



# INTEGRAL COACH FACTORY

CHENNAI 600 038.

GOVT. OF INDIA, MINISTRY OF RAILWAYS



Ph.No.044-26147707 Website: www.icf.indianrailways.gov.in

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(For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti districts and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman, Nicobar and Lakshwadeep islands and for candidates residing abroad, the closing date for receipt of applications by posts will be 21.08.2012 (17.30 hrs).)

## EMPLOYMENT NOTICE NO.PH/SRD/01/2012 SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWD)

Applications are invited in the prescribed format as enclosed (on a good quality A-4 size paper (80 GSM) using one side only) from eligible Indian Nationals who are medically categorized as Persons with Disabilities (PWD) as defined in para 4 of this notification for the following posts. Applications complete in all respects along with required enclosures should be sent by post to 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).

CAT NO.	NAME OF THE POST	SCALE OF PAY IN RS.	NO.OF VACANCIES			MEDICAL STANDARD	MINIMUM EDUCATIONAL QUALIFICATION	CATEGORIES OF CANDIDATES SUITABLE
			OH	VH	HH			
1	Junior Engineer/ Mechanical	Rs.9300-34800 + Rs.4200 GP	2	0	1	C1	Diploma in Mechanical Engineering/Manufacturing/ Mechatronics & Industrial/Tools & Machining/Tools & Die Making/Automobile/Production/Metallurgy/Foundry Technology/Electronics/Electrical Engineering. At least 50% of the intake will be from Mechanical Engineering.	OL, OA, HH
2	Junior Engineer/ Mechanical Design	Rs.9300-34800 + Rs.4200 GP	2	0	0	C 1		OL,OA
<b>Submit single application for Category Nos. 1 &amp; 2 duly indicating option</b>								
3	Junior Clerk	Rs.5200-20200 + Rs.1900 GP	1	0	0	C 2	Matriculation or its equivalent	OA, OL, BL, OAL
4	Technician Gr.III/Fitter General	Rs.5200-20200 + Rs.1900 GP	1	1	1	C 1	Matriculation plus Course Completed Act Apprenticeship/ ITI approved by NCVT/SCVT in the trade of Fitter	LV,OL,BL
5	Technician Gr.III/Welder	Rs.5200-20200 + Rs.1900 GP	0	0	1	C 1	Course Completed Act Apprenticeship/ITI approved by NCVT/SCVT in the trade of Welder	HH
6	Technician Gr.III/Carpenter	Rs.5200-20200 + Rs.1900 GP	1	0	1	C 1	Course Completed Act Apprenticeship/ITI approved by NCVT/SCVT in the trade of Carpenter	OL,HH
7	Technician Gr.III/Electrical	Rs.5200-20200 + Rs.1900 GP	1	0	0	B2	Matriculation plus Course Completed Act Apprenticeship/ ITI approved by NCVT/SCVT in the trade of Electrical	OL, BL

**ABBREVIATIONS USED:** A-1, A-2, A-3, B-1, B-2, C-1 and C-2 = Various levels of Medical Standards which the candidates will have to qualify before appointment in Railways, DD = Demand Draft, HH = Hearing Handicapped, IPO = Indian Postal Order, NCVT = National Council of Vocational Training, NOC = No Objection Certificate, OMR = Optical Mark Reader answer sheet, OBC = Other Backward Classes, OH = Orthopaedically Handicapped, 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, UR = Unreserved (General), VH = Visually Handicapped, B = Blind, LV= Low Vision, OL = One leg, OA = One arm, BL = Both Leg, OAL = one arm & leg.

**Note:** While there is no reservation for candidates for special recruitment drive, persons selected against this recruitment drive will be placed in the appropriate community viz.SC/ST/OBC/UR depending upon the category to which they belong.

### 2. AGE

The age is reckoned as on 01/01/2013. The relaxation applicable will be as follows:

- By 10 years for Persons with Disabilities (PWD)
- By 5 years for SC/ST candidates.
- By 3 years for OBC candidates.
- By 5 years for persons who were ordinarily domiciled in the Kashmir Division of the State of Jammu & Kashmir from 01/01/1980 to 31/12/1989.
- For the serving Group 'C' and Group 'D' Railway Staff and casual labours/substitutes, the relaxation in upper age limits will be up to 40 years for Unreserved candidates, 45 years for SC/ST candidates and 43 years for OBC candidates, provided they have put in a minimum of 3 years service (continuous or in broken) spells. For those working in Quasi-Administrative offices of the Railway organization such as Railway Canteens, Co-operative Societies and Institutes, the relaxation in upper age limits will be up to the length of service rendered subject to maximum 5 years.
- Upper age limit in case of widows, divorced women and women judicially separated from the husband but not remarried shall be relaxed up to 35 years for Unreserved, 38 years for OBC and 40 years for SC/ST candidates.
- The upper age limit in case of course completed act apprentices applying for those posts whose minimum qualification is ITI/Course completed Act apprentice shall be relaxed to the extent of apprentice training undergone by them under the Apprenticeship Act 1961.
- The date of birth for the candidates for the different age group should be between the dates given below: (Both dates inclusive)

Sl.No.	Category	Age limit	Lower DOB	Upper DOB		
				PWD UR	PWD OBC	PWD SC / ST
1.	01 & 02	18 to 43	01.01.1995	01.01.1970	01.01.1967	01.01.1965
2.	03 to 07	18 to 40	01.01.1995	01.01.1973	01.01.1970	01.01.1968

### 3. Application Fee

There is no Application Fee for Physically Handicapped candidates (PWD).

### 4. DISABILITIES

4.1 Definitions of Disabilities: Definitions of categories of disabilities for the purpose of recruitment are given below:

- Blindness: 'Blindness' refers to a condition where a person suffers from any of the following conditions, namely: (i) total absence of sight; or (ii) visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lense; (iii) limitation of the field of vision subtending an angle of 20 degrees or worse; (b) Low vision: "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device. (c) Hearing impairment: "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies. (d) Locomotor disability: "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy. (e) Cerebral Palsy: "Cerebral Palsy" means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development (f) All the case of orthopaedically handicapped persons would be covered under the category of "Locomotor disability or cerebral palsy."

4.2 **COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE:** The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability, as the case may be.

4.3 **DEGREE OF DISABILITY FOR RESERVATION:** Only such persons would be eligible for reservation in services/posts who suffer from not less than 40 per cent of relevant disability. A person who wants to avail the benefit of reservation will have to submit a Disability Certificate issued by a competent authority as given in Annexure-II

4.4 All one eyed candidates and VH candidates whose visual degree of disability is less than 40% shall not be considered as Visually Handicapped persons and the provision for engaging SCRIBE shall not be applicable to them.

4.5 Visually Handicapped candidates/those candidates whose writing speed is affected by Cerebral Palsy can avail the assistance of SCRIBE for writing answers on their behalf. For engaging the SCRIBE, the candidate will have to suitably inform the ICF Administration in advance. The engagement of SCRIBE will be subject to the following conditions: (a) The candidates will have to arrange their own SCRIBES at their own cost during the examination. Separate Admit Cards will be issued to the SCRIBES accompanying the Visually Handicapped candidates. Admit cards should contain the particulars and photograph of the SCRIBE duly signed by him/her. (b) The academic qualification of the SCRIBE should be one grade below the qualification prescribed for the post for which recruitment is being made. (c) As the recruitment is for specialized posts, the SCRIBE should be from a discipline different from that of the candidate. (d) The candidates as well as the SCRIBE will have to give a suitable undertaking along with the application conforming that the SCRIBE fulfills all the stipulated eligibility criteria for a SCRIBE as mentioned above. In case it transpires later that he/she did not fulfill any of the laid down eligibility criteria or there has been suppression of material facts, the candidature of the applicant will stand cancelled irrespective of the result of the examination. The Visually Handicapped candidate shall be responsible for any misconduct on the part of the scribe brought by him/her. The undertaking should be submitted by the Visually Handicapped candidates/candidates whose writing speed is affected by Cerebral Palsy, along with his/her application.

4.6 All selected candidates will be subjected to medical examination by Railway Medical Authority at the time of appointment and only those conforming to the medical standards as laid down in the Indian Railway Medical Manual and other extant provisions, as the case may be, will be eligible for appointment. Selection does not imply appointment in Railways.

### 5. How to APPLY

- Candidate should submit the applications in the format prescribed.
- The applications must be in quality A-4 size paper (80 GSM).
- Candidate should fill the applications in Hindi or English.
- 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 sun glasses should be pasted on the application form in the space provided. The candidate should sign the space provided in the box below the photograph.
- The candidate should fill the column No.11 indicating his address with pincode, of the application form in English only even for application in Hindi.
- Candidates should affix their left hand thumb impression (right hand thumb for those not having left arm) in the designated box in the application form. The thumb impression must be clear and complete. Application without thumb impression will be rejected.
- 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 cut mark on the forehead' etc. The application form of the candidate is liable to be rejected if he/she does not indicate identification marks.
- Candidates belonging to SC/ST communities should produce community certificate in the form given in the Annexure III 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.
- Candidates who have already been debarred for life from appearing in all the examinations conducted by the Railway Recruitment Board/Railway Recruitment Cell or those who have been debarred for a specified period which is yet to be over or not eligible to apply.
- Candidates should send their application sufficiently in advance to reach this office on or before the closing date. Railway Administration will not be responsible for any postal delay or wrong delivery of applications.

### 6. Whom to apply

- The filled in application form complete in all respects alongwith the required documents should be addressed to the Assistant Personnel Officer/G, Integral Coach Factory, Chennai-600 038.
- Envelopes containing the applications should be superscribed "Application for recruitment of Persons with Disabilities" Employment Notice No.PH/SRD/01/2012 Category No. \_\_\_\_ Post \_\_\_\_\_ (indicate the category No. and name of the post applied).
- The application should be sent by post so as to reach this office on or before the closing date and time mentioned above.
- ONLY ONE APPLICATION:** Each candidate should send only one application for one category or category of posts. Candidate submitting multiple applications for the same post/group of posts will not be considered. Even if such a candidate gets selected inadvertently, he/she will not be offered appointment later on.

### 7. Mode of Selection

- Selection is made strictly as per merit on the basis of a written examination consisting of multiple choice objective type questions pertaining to General Awareness, Arithmetic, General Intelligence and Reasoning and Technical Subjects (wherever applicable). The question paper will be in English, Hindi and Tamil.
- Duration of the examination is likely to be 90 minutes.
- There will be negative marking. 1/3 mark will be deducted for each wrong answer.
- The syllabus for the written examination will be generally in conformity with the educational standards and/or technical qualifications prescribed for the posts.
- Railway Administration, at its discretion may hold additional written test(s), if considered necessary for all or for a limited number of candidates as may be deemed fit by Railway Administration.
- The date, time and venue of the written examination will be fixed by the Railway Administration and will be intimated to the eligible candidates in due course. Request for postponement of the examination and change of centre /venue will not be entertained under any circumstances.
- 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 there is shortfall in empanelment from the main list. During document verification candidates will have to produce their original certificates.
- Appointment of selected candidates is subject to his/her passing requisite medical fitness test to be conducted by the Railway Administration, final verification of educational, medical certificates issued by Medical Authorities and community certificates and verification of antecedent/character of the candidates.

### 8. GENERAL INSTRUCTIONS

- Before applying for any post, the candidates should ensure that he/she fulfills all the eligibility norms. The candidate should have the requisite Educational/Technical qualifications from recognized University/Institute as on the closing date of submission of the application. Those awaiting results of the final examination need not apply.
- Candidates should fill up the application in his/her own handwriting and sign as well as put their left hand thumb impressions at the prescribed places. Candidates not having left arm can affix their right hand thumb impression.
- Candidates are required to sign in English or in Hindi in the prescribed places provided in the application form and information sheet. The signature on application form, information sheet, answer sheet, question booklet and other places should be identical. The signatures must be in running hand and not in block capital or disjointed letters. Signatures at the time of application, written examination and documents in different styles or language may result in cancellation of candidature.
- Candidates should note that the Date of Birth as recorded in the matriculation/High School examination or an equivalent certificate will only be acceptable by the Railway Administration.

- 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/wrong 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 centre, 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/ineligible 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 figuring in debarred list.
- 9.11 Any other irregularity noticed and considered invalid by this Railway Administration.

**10. Enclosures :**

(ORIGINAL CERTIFICATES should not be enclosed) (enclose self attested copies)

- 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 touts/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.

**Assistant Personnel Officer/G  
For Chief Personnel Officer/ICF**