sallahapur, Bamrauli, G.T .Road, Prayagraj, Uttar Pradesh, India, 212208
		Jhansi	iON Digital Zone iDZ Shree Bankey Bihari	Shree Bankey Bihari Private ITI College, Plot No. 225, Village Maheba, Kanpur Tehroli Road, Block Chirgaon, Jhansi, Uttar Pradesh, India, 284301

		Lucknow	A.P. Computer	IIM Road, Prabandh Nagar, Near Urdu Farsi University, Lucknow, Uttar Pradesh, India, 226020
		Lucknow	iON Digital Zone iDZ Azad Puram	Azad Technical Campus, Azad Puram, Adjacent CRPF Camp, Post Chandrawal via Banglabazar Road, Bijnour, Lucknow, Uttar Pradesh, India, 226002
		Jhansi	Gyansthali Mahavidyalaya	Bachauli, Bara Gaon, Kanpur Highway, Jhansi, Uttar Pradesh, India, 284121
10	NER	Agra	iON Digital Zone iDZ Itaura	Raja S. P. Singh Degree College, Gwalior Road Itaura Agra, Opposite Prince Dhabha, Agra, Uttar Pradesh, India, 282009
		Gorakhpur	Parvati Digital Zone	Ramjanki Nagar, Near Pratima Lawn, Basharatpur, Gorakhpur, Uttar Pradesh, India, 273004
		Lucknow	A.P. Computer	IIM Road, Prabandh Nagar, Near Urdu Farsi University, Lucknow, Uttar Pradesh, India, 226020
		Varanasi	iON Digital Zone iDZ Ayar Bazar 2	Aprup Shikshan Sansthan, Ahirauli, Ayar Bazar, Sindhora - Garthama Road, Varanasi, Uttar Pradesh, India, 221202
		Lucknow	iON Digital Zone iDZ Azad Puram	Azad Technical Campus, Azad Puram, Adjacent CRPF Camp, Post Chandrawal via Banglabazar Road, Bijnour, Lucknow, Uttar Pradesh, India, 226002
11	NFR	Guwahati	iON Digital Zone iDZ Borjhar	e-COM Tower , 3rd and 4th Floor, VIP Road, Opp. St. Claret School, Borjhar Area, Kahikuchi, Guwahati, Assam, India, 781015
		Siliguri	iON Digital Zone iDZ Siliguri	Surendra Institute of Engineering and Management, Near Gyanjyoti More, Dhukuria, P.O-New Chumta, Darjeeling, Siliguri, West Bengal, India, 734009
		Siliguri	Umang Infotech	Ashoka Avenue, Shastri Nagar, 2nd Mile Sevoke Road, Behind Govt ITI College, District Jalpaiguri, Police Station Bhaktinagar Thana, Siliguri, West Bengal, India, 734001
12	NR	Lucknow	A.P. Computer	IIM Road, Prabandh Nagar, Near Urdu Farsi University, Lucknow, Uttar Pradesh, India, 226020
		Ambala	iON Digital Zone iDZ Shahpur	F.F. Startups, Plot no 18/18, Opposite Asa Ram Senior Secondary Public School, Ambala Delhi Highway, Shahpur, Ambala Cantt, Ambala, Haryana, India, 133001
		Mohali	Tejas Online Examination Center	Plot No 6 Sector 82 JLPL Industrial Area Mohali, Mohali, Punjab, India, 140308
		New Delhi	SANGWAN ACADEMY	B-6, Sangwan Campus, Mange Ram Park, Sector-23, Rohini, Near Pooth Kalan, New Delhi, Delhi, India, 110086
		Lucknow	iON Digital Zone iDZ Azad Puram	Azad Technical Campus, Azad Puram, Adjacent CRPF Camp, Post Chandrawal via Banglabazar Road, Bijnour, Lucknow, Uttar Pradesh, India, 226002
		Dehradun	iCreate Solutions - LISP	Opposite Government ITI Dehradun Chaman Vihar, Saharanpur Road, Dehradun, Uttarakhand, India, 248001
13	NWR	Jaipur	iON Digital Zone iDZ Sitapura 1	Gate No 1, SP-1013 b i, 3rd Phase Industrial Area, Sitapura, Jaipur, Rajasthan, India, 302022
14	PLW	Ambala	iON Digital Zone iDZ Shahpur	F.F. Startups, Plot no 18/18, Opposite Asa Ram Senior Secondary Public School, Ambala Delhi Highway, Shahpur, Ambala Cantt, Ambala, Haryana, India, 133001
15	RCF	Mohali	Tejas Online Examination Center	Plot No 6 Sector 82 JLPL Industrial Area Mohali, Mohali, Punjab, India, 140308
16	RDSO	Lucknow	A.P. Computer	IIM Road, Prabandh Nagar, Near Urdu Farsi University, Lucknow, Uttar Pradesh, India, 226020
		Lucknow	iON Digital Zone iDZ Azad Puram	Azad Technical Campus, Azad Puram, Adjacent CRPF Camp, Post Chandrawal via Banglabazar Road, Bijnour, Lucknow, Uttar Pradesh, India, 226002
17	RWF	Mysuru	iON Digital Zone iDZ Hebbal	Jyothirgamaya Mansion, 299/D, Hebbal Industrial Area, Opp Bharath Cancer Hospital, Mysuru (Mysore), Karnataka, India, 570016
18	RWP Bela	Patna	iON Digital Zone iDZ Sandalpur	Opp St Pauls International School, Near sandal garden marriage hall, Shanichra Mandir Road Sandal Pur, Kumhrar, Patna, Bihar, India, 800006
		Patna	Eduhive Palestra	In The Campus Of Tathagat Children School, Kurthaul, Nh-83, Patna, Bihar, India, 804453
19	SCR	Chhatrapati Sambhaji Nagar	iON Digital Zone Chikalthana	E-50 Besides CTR Manufacturing Industries Limited, Near Chikalthana MIDC Police Station, MIDC Industrial Area, Chikalthana, Chhatrapati Sambhaji Nagar, Maharashtra, India, 431006
		Hyderabad	iON Digital Zone iDZ 1 Moula Ali	CVK Infrastructure PVT LTD, Near Coca Cola Factory, NFC Road, Opposite Jubilent Food Works, Moula Ali, Medchal-Malkajgiri DIST, Hyderabad, Telangana, India, 500040
		Guntur	iON Digital Zone iDZ Perecherla	Universal College of Engineering and Technology, Perecherla, Dokiparru Post, Narasaraopeta Road, Medikonduru Mandal, Guntur District, Guntur, Andhra Pradesh, India, 522438
		Vijayawada	iON Digital Zone iDZ Kandrika	Vijaya Durga Computers, NGOs Colony, Opp. Kandrika Bus Stop, Kandrika, Krishna District, Vijayawada, Andhra Pradesh, India, 520015
20	SECR	Nagpur	iON DIGITAL ZONE iDZ 2 WADI MIDC	Balaji Infotech, Plot No. D 7/2, Hingna MIDC, Opp. Old Bajaj Plastic, Lane Opp. BMW Showroom, Wadi Hingna Road, Nagpur, Maharashtra, India, 440028
		Bhilai	iON Digital Zone iDZ Rungta	Sanjay Rungta Group of Institution, Kohka, Kurud Road, Bhilai, Chhattisgarh, India, 490024
21	SER	Ranchi	Arunuma Technical Services Pvt.Ltd	Pragati Path, Road No-6 Samlong, Lower Chutia, Near Ganesh Nursing Home, Ranchi, Jharkhand, India, 834010

		Jamshedpur	Creative Computer	Yashika Space Mall, Road No - 04, Dimna Road, Sankosai, Mango, Jamshedpur, Jharkhand, India, 831012
		Ranchi	Ram Tahal Choudhary Institute of Technology RTCIT	Anandi, Ormanjhi Block Chowk, Ranchi, Jharkhand, India, 835219
		Kolkata	TCS Gito Bitan	Block DN, Plot No 54 and 55, Sector V , Bidhan Nagar East, Salt Lake, Kolkata, West Bengal, India, 700091
		Kolkata	iON Digital Zone iDZ Baruipur	Gargi Memorial Institute of Technology, Balarampur, Mouja, Beralia, Baruipur, West Bengal 700144
		Kolkata	iON Digital Zone iDZ Madhyamgram	P.K. Assessment Center, Uttarayan, Sode Pur Road, Madhyamgram, Kolkata, West Bengal, India, 700130
22	SR	Kozhikode	iON Digital Zone iDZ Kozhikode	KM Tower, Behind Hotel Sangamam, Opp Medical College Hospital, Kozhikode, Kerala, India, 673008
		Chennai	iON Digital Zone iDZ Kandrathur	Chennai Institute of Technology, 2nd Floor, iON Digital Zone, Sarathy Nagar, Kandrathur, Chennai, Tamil Nadu, India, 600069
		Tiruchirappalli	iON Digital Zone iDZ Trichy II	Shivani Engineering College, Trichy - Dindigul NH Road, Poolangulathupatti, NH 83, Tiruchirappalli, Tamil Nadu, India, 620009
		Madurai	iON Digital Zone iDZ Madurai IV	Senthamarai College of Arts & Science , VRS Garden,Palkalai Nagar, Vadapalanji Village, Madurai, Tamil Nadu, India, 625021
		Salem	iON Digital Zone iDZ Sivathapuram	Assay Business Technology Services, 2/81A MGR Nagar, Sivathapuram, Salem, Tamil Nadu, India, 636307
		Mysuru	iON Digital Zone iDZ Hebbal	Jyothirgamaya Mansion,299/D, Hebbal Industrail Area, Opp Bharath Cancer Hospital, Mysuru(Mysore), Karnataka, India, 570016
23	SWR	Belagavi (Belgaum)	iON Digital Zone iDZ Airport Road	MasterBliss Solutions PujaariSquare BldgNo.4&5 Opp Podar International School Airport Rd Kudachi, Belagavi(Belgaum), Karnataka, India, 590016
		Mysuru	iON Digital Zone iDZ Hebbal	Jyothirgamaya Mansion,299/D, Hebbal Industrail Area, Opp Bharath Cancer Hospital, Mysuru(Mysore), Karnataka, India, 570016
24	WCR	Kota	Digital Desk	H-1-10,11, Computer IT Zone Road No.-4, Behind City Mall and Near Adhunik Gas Agency, Indraprastha Industrial Area, Kota, Rajasthan, India, 324005
		Jabalpur	iON Digital Zone iDZ Gram Raigawan Near Patan Bypass	Global Nature Care Sangathan Group of Institutions, Faculty of Engineering and Management, Gram Raigawan, Near Patan Bypass, Jabalpur, Madhya Pradesh, India, 482002
		Bhopal	iON Digital Zone iDZ RGPM Sankhedi	Rajeev Gandhi Proudhyogiki Mahavidyalaya, RGPM Campus, Sankhedi, Danish Kunj, Kolar Road, Bhopal, Madhya Pradesh, India, 462042
25	WR	Mumbai	iON Digital Zone iDZ Powai	Aurum IT Park, Morarji nagar, near Hotel Ramada,Powai, Mumbai, Maharashtra, India, 400087
		Ahmedabad	iON Digital Zone iDZ Bopal	Hallmark Infotech, Opp. The Tulip International School, Sterling City, Bopal, Ahmedabad, Gujarat, India, 380058
		Ahmedabad	iON Digital Zone iDZ Vastral	Gold Coast, 3rd Floor,Gold Coast Complex, Vastral Panjara Pole Cross Road, Opp. Madhav Farm, S.P. Ring Road, Vastral, Ahmedabad, Gujarat, India, 382418



RAILWAY RECRUITMENT BOARD, Ajmer
Standard Operating Procedure (SOP) for Exam Day Process

Selection for promotion to Group 'B' posts
Against 30% LDCE
for the vacancy cycle 2025-2026.

May-2026



Government of India,
Ministry of Railways,
Railway Recruitment Board, Ajmer.

Group 'B' CBT

PREAMBLE

Ministry of Railways (Railway Board) has nominated Railway Recruitment Board (RRB) Ajmer for conducting centralized Computer Based test (CBT) exam for Promotion to Group 'B' posts selection against 30% LDCE quota for all department over all Zonal Railways and Production Units for **vacancy cycle 2025-2026.**

For smooth conduct of Exam, there has been a practice of preparing **Protocol Document** which specify all Standard Operating Procedures (SOP) to be adopted during the CBT.

The Public Examinations (Prevention of Unfair Means) Act, 2024 (herein PE Act, 2024) has been notified in the Gazette of India on 12.02.2024 and this has come into force with effect from 21.06.2024 as per Gazette notification. Subsequently, the Public Examinations (Prevention of Unfair Means) Rules, 2024 (here in PE Rules, 2024) has also been notified in Gazette notification dated 23.06.2024 by Department of Personnel and Training (DoPT) for implementing the provisions of PE Act 2024.

Incorporating the provisions contained in PE Act 2024 & PE Rules 2024 for its effective implementation, this Protocol Document / Standard Operating Procedure (SOP) for Exam Day Process has been prepared.

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Group 'B' CBT

Various Forms		
Form-I	Railway Centre In-charge Report	
Form-II	Undertaking by Railway official w.r.t. instructions awareness and No close relative	
Form-III	Incident Register	
Form-IV	Exception Register	
Form-V	Report on Examination	
Form-VI	Certificate by ECA officials regarding No Close Relative	
Form-VII	Candidates Log for using Washroom during Examination	
Form-VIII	Details of candidates De-mapping and Re-mapping	
Form-IX	Feedback by the candidate (Optional)	
Form U-1	Discrepancy noticed at the Venue in e-call Letter, Name, Photograph etc.	
Form U-4	Declaration from Candidates using unfair means	
	Envelope Cover page	
	Scribe Declaration	
	Scribe Candidate Appearing as Non-Scribe	

Group 'B' CBT

1: Examination schedule and Timeline

Exam/Date	Milestone	Morning Shift	Afternoon Shift
CBT 30% LDCE Exam I - 24.05.2026	Categories/shift	APO, AEN, AEE, AFA and ASTE	ACM, AMM, AOM and AME
CBT 30% LDCE Exam II- 31.05.2026	Categories/shift	APO, AEN, AEE, AFA and ASTE	ACM, AMM, AOM and AME
Candidate entry Time		07:30 Hrs. – 08:30 Hrs.	12:30 Hrs. – 13:30 Hrs.
Duration of CBT		3 Hours	3 Hours
Exam Timings *		09:00 Hrs. - 12:00 Hrs.	14:00 Hrs.– 17:00 Hrs.
*For eligible PwBD candidates, an additional compensatory time 60 minutes is permitted			

Examination Timeline: Morning Shift

Time	Details
06:00 am.	Venue Commanding Officer (VCO), IT Manager, Support Staff Report to the examination center
06:00 am.	Agency Invigilators report to the examination center
07:00 hr.	Railway Centre In-charge, Railway Observer, Railway Invigilator (Gr. C staff) report to examination center
07:30 hr.	Exam Player launching for assessment/test
07:30 hr.	Candidate enters the examination premises
07:30 hr. - 08:30 hr.	Candidates' Verification of E-Call Letter and Original Photo ID.
07:30 hr. - 08:45 hr.	Candidate biometric and photo capture
08:30 hr.	Gate closures
08:30 hr.	Bundle Password to be entered in CAE through VPN Tunnel for distribution in exam labs.
08:00 hr. - 08:50 hr.	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.
08:50 hr.	Candidates log in to read the instructions (1 st log-in)
09:00 hr.	Candidates begin to write the exam (2 nd log-in)
09:00 hr. - 10:00 hr.	ECA Invigilators take manual attendance from the candidates
09:00 hr. - 10:30 hr.	Documentation and Paper device verification work by ECA and support staff
12.00 hr.	Candidates log out at the end of the exam
13.00 hr.	Eligible PwBD candidates, if any, log out at the end of the exam

Group 'B' CBT

Examination Timeline: Afternoon Shift

11:00 hr.	Venue Commanding Officer (VCO), IT Manager, Support Staff of ECA - Report to the examination center
11:00 hr.	Agency Invigilators report to the examination center
12:00 hr.	Railway Centre In-charge, Railway Observer, Railway Invigilator (Gr. C staff) report to examination center
12:30 hr.	Exam Player launching for assessment/test
12:30 hr.	Candidate enters the examination premises
12:30 hr. - 13:30 hr.	Candidates' Verification of E-Call Letter and Original Photo ID.
12:30 hr. - 13:45 hr.	Candidate biometric and photo capture
13:30 hr.	Gate closures
13:30 hr.	Bundle Password to be entered in CAE through VPN Tunnel for distribution in exam labs.
13:00 hr. - 13:50 hr.	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.
13:50 hr.	Candidates log in to read the instructions (1 st log-in)
14:00 hr.	Candidates begin to write the exam (2 nd log-in)
14:00 hr. - 15:00 hr.	ECA Invigilators take manual attendance from the candidates
14:00 hr. - 15:30 hr.	Documentation and Paper device verification work by ECA and support staff
17:00 hr.	Candidates log out at the end of the exam
18.00 hr.	Eligible PwBD candidates, if any, log out at the end of the exam

2: General Instructions for Candidates

Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 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।

Candidates 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 RRB/Ajmer वेबसाइट (<https://rrbajmer.gov.in>) 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 RRB/Ajmer website (<https://rrbajmer.gov.in>) for latest updates and keep their registered mail id/HRMS linked 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 later 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.

Date of CBT 30% LDCE Exam I/परीक्षा की तिथि	24.05.2026	
Call Letter Download/ कॉल लेटर डाउनलोड Corrections through Helpdesk only	From 10.00 hrs. of 20.05.2026 till 07.30 hrs of 24.05.2026.	
Date of CBT 30% LDCE Exam II/परीक्षा की तिथि	31.05.2026	
Call Letter Download/ कॉल लेटर डाउनलोड Corrections through Helpdesk only	From 10.00 hrs. of 27.05.2026 till 07.30 hrs of 31.05.2026.	
Process for Call Letter Download/ कॉल लेटर डाउनलोड करने की प्रक्रिया	For candidate login: User ID is HRMS ID Password as User defined password set during photo capture and mobile update	
Shift/ पारी	Morning Shift	Afternoon Shift
POST/ पद	APO, AEN, AEE, AFA and ASTE	ACM, AMM, AOM and AME
REPORTING TIME/ हाजिरी का समय	07:30 hrs	12.30 hrs
GATE CLOSING TIME/ गेट बंद होने का समय	08:30 hrs	13.30 hrs

* Any changes in the above schedule will be notified on the RRB/Ajmer website.

Group 'B' CBT

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 150 प्रश्नों के लिए 180 मिनट की होगी। Computer Based Test (CBT) for each post will be held in single shift. The duration of CBT will be 180 minutes for 150 questions.
3. उम्मीदवार हिंदी और अंग्रेजी भाषाओं में प्रश्न पत्र देख सकते हैं और सवालों के जवाब दे सकते हैं। The candidate can view the question paper in Hindi & English languages and answer the questions.
4. उम्मीदवार को रफ वर्क के लिए उपलब्ध कराई गई रफ शीट पर अपना नाम और रोल नंबर भी लिखना होगा। रफ शीट को परीक्षा के बाद निरीक्षक को लौटाना होगा। Candidates would be provided Rough Sheet(s). 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 Exam.
5. उम्मीदवार को अपने कॉल लेटर के पहले पेज पर बताई गई तय रिपोर्टिंग तारीख और समय पर, अलॉट किए गए CBT सेंटर/वेन्यू पर रिपोर्ट करना होगा। 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 संक्षिप्त सूचना पर आवंटित सीबीटी परीक्षा केंद्र में जाने के लिए तैयार रहना होगा। Candidates should be ready to move to the CBT test centre at a short notice.
7. किसी भी परिस्थिति में परीक्षा की तिथि/केंद्र में परिवर्तन की अनुमति नहीं है। RRB/Ajmer किसी भी या सभी उम्मीदवारों के लिए पुनः परीक्षा का आदेश देने का/उम्मीदवारों की परीक्षा की तारीख बदलने के लिए अधिकार सुरक्षित रखता है। सभी मामलों में RRB/Ajmer का निर्णय अंतिम होगा। Change of examination date/centre is not permitted under any circumstances. RRB/Ajmer reserves the right to change the examination date of candidate(s) or order re-examination for any or all the candidates. Decision of RRB/Ajmer in all the matters will be final.
8. उम्मीदवार को बिना टोपी और बिना धूप का चश्मा(सनग्लास) वाला, सामने का स्पष्ट दृश्य वाला लाइव फोटो कैप्चर करना होगा। Candidate must capture the live photograph with clear front view of the candidate without cap and sunglasses.
9. 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.
10. उम्मीदवारों को निर्देश दिया जाता है कि वे वेबसाइट से ई-कॉल लेटर डाउनलोड करें और उसका स्पष्ट प्रिंटआउट (सामने और पीछे के पृष्ठ) लें। सीबीटी कॉल लेटर डाक द्वारा उम्मीदवार को नहीं भेजा जाएगा। The candidates are 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.

11. 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/RRB-Ajmer जिम्मेदार नहीं है। व्याख्या के बारे में किसी भी विवाद की स्थिति में, कॉल लेटर के अंग्रेजी संस्करण को अंतिम माना जाएगा। ई-कॉल लेटर अस्थायी है, यह केवल सीबीटी परीक्षा में बैठने की अनुमति है। इस ई-कॉल लेटर को जारी करना किसी भी तरह से यह नहीं दर्शाता है कि Railway/PU/RRB-Ajmer 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। 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 CBT and in no way guarantees selection of the candidate on the Railway. Railway/PU/RRB-Ajmer 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. The E-Call Letter is provisional, it is only permission to appear in the CBT Examination . Issuing this E-Call Letter does not in any way indicate that Railway/PU/RRB-Ajmer 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 एतद्वारा 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 Zones/PU. 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 Zonal Railway/PU द्वारा किया जाएगा। The result of CBT would be declared by the respective Zonal Railways/PUs in due course.
14. Railway/PU/RRB-Ajmer 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/RRB-Ajmer 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/RRB-Ajmer 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/RRB-Ajmer 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.

Group 'B' CBT

16. उम्मीदवार सीबीटी स्थल पर रेलवे अधिकारियों द्वारा जारी निर्देशों का पालन करेगा। सीबीटी के सुचारु 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 और अनुशासनात्मक कार्यवाही भी की जा सकती 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 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 Venue Commanding Officer (VCO) 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 केंद्र के अंदर बैकपैक्स/सामान/ खाद्य पदार्थ /मोबाइल फोन/ ब्लू टूथ सक्षम डिवाइस/कैलकुलेटर/इलेक्ट्रॉनिक या वॉच/स्टॉप वॉच/टाइम रिकॉर्डर जैसे अन्य गैजेट्स की अनुमति नहीं है। Backpacks/Luggage/food items/Mobile phone/ Bluetooth enabled devices/ calculators/ electronic or other gadgets like watch/ stopwatch/ time recorders are not allowed inside the CBT Centre.
19. परीक्षा हॉल/लैब के अंदर केवल ई-कॉल लेटर और फोटो आईडी कार्ड ही ले जाने की अनुमति होगी। उम्मीदवारों को अपना पेन और पारदर्शी बोतल में पीने का पानी साथ ला सकते हैं। Only the E-Call Letter and a Photo ID card will be allowed inside the exam hall/lab. Candidates can bring their own pen and drinking water in a transparent bottle.
20. परीक्षा हॉल के बाहर व्यक्तिगत सामान की सुरक्षा के लिए कोई सुविधा नहीं है। रेलवे/पीयू/आरआरबी-अजमेर/परीक्षा संचालन एजेंसी इसके नुकसान के लिए जिम्मेदार नहीं है। There is no facility for the safekeeping of personal belongings outside the examination hall. Railway/PU/RRB-Ajmer/Exam Conducting Agency is not responsible for its loss.
21. प्रवेश के समय अभ्यर्थियों की तलाशी ली जाएगी, इसलिए कृपया कोई भी आभूषण पहनने से बचें। Candidates will be frisked upon entry, so please avoid wearing any jewellery and metallic objects to avoid inconvenience.
22. सीबीटी स्थल पर किसी भी उम्मीदवार, चाहे वह पुरुष हो या महिला, को किसी साथी की अनुमति नहीं है। एक बार जब कोई उम्मीदवार स्थल में प्रवेश कर जाता है, तो उसे परीक्षा पूरी होने तक बाहर जाने की अनुमति नहीं दी जाएगी। No companions are allowed for any candidates, male or female, at the CBT venue. Once a candidate enters the venue, they will not be permitted to leave until the exam is completed.

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23. उम्मीदवारों को सूचित किया जाता है कि उम्मीदवार अपने दावे के लिए पिछली या किसी अन्य परीक्षा के प्रश्न/उत्तर का आधार/संदर्भ के रूप में उद्धृत नहीं कर सकते और उस पर विचार नहीं किया जाएगा। The candidates are informed that the candidates cannot cite previous or any other examination questions/answer as a basis/reference for their claim and the same will not be entertained.

पीडब्ल्यूबीडी के लिए स्क्राइब की सहायता | Assistance of Scribe for PWBD:-

24. केवल वे उम्मीदवार जिन्होंने संबंधित इकाइयों से अनुमति लेकर स्क्राइब का विकल्प चुना है, उन्हें सीबीटी में स्क्राइब के साथ उपस्थित होने की अनुमति दी जाएगी। यह विकल्प बेंचमार्क विकलांगता वाले उम्मीदवारों के लिए उपलब्ध है, विशेष रूप से वे जो दृष्टिबाधित हैं या सेरेब्रल पाल्सी जैसी स्थिति से पीड़ित हैं जो उनकी लेखन गति को प्रभावित करती हैं। एक हाथ वाले उम्मीदवार भी सीबीटी के दौरान उत्तर लिखने के लिए इस सहायता का लाभ उठा सकते हैं। Only candidates who have opted for a scribe with permission from the relevant units will be allowed to appear in the CBT with a scribe. This option is available for candidates with benchmark disabilities, specifically those who are visually impaired or have conditions like cerebral palsy that affect their writing speed. Candidates with one arm can also avail themselves of this assistance for writing answers during the CBT.
25. कृपया ध्यान दें कि सीबीटी के दौरान कड़ी निगरानी लागू की जाएगी। यदि कोई उम्मीदवार अपनी पसंद के स्क्राइब का उपयोग करते हुए किसी भी कदाचार में शामिल पाया जाता है, तो उसकी उम्मीदवारी बिना किसी सूचना के रद्द कर दी जाएगी। Please note that strict monitoring will be enforced during the CBT. If any candidate using a scribe of their own choice is found involved in any malpractice, their candidature will be cancelled without notice.
26. निःशक्तजन उम्मीदवार जो स्क्राइब की सुविधा का लाभ उठा रहे हैं या नहीं ले रहे हैं, उन्हें सीबीटी के 180 मिनट के सत्र के लिए 60 मिनट का प्रतिपूरक समय दिया जाएगा। पात्र पीडब्ल्यूबीडी उम्मीदवारों के लिए परीक्षा की अवधि 180 मिनट के बजाय 240 मिनट होगी। Eligible PWBD candidates who are availing/not availing the facility of scribe will be allowed 60 minutes compensatory time for 180 minutes session of CBT. The examination duration will be 240 minutes for eligible PWBD candidates instead of 180 minutes.

27. **महत्वपूर्ण सूचना:** एक बार का मोबाइल नंबर और फोटो अपडेट करने का अवसर:

उम्मीदवारों को अपने पंजीकृत मोबाइल नंबर को अपडेट करने के लिए एक बार का अवसर दिया जा रहा है। इस सुविधा के लिए, कृपया नीचे दिए गए कदमों का पालन करें:

Important Notice: One-Time Mobile Number and Photo Update Opportunity:

Candidates are being provided a **one-time opportunity** to upload their photograph and update their mobile number.

To avail of this facility, please follow the steps below:

1. Visit the official RRB Ajmer website: <https://rrbajmer.gov.in>
2. In this please visit CBT for Group 'B' selection(30% LDCE)

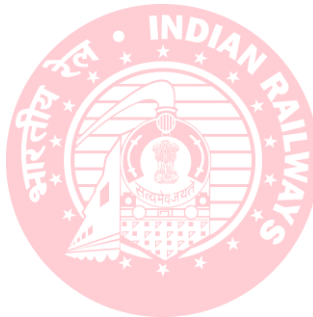
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3. Log in using your:

- **User Name:** HRMS ID
- **Password:** Date of Birth in **DDMMYYYY** format.
- Follow the instructions to update Mobile Number & Live Capture of Photograph.

Ensure that you make the necessary changes within the given time frame.

28. Only those candidates who successfully completed the Live Photo Capture process shall be permitted to download their E-Call Letter-cum-Relieving Letter.



*Group 'B' CBT***2.1: Instructions for downloading E-Call Letter:**

Candidates can download E-Call Letter from RRB/Ajmer website <https://rrbajmer.gov.in> by using his/her HRMS ID as User Name and User defined password set during photo capture and mobile update. Call letter will be live for different CBTs as under:

Exam	Call letter live from-to
CBT 30% LDCE Exam I - 24.05.2026	10.00 hrs. of 20.05.2026 till 07.30 hrs of 24.05.2026
CBT 30% LDCE Exam II - 31.05.2026	10.00 hrs. of 27.05.2026 till 07.30 hrs of 31.05.2026



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2.2: Instructions regarding Question Paper Pattern:

For the posts of AFA: There will be 175 questions (including 15 optional questions on official language) and the candidate has to answer any 150 questions.

For posts of AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE – There will be 175 questions out of which 150 questions to be answered. There will be three sections as per following distribution.

- Part-A:** Professional Subject – 85 questions (To answer any 80)
Part -B: GK including 15 optional questions on official language - 55 questions (To answer any 40)
Part- C: Establishment and financial rules – 35 questions (To answer any 30)

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 to Candidates - Subject Specific Instructions on candidate console

Name of the Post	Sections	Maximum number of questions to be attempted	Time (Minutes)	Marking
AFA	There will be 175 questions (including 15 optional questions on official language)	150	180 (Compensatory 60 extra for eligible PwBD candidates)	Each question carries 01 mark. Negative marking exists. One-third mark will be deducted for each wrong answer
APO, ACM, AOM, ASTE, AEE, AME, AEN, AMM,	Professional subject: 85 Question	80		
	GK including 15 optional questions on official language - 55 questions	40		
	Establishment and Finance rules : 35 questions	30		

Total Marks: 150, Qualifying marks: 60 %, relaxation as applicable for the relevant post & category

About Question Paper - Subject Specific Instructions on candidate console

- Only one question will be displayed on the computer screen at a time.
- Each question will have 4 alternatives. Candidate is to select the most correct alternative.
- The questions can be answered in any order.
- The exam screen will continuously display the remaining time at the right hand top of the

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question paper.

5. The candidate may ask the Invigilator their doubts or questions before the commencement of the test. No queries shall be entertained after the commencement of the examination.
6. Rough sheet(s) 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.
7. The candidates are informed that the candidates cannot cite previous or any other examination questions/answer as a basis/reference for their claim and the same will not be entertained.



Group 'B' CBT

2.3 Instructions to candidates regarding debarment / disqualification

Candidate can be debarred /disqualify 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 the 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, Bluetooth devices, 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 Venue Commanding Officer (VCO) 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.

2.4: Instructions to candidates for Post Examination Process:

1. **Downloading of Individual Response Sheet & Answer Keys:** Zonal Railways / PUs to inform the Candidates that they can download their individual Response Sheet and answer keys from RRB/Ajmer website <https://rrbajmer.gov.in> (under the caption **CBT for Gr. B selection / 30% LDCE 2025-26**) by using HRMS ID as User Name and Password as OTP received on HRMS linked Mobile Number from **10.00 hrs of 03.06.2026 to 23.55 hrs of 05.06.2026**.
2. **Objection Tracker:** For raising objections, if any, to the responses / answer keys etc. will be live on RRB/Ajmer website (under the caption **CBT for Gr. B selection / 30% LDCE 2025-26**) from **10.00 hrs of 03.06.2026 to 23.55 hrs of 05.06.2026**. Candidates can log-in to RRB/Ajmer website by using HRMS ID as User Name and Password as OTP received on HRMS linked Mobile Number for the said purpose. **Candidates to be informed that while raising objection against any Question/Answer, reference/evidence if provided about previous CBT Question / Answer key, the same will not be entertained.**
3. Candidates are 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. Each and every objection raised by the candidates will be examined by the Competent Authority and his/her decision will be the final for awarding marks. No representation/request will be entertained on the final decision of the Competent Authority.
4. Candidates are also to be informed that Final Answer Keys with or without changes or modification will be published on RRB/Ajmer's website only after conclusion of the whole selection process by all Zonal Railways/Production Units.

Note: Any changes / modification in the above schedule / procedure will be notified by the RRB/Ajmer.

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3: 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/gadgets like mobile phone, calculator, tab, iPad, Bluetooth devices, Ear plug, Smart Glasses, Smart 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) 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).
- i) The E-Call letter-cum-Relieving letter and prescribed valid photo ID card are to be submitted for verification at the time of the entry to the examination centre. Nominated ECA officials should be present to check them. The valid photo ID proof should be original and readable.
- j) Candidates who are unable to produce an **E-Call letter-cum-Relieving letter and a prescribed valid photo ID** card 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.
- k) **Separate E-Call letter-cum-Relieving letters will be required for the candidates for appearing in more than one post.**
- l) Candidates must also bring two colour photographs (of size 35mm x 35 mm) with clear front view of the candidate without cap and sunglasses. The photo should be checked against the actual identity of the candidate and only on finding the same as correct he/she

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should be allowed inside the Centre premises.

- m) **Only the documents mentioned as above (i.e. E-Call letter-cum-Relieving letter, Employee official ID Card/Aadhaar Card and Photos in original) along with pen/pencil and transparent water bottle are allowed to carry by the candidates, inside the Examination Hall.**
- n) 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.
- o) Nominated ECA official to advise the candidates to proceed to their respective lab, post biometric attendance, documents verification and photo capture.
- p) **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.
- q) **PwBD candidates should preferably be allotted seats in PwBD-friendly centers and on accessible floors, ideally the ground floor of the examination hall or lab, if lift or escalator facilities are not available.**
- r) **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 officials should refer to **Exception Handling Document** and obtain appropriate undertakings from the candidates.

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3.1: Exception Handling Matrix

With regard to Examination Day.

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 with the same.
3	E-Call Letter available but candidate is not carrying hard copy of photograph or the photograph is not clear/stamp sized	Valid Photo ID	Photo and data matching	Candidate will be allowed to appear for the test after verifying the candidate's details and candidate filling & signing the "Undertaking Form" U1. To be reflected in Exception Report by ECA Venue Commanding Officer (VCO).
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 a 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 /E-Call letter not duly signed by controlling officer/Supervisor of the candidate.	Valid Photo ID	Photo available in database	Candidate to paste photo during registration and allowed on Undertaking Form U1. To be reflected in the exception report of the ECA Venue Commanding Officer (VCO).
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 by centre-In-Charge in consultation with Nodal Officer / Railway Town In-charge of Railway/PU on case to case basis

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4: Instructions for Lab Activities

A. Checking the Identity and Documents:

- a) 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.
- b) Candidate registration will be done by capturing photograph and biometrics (LTI) in case face mismatch happens, VCO and Railway Center In-charge to fill the details in exception proforma and candidate must fill U1 proforma.
- c) **Guide the candidate to their system-assigned node and ensure that they are seated only at the designated node.**
- d) 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 officials will be present to check the E-Call Letter and prescribed photo ID proof.
- e) 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 the Candidates & Document Work:

- a) The candidates have to sit only at 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 exam hall.** In case they need any help, they can raise their hand so that the ECA official can attend to their requirements.
- c) The photograph of the 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

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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 the name and Roll number of the candidate using it, signature of invigilator and date of examination. (At the end of the exam, collect all the rough sheets).
- h) Invigilator to collect the E-Call Letter of the appearing candidate, conduct Paper Device based biometric verification by capturing photo and LTI. 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 counterfoil.
- j) Thereafter, the invigilator should tear the “Candidate CounterFoil” 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 the candidate, if any.
- k) No candidate to be allowed to move out of the examination hall/lab once he/she 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 (VCO) and the same to be at once brought to the notice of Railway officials of the centre.
- p) If the Railway Centre In-charge does not turn up, examination proceedings will keep going on with ECA officials as per the schedule/protocol.
- q) The Vigilance team may be visiting Centers. Their IDs are to be noted by ECA officials. 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 officials should refer to Exception Handling Document (Form-IV) and obtain appropriate undertakings from the candidates.

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C. Post Exam Process by ECA and Nominated Railway Officials:

- a) The ECA Venue Commanding Officer (VCO) 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.
- b) 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 Centre In-charge and has to hand over to the Railway Centre In-charge for further forwarding the same to the PCPO/Nodal Officer of Zonal Railways / PUs through ECA.
- c) The ECA Venue Commanding Officer (VCO) to prepare the envelopes for Nodal Officer of Zonal Railways / PUs.
- d) The ECA Venue Commanding Officer (VCO) 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 Venue Commanding Officer (VCO) 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 PCPO/Nodal Officer of Zonal Railways / PUs in the envelope covers which are duly filled up.
- f) Complaints/grievances/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 checklist printed on the envelope, the envelopes should be sealed, with signatures of ECA Venue Commanding Officer (VCO) and Railway Centre In-charge across the flap and secure with the cellophane tape.
- h) ECA Venue Commanding Officer (VCO) to count and collect such envelopes. These envelopes should be kept in safe custody by the ECA Venue Commanding Officer (VCO) to hand over the same to the Railway Centre In-charge for further forwarding the same to the PCPO/Nodal Officer of Zonal Railways / PUs and take the acknowledgement.
- i) CCTV Footage: The ECA will provide the storage device. If candidates from more than one Zone or PU are present at a center, the ECA will dispatch the CCTV footage to the Zone or PU with the higher candidate count within 24 – 48 hrs.. Other Railways or PUs can obtain the CCTV footage from that Zone or PU using their own storage device as needed.

Group 'B' CBT

5: Role and Responsibilities of Key Functionaries**A: 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 Railway by each Zonal Railway/PU	GM	Overall coordination. Will see proper deployment of RPF personnel/state Police.
2	Town-in-charge	HOD/SAG	1 for each city by each Zonal Railway/PU	Nodal officer	Will assist Nodal officer and in-charge of the control room at the HQrs. Will ensure smooth and fair conduct of the CBT at the Centres in his/her jurisdiction. Will maintain close liaison with Nodal Officer during Exam
3	Centre-in-charge	SG/JAG	1 officer per CBT center	Town-in-Charge	Responsible for all activities at the Exam Centre including enforcement of the discipline. Collection of reports, documents, etc. of the Centre.
4	Railway Observer	JAG/SS/JS	1 officer for each 100 (+20) candidates center-wise		Strict Supervision from start to end of the exam at the exam centre.
5	Railway Invigilator	Senior Supervisors	1 for each 100 (+20) candidates center-wise	Centre-in-charge	To assist Railway Observer.
6	RPF	Suitable staff	Adequate numbers for each centre	PCSC	To maintain security and discipline. Monitoring of frisking, crowd management, close watch on unlawful activities, etc.

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.

Group 'B' CBT

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

Sr. No.	ECA officials	Number of official(s)	Designation of Official	Duties and Responsibilities
1	Hub Operational Manager (HOM)	1 for each city	Sr. Executive ECA	Exam, City In-charge
2	Venue Commanding Officer (VCO)	1 for each centre	Executive	Responsible for Exam Centre
3	IT Manager	1 for server @250 candidates	Executive	Server Manager
4	Test Centre Administrator	1 for each centre	College Admn./ Teacher	In Charge of the Exam Centre
5	Network IT/ Electrician	1 for each centre		Technical Person from Exam Centre
6	Invigilator	1 per 25 candidates centre-wise	Graduate above 21 age	Invigilation and responsible for lab activities
7	Support Staff (Peon etc.)	3 per centre		On Examination duty
8	Security Guard (including lady staff)	1 male and 1 female and additional set for above 200 candidates	College security	Frisking And Security

Important Instructions for Officials of Examination Conducting Agency (ECA):

- The Examination Conducting Agency (ECA) should nominate a **Venue Commanding Officer (VCO)** 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 **Venue Commanding Officer (VCO)** from ECA should be advised in advance to the Nodal Officer of Zonal Railways/PUs and RRB/Ajmer so that Railway's Centre In-charge should have the details of agency officials.
- The ECA should nominate **Invigilators** for each CBT Examination Centre with a proper ID Card. ECA should provide the list of Invigilators with ID No. to Nodal Officer of Zonal Railways/PUs and RRB/Ajmer, in advance for further conveying to Railway's Town In-charge & Centre In-charge.
- During examination each staff deployed at the Examination Centre will have a Role Tag Badge displayed throughout the examination.
- 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' counterfoil, 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. **This**

Group 'B' CBT

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 the 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.



Group 'B' CBT

6: Duties of Nodal Officer (HAG/SAG)

1. Overall coordination. Will ensure that Town In-charge, Railway Centre In-charge, Railway Observers as well as Railway Invigilators are performing their duties as per the directives given by him/her.
2. If more than one Railway or PU has candidates assigned to a single center, both Railways or PUs can either appoint a joint Centre In-charge for that CBT center or, after consulting with the other Zone or PU, nominate a single Centre in-charge from the Zone or PU with the higher candidate count. This requires proper coordination among the concerned Zonal Railways or PUs.
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/RRB/Ajmer to see the examination conducted by the ECA efficiently, properly and smoothly according to the prescribed procedures.
5. Will see proper deployment of RPF personnel/state Police.
6. Will ensure lodging of FIR by ECA Venue Commanding Officer (VCO) in case of malpractice/untoward event(s).
7. Will submit a report to GM/PCPO/RRB/Ajmer mentioning in detail the unusual occurrence, if any.
8. Responsible for nomination and sparing of required Railway Officers / Railway Invigilators for exam duties.
9. Will ensure and take undertaking from Railway Town In-charge, Railway Centre In-charge, Railway Observers and Railway Invigilators 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 GM/PCPO and Chairman/RRB/Ajmer.
10. Will ensure that all nominated Railway officials have reached exam centers well in time.
11. Will maintain close Liaisoning with RRB/Ajmer / Railway officials during the Exam.
12. Any irregularity should be personally brought to notice of GM/PCPO/RRB/Ajmer with detailed report within six hours of concluding of examination.
13. Setting up of the Control Room at Zonal Headquarters.

Group 'B' CBT

7: Duties of Town In-Charge (HOD/SAG)

1. Will assist the Nodal Officer/in-charge of the control room at the HQrs.
2. Will ensure that Railway Centre In-charge, Railway Observers as well as Railway Invigilators 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/RRB/Ajmer to see the examination conducted by the ECA/Venue Commanding Officer (VCO) efficiently, properly and smoothly according to the prescribed procedures.
5. Will see proper deployment and ensure proper performing of RPF personnel/state Police.
6. Will ensure lodging of FIR by ECA Venue Commanding Officer (VCO) in case of malpractice/untoward incident(s) happened.
7. Will submit a report to the Nodal Officer/PCPO and RRB/Ajmer mentioning in detail the unusual occurrence, if any.
8. Will take undertaking from Railway Centre In-charge, Railway Observers and Railway Invigilators 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 the Nodal Officer.
9. Will ensure that all nominated Railway officials have reached exam centers well in time
10. Will maintain close liaisoning with Nodal Officer during Exam
11. Any irregularity should be personally brought to the notice of the Nodal Officer with a detailed report immediately.

Group 'B' CBT

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

1. Railway Centre In-charge shall visit the centre one/two days in advance of the examination to have an overall view of the exam centres and lab. If any issue is found, he/she should submit a report to the Town In-charge / Nodal Officer / RRB/Ajmer.
2. Railway Centre In-charge 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 /grievances, feedback, if any, from the candidates.
3. He/she should reach the Exam Centre two hours before the start of examination.
4. The Railway Centre In-charge will have to give a declaration before the exam that none of their close relatives are appearing in the exam at that centre.
5. **Railway Centre In-charge 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) To ensure 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 the Venue Commanding Officer (VCO) of ECA.
 - (e) Smooth conduct of CBT.
 - (f) Ensure CCTVs are working properly.
 - (g) Only Railway Centre In-charge have access to visit the server room at the Exam centre.
 - (h) Only Railway Centre In-charge can carry their mobile phone. He/she will ensure no other Railway officials/ECA Invigilators are using mobile. Other Railway Officials / Invigilators should keep their mobile on switched off mode.

(i) Candidate reporting time and exam timings for **MORNING Shift** are as under:

Reporting Time	Gate Closing Time	Exam Starting Time
07.30 hrs.	08.30 hrs.	09.00 hrs.

(ii) Candidate reporting time and exam timings for **AFTERNOON Shift** are as under:

Reporting Time	Gate Closing Time	Exam Starting Time
12.30 hrs.	13.30 hrs.	14.00 hrs.

- (i) 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.
 - (j) Exam is of 180 minutes duration. Compensatory time of 60 minutes for eligible PwBD candidates.
6. Get him/herself conversant with the detailed instructions on the E-call Letter (copy

Group 'B' CBT

attached).

7. He/she shall carry out checks him/herself as well as with the help of assisting Railway Observers / Railway Invigilator about the candidates sitting on the allotted computer terminals.
8. 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.
9. At the end of each shift, he shall prepare a report about conduct of CBT on a prescribed proforma (Format attached).
10. 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 the Venue Commanding Officer (VCO) of ECA. Summary of attendance in a particular session shall be written on a sealed envelope and jointly signed as per Format provided. The envelopes will be sealed after signing by Venue Commanding Officer (VCO) of ECA and Railway Centre In-charge across the flap and covering the same by cellophane tape.
11. Handing over of Attendance sheets & other documents: At the end of each session, the Venue Commanding Officer (VCO) 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.
12. 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.
13. Any untoward incident requiring Police intervention, Railway Centre In-charge will liaise with the Venue Commanding Officer (VCO) 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 RRB/Ajmer.
14. 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 RRB/Ajmer. Written complaint/feedback, if any to be collected from the candidate soon after the test and to be handed over to the Nodal Officer.
15. 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 Venue Commanding Officer (VCO) of ECA
Incident Register of ECA	Ensure that this report is jointly signed by the Venue Commanding Officer (VCO) of ECA and Head of the Institute or his representative and put in the covers being sent to Nodal Officer of Railway/PUs

Group 'B' CBT

9: Duties of Railway Observers & Invigilators

Railway Observer (JAG/SS/JS) and Railway Invigilators (Senior Supervisors) nominated for assisting the Railway Centre In-charge

1. They shall carry their official identity card as well as letter of nomination with them.
2. They should reach the Exam Centre before the reporting time of each shift.
3. They shall give a declaration in the prescribed format before the exam that none of their close relatives is appearing in the exam at that Centre.
4. They shall undertake the following activities along with the ECA officials: -
 - Verification of E-Call letters and original photo ID of candidate
 - To ensure no candidate is allowed to enter the exam hall with prohibited gadgets/stationery items.
 - Biometric registration of the candidate as well as scribe
 - Paragraph writing and taking LTI of candidates on the physical form of e-Call letter in coordination with Venue Commanding Officer (VCO) of ECA
 - Collection of Railway portions of E-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.
5. They shall get conversant with the detailed instructions on the e-Call letter
6. They shall check about candidates sitting on allotted computer terminals only
7. Ensuring that the candidate has written his/her Roll No. on the Rough sheet
8. Collection of Rough sheet from the candidates before the candidates leave
9. Shall oversee the Invigilators posted by the ECA and ensure that the process of invigilation is being done correctly
10. Anything unusual should be brought to the notice of Railway Center In-charge
11. Assist the Railway Center In-charge in all matters related to the process of Computer Based Test (CBT).
12. In case the Railway Observer fails to report at the venue by prescribed time, the senior-most Railway Invigilator available at the venue will act as Railway Observer
13. Overall discipline, decency and smooth conduct of the examination

Group 'B' CBT

10: Duties of RPF staff deployed at the Examination Centre

1. They shall be present in uniform showing their name badge and with an 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 the test centre.
4. They should keep a close watch on any unusual and unlawful activity at the test centre. They should maintain complete law and order inside the exam Centre throughout the exam.
5. They should ensure smooth entrance and exit of candidates at the exam centre.
6. If any impersonation activity is noticed by them, they should immediately bring it 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 candidates should not carry mobile phones or any communication device/electronic gadget inside the exam centre.
9. They should ensure that if the exam is being held in Covid scenario all covid protocols to be followed by candidates while entering into the exam centre.

Group 'B' CBT

11: EXCEPTIONS DURING THE EXAM

Candidates are not permitted to leave the Examination Centre during the exam. If necessary, please arrange for them to be placed in a separate room. In case of an emergency, consult the Railway Centre In-charge and 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. Frisking will be done after each bio-break. If he/she still wants to do so due to a medical problem, Biometric verification will be done after the bio-break, 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 the candidate to the washroom and back to the 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 Venue Commanding Officer (VCO).

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 Venue Commanding Officer (VCO) or any other venue staff nominated for exam
- Not following the instructions given in the E-Call letter and the instructions uploaded in the RRB/Ajmer website
- Any other malpractices, as decided by Railway 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, Venue Commanding Officer (VCO) 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. He/she should be placed in a separate room. The system should be locked and the exam will get auto submitted). Detailed report of this to be prepared by the Railway Centre In-charge. If any copying material has been recovered, it has to be attached to the

Group 'B' CBT

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 Venue Commanding Officer (VCO) during the exam or immediately after conclusion of exam at the centre itself. Complaints / grievance / feedback submitted on a later date shall not be entertained.

The details of the incident are to be entered in the Exception Report.

A: 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.** Log the details in the incident register.

If the 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 the 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 reschedule and re-conduct the same CBT without any additional charge.

B: Invigilator's Issues:

If the nominated ECA Invigilator / Railway Invigilator does not report at the test Centre at the stipulated time on the day of CBT, 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 Invigilator 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.

Group 'B' CBT

12: 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. Railway Centre In-charge's report (Form-I)
- iv. Undertaking by each Railway Officials deputed for Exam duty (Form-II)
- v. Incidence register (Form-III)
- vi. Exception report (Form-IV)
- vii. Report on Examination (signed jointly by ECA Venue Commanding Officer (VCO) and Centre In-charge) (Form-V)
- viii. Certificate of No Close Relative at the centre (Form-VI)
- ix. Log of using the Washroom during Examination (Form-VII)
- x. De-Mapping & Re-Mapping Format (Form-VIII)
- xi. Candidate Feedback (Form-IX)
- xii. Declaration to be obtained from the candidates U1 (Miscellaneous)
- xiii. Declaration from Candidates using Unfair Means U4
- xiv. Scribe Declaration
- xv. Any other Miscellaneous documents
- xvi. CCTV Footage (storage device to be provided by ECA) – dispatch in 24 – 48 hrs
- xvii. Scribe Declaration
- xviii. Scribe Candidate Appearing as Non-Scribe

Railway Centre In-charges are required to collect these documents from the exam centre on the Exam day itself (except CCTV).

Form-I

Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

RAILWAY CENTRE IN-CHARGE REPORT ON THE CONDUCT OF EXAMINATION

Date of Examination :		SHIFT: <u>Morning / Afternoon</u>
NAME OF CENTER :		
SN	ACTIVITIES	OBSERVATION
1	Whether the Venue Commanding Officer (VCO) of ECA was alert and informed about the detailed instruction to conduct the examination.	
2.	Whether the genuine candidates only were allowed to enter the exam hall after verification of call letter, Identity card, Biometric 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 candidates 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 officials/Invigilators were kept on switched off mode during examination period.	
15.	Whether all officials/invigilators gave a declaration that none of their relatives are 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 30% LDCE quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

Undertaking by each Railway Official deputed for Exam Duty

Test Centre Name: _____

Exam City : _____

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

We undersigned below have read and understood all the instructions related to conduct of CBT and will ensure compliance of these instructions and bring it to the notice of Railways any violation done by ECA. We also certify that none of our close relative is appearing in the above mentioned CBT at this centre.

SN	Name of Railway Official	Designation	Nominated as	Signature	Date

Form-III

Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

INCIDENT REGISTER

Test Centre Name: _____

Exam City : _____

Exam Date: _____

Exam Shift : **Morning / Afternoon**

SN	Nature of Incident	Signature of the candidate	Signature of Venue Commanding Officer of ECA (VCO)	Signature of Railway Centre In-charge or his/her representative

Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

EXCEPTION REGISTER

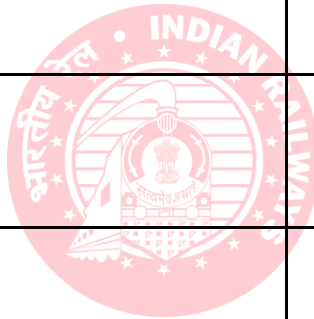
Test Centre Name: _____

Exam City: _____

Exam Date: _____

Exam Shift: **Morning / Afternoon**

SN	Exception	Whether Exception Approved by ECA Command Centre	ECA Venue Commanding Officer (VCO) Signature	Railway Centre In-charge Signature



Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 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 Venue Commanding Officer (VCO))

Test Centre Name: _____

Exam City : _____

Exam Date: _____

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: _____

HRMS ID 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 Venue Commanding Officer (VCO):

Form-VI

Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

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

Date of Examination: _____

Name of the Centre: _____

Exam City/Town : _____

Certified that in the CBT Examination for promotion to Gr. B posts against 30% LDCE quota in Zonal Railways & PUs, no close relative of mine is appearing at this centre.

ECA Officials (Example: Venue Commanding Officer (VCO), IT Manager, Invigilator, etc.)

S.No.	Resource ID	Designation in Examination	Name	Shift No.	Lab No.	Father's Name	DOB	AADHAAR	Signature
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									

**Signature of Exam Site Supervisor
(VCO)
(Agency Representative)**

Signature & Stamp of ECA

Form-VII

**Exam Name: Selection for promotion to Gr. B posts against 30% LDCE
quota for the vacancy cycle 2025-26 for Zonal Railways & PUs**

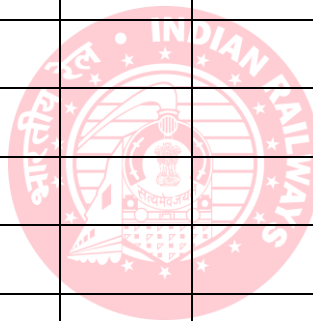
Log of Using the Washroom during Examination

To be filled in the lab on return

Name of the Examination:	
Exam Date:	Shift: <u>Morning / Afternoon</u>
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 (VCO) (Agency Representative)
--

Signature & Stamp of ECA

Signature of Railway Centre In-charge
--

Form-VIII

**Exam Name: Selection for promotion to Gr. B posts against 30% LDCE
quota for the vacancy cycle 2025-26 for Zonal Railways & PUs**

De-Mapping & Re-Mapping Format

Name of the Examination:	
Exam Date:	Shift: <u>Morning / Afternoon</u>
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 (VCO)
(Agency Representative)**

Signature & Stamp of ECA

**Signature of Railway Centre
In-charge**

Form-IX

Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

Feedback by Candidates (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?				

Name of the Candidate: _____

Roll No.: _____

Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 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
- ☐ Candidate Face Verification Mismatch during registration on the day of exam.
- ☐ 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/RRB/Ajmer.

Date : _____

Signature of the candidate : _____

Shift : _____

Name of the Candidate : _____

City : _____

HRMS ID : _____

Roll Number : _____

Designation : _____

**Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for
the vacancy cycle 2025-26 for Zonal Railways & PUs**

U4 Declaration from Candidates using Unfair Means Candidate Declaration Form

Candidate Name			
Designation			
Post applied for			
Date of Exam		Shift	<u>Morning / Afternoon</u>
Candidate Roll No.		Centre 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/RRB/Ajmer.

Signature of the Candidate	
LTI of the Candidate	

Remarks of the ECA Venue Commanding Officer (VCO) (To mention the actual unfair means adopted by the candidate and action taken thereon)

Name of the ECA Invigilator	
Signature of the ECA Invigilator	

Name of the ECA Venue Commanding Officer (VCO)	
Signature of the ECA Venue Commanding Officer (VCO)	

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

Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

Envelope Cover Page
(Separate cover for each Railway / PU)

Name of the Centre : _____

Exam City/Town : _____

Date of Exam: _____ Shift: **Morning / Afternoon**

Total No. of Candidates	Allotted	Present	Absent

SN	Checklist of the documents in this envelope	No. of pages	Put ☒ mark in the check box
1	Attendance Sheet		☐
2	Railway/PU Counterfoil of E-Call Letter		☐
3	Railway Centre In-charge's Report (Form-I)		☐
4	Undertaking by each Railway Officials deputed for exam duty (Form-II)		☐
5	Incidence Reregister (Form-III)		☐
6	Exception Register (Form-IV)		☐
7	Report on Examination (Form-V)		☐
8	No Close Relative Certificates (Form-VI)		☐
9	Log of using Washroom during exam by candidates (Form-VII)		☐
10	De-Mapping & Re-Mapping Format (Form-VIII)		☐
11	Candidate Feedback (optional) (Form-IX)		☐
12	Declaration by Candidates (Form U-1 Misc.)		☐
13	Declaration by Candidates (Form U-4 unfair means)		☐
14	Any other certificate / documents / report		☐
	Name & Signature of the ECA Venue Commanding Officer (VCO)		
	Name & Signature of the Railway Centre In-charge		

Scribe Declaration

Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

Declaration to be obtained from the PwBD/PwD candidate with Scribe**Declaration of Scribe**

A) Please tick the appropriate Check box

☐

I have come for the computer-based test. The Scribe assisting me, Shri _____ is not carrying his original ID proof and hence not being allowed. Therefore, I am using the Scribe Shri _____ (arranged at the venue by myself).

☐

I have come for the computer-based test. I had not opted for availing assistance of Scribe while filling up online application. However, I want to appear for the exam with scribe. I declare that I am eligible to avail the services of scribe as per extant instructions and I understand that if this declaration is found to be incorrect at any stage of the recruitment process, my candidature will be rejected by the RRB.

☐

I have come for the computer-based test (CBT) and I could not arrange the scribe myself. Hence on my request I am using the services of scribe provided by ECA/ECSP of RRB. In that case ECA/ECSP/RRB shall not be responsible in any manner for my performance in CBT.

☐

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 recruitment process, my candidature may be rejected by the RRB.

B) Details of the Scribe

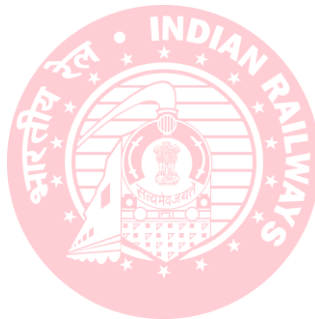
1. Name of the Scribe		
2. Father's Name of Scribe		
3. DOB		
4. Mother's Name		
5. AADHAAR No.		
6. Address of the Scribe		
7. Educational Qualification of the scribe		
8. Relationship, if any, of the Scribe to the Candidate		Signature of SCRIBE
9. DECLARATION: (i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read out the instructions of the Railway Recruitment Boards regarding conduct of the candidates assisted by scribe / scribes at this examination and hereby undertake to abide by them. (ii) We declare that the Scribe himself / herself is not a candidate in this examination. (iii) We declare that the Scribe has not acted / will not act as Scribe to any other candidate of this examination.		
Signature of the Candidate		Signature of the Scribe

Candidate's RIGHT Thumb Impression 1	Candidate's LEFT Thumb Impression 2	Scribe's RIGHT Thumb Impression 1	Scribe's LEFT Thumb Impression 2
Invigilator's Signature _____ I certify that the candidate has written the declaration in my presence and I certify the resemblance of the Candidate			
IMPORTANT INSTRUCTIONS			
During examination, scribe should talk with the candidate only in the language mentioned in the call letter without disturbing other candidates			

Date: Shift _____ Venue Name: _____

Signature of the Candidate _____ Name of the Candidate _____

Roll No. _____ Physical LTI of candidate _____



Scribe Candidate Appearing as Non-Scribe

Exam Name: Selection for promotion to Gr. B posts against 30% LDCE quota for the vacancy cycle 2025-26 for Zonal Railways & Pus

Declaration to be obtained from the PwBD/PwD candidate with Scribe
(Scribe Candidate appearing as Non-Scribe)

I have come for the computer-based test. I had opted for availing assistance of Scribe while filling up online application. However, I want to appear for the exam without scribe.

Date: _____

Signature of the Candidate _____

Shift: _____

Name of the Candidate _____

City: _____

Roll No. _____

Physical LTI of Candidate _____





Railway Recruitment Board, Ajmer-305028
<https://rrbajmer.gov.in>

Post Applied:-

अनुक्रमांक सं. / Roll Number					Candidate Photograph – uploaded by candidate
एचआरएमएस / HRMS ID		आई-पास क्रमांक / I-Pas Number			
उम्मीदवार का नाम / Candidate's Name					
पदनाम / Designation			जोनल रेलवे/ पीयू Zonal Railway/PU		
दिव्यांगजन / PwBD		क्षतिपूर्ति समय (हाँ/नहीं) / Compensatory Time (Yes/No)		लेखक / Scribe Yes/No	
सी.बी.टी.की तिथि / Date of CBT	पहुँचने का समय / Reporting Time	गेट बंद होने का समय / Gate closing time		सी.बी.टी का समय / Timing of CBT	
सी.बी.टी. केंद्र का नाम / Name of CBT Center					Member Secretary-II RRB/Ajmer
SPECIMEN					

The candidate has to write a 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 the Invigilator. अभ्यर्थी निरीक्षक की उपस्थिति में मद सं. 2 में दिये गए संलग्नित सुझाव के अनुसार स्वयं की चालू हस्ताक्षर में घोषणा, हस्ताक्षर एवं बाएँ अंगुठी की छाप खाली स्थान पर करे।

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

Relieving – cum- Photo Identification Letter

Shri/Smt/Ms working as (Designation)..... in the office of
..... on division/Workshop/Unit, bearing Roll No. is hereby relieved to attend the
Computer Based Test (CBT) against 30% LDCE for the Gr.B post of scheduled to be held on 24.05.2026 AND 31.05.2026 (Sunday) at the
Centre and time mentioned in the Call letter. The photograph is duly attested, and the Specimen signature of the employee is appended below.

		Signature of the Controlling Officer Designation: Date:
Photograph of the employee (To be attested by Controlling Officer/Supervisor on office seal)	उम्मीदवार का हस्ताक्षर Signature of the Candidate (Sign in presence of CBT Official at Test Centre)	

Type text here

Important instructions to the candidates appearing for Computer Based Test (CBT) of Group-B posts 30% LDCE 2025-2026

- उम्मीदवारी अंतिम 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।
- उम्मीदवार को दिए गए स्थान पर निरीक्षक की उपस्थिति में ई-कॉल लेटर पर निम्नलिखित स्व-घोषणा लिखनी होगी:
"मैं समझता हूँ 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।"
- किसी भी अभ्यर्थी को सुबह की Shift में 08:30 बजे और दोपहर की Shift में 13:30 बजे के बाद परीक्षा केंद्र में प्रवेश करने की अनुमति नहीं दी जाएगी।
- उम्मीदवार को मूल रेलवे फोटो आईडी/आधार, ई-कॉल-cum-रिलीविंग लेटर के बिना परीक्षा हॉल में प्रवेश करने की अनुमति नहीं दी जाएगी।
- उम्मीदवारों को ई-कॉल लेटर में इंगित केवल केंद्र, तिथि और समय पर सीबीटी के लिए उपस्थित होने की अनुमति दी जाएगी।
- परीक्षाकेंद्र, तिथि और समय में परिवर्तन के लिए अनुरोध, यदि कोई हो, पर विचार नहीं किया जाएगा।
- सभी औपचारिकताएं पूरी करने के बाद परीक्षा शुरू होगी जैसे बायोमेट्रिक्स लेना, उपस्थिति, ई-कॉल लेटर का संग्रह आदि।
- परीक्षा समाप्त होने तक आपको परीक्षा हॉल छोड़ने की अनुमति नहीं दी जाएगी। आपको परीक्षा के अंत तक अपने स्थान पर बैठे रहना चाहिए।
- 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।
- उम्मीदवार को ई-कॉल लेटर की रेलवे कॉपी पर्यवेक्षक को सौंपनी होगी और उम्मीदवार की कॉपी को अपने पास रखना होगा जो दस्तावेज सत्यापन के समय आवश्यक होगी।
- उम्मीदवारों को परीक्षा केंद्र/हॉल में ECA/रेलवे अधिकारियों द्वारा जारी निर्देशों का कड़ाई से पालन करना चाहिए।
- रे.भ.बो./अजमेर किसी भी उम्मीदवार या उम्मीदवारों के समूह के लिए रद्द / पुनः परीक्षा का आदेश देने और स्थान / परीक्षा की तिथि में परिवर्तन का अधिकार सुरक्षित रखता है।
- उम्मीदवारों को सीबीटी के लिए आते समय आवास की व्यवस्था स्वयं करनी होगी।
- 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।
- उम्मीदवार अंग्रेजी और हिंदी में प्रश्न पत्र देख सकते हैं।
- गलत उत्तरों के लिए नकारात्मक अंकन (प्रत्येक गलत उत्तर के लिए एक तिहाई अंक) लागू होगा।
- 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 पुनः परीक्षा नहीं ली जाएगी।
- AFA पद के लिए प्रश्न पत्र पैटर्न - 175 प्रश्न होंगे (राजभाषा पर 15 वैकल्पिक प्रश्न सहित), प्रत्येक एक अंक का होगा और उम्मीदवार को किन्हीं 150 प्रश्नों का उत्तर देना होगा।
- AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE के पदों के लिए प्रश्न पत्र पैटर्न - इसमें 175 प्रश्न होंगे, प्रत्येक एक अंक का होगा, जिनमें से 150 प्रश्नों के उत्तर देने होंगे। प्रश्नों के निम्नलिखित वितरण के अनुसार दो खंड होंगे:
भाग-A: व्यावसायिक विषय - 85 प्रश्न (किसी भी 80 प्रश्नों के उत्तर देने हैं)
भाग-B: सामान्य ज्ञान, जिसमें राजभाषा पर 15 वैकल्पिक प्रश्न शामिल हैं - 55 प्रश्न (किसी भी 40 प्रश्नों के उत्तर देने हैं)
भाग-C: स्थापना एवं वित्तीय नियम - 35 प्रश्न (किसी भी 30 प्रश्नों के उत्तर देने हैं)
- मॉक टेस्ट लिंक रे.भ.बो./अजमेर 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।
- 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 रे.भ.बो./अजमेर की वेबसाइट <https://rrbajmer.gov.in> (केप्शन CBT for Gr.B selection) देखें। प्रतिक्रियाओं/उत्तर कुंजियों पर चुनौतियों पर RRB/AJMER का निर्णय अंतिम होगा और आगे किसी भी अभ्यावेदन पर विचार नहीं किया जाएगा।
- परीक्षार्थियों के माता-पिता/मित्रों/रिश्तेदारों को परीक्षा परिसर में आने की सख्त मनाही है।
- उम्मीदवारों को परिसर के अंदर स्वच्छता दिशा निर्देशों का पालन करना चाहिए।
- उम्मीदवार ओब्जेक्शन ट्रैकर विंडो के दौरान अपनी रिस्पॉन्स शीट डाउनलोड कर सकते हैं और ओब्जेक्शन अगर कुछ है तो दर्ज कर सकते हैं। ओब्जेक्शन ट्रैकर विंडो रे.भ.बो./अजमेर वेबसाइट पर 03.06.2026 के 10.00 बजे से 05.06.2026 के 23.55 बजे तक लाइव होगी।
- उम्मीदवारों को नोट करना चाहिए कि किसी प्रश्न/उत्तर के खिलाफ आपत्ति उठाते समय, यदि कोई पिछला CBT परीक्षा प्रश्न/उत्तर कुंजी का संदर्भ दिया गया है, तो उसे नहीं माना जाएगा।
- 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।

- 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.
- 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."
- No Candidate will be allowed to enter the Exam Centre after 08:30 hrs in the Morning Shift and 13:30 hrs. in the Afternoon Shift.
- Candidate will not be allowed to enter the examination hall without E-Call letter-cum- Relieving Letter, Railway Photo ID in original/ Aadhaar.
- Candidates will be allowed to appear for CBT only at the Centre, on the date and time indicated in the E-Call Letter.
- Request, for change of Examination Centre, date and time **will not** be entertained.
- Examination will commence after completing all formalities like taking biometrics, attendance, collection of E-Call letter etc.
- 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.
- 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 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.
- 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.
- Candidates should strictly obey the instructions issued by the ECA/Railway Officials at the Examination Centre/Hall.
- RRB/AJMER reserves the right to order cancellation / re-examination for of any candidate or group of Candidates and change in Venue / Date of examination.
- Candidates have to make their own arrangements for the accommodation while coming for the CBT.
- 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).
- The candidate can view the question paper in English and Hindi.
- Negative marking (one-third mark for each wrong answer) for wrong answers will apply.
- 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.
- For Post of AFA there will be 175 questions (including 15 optional questions on official language) and the candidate has to answer any 150 questions.
- For posts of **AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE** - There will be 175 questions out of which 150 questions to be answered. There will be three sections as per following distribution.
Part-A: Professional Subject - 85 questions (To answer any 80)
Part-B: GK including 15 optional questions on official language -55 questions (To answer any 40)
Part-C: Establishment and financial rules - 35 questions (To answer any 30)
- The mock test link will be available on website of RRB/AJMER. Use this link to familiarize yourself on how to view/answer questions on the exam day.
- Candidates are advised to refer to RRB/AJMER website <https://rrbajmer.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 RRB/AJMER on the challenges on responses/answer keys will be final and no further representation will be entertained.
- Parents/friends/relatives of the candidates are strictly not allowed inside the exam premises.
- Candidates must follow hygiene guidelines inside the campus.
- Candidates can download their response sheet and raise objections, if any, during Objection Tracker Window which will be live from 10.00 hrs of 03.06.2026 to 23.55 hrs of 05.06.2026 on RRB/AJMER website. This is only means of raising objections.
- Candidates to note that while raising objection against any Question/Answer, reference if any provided about previous CBT exam Question / Answer key, the same will not be entertained.
- 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.