

**INDIAN RAILWAY FINANCE CORPORATION LIMITED  
NEW DELHI**

**Advt. No. 01/2026 dated 04.04.2026**

Indian Railway Finance Corporation Limited (IRFC), is a schedule 'A', Navratna Public Sector Undertaking under the Administrative control of Ministry of Railways. The Company is a Public Finance Institution engaged in supporting creation of infrastructure in Railway Sector in India. Its main business activity has been leasing of Rolling Stocks (Locomotives, Passenger Coaches and Freight Wagons) and Railway projects to Indian Railways. The Company raises financial resources from diverse financial markets using a variety of instruments to fund acquisition of these assets. IRFC has consistently been rated as EXCELLENT by Govt. of India in achievements of its MOU targets. As on March 31<sup>st</sup>, 2025 the turnover of the Company is ₹ 27,152.14 crore and net worth is ₹ 52,667.77 crore.

IRFC invites applications through ONLINE MODE for recruitment to the posts of **Assistant (NE5 Level) and Assistant Manager /Finance (EI Level)** as per the details mentioned below:

**1. IMPORTANT DATES:**

Opening Date of online Registration/Submission of Applications	04.04.2026
Closing Date & time of online Registration/Submission of Application & submission of online Fee	01.05.2026 (23:45 hrs)
Tentative schedule for Computer Based Test (CBT)	June 2026

**2. DETAILS OF POSTS AND ESSENTIAL QUALIFICATION:**

S. No.	Post Code	Post and Scale of Pay/No. of Vacancies	Essential Qualification	Age Limit (in years)	Medical Category														
1	01	<p><b>Assistant (NE5 Level)</b>  <b>Scale of Pay: ₹ 21,000-74,000/-</b>  <b>No. of Vacancies - 16 (Sixteen)</b></p> <p>Vertical Reservation</p> <table border="1"> <tr> <td>UR</td> <td>SC</td> <td>ST</td> <td>OBC-NCL</td> <td>EWS</td> </tr> <tr> <td>06</td> <td>02</td> <td>01+01*</td> <td>04</td> <td>02</td> </tr> </table> <p>*Backlog Vacancy</p> <p>Horizontal Reservation</p> <table border="1"> <tr> <td>PwBD</td> <td>Ex-Servicemen</td> </tr> <tr> <td>01</td> <td>02</td> </tr> </table> <p>Post identified suitable for disability in:</p> <p>a) B, LV  b) D, HH  c) OA, OL, OAL, BL, BA, CP, LC, Dw, AAV, MDy  d) ASD (M, MoD), ID, SLD, MI  e) MD involving (a) to (d) above</p>	UR	SC	ST	OBC-NCL	EWS	06	02	01+01*	04	02	PwBD	Ex-Servicemen	01	02	<p>(i) Three years Bachelor's Degree in Commerce from a recognized University / Institute with not less than 60% marks</p> <p><b>and</b></p> <p>(ii) Intermediate Examination Passed from the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.</p>	18-30	C1
UR	SC	ST	OBC-NCL	EWS															
06	02	01+01*	04	02															
PwBD	Ex-Servicemen																		
01	02																		

S. No.	Post Code	Post and Scale of Pay/No. of Vacancies	Essential Qualification	Age Limit (in years)	Medical Category														
2	02	<p><b>Assistant Manager (Finance) – E1 Level</b>  <b>Scale of Pay</b>            ₹ 40000-1,40,000/-  <b>No. of Vacancies - 07 (Seven)</b></p> <p>*Vertical Reservation</p> <table border="1"> <thead> <tr> <th>UR</th> <th>SC</th> <th>ST</th> <th>OBC-NCL</th> <th>EWS</th> </tr> </thead> <tbody> <tr> <td>02</td> <td>01</td> <td>01</td> <td>1+1*</td> <td>01</td> </tr> </tbody> </table> <p>*Backlog Vacancies</p> <p>* Horizontal Reservation</p> <table border="1"> <thead> <tr> <th>PwBD</th> <th>Ex-Servicemen</th> </tr> </thead> <tbody> <tr> <td>–</td> <td>01</td> </tr> </tbody> </table> <p>Post identified suitable for disability in:            a) B, LV            b) D, HH            c) OA, OL, OAL, BL, BA, CP, LC, Dw, AAV, MDy            d) ASD (M, MoD), ID, SLD, MI            e) MD involving (a) to (d) above</p>	UR	SC	ST	OBC-NCL	EWS	02	01	01	1+1*	01	PwBD	Ex-Servicemen	–	01	<p>(i) Three years Bachelor's Degree in Commerce from a recognized University / Institute with not less than 60% marks</p> <p><b>and</b></p> <p>(ii) Qualified CA/CMA from Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.</p> <p>Or</p> <p>Two years Regular MBA (Finance) /Post Graduation Diploma in Management (Finance) from a recognized University / Institute.</p>	18-30	C1
UR	SC	ST	OBC-NCL	EWS															
02	01	01	1+1*	01															
PwBD	Ex-Servicemen																		
–	01																		

Abbreviation: UR –Unreserved, SC- Scheduled Caste, ST – Scheduled Tribe, OBC-NCL – Other Backward Classes – Non Creamy Layer, PwBD – Persons with Benchmark Disability, B= Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, OAL = One Arm & One Leg, BLOA= Both Leg & One Arm, , BLA=Both Legs Arms, BL= Both Leg, BA=Both Arms, CP= Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victim, MDy=Muscular Dystrophy, ASD= Autism Spectrum (M=Mild, Mod =Moderate), SLD=Specific Learning Disability, MI = Mental Illness, MD=Multiple Disabilities.

**NOTE:** The applicant should possess the essential qualification as on the closing date for ONLINE registration i.e. ----- (appearing candidates/candidates awaiting final results of prescribed Educational Qualification on the closing date of online registration are NOT eligible to apply).

### 3. AGE RELAXATION:

The upper age-limit is relaxable as under subject to submission of requisite certificate:

- By five years for SC/ST candidates.
- By three years for OBC-NCL candidates.

- iii. By ten years for PwBD applicants (15 & 13 years for PwBD candidates belonging to SC/ST and OBC-NCL categories respectively).
- iv. For Ex-Servicemen, upto the extent of service rendered in defence plus three years provided they have put in more than six months service after attestation. Community-wise age relaxation for Ex-serviceman candidates will be as under:
  - UR & EWS - 3 years (after deduction of length of service from age).
  - OBC-NCL - 6 years (after deduction of length of service from age).
  - SC/ST - 8 years (after deduction of length of service from age).
- v. Maximum upper age of the applicants should not exceed 56 years including all possible age relaxations.
- vi. Relaxation in age limit shall be applicable for PwBD category candidates irrespective of the fact whether the Post is reserved or not, provided the Post is identified suitable for concerned PwBD candidates.
- vii. The upper age-limit is relaxable by (08) Eight years for regular employees of IRFC.
- viii. Age will be reckoned as on 01.01.2026.

#### 4. VERTICAL RESERVATION:

- i. All candidates, irrespective of community may be considered against UR vacancies, subject to fulfillment of parameters for UR candidates. However, against the vacancies earmarked for specific communities (SC/ST/OBC-NCL/EWS), only candidates belonging to that community will be considered.
- ii. **For SC/ST (Scheduled Caste/Scheduled Tribes) Candidates:**  
Reservation of vacancies for SC/ST will be as per Government of India directives. Candidates belonging to SC/ST category shall have to upload valid Caste Certificate issued by the Competent Authority as prescribed by the Government of India at the time of filling up of the Online Application. **For sample Format please refer [Annexure-I](#).**
- iii. **For OBC-NCL (Other Backward Classes – Non-Creamy Layer) Candidates:**
  - a) OBC-NCL candidates whose Caste is included in the Central List eligible for reservation in Service under Government of India are required to upload valid Caste Certificate at the time of filling up of Online Application Form certifying “Non-Creamy Layer” status in the format prescribed by Central Government to get the benefit of OBC- NCL reservation. At the time of Document Verification, the candidate needs to submit a valid OBC-NCL certificate which shall not be older than one year to get the benefit of OBC-NCL reservation. In case of non-compliance to these stipulations, the claim for reserved status under OBC-NCL will not be entertained and the candidature of such candidate, if fulfilling all the eligibility conditions for UR Category, will be considered against UR vacancies only. **For sample Format please refer [Annexure-II](#).**
  - b) A declaration shall also be submitted by the candidate before appointment/at the time of joining that he/she does not belong to the Creamy Layer of OBC.
  - c) The OBC candidates who belong to “Creamy Layer” are not entitled for OBC reservation and such candidates have to indicate their category as “UR”.
  - d) OBCs present in the State list but not covered in the Central list of OBCs will not be eligible to claim the benefits of OBC-NCL reservation.

iv. **For EWS (Economically Weaker Section) Candidates:**

- a) The candidates applying against the vacancies reserved for EWS must upload valid Income and Asset Certificate at the time of filling up of Online Application Form applicable for services under Government of India issued by the Competent Authority. At the time of Document Verification, candidates need to submit valid EWS certificate which shall not be older than one year at the time of Document Verification to get the benefit of EWS reservation.

In case of non-compliance to these stipulations, the claim for reserved status under EWS will not be entertained and the candidature of such candidates, if fulfilling all the eligibility conditions for UR Category, will be considered under UR vacancies only. **For sample Format please refer [Annexure- III](#).**

- b) Candidates who are not covered under the scheme of reservation for SC/ST/OBC- NCL and whose family gross annual income is below ₹ 8.00 Lakh (Rupees Eight Lakh) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of Application. Also, candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
- i. 5 acres of agricultural land and above;
  - ii. Residential flat of 1000 sq. ft. and above;
  - iii. Residential plot of 100 sq. yards and above in notified municipalities;
  - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities
- c) The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding criteria to determine EWS status. The term “Family” for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years and also his/her spouse and children below the age of 18 year. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in [Annexure – III](#) shall only be accepted against candidate’s claim of belonging to EWS:
- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st class Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.
  - ii. Chief Presidency Magistrate/Additional Chief presidency Magistrate/ Presidency Magistrate.
  - iii. Revenue Officer not below the rank of Tehsildar and
  - iv. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

## 5. HORIZONTAL RESERVATION:

- i. This Advertisement provides for Horizontal reservation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen (Ex-SM) irrespective of their community.
- ii. The candidates appointed under Horizontal reservation i.e. PwBD & Ex-servicemen Quota will be adjusted against the vacancy of respective categories of SC/ST/EWS/OBC-NCL/Unreserved (UR).
- iii. Vacancies of PwBD & Ex-SM given in the vacancy table are not separate but are included in the total number of vacancies.
- iv. **For PwBD (Persons with Benchmark Disability) Candidates:**

- a) Disability should not be less than 40% for availing the benefits of reservation/relaxation for PwBD. A person, who intends to avail the benefit of reservation/relaxation must submit a Disability Certificate issued by a Competent Authority as per the form V, VI and VII of rule 18(1) under Chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. The existing Certificates of Disability issued under the Persons with Disabilities Act 1995 (since repealed) shall continue to be valid for the period specified therein.

b) **Assistance of Scribe for PwBD Candidates and compensatory time:**

1. **Persons having disability of 40% or more:**

Visually impaired (VI) candidates/candidates whose writing speed is affected by Cerebral Palsy/Muscular Dystrophy/candidates with Locomotor Disability (One Arm)/Intellectual Disability (autism, specific learning disability and mental illness) can avail the assistance of Scribe for writing answers on their behalf. One eyed candidates and candidates whose disability is less than 40% shall not be eligible to avail the facility of Scribe. For engaging the Scribe, candidates will have to indicate the same while filling Online Application Form. Engagement of Scribe will be subject to the following conditions:

- i. Candidates will have to arrange for the Scribe on their own.
- ii. The Scribe so arranged should not himself/herself be the candidate for the Advertisement for which he/she is appearing as Scribe. Also, same Scribe should not be engaged for more than one candidate for the same Advertisement. The Scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage, will render both candidate and Scribe disqualified.
- iii. Candidates opting for Scribe will have to provide additional details for Scribes during submission of Online Application Form. The candidate taking assistance of Scribe should bring duly filled in Annexure IV. Both candidate and Scribe will be required to sign/give thumb impression before the invigilator. Candidate should also bring duly filled in Annexure VI. Scribe should produce original and valid ID proof at CBT Centre and bring one coloured passport size photograph.
- iv. Separate e-Admit Card will be issued to Scribes accompanying the candidates.
- v. The candidate shall be responsible for any misconduct on the part of the Scribe brought by him/her during the CBT.
- vi. Candidates availing the assistance of a Scribe shall be eligible for compensatory time of

20 minutes for every hour of Examination (CBT).

- vii. Candidates who wish to avail services of Scribe but are unable to furnish the details of Scribe at the time of filling up of Online Application, may avail the services of Scribe by filling up necessary details in Format given at [Annexure- IV](#) at the CBT Centre duly complying the conditions stipulated for Scribe.

The change of Scribe may also be allowed in emergency duly recording reasons and filling the relevant details including pasting of photograph of the new Scribe as per [Annexure - IV](#).

## II. Persons having less than 40% disability:

In addition to instructions applicable to PwBD candidates (who have disability of 40% or more), following rule will apply for persons with specified disabilities covered under the definition of Section 2(s) of the PwBD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

- i. The facility of scribe and/or compensatory time of 20 minutes for every hour of Exam (CBT) shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that Scribe is essential to write Examination on their behalf from the Competent Medical Authority of a Government Healthcare institution as per proforma at [Annexure V](#). The Candidate should bring this certificate at Exam Centre.
- ii. As prescribed in the Railway Board Letter No. 2025-E(SCT)I/133/10Pt. dated 20.03.2026, in cases, where the candidate opts for a scribe, the qualification of the scribe must be minimum of “two academic years below” and a maximum of “three academic years below” the minimum qualification for appearing in the examination. (For example, if the minimum qualification for appearing in the Examination is a Graduate, the scribe's qualification may be in the first academic year of graduation (for a 3-year course), but not below the 12th standard running).

The person opting for own Scribe should submit details of the own scribe as per proforma at [Annexure VI](#).

- iii. The conditions mentioned in Para 1 (i) to (vii) will also be applicable for these candidates for the facility of Scribe.

## v. **For Ex-servicemen Candidates:**

- a) Ex-Servicemen candidates should produce Defence Service Certificate issued by the Competent Authority at the time of Document Verification.
- b) For Ex-Serviceman candidates, the Qualification Equivalence as per Government of India's instructions shall be applicable. The criteria for duration of course and percentage of marks shall not be insisted upon in case of Ex-Serviceman, provided the possess a requisite Equivalent Qualification as prescribed in the Advertisement which has been acquired through Indian Army / Navy/ Airforce. The Ex-Serviceman candidate shall however have to produce an Equivalence Certificate stating that their Qualificator/Trade has been equated with the prescribed Qualification/ Trade in this Advertisement failing which the candidature will not be considered.
- c) Candidates applying against Ex-Servicemen quota as dependents of Servicemen killed in action is required to submit dependency certificate, issued from Zilla Sainik Board/Unit Head Quarter of the deceased Serviceman as per [Annexure - VII](#).

- d) Persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of Ex-Servicemen are eligible to apply for re-employment one year before the completion of the specific terms of engagement and avail themselves of all concessions available to Ex-Servicemen but such persons shall not be permitted to leave the uniform until they complete the specific terms of engagement in the Armed Forces of the Union.
- e) Accordingly, such serving Defence personnel to be released within one year of the last date of Registration of Application (on or before 01.05.2026) can also apply, both for vacancies earmarked for Ex-Servicemen and for Post not reserved for them. Undertaking as per format prescribed at [Annexure -VIII](#) is to be submitted at the time of Document Verification. However, they should possess the prescribed Educational Qualification as on the closing date of this Advertisement.
- f) Ex-Servicemen candidate who have already secured civil employment under Central Government in Group 'C' & 'D' (including PSUs, Autonomous Bodies/ Statutory Bodies, Nationalized Banks etc.) will be permitted only the benefit of age relaxation as prescribed for Ex-Servicemen for securing another civil employment in a higher grade or cadre in Group 'C/D' under Central Government. Such candidates will not be considered against the vacancies reserved for Ex-Servicemen in the Central Government jobs. Such candidates will also not be eligible for relaxation of Fee payment available to Ex-Servicemen.
- g) If an Ex-Servicemen applies for various vacancies before joining any civil employment, he/she can avail the benefit of reservation of Ex-Servicemen for any subsequent employment, subject to the condition that an Ex-Servicemen as soon as he joins any civil employment, should give self-declaration/undertaking to the concerned employer about the details of application against this Advertisement. The acknowledged copy of this declaration along with NOC from the civil employer should be produced during Document Verification failing which their candidature as Ex-Servicemen will not be considered.
- h) Undertaking as per format prescribed at [Annexure -IX](#) is to be submitted at the time of Document Verification.

## 6. NO OBJECTION CERTIFICATE:

- i) Candidates who are employed on regular basis in Government/Semi-Government/ Public Sector Undertaking/ Autonomous Bodies are required to produce "No Objection Certificate" from the present employer at the time of Document Verification. In the absence of "No Objection Certificate", the candidature of such candidates is liable to be cancelled.
- ii) Regular employees of IRFC applying for above posts are not required to produce "NOC". However, at the time of Document Verification, the candidate has to bring Vigilance and D&AR Clearance.

## 7. PERKS/ALLOWANCES /SERVICE AGREEMENT-CUM-BOND:

- i) Emoluments:

Post	Post Code	Pay Scale (Rs)*	Cost to Company (CTC) Approx.
Assistant NE-5	01	21,000-74,000/-	₹8 .00 Lakh

Assistant Manager (Finance) E-1	02	40,000-1,40,000/-	₹16.00 Lakh
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\*Selected candidate will be inducted at the minimum of the pay scale.

NOTE: The CTC mentioned has been calculated at the minimum of the pay scale and includes Basic Pay, Dearness Allowance (DA), House Rent Allowance (HRA), Retirement Benefits, Cafeteria Allowance, admissible Performance Related Pay (PRP) and other perks and benefits, which is payable based on multiple factors as per the Corporation's policy.

In addition to above, the selected candidates will be entitled to Medical Facilities, Gratuity, Leave Encashment, and other admissible benefits in accordance with the rules and policies of the Company.

- ii) Career Prospects: The selected candidates will have opportunities for promotion to higher grades, as per Promotion Policy of the Company as amended time to time.
- iii) Pay Protection will be granted to the candidates serving in PSUs/Govt. Organizations as per DPE guidelines. However, same is not applicable in case of Ex-Servicemen.
- iv) Service Agreement-Cum-Bond:
- The candidates selected for the post of Assistant (NE5 level) shall have to execute a Service Bond of ₹ 2 Lakh plus GST, to serve the corporation for a minimum period of two (02) years, at the time of joining.
  - The candidates selected for the post of Assistant Manager (F) (E1 Level) have to execute a Service Bond of ₹ 3 Lakh plus GST, to serve the corporation for a minimum period of two (02) years, at the time of joining.
- v) Probation: Selected candidates will be on probation for one (01) year from the date of joining as per extant policy. They shall be confirmed subject to satisfactory completion of the probationary period including test/training, if required. Probation period can be curtailed or extended on merits of individual cases. Employees on probation may be discharged from the service during period of probation without assigning any reasons.

## 8. SELECTION PROCEDURE:

S. No.	Post Code	Post	Compute Based Test (CBT)	Document Verification	Interview	Medical Test
1	01	Assistant NE-5	√	√	x	√
2	02	Assistant Manager (F) E1	√	√	√	√

The Selection process for the eligible candidates will consist of a Computer Based Test (Written Exam), Document Verification of shortlisted candidates, Interview (for the Post Code-02, as indicated above) and Medical Test.

### Note:

- i) Selection will be made strictly as per merit and following extant reservation rules.
- ii) The date, time & venue for Recruitment process/other necessary activities as applicable shall be fixed by the IRFC and shall be intimated to the eligible candidates in due course. Request for postponement of any of the above activity or change of venue, date and

shift will not be entertained under any circumstances.

## 9. SCHEME OF EXAMINATION:

### Details of Computer Based Test (CBT) is as under:

- There shall be single-stage CBT comprising of Part A and part B.
- Negative Marking:** There shall be negative marking in CBT and as such 1/4<sup>th</sup> of the marks allotted for each question shall be deducted for each wrong answer.
- Part A and B of CBT will consist of 100 Multiple Choice Objective Type Questions of 01 mark each and the Exam duration will be 90 minutes (120 minutes for eligible PwBD candidates with Scribe).
- The Indicative Syllabus and section-wise distribution of marks for Part A & Part B of CBT (for Post Code 01 & 02) is given below:

#### **(a). Part 'A' of CBT for Post Codes 01 & 02:**

S. No.	Topic	Number of Questions
1	Mathematics / Numerical Ability	20
2	General Awareness	10
3	Logical Reasoning /General Intelligence	10
4	Knowledge about Railways/IRFC	10
Total		50

**Note:** The above syllabus and section-wise distribution of mark is only indicative and there may be some variation in the actual Question Paper.

#### **(b). Part 'B' of CBT:**

S. No.	Post	Post Code	Topic	Marks
01	Assistant NE-5	01	Corporate Accounting, Income Tax Laws and Practice, Indirect Tax Laws, Corporate Laws, Cost Accounting, Computer Application in Business, Management Principles and Applications, Fundamentals of Financial Management, Auditing and Corporate Governance, Financial Reporting and Analysis, Project Management, E-Filing of Returns, Banking and Insurance, etc.	50
02	Assistant Manager	02	Accounting and IND AS Standards,	50

	(Finance) E-1		Financial Reporting, Strategic Financial Management, Auditing, Professional Ethics, Cost and Management Accounting, Corporate & Economic Laws, Direct Tax Laws, Indirect Tax Laws, Enterprise Information Systems, Risk Management, Financial Services & Capital Markets, Computer Application in Business, E Filing of Returns, etc.	
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The above syllabus is indicative and not exhaustive. In actual paper of CBT, there may be some questions in variance with the indicative syllabus.

v. The Question Paper will be set in English & Hindi only. In case of any difference/discrepancy in contents of the questions between English and Hindi versions, the contents of English version shall prevail.

vi. **Qualifying Marks:** Minimum qualifying marks for different categories will be as under:

- UR/EWS - 40%,
- SC/OBC-NCL- 30%
- ST -25%.

vii. **Instructions for Interview (For Assistant Manager/Finance (Post Code-02):**

- a. For the Posts of Assistant Manager (E1 Level), Candidates up to 3 times the number of vacancies (Community-wise) will be called for Interview based on the merit in CBT and extant reservation rules.
- b. Final merit will be prepared by giving weightage of 80% to CBT marks and 20% to Interview marks.

**Note:**

- a. Obtaining minimum qualifying marks in the CBT will not confer any right for being shortlisted for next stage of Recruitment process as the same will depend upon merit position, number of candidates required to be shortlisted for next Stage of Recruitment process etc.
  - b. Same minimum qualifying marks are also applicable for Ex-Servicemen & PwBD candidates as per their community.
  - c. However, relaxation of 2% marks will be given to PwBD candidates in case of shortage of candidates against reserved vacancies subject to fulfilling other conditions.
- viii. **Normalization of Marks:** Percentile-based Normalization Process, in case CBT is held in more than one shift for the same Post, will be followed.
- ix. **Tie of Marks:** For calling candidates for Document Verification/Preparation of Panel (final result), in case of tie of marks between more than one candidate, the resolution will be done in following order:
- a) The older candidate as per Date of Birth, will be placed higher i.e. the candidate in age

- seniority will be placed higher.
- b) In case of tie as per item (a) also, alphabetical order (A to Z) of the name shall be taken into account to break the tie.
- x. Computer Based Test if required, can be of two stages as per the discretion of IRFC.

**xi. Objection Management portal:**

- a) Provisional Answer Keys of the Computer Based Examination will be displayed on the website of IRFC normally after one/two days of the CBT. Candidates may go through the provisional Answer Keys and submit online objections, if any, within the stipulated time limit (normally 03 days) on payment of ₹ 100/- plus applicable charges (if any) per question.
- b) In case the objection raised is found to be correct, the Fee paid against such valid objections shall be refunded to the candidate after deduction of applicable bank charges. The refund will be made to the account from which the candidate has made the online payment.
- c) Objection(s) regarding the provisional Answer Keys received through the online mode within the time limit fixed by the IRFC only will be considered and scrutinized before finalizing the Answer Keys. However, the decision of the IRFC in this regard will be final. Objections/representations received through any other mode(s) e.g. letter, application, E-mail ID, etc. shall not be entertained. Further, there shall be no provision for re-evaluation/re-checking of the marks/score of any stage of the examination. No correspondence in this regard shall be entertained.
- d) **Award of marks in case of ambiguous questions:** After Objection Management exercise, if any Question is found to be incorrect like Ambiguous Questions / Multiple Correct Options/No Correct Options/Error in Questions etc, such Question(s) will be omitted from the scope of Evaluation. For example, if there are total 100 number of questions and one question is wrong, only marking of 99 questions will be considered and the marks obtained will be proportionally equated to the marks of 100 questions followed by normalization process (if applicable).

**10. INSTRUCTIONS FOR DOCUMENT VERIFICATION:**

- i) Based on candidates' merit in CBT, the number of candidates called for Document Verification will be equal to the number of vacancies (Community-wise), for the post of Assistant – NE5 (Post Code 01). For the post of Assistant Manager (F) - E1 Level (Post Code 02), based upon merit in CBT and extant reservation rules, the number of candidates called for Document Verification & Interview will be 3 times the vacancy (Community-wise).
- ii) No stand-by List/Panel will be maintained.
- iii) In case of shortfall in empanelment of candidates or other exigencies, IRFC administration reserves the right to Utilize/Empanel candidates down the Merit List, if there is administrative requirement. However, going down the Merit List will be entirely an administrative prerogative and any claim/request of candidate for going down the Merit List against any shortfall in the Main Panel will not be entertained.
- iv) IRFC will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of filling up of Online Application Form or at the time of CBT and

therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of Educational Qualification, Age etc. and satisfy themselves that they are eligible for the Post(s). Verification of eligibility, documents, certificates, age, educational qualification and other aspects of candidature will be done at the time of Document Verification (DV).

- v) After scrutiny of the certificates/documents of Essential Qualification/Caste/Category etc., if any claim made in the application is not found substantiated by certificates/documents, the candidature of such candidate will be cancelled. Hence, it is necessary that only accurate, full and correct information is furnished by the candidates. Furnishing of wrong/false information or deliberate suppression of any information at any stage will render the candidate disqualified and such candidates, even appointed, their services will be liable to be terminated.
- vi) Identity verification: If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, he/she will not be allowed to appear for Document Verification and his/her candidature is liable to be cancelled.
- vii) Appointment of successful candidates will be subject to verification of original documents relating to Age, Qualifications, Caste and other Certificates etc. and being Fit in the Medical Fitness Test conducted by the Medical Authorities as prescribed by IRFC.
- viii) Candidates should ensure that they bring all the necessary documents at the time of Document Verification. In the event of failure of candidate to submit any of the required documents, candidature of such candidate shall be liable to be cancelled. No additional time will be given and the candidature of candidates not producing their original certificates/testimonials on the date of Document Verification.
- ix) **Indicative list of documents to be produced at the time of Document Verification is given below:**
- Matriculation/Secondary (10<sup>th</sup>) Examination Certificate and Marksheet for verification of Date of Birth (DoB).
  - Certificate for SC/ST/OBC-NCL/EWS/PwBD/Ex-servicemen candidates issued by Competent Authority in the prescribed format.
  - OBC-NCL candidates are required to submit a valid OBC-NCL certificate certifying "Non-Creamy Layer" status which shall not be older than one year at the time of Document Verification to get the benefit of OBC-NCL reservation.
  - EWS candidates require to submit the valid Income and Asset Certificate which shall not be older than one year at the time of Document Verification to get the benefit of EWS reservation.
  - Final Certificate issued by the respective University/Institute/Board.
  - Mark Sheets of all semesters/years (as per prescribed qualification) issued by the respective University/Institute/Board.
  - If any University has awarded grades (CGPA/OGPA/CPI/DGPA or letter grade) instead of marks, then the candidate should provide percentage conversion formula from the Institute in original.
  - In case where Provisional Degree/Marksheet is issued, candidate has to submit a certificate from the College/University/ Institution/Board duly signed & stamped by the Principal/Registrar in regard to non-issue of Original Degree Certificate and

certifying the particulars of the Provisional Degree.

- i) If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
- j) Candidates who are employed on regular basis in Government/Semi-Government/Public Sector Undertaking/Autonomous Bodies are required to produce a “No Objection Certificate” from their present employer in original at the time of Document Verification failing which candidature of the candidate is liable to be cancelled. Departmental/Regular employees of IRFC are not required to produce “No Objection Certificate”, but shall produce Vigilance and D&AR Clearance.
- k) For Ex-servicemen:
  - a) Discharge Certificate/NOC from the Competent Authority indicating the number of years of service in Defence, if discharged from Army/Navy/Air Force.
  - b) Serving Defence Personnel Certificate as per [Annexure -VIII](#), if applicable.
  - c) Undertaking as per [Annexure – IX](#).
  - d) Dependency Certificate as per [Annexure - VII](#).
  - e) Also, the Ex-serviceman candidates who have acquired the Essential Qualification as part of their training in Defence Services should bring appropriate equivalency certificate.
- l) Disability Certificate in prescribed form issued by Competent Authority in respect of Persons with Benchmark Disabilities (PwBD) Category.
- m) The print out of e-Admit Card issued to the candidate for CBT.
- n) Five coloured Passport Size latest Photographs.
- o) Aadhar Card
- p) Permanent Account Number (PAN). If not allotted, photocopy of applied for acknowledgement receipt.
- q) Any other certificate, as specified.

## 11. INSTRUCTIONS FOR MEDICAL EXAMINATION:

- i. The candidate should possess sound health. Appointment to the advertised post will be subject to the candidate being Medically FIT in the indicated Medical Category as per the standards prescribed in Chapter –V of Indian Railway Medical Manual Vol.-I which can be accessed at [www.indianrailways.gov.in](http://www.indianrailways.gov.in). No relaxation in health standards is allowed.
- ii. Candidates must ensure that they fulfill the prescribed Medical Standards for the Post they are applying for. Candidates who are found Medically Unsuitable for the opted post, their candidature shall be rejected. No alternative appointment shall be given under any circumstances.
- iii. Selected PwBD candidates will be subjected to Medical Examination at the time of Document Verification 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.
- iv. Different Medical standards shall apply to Ex-servicemen as detailed in para 534 of Indian Railway Medical Manual (IRMM) volume I, which can be accessed at [www.indianrailways.gov.in](http://www.indianrailways.gov.in).

## 12. EXAMINATION CITIES:

- i. The Computer Based Test (CBT) may be held at Delhi/NCR, Kolkata, Mumbai & Chennai. These Cities are indicative depending upon availability of centres and other technical/logistical feasibility, there may be changes.
- ii. Applicants should clearly indicate their order of preference for three (03) "Examination Cities" while filling the Online Application Form. However, Centre/City allocation for CBT will depend upon technical and logistical feasibility. Candidates may have to travel to other Cities for attending CBT.
- iii. **Request for change of Date, Examination Centre and Shift shall NOT be allowed under any circumstances.**

## 13. EXAMINATION FEE:

Application Fee payable (non-refundable) online for the Post is as under (applicable for UR/OBC-NCL/EWS candidates):

SN.	Post / Category	Application Fee (₹)
1.	Assistant (NE5 Level) (Post Code-01)	₹ 500.00
2.	Assistant Manager/Finance (E1 Level) (Post Code-02)	

- i. In addition, applicable charges, if any, will also be borne by the candidates.
- ii. SC/ST/PwBD/Ex-Servicemen/Transgender candidates are exempted from payment of Application Fee whether Post is reserved for them or not. However, they have to indicate their SC/ST/PwBD/Ex-Serviceman/ Transgender category in the online Application Form and upload the requisite Certificate. If Application Fees is not paid by the non-exempted candidates, the application will be treated as incomplete and will be rejected.
- iii. Candidates applying for more than one Post have to submit a separate Application Form along with the prescribed Fee for each postcode. However, the candidates will do so at their own risk as the schedule of the Examination (CBT) for any two postcodes may coincide or exam city/centre may differ.
- iv. The payment can be made by using UPI/Credit Card/Online Net Banking through Payment Gateway integrated with online Application. On successful completion of transaction, Application Form with unique transaction number and Application number will be generated which is to be printed for record. If the candidate does not receive the Application Form with unique transaction number his/her online Application will not be considered complete and he/she will have to make payment again. For failed transaction,

the amount will be automatically refunded to the same account from which payment was originally made, within 15-20 working days.

- v. IRFC will accept Fee through ONLINE mode only. Fee submitted by any other mode will not be accepted.
- vi. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the Examination Fee.

Further, status of Fee payment can be verified at the 'Payment Status' link provided in the candidate's login screen. Such Applications which remain incomplete due to non-receipt of Fee for any reason whatsoever will be SUMMARILY REJECTED and no request for consideration of such Applications and Fee payment after the period specified in the Advertisement shall be entertained.

#### 14. Instructions for Registration of Online Application Form & Submission of Application:

- i. Before applying for the Post(s) against this Advertisement, candidates should ensure they possess/fulfil all the eligibility conditions including age, educational qualification(s), reservation, medical standard(s) etc. prescribed for the Post.
- ii. **Candidates should enter their Name, Father's Name and Date of Birth as recorded in the Matriculation certificate only.** In case of subsequent change in Name, candidates should indicate their changed Name only in the Online Application. However, other details should match with the Matriculation Certificate. Date of such change should be prior to the date of ONLINE Registration.

Gazette Notification or any other legal document as applicable for such cases should be submitted at the time of Document Verification (DV).

- iii) The signatures of the candidates on all documents should be identical in all stages of Recruitment process and must be in running hand and not in block/capital or disjointed letters. Signatures in different style at the time of CBT, Document Verification & Medical Examination etc may result in cancellation of candidature.
- iv) Candidates in their own interest are advised, not to wait till the last date & time and register their Application well within the time. IRFC shall not be held responsible, if a candidate is not able/fail to log on to the website of IRFC to submit their Application on account of heavy load on internet/website disconnection etc. due to last minute rush near the closing days of Online Registration.
- v) Active E-MAIL ID & Mobile Number: Candidates should have their own active personal E-mail ID and Mobile Number. It should be kept active during the currency of this Recruitment process. Registration number, Password, e-Admit Card for CBT, Call Letter for Document Verification or any other important communication will be sent only on the same registered E-mail ID of candidate (candidates should also check E-mail in

- spam/junk box message) or/and through SMS. IRFC will not be responsible for bouncing back of any E-mail sent to the candidates.
- vi) Candidates are advised to visit IRFC official website on regular basis to get the updates. Responsibility of receiving and downloading of information/communication etc will be that of the candidate. IRFC will not be responsible for any loss of E-mail sent, due to invalid/wrong E-mail ID provided by the candidate and no correspondence in this regard will be entertained.
- vii) The candidate must fill-in the online Application after going through the detailed Advertisement Notice and upload the following:
- Educational Qualification details with percentage of marks etc., as per eligibility criteria.
  - Caste/Category Certificate (for SC/ST/OBC-NCL/EWS/PwBD candidates).
  - Discharge Certificate (Retirement) in case of Ex-Serviceman Candidate.
  - Scanned Photograph, Signature and Left Thumb Impression (as per dimensions given below).
- viii) Detailed Instructions for filling up the Online Registration form is given in [Annexure – X](#)
- x) Instructions regarding Scanning of Photograph, Signature, Left Thumb Impression and Certificate is given in [Annexure – XI](#).

## 15. INSTRUCTIONS FOR COMPUTER BASED TEST (CBT):

- E-Admit Card for CBT, containing the details of the Centre/Venue for the Examination etc., will be sent to the candidates at their registered E-mail ID. The candidates are required to take a print-out of their Admit Card. The candidates may also download and print their e-Admit Cards from the IRFC website using their Registration Number and the Password. Candidates will not be allowed to enter the Examination Centre without valid Admit Card.
- Candidates must carry the printed copy of e-Admit Card and one valid photo ID (Voter's ID, Driving License, Aadhaar Card, print out of e-Aadhaar, Passport, PAN or any other ID Card issued by Government of India) in ORIGINAL while coming to appear in the Examination Centre failing which candidate shall not be allowed to appear in CBT.
- Candidates must report to their allotted Examination Centre at least one and a half hour before the commencement of Examination. The entry gates of Examination Centre will be closed half an hour before commencement of Examination. No entry will be allowed after closure of gates.
- Banned items: Banned items/ electronic gadgets such as Mobile phones, pager, watches, earphone, Bluetooth enabled devices, microphone, health bands, calculators, book, pen, paper, pencil, eraser, pouch, scale, writing-pad, belts, handbag, cap, purse, camera, water bottle, packaged/open food items, etc are NOT ALLOWED inside the Test Centre. Only e-Admit Card will be allowed inside the Test Centre. Candidate should not carry any Pen/Pencil inside the Test Centre. Pen will be provided to the candidates during the Exam. Candidates are advised not to apply Henna on their hands/feet as this obstructs the capture of Biometrics.

During frisking, candidates found carrying/ wearing metallic wears, religious symbols, bangles, ornaments, mangal sutra, bracelets shall be allowed inside the Examination Hall with suitable endorsement in their e-Admit Card so that, invigilators shall be extra vigilant for such candidates.

- v) The candidates found provisionally eligible shall be issued e-Admit Cards for appearing in Computer Based Test, at their own expenses.

## 16. GENERAL INSTRUCTIONS:

- i) Mere fulfilling of the minimum criteria will not vest any right to candidates for being called for different stages of Recruitment process. IRFC reserves the right to cancel/modify/alter the entire Recruitment / Selection process, if need so arises, without assigning any reason whatsoever.
- ii) Candidates living with more than one spouse or married to spouse while the first spouse is alive, shall not be eligible to apply.
- iii. The IRFC decision will be final in all Recruitment related matters of this Advertisement and the IRFC will not undertake any responsibility for sending a reply to the candidates, if not selected.
- iv. Canvassing in any form or influencing the officials related to the Recruitment process by any means would result in immediate disqualification of the candidate.
- v) IRFC strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- vi) Vacancies indicated in the Advertisement are provisional and may increase or decrease or even may become NIL in total or in specific communities/Posts, at a later stage depending upon the actual needs of the IRFC. Also, additional Posts, if required by the IRFC may be included at a later stage. The decision of IRFC in this regard will be final.
- vii) The decision of IRFC in all matters relating to eligibility, penal action for false information, modification of vacancies, mode of selection, conduct of CBT, allotment of Examination Centres, selection, 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 IRFC in this regard.
- viii) IRFC reserve the right to incorporate any subsequent changes/modifications/ additions in the terms and conditions of Recruitment under this Advertisement.
- ix) **Background check:** The Selection of finally empanelled candidates will be provisional subject to verification of mark sheets/certificates, character & antecedents, caste certificate and other documents submitted by the candidate. The IRFC shall verify the antecedents of the candidates and the documents submitted by him/her at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are false or that the candidate has suppressed relevant information, then his/her services shall be liable to be terminated even after appointment without prejudice to any other action initiated by the IRFC.

x) **ACTION AGAINST MISCONDUCT:**

- a) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated or should not suppress any material information while filling up the “Online Application”.
- b) At any stage of Recruitment process or later, if a candidate is or has been found guilty of any misconduct such as:
- Using unfair means during the CBT/DV/Medical.
  - Impersonating or having resorted to impersonation by any person.
  - Resorting to any irregular means in connection with his/her candidature during selection process.
  - Using undue influence for his/her candidature by any means.
  - Submitting of false certificates/ documents /information or suppressing any information at any stage.
  - Giving wrong information regarding his/her community (SC/ST/OBC-NCL/ EWS/PwBD/Ex-Servicemen).
  - During CBT being in possession of calculator, Mobile phone (switched on or switched off mode), Bluetooth, Headphone, Earplug, Laptop, iPad, Digital Diary, Digital Watch, Book/Notes, Metallic Wears, Bangles, Belt, Bracelets, Spy cameras or any other electronic/communication devices.
  - Possessing any form of textual material / handwritten (or typed) pages etc during CBT.
  - Taking away any Examination related material such as rough sheets etc. from the Examination Hall or passing it on to unauthorized persons during the conduct of Examination.
  - Leaving the Examination Venue uninformed during the Examination.
  - Misbehaving, intimidating or threatening in any manner with the Examination functionaries’ i.e. Supervisor, Invigilator, Security Guard or IRFC’s representatives etc.
  - Obstruct the conduct of Examination/instigate other candidates not to take the Examination.
  - Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
  - Damaging Examination related infrastructure/ equipment(s).
  - Appearing in the Examination with forged Admit Card, Identity proof, etc.
  - Possession of firearms/ weapons during the Examination.
  - Assault, use of force, causing bodily harm in any manner to the examination functionaries.
  - Taking snapshots, making videos of question papers or examination material, labs etc.
  - Sharing examination terminal through remote desktop software’s/ Apps/ LAN/ VAN etc.
  - Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination. Such candidate will be liable to legal/criminal prosecution, as well as the following actions:
    - Disqualification from the Recruitment Process and /or.
    - Debarment of either permanently or for a specified period from any Exam/Recruitment conducted by IRFC and /or,
    - Discharge/removal/dismissal from service, if the act of misconduct comes to notice after appointment to the service of IRFC.

- xi) Information on website only: Any further information / corrigendum / addendum / details regarding Applications or applicants /any other information regarding schedule of Examinations or Admit Card/Call Letter for Document Verification / Notices/Results shall be posted on “Careers” section of the official website of IRFC (<https://irfc.co.in>) only and no separate notification shall be issued in the print media (Press). Thus, the candidates are advised to keep themselves updated by frequently checking the official website of IRFC.
- xii) No compensation will be paid in respect of any injury sustained during any stage of the Recruitment process.
- xiii) It may be noted that submission of online Applications under factious/pseudo names/E-mail IDs is strictly prohibited. Any candidate resorting to such practices will be liable for suitable action under the provisions of IT Act 2000.
- xiv) No interim enquiry or correspondence will be entertained.
- xv) In case of any inadvertent errors in the process of Recruitment Process which may be detected at any stage, even after the issue of appointment letter, the IRFC reserves the right to correct such error.
- xvi) In case of any legal dispute, the jurisdiction will be Delhi only.
- xvii) The link for Online Application shall be available on IRFC official website <https://irfc.co.in>.
- xviii) The details of Application Forms will be preserved up to the period of 06 months only from the date of declaration of final results and thereafter it shall be destroyed.
- xix) Applications under RTI Act: Any Application even under RTI act seeking information will not be entertained till the completion of the entire Recruitment process.

### **WARNING**

Beware of touts and job racketeers and other unscrupulous elements trying to deceive by false promises of securing job in IRFC either through influence or by use of unfair and unethical means and do not fall in their trap. The Recruitment process of IRFC is absolutely transparent & fair and candidates are selected purely on the basis of merit. Candidates are advised to consult only the official website of IRFC i.e. <https://irfc.co.in> and beware of FAKE websites put up by unscrupulous elements/touts.

\*\*\*\*\*

**FORMAT OF CERTIFICATE TO BE PRODUCED BY Scheduled Castes and Scheduled Tribes  
APPLYING FOR APPOINTMENT TO POST UNDER GOVERNMENT OF INDIA**

1. This is to certify that Shri\*/ Srimati/ Kumari\* .....  
son/daughter\* of  
.....Village/Town.....District  
/Division\*.....of the ..... State/Union  
Territory\* belongs to the.....caste\*/Tribe  
which is  
recognized as a Scheduled Caste/Scheduled Tribe under:-

\*The Constitution Scheduled Castes Order 1950.

\*The Constitution Scheduled Tribes Order 1950.

\*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order 1951;

\*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order 1951;

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order 1956, the Bombay Re-organisation Act 1960, the Punjab Re-organisation Act 1966, the State of Himachal Pradesh Act 1970, the North Eastern Areas (Re-organisation) Act 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act 1976]

\*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956

\*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled \*Tribes Orders (Amendment) Act, 1976

\*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962

\* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962

\*The Constitution (Pondicherry) Scheduled Castes Orders, 1964

\*The Constitution (Uttar Pradesh) Scheduled Tribes Orders, 1967

\*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

\*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

\*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

\*The Constitution (Sikkim) Scheduled Castes Order, 1978

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978

\*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

\*The Constitution (SC) Orders (Amendment) Act, 1990

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991

\*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996

\*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002

\* The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

\* The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes Certificate issued to Shri/Srimati\*

..... father/mother\* of  
Shri/Srimati/Kumari..... of Village/Town\*  
..... in District/Division\*..... of the State/Union Territory\*  
..... who belongs  
to the.....Caste\*/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory\*  
issued by the ..... dated.....

3. Shri/Srimati/Kumari\*..... and/or\* his/her\* family ordinarily  
resides in Village/Town\*.....  
District/Division\*..... of the State/Union Territory\* of .....

Place.....  
Date.....

Signature.....  
Designation.....

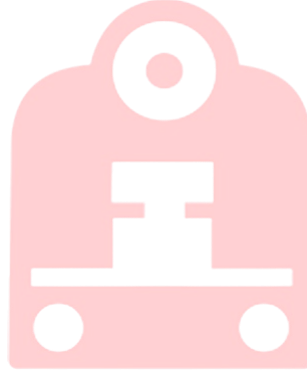
(with seal of Office)

State/Union Territory.....

\* Please delete the words which are not applicable. @ Please quote the specific presidential order.  
% Delete the Paragraph, which is not applicable

Note: (a) The term “ordinarily reside(s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950. Officers competent to issue Caste/Tribe certificates.

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/ 1<sup>st</sup> Class Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. 2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. 3. Revenue Officers not below the rank of Tehsildar. 4. Sub-Divisional Officer of the area where the candidate and /or his/her family normally reside(s). 5. Certificates issued by Gazetted Officers of the Central or of a State Government Countersigned by the District Magistrate Concerned. 6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).



**FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POST UNDER GOVERNMENT OF INDIA**

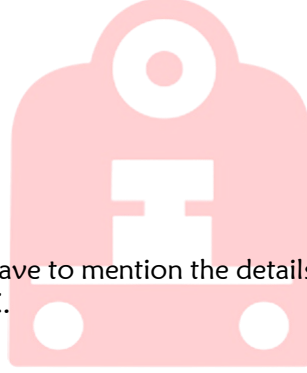
This is to certify that Shri/Smt./Kumari.....son/daughter of..... of  
Village/Town.....in District/Division.....in the State/Union  
Territory  
..... belongs to the.....community which is recognized as a Backward Class under  
the Government of India, Ministry of Social Justice and Empowerment's Resolution No.  
.....dated.....\*.

Shri/Smt./Kum.\* ..... and /or his/her family ordinarily reside(s) in the  
..... District/Division of the ..... State/Union Territory.  
This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in  
column 3 (of the Schedule to the Government of India, Department of Personnel & Training OM No.  
36012/22/93-Estt(SCT), dated 8.9.1993 and modified vide Government of India, Department of Personnel  
and Training O.M. No. 36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017\*\*.

Date:  
DY. COMMISSIONER ETC.

DISTRICT MAGISTRATE/

(Seal)



\*The authority issuing the certificate may have to mention the details of Resolution of Government of India,  
in which the caste of the candidate as OBC.

\*\*As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of  
the People Act, 1950.

Government of \_\_\_\_\_

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS  
(EWS)  
APPLYING FOR APPOINTMENT TO POST UNDER GOVERNMENT OF INDIA

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post \_\_\_\_\_ Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her "family"\*\*\* is below ₹ 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*.

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

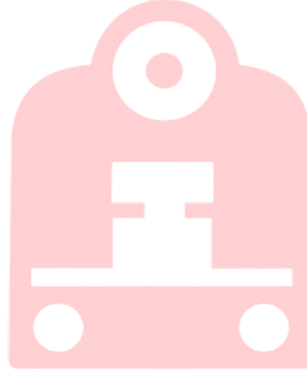
**Recent Passport size attested Photograph of the Applicant**

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\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 year

\*\*\* Note 3: The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.



**LETTER OF UNDERTAKING FOR USING SCRIBE**

**NOTE:** Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy muscular dystrophy / candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

**PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE**

1. Name of the Candidate.....
2. Name of CBT Center.....
3. Qualification of Candidate.....
4. Disability Type.....
5. Name of the Scribe.....
6. Date of Birth of the Scribe.....
7. Father's Name of the Scribe .....
8. Address of the Scribe:
  - (a) Permanent Address .....

Paste here recent colour Passport Size Photograph of the SCRIBE of size 3.5 cm x 4.5 cm (The Colour photograph should not be more than 3 months old.

.....

- (b) Present Address.....

9. Educational Qualification of the Scribe .....
10. Relationship, if any, of the Scribe to the Candidate .....

**11. 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/been read out the Instructions of the IRFC 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. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- 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	Left thumb impression of the Candidate	Signature of the Scribe	Left thumb impression of the Scribe

Signature of the Invigilator

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Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ..... a resident of.....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is/are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_ fit is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopaedic / PMR specialist	Clinical Psychologist / Rehabilitation Psychologist / Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/ Chief District Medical Officer..... Chairperson				

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

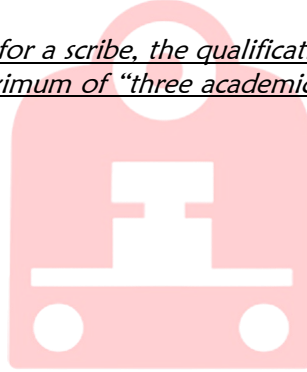
Letter of Undertaking by the persons with disabilities as defined under section 2(s) of RPwD Act 2016 using the services of scribe/reader/lab assistant during written examinations conducted by various authorities as specified in the Guidelines.

I \_\_\_\_\_ a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ of examination) (name the bearing Roll No \_\_\_\_\_ al (name of the centre) in the District \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforementioned examination. I further declare that there is no conflict of interest of any kind that may affect the impartiality of the examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently, it is found that his qualification is not as declared by the undersigned and is beyond the specified qualification for the examination as mentioned in the extant Guidelines, I shall forfeit my right to the post/position/academic seat I am competing for and claims relating thereto

**Note:** In cases where the candidate opts for a scribe, the qualification of the scribe must be a minimum of "two academic years below" and a maximum of "three academic years below" the minimum qualification for appearing in that examination.



(Signature of the candidate)

(Signature of Scribe)

Place:

Date:

## CERTIFICATE No. III

Name of the Applicant.....

Application No.

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CERTIFICATE OF DEPENDENCY ON EX-SERVICEMEN

No.:

Dated:

Office of the Assistant Director of Ex-Servicemen's Welfare Board of ..... (Central/State), Districts Soldiers', ..... Sailors' and ..... Airmen's Board ..... (Name of District).

This is to certify that Tmt./Thiru./Selvan./Selvi... ..... Is the wife/ son/unmarried daughter/ widow is solely on the Ex-Serviceman whose particulars are furnished below.

He / She is eligible for consideration for admission to professional courses in Engineering Colleges against the reservation of seats for:

(i) Wife/Widow of Ex-Servicemen

(ii) Children of Ex-Servicemen

(iii) Children of Ex-Servicemen died/disabled in war/peacetime

(iv) Children of Ex-Servicemen died in Kargil War

(Tick the relevant box)


Signature of the Candidate:

Signature:

Designation:

## ARMY/NAVY/AIR FORCE SERVICE PARTICULARS OF EX-SERVICEMAN

Regimental No. :

Name :

Name of the Unit in which last served :

Date of enrollment :

Date of discharge :

Cause of discharge :

Whether died /disabled in service :

Whether died in Kargil War :

Character assessed at the time of discharge :

Office Seal:

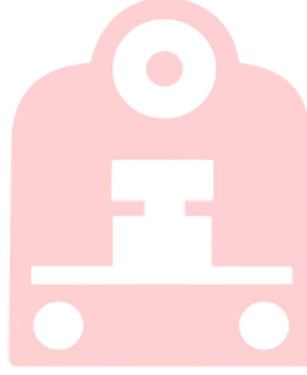
Station :

Signature :

Date :

Designation :

Note: This Certificate shall be issued by an Officer of the Department of Ex-Serviceman's Welfare Board of ..... (State/Central) not below the rank of Assistant Director of Ex-Serviceman's Welfare Board of the District in which the dependent is a NATIVE. This reservation is applicable only to (State) native Candidates.



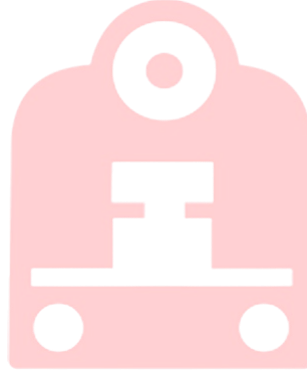
**Form of Certificate for serving Defence Personnel**

It is certified that, according to the information available in records, (No)\_\_\_\_\_ (Rank)\_\_\_\_  
\_\_\_\_\_(Name)\_\_\_ is due to complete the specified term of his engagement with the  
Army/Air Force/Navy on (Date)\_\_\_\_\_

(Signature of Commanding Officer)  
Office Seal

Place:

Date:



**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

I ..... bearing Roll No ..... appearing for the Document Verification for the Post of ..... against Advt. No....., do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on Civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' Posts on regular basis after availing of the benefits of reservation given to Ex Servicemen for Re-employment;

OR

I have availed the benefit of reservation as Ex-Serviceman for securing Government job on Civil side. I have joined as ..... on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the Application for the above-mentioned examination for which I had applied for before joining the present Civil Employment;

OR

I have availed the benefit of reservation as Ex-Serviceman for securing Government job on Civil side. I have joined as ..... on ..... in the office of ..... Therefore, I am eligible for age-relaxation only;

- (c) I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: ..... Roll Number: ..... Date: ..... Date of appointment in Armed Forces: .....  
Date of Discharge: ..... Last Unit/ Corps: ..... Mobile Number: ..... E-mail ID: .....

## How to Apply

Candidates satisfying the eligibility conditions have to apply through online mode on IRFC website only i.e. <https://IRFC.co.in> Candidates are advised to read the following instructions carefully before applying online and also all the instructions given on main page of online Application. Candidates should take utmost care to furnish the correct details while filling online Application Form. In case of multiple registrations for the same Post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. Any mistake committed by the candidate shall be his/her sole responsibility.

**Application through any other mode will not be accepted. No documents are required to be sent to IRFC by post in connection with the Application.**

Steps for Applying:

### **STEP-I (Registration):**

- a) Candidates can apply online by visiting the IRFC website and going to the tab “Career” available at <https://IRFC.co.in>
- b) Candidates will get the IRFC Recruitment Home/Index page and have to click on “Register” available on this page for new Registration.
- c) Candidates will be redirected to Registration page and further needs to sign-up by filling up Post applied, Name, valid Mobile Number and valid E-mail ID.
- d) After this, candidates will have to Generate OTP and accept the Terms & Conditions by clicking 'I Agree' Checkbox.
- e) Candidates have to re-verify the details after entering the OTP & Captcha.
- f) Reserved Category candidates need to check from Advertisement whether the vacancy is available under their respective reserved Category. If vacancy is not available under original Category, then such candidates will be considered as ‘Unreserved (UR)’.
- g) After submitting the above details, candidates will receive Login ID & Password on their registered Mobile Number and E-mail ID, hence candidates are advised to cross check the Mobile Number & E-mail ID before proceeding.

### **STEP-II: FILLING-UP OF APPLICATION & SUBMISSION OF FEE**

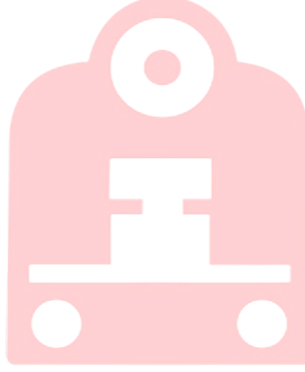
- a) Candidates should now click on the “Go to Application” given in the top right corner of the screen or re- login with Login ID & Password received on registered E-mail ID/Mobile Number.
- b) The candidate should now fill-up all the desired/required information in the online Form correctly. Also, upload scanned images of Photo/Signature/Documents in the respective different links as per detailed guidelines for scanning and uploading given in Annexure-V (B). The candidate can see Application under option PREVIEW before submission. The candidate should check the details filled-in and make necessary corrections, under option EDIT (if any). However, Name, Post applied, Email-Id and Mobile Number cannot be changed.
- c) Once the application is submitted (Step II), NO Change /edit will be allowed thereafter.
- d) After submission of application, candidates will automatically be redirected to Payment gateway (if applicable) to deposit the Examination Fee + applicable charges (if any) through different payment mode. Process Flow for deposit of Examination Fee through Payment Gateway of is as under:
  - i. Do not refresh/go back on page while payment is in progress, doing so might interfere the ongoing transaction.
  - ii. Post submission, the candidate will be re-directed to Payment gateway to make the online payment of Application Fee.
  - iii. Kindly verify the Fee details and make the payment for Application fee via any of the

- different payment modes.
- iv. Post successful payment of Application Fee, candidate will be redirected to his/her Application Form.

In case of any issue related to submission of online Application and Fee payment candidate may contact via Helpdesk Tab provided in online Application Portal and Helpdesk number +91-9513631887.

**Application Form:**

Now, Candidates are required to download the online Application Form generated by the System, which may be retained for future reference. **This should NOT be sent to IRFC.**



**Instructions regarding scanning of PHOTGRAPH, SIGNATURE, LEFT THUMB IMPRESSION and CERTIFICATES**

Scanned image of candidates Photograph, Signature, Left Thumb Impression and Certificates shall be as per the specifications given below:

- a) There are separate links for uploading Photograph, Signature, Left Thumb impression and Certificates. Click on the respective link to Upload Photograph/Signature/ Left Thumb impression/Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Left Thumb Impression /Certificates files have been saved. Select the file by clicking on it.
- c) Click the 'Open/Upload' button. The Photograph/Signature/ Left Thumb Impression Certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.
- d) Candidates should upload the scanned (digital) image of their Photograph, Signature, Left Thumb Impression and other relevant Certificates as per the process given below. The applicant should note that only jpg or jpeg formats are acceptable:
  - i) **Photograph:**
    - a) Photograph must be a recent passport size color photograph (not older than 03 weeks).
    - b) Make sure that the picture is in color, taken against a light-colored, preferably white background. Look straight at the camera with a relaxed face.
    - c) Dimensions of the image should be approximately 200X230 pixels. It will not be possible to accommodate larger images. Size of file should be between 100kb-200kb in jpg/jpeg format only.
    - d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.
  - i) **Signature image:**
    - a) The applicant has to sign on white paper with Black ink pen.
    - b) The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
    - c) Please scan the signature area only and not the entire page.
    - d) Dimensions of the image should be approximately 140X60 pixels. Size of file should be between 80kb– 150kb in jpg/jpeg format only.
  - ii) **Left Thumb Impression:**
    - a) The applicant has to put his/her left thumb impression on white paper with Black/Blue ink.
    - b) The Left Thumb Impression must be of the applicant only and not of any other person. If at any stage the left thumb impression is not found to be matching with the candidate's actual Left Thumb Impression, the applicant's candidature may be summarily rejected.
    - c) Please scan the Left Thumb Impression area only and not the entire page.
    - d) Size of file should be between 80kb–150kb in jpg/jpeg format only.
  - iii) **Certificates:**
    - a) Please scan the relevant certificates i.e. Essential Qualification and SC/ST/OBC-NCL/EWS/Disability/ ExSM, as applicable, which is issued by Competent Authority. Kindly make sure same is properly visible in the scanned file.
    - b) Size of file should be between 100kb–1000kb in jpg/jpeg/PDF format only.

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