The Assistant Personnel Officer/G, Integral Coach Factory, Chennai, Pin: 600038 so as to reach this office on or before 06.08.2012 (17.30 hrs).

Note:
UR = Unreserved (General), VH = Visually Handicapped, B = Blind, LV = Low Vision, OL = One leg, OA = One arm, BL = Both Leg, OAL = one arm & leg, PH = Physically Handicapped, PWD = Persons With Disability, ICF = Integral Coach Factory, RSRP = Railway Services Revised Pay, SCVT = State Council of Vocational Training, SC = Scheduled Caste, ST = Scheduled Tribe.

2.08 The date of birth for the candidates for the different age group should be between the dates given below:

1.01 & 02 18 to 43 01.01.1995 01.01.1970 01.01.1967 01.01.1965

5. How to apply

5.1 Candidates should submit the applications in the format prescribed.

5.2 The applications must be inquad A-4 paper (80 GSM).

5.3 Candidates should fill the applications in Hindi or English.

5.4 One recent (not earlier than 3 months from the date of application) colour passport photograph with clear front view of the candidate without cap and sunglasses should be pasted on the application form in the space provided. The candidate should not provide the photograph in the box given in the application form.

5.5 The candidates should fill the column No. 11 indicating his address with pincode, of the application form in Hindi only even for application in English.

5.6 Candidates should affix their left hand thumb impression (right hand thumb for those not having left hand thumb) in the designated box in the application form. Thumb impression must be clear and complete. Application without thumb impression will be rejected.

5.7 In column No. 9 of the application form the candidate should indicate any clear/visible marks of identification on their body like a ‘mole on the nose or on the forehead ’or any similar identification marks.

5.8 Candidates belonging to SC/ST communities should produce community certificate in the format given in the Annexure IV of the notification. Candidate belonging to OBC community should produce community certificate in the format given in Annexure IV of the notification. They should also enclose a declaration as given in Annexure 5.

5.9 Candidates who have already been debarred for life from appearing in all the examinations conducted by the Railway Recruitment Board/Railway Employment Cell or those who have been debarred for a period of not less than ten years, should not apply.

5.10 Candidates should send their application sufficiently in advance to reach this office on or before the closing date.

6. How to apply

6.1 The filled in application form complete in all respects along with the required documents should be submitted to the Assistant Personnel Officer/Corporate Secretary, Railway Administration, Chennai, Tamil Nadu.

6.2 Envelopes containing the applications should be superscribed “Application for recruitment of Persons with Disabilities” and should be addressed to “The Assistant Personnel Officer, Corporate Secretary, Railway Administration, Chennai, Tamil Nadu-600038”.

6.3 The application should be sent by post or in person or by courier/registered post to the above address.

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7. Selections

7.1 Selection is made strictly as per merit on the basis of an written examination consisting of multiple choice objective type questions pertaining to General Awareness, Arithmetic, General Intelligence and Reasoning and Technical Subjects (when applicable). The question paper will be in English and Hindi.

7.2 The duration of the examination is likely to be 90 minutes.

7.3 There will be no negative marking. 0.25 mark will be deducted for each wrong answer.

7.4 The syllabus for the written examination shall be given in the notification and shall be in accordance with the educational standards and technical qualifications prescribed for the post.

7.5 Railway Administration, at its discretion may hold additional written test(s), if considered necessary for any post for which the examination is intended.

7.6 The date and time of the written examination will be fixed by the Railway Administration in due course. Request for postponement of the examination and change of centre/venue will not be entertained under any circumstances.

7.7 Based on the performance of the candidate in the written examination, candidates equal to the number of vacancies will be called for documents in the main list. In addition, 30% extra candidates will also be called as standby candidates and they are considered for empanelment only if the vacancies shall fall in empanelment from the main list. During document verification candidates will have to produce their original certificates.

7.8 Appointment of selected candidates is subject to his/her passing requisite medical fitness test to be conducted by the Railway Administration and on verification of educational, medical certificates issued by Medical Authorities and community certificates and verification of antecedent/character certificates of the candidates.

8. GENERAL INSTRUCTIONS

8.1 Before applying for any post, the candidates should ensure that he/she fulfills all the eligibility norms prescribed for the post.

8.2 The candidates are required to go through the notification in the Indian Railways Official Gazette and other extant orders, as the case may be, for eligibility for appointment. Selection does not imply appointment in Railways.
8.5 The details of eligible as well as ineligible candidates are also put on the website of ICF at least one week prior to the written examination. Railway Administration will not be responsible for any postal delay/varying delivery of call letters/rejection letters.

8.6 Selected candidates will have to undergo training wherever training is prescribed for the post.

8.7 Emoluments on initial appointment will be minimum pay of the pay band plus grade pay plus other allowances admissible at that time. During the training period only stipend will be paid as applicable. Candidates may have to give security deposit and execute indemnity bond wherever necessary.

8.8 Free Second Class Railway Pass will be issued to the eligible candidates belonging to SC/ST communities when they are called for written examination/document verification provided they are submitted valid caste certificates.

8.9 Female candidates are also eligible. However, it may be noted that some categories involve duties which are obvious in nature and call for working in shifts at odd hours.

8.10 Other Zonal Railways are likely to issue the similar notifications for the recruitment drive and written examinations could be held on the common date. Candidates should keep this in view while submitting their applications.

8.11 ICF Administration will hold the written examination in Chennai. The centres allotted by ICF will be final and binding.

8.12 The decision of the ICF Administration in all matters relating to eligibility, acceptance/rejection of applications, issue of free Rail passes, penalty for false information, mode of selection, conduct of written examination, allotment of examination centres, allotment of posts to selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained by the ICF Administration in this regard. Any legal issues arising out of this employment notice shall fall within the legal jurisdiction of the Central Administrative Tribunal, Chennai.

9. INVALID APPLICATIONS

Candidates are requested to read all instructions thoroughly before sending their applications. Otherwise their applications are likely to be rejected on one or more of the following reasons.

9.1 Applications received after the closing date and time.

9.2 Applications not in the prescribed format or which are incomplete/insufficient in any manner.

9.3 Candidates not in a position of required educational qualifications on the date of applying or are underaged/overaged as on 01/01/2013.

9.4 More than one application submitted by the same candidate for the same category of post/s.

9.5 Application without latest photo.

9.6 Applications without signature or with signatures in CAPITALs or with different signatures at different places.

9.7 Thumb impression not affixed/blurred/smudged.

9.8 Copies of required enclosures as mentioned in para 10 not enclosed.

9.9 More than one application submitted in one single envelope.

9.10 Candidates’ figures in debarred list.

9.11 Any other irregularity noticed and considered invalid by this Railway Administration.

9.12 Other Zonal Railways are likely to issue the similar notifications for the recruitment drive and written examinations could be held on the common date.

10. Enclosures

10.1 PHYSICAL DISABILITY CERTIFICATE

10.2 Certificates in proof of Date of Birth

10.3 Certificates in proof of Academic/Technical qualifications

10.4 Community certificates

10.5 Request for SCRIBE (in case of Visually handicapped/Cerebral Palsy) as per Annexure 6.

10.6 NOC from competent authority in case of candidates already employed in Railways/any Government Dept/Public Sector Undertaking.

10.7 Self attested Photostat copy of certificate in case of candidates claiming any other type of age relaxation.

NOTE : Candidates are cautioned to beware of tout/job racketeers trying to deceive them by false promises of securing job in Railways either through influence or by use of unethical means. Candidates will be selected purely on MERIT. Please beware of unscrupulous elements and do not fall into their trap.