

SOUTHERN RAILWAY
RAILWAY RECRUITMENT CELL, CHENNAI-600 008.

Selection to the Post of GDCE/Stenographer Gr.III/English (Level -4)

Date of Document Verification : 25/10/2024 at 10.00 Hrs.

Paste here a copy of
your recent passport
size photograph
taken with in one
month

1. CBT Roll No. :
2. Name of the Candidate (in Block Letters)(Name Followed by Initials) :
3. Father's/Husband's Name :
4. Date of Birth :Age
5. Designation /Station & Department :
6. Division/ Workshop Unit :
7. a) PF / PRAN No. b) HRMS ID :b).....
8. Present Level in Pay Matrix :
9. Date of Regular Appointment :
10. Religion :
11. Community (tick appropriate column) :

UR	SC	ST	OBC
-----------	-----------	-----------	------------

12. Address for Communication

.....

.....

..... Mobile No:

--	--	--	--	--	--	--	--	--	--

13. Academic/Technical Qualification (Write Your Qualification)

Qualification	Year & Month of Passing	School/Board/University	Percentage	Pass/ Fail

14. List of Photostat of Certificates/ Documents which candidates is submitting along with Originals in verification in proof of the following:

a)	Date of Birth: (Proof for DOB)	
b)	Community: (proof for Community Certificate)	
c)	Qualification: (proof of your Academic qualification)	

15. Personal Marks of Identification:

(i.)

(ii.)

Cont.,

Date:

Important Instructions to the candidates attending Document Verification for GDCE/Stenographer Gr.III/English (Pay Level -4)

While attending the Document Verification, **bring the Biodata form duly filled by you & certified by your supervisor.** You should invariably bring the **Original Certificates** along with photostat copies in respect of the following:

- (1) **Date of Birth:** Birth Certificate or School Certificates, such as SSLC/Matriculation etc. indicating Date of Birth.
- (2) **Educational Qualification:** As given in the Notification.
- (3) **SC/ST Candidates:** Community certificate in the prescribed format, issued by competent authority, if applicable (*Format is available in the website, www.rrcmass.in*).
- (4) **OBC Candidates:** Community certificate in the prescribed format (obtained within one year), issued by competent authority, if applicable.
- (5) The certificate should specifically indicate that **the candidate does not belong to persons/ sections (Creamy Layer)** (*Format is available in the website, www.rrcmass.in*).
- (6) In addition to the above, you are required to submit **Five Passport size photographs** (*Taken within last one month*).

Note : *Candidates in possession of certificates in languages other than Hindi & English should bring a translated version in English duly attested by a Gazetted Officer.*

- (7) You may please note that merely being called for Document Verification does not confer any right to you for appointment to the post.
- (8) The final selection of the candidates' will be subject to the verification of identity, all original certificates & to the satisfaction of all criteria prescribed for the post, as applicable.
- (9) Selected candidates will be subject to the Medical fitness in the medical standards as applicable to the post of GDCE/Stenographer Gr.III(English).
- (10) The final list of successful candidates to be recommended to the Railway Administration will be limited to the vacancies notified (with the communal break-up) only.
- (11) In the event of empanelment, the candidates are likely to be posted to the department indicated in the notification, anywhere in Southern Railway. No representation will be entertained in this regard.
- (12) **You must attend the Document Verification on the date, time and the Venue mentioned. No request for change of Venue, Time and Date of Document Verification will be entertained. If you fail to attend the Document Verification, your candidature will be cancelled without any further notice.**

Failure to produce original certificate in support of Date of Birth, Educational Qualifications, Community certificate in proper format, Relieving Letter etc., on the day of Document Verification, will result in forfeiture of your candidature without any further notice. No additional time will be given for production of certificates under any circumstances.

The decision of Railway Recruitment Cell, Chennai, in all matters relating to recruitment will be final and binding on the candidates.