REvised INSTRUCTIONS TO THE CANDIDATES FOR UPLOADING DOCUMENTS

Dear Candidate,

Read the following instructions carefully and upload all the relevant documents as applicable.

1. Scan the documents on a color scanner as per the file size and image type (JPEG/JPG/PDF) and upload. In case of documents with one page, the file size should be 50 to 300 kb. The documents with more than one page should be uploaded as a single file with size upto 500 kb.

2. In the document verification portal, relevant certificates enlisted therein are to be uploaded. Preview for each uploaded document has been provided. Candidates should ensure that the images/documents are correctly uploaded before the submit. Candidates should also note that mere saving of the uploaded images in the portal does not complete the uploading process, unless it is followed by the submit. In case an uploaded document(s) is found to be incorrect/not readable as seen from the preview, then the correct document(s) can again be selected/scanned and uploaded till the last date of upload.

3. Only latest passport size color photograph taken within the last 3 months should be uploaded.

4. If Father's or Mother's name, as indicated in the application, is not available in the Matriculation certificate, then scanned image of Transfer Certificate from the Institution last attended, indicating Father/mother name should be uploaded as additional certificates.

5. Degree Certificate or Provisional Degree Certificate has to be uploaded as the case may be. Ensure that the certificate date is within the application submission date against CEN 3/2015. In case the certificate date is after the application submission date, then upload semester wise mark sheets also as a single PDF file in additional documents table.

6. The uploaded Caste certificate for SC/ST should be as per the prescribed format given in Annexure-I. In case of variation in name of candidate or father/mother in the certificate, candidate should get a new caste certificate with correct name(s) as mentioned in SSLC/Metric Certificate.

7. The uploaded Caste certificate for OBC should be as per the prescribed format given in Annexure-II and issued by Competent Authority. The certificate should not be older than one year from the date of Document Verification. In case of variation in name of candidate or father/mother in the certificate, candidate should get a new caste certificate with correct name(s) as mentioned in SSLC/Metric Certificate.

8. In case of Ex-Servicemen candidates, relevant sheets of the Discharge Certificate containing name, date of appointment, date of attestation, date of discharge and Ex-Serviceman status should be uploaded as a single PDF file.
9. Candidates belonging to Economically Backward Community (EBC) who have sought waiver of examination fee should upload Income certificate as per the prescribed format in Annexure – IV of CEN 3/2015.

10. Minority Community candidates who have sought waiver of examination fee should upload the Minority Community Declaration on Non-Judicial Stamp Paper as per the prescribed format in Annexure-V of CEN 3/2015.

11. PWD candidates have to upload Disability certificate as per the prescribed formats in Annexure VI(A) or VI (B) or VI (C) whichever is applicable.

12. Serving Railway Employees are required to produce 'No Objection Certificate' (NOC) issued by the Competent Authority duly indicating the Date of Appointment.

13. Upload Affidavit for minor variations in Candidate's or Father/Mother's name like spelling error, initial or surname sequence in certificates other than Caste Certificate, as additional certificates in PDF format.

14. In additional documents table, documents like semester wise mark sheets and ANY other relevant additional documents, if any, can be uploaded.

On the day of document verification, shortlisted candidates should produce the following as applicable:

i. Matriculation/High School Examination certificate or equivalent Certificate for proof of date of birth, etc.

ii. Pre-degree/10+2/Higher Secondary/Inter pass certificate/Entrance Test Certificate- Where degree has been obtained directly without 10+2. (whichever is applicable).

iii. Certificate and mark-sheets (indicating date of publication of results) issued by recognized university on possessing prescribed qualification i.e. Graduation/Degree as on the date of online application.

iv. Caste certificate in prescribed formats in Annexure-I for SC/ST candidates and OBC certificate in Annexure-II for OBC candidates issued by appropriate authority as mentioned in CEN-03/2015. OBC candidates have to submit latest community certificate with non-creamy layer certification which is not more than one year old as on the date of document verification. In addition, OBC (Non-creamy layer) candidates should bring a self-declaration in the format prescribed in Annexure-III.

v. Income certificate for Economically Backward candidates in prescribed format as per Annexure-IV & Minority Community self-declaration as per Annexure-V on non-judicial stamp paper for minority community candidates who sought exemption of examination fee.

vi. No Objection Certificate (NOC) with all service particulars from the present employer clearly mentioning that there is no objection by them for releasing him/her, if finally selected, in case of serving employee of Central Government or State Government or Public Sector Undertakings.

viii. PWD certificate in Annexure-VII(A) or Annexure-VII(B), or Annexure-VII(C) issued by appropriate authority/ proper Medical Board for persons with disabilities. Original Medical Certificate for exemption from Typing Skill Test in case of PWD candidate who had uploaded such certificate during 03.06.2017 to 28.06.2017 on RRBs websites.

ix. Medical Certificate, by an eye specialist in the prescribed proforma available on RRB’s website, is required in case of candidates who have applied for Traffic Apprentices (Cat. No. 2) and Good Guard (Cat. No.4).

x. Certificate/legal document to be submitted by Widow/Divorcee/Judicially separated women candidates but not remarried and sought age relaxation.

xi. Upper portions of the e-call letters of 1st Stage CBT, 2nd Stage CBT, Aptitude Test and/or Typing Skill Test (whichever applicable).

xii. E-call-letter for Verification of Documents & genuineness of candidature.

xiii. 3 Passport size photographs as uploaded in the application and 3 latest passport size color photograph taken within the last 3 months

xiv. Any other relevant certificates/testimonials/documents required under CEN-3/2015 available with the candidate.

xv. In case of variation in spelling in name, fathers name in the on-line application and original certificates/documents, candidates are required to submit relevant affidavit executed before Magistrate or Notary on required stamp papers stating that the referred person in certificate(s) is one and same on the date of verification.

The candidate should also bring 2 (two) sets of clear & legible self-attested photocopies each of the original certificates/documents mentioned above.