

11. How to apply:

- (i) The given format should be neatly typed or hand written either in English or Hindi on a A-4 size paper and should be filled in own hand writing. One passport size photograph should be pasted at the specific space on the application form duly signed on the top by the candidate. Application should be properly addressed as per the address given in Para-12 below.
- (ii) Two similar passport size photographs (same as affixed in the application form duly signed on the top) should be clipped along with the Application Form.
- (iii) Self Attested copies of all the certificates in support of age, caste (applicable for Central Government services), educational qualification, sports achievements & other qualifications should be enclosed along with the Application.
- (iv) All applications should be accompanied with Indian Postal Order of prescribed amount (in favour of 'FA&CAO, East Central Railway' payable at Hajipur).
- (v) In case of serving employee "No Objection Certificate" from the employer should be attached.
- (vi) More than one application in one envelope will be summarily rejected.
- (vii) Only those candidates, who fulfill the prescribed norms, should apply.

12. Whom to apply:

Application alongwith necessary certificates/documents should be sent to the address as per table given below by **ordinary post** so as to reach on or before the last date :-

Applied for Units	Application should be sent to	Applied for Units	Application should be sent to
HQ/ECR, Hajipur	General Manager(P), Headquarter Office, East Central Railway, Hajipur, Distt.- Vaishali(Bihar). PIN- 844101	Danapur Division	The Divisional Railway Manager (P) Office of the Divisional Railway Manager, East Central Railway, Danapur, Khagaul, Distt.-Patna,(Bihar). PIN- 801105
Dhanbad Division	The Divisional Railway Manager (P) Office of the Divisional Railway Manager, East Central Railway, Dhanbad, Distt.- Dhanbad(Jharkhand) PIN- 826001	Sonpur Division	The Divisional Railway Manager (P) Office of the Divisional Railway Manager, East Central Railway, Sonpur, Distt.- Saran (Bihar), PIN- 841101
DDU Division	The Divisional Railway Manager (P) Office of the Divisional Railway Manager, East Central Railway, DDU, Distt.-Chandauli,(Uttar Pradesh) PIN-232101	Samastipur Division	The Divisional Railway Manager (P) Office of the Divisional Railway Manager, East Central Railway, Samastipur, Distt.- Samastipur(Bihar) PIN- 848101

Applications addressed to any other official except as given above, should be summarily rejected. The candidate may also drop the application **in the drop-box** provided for the purpose in the above mentioned office up to 18.00 Hrs. on or before the last date. No acknowledgement of the application will be given. Applications from other sources will not be accepted.

- NOTE** –(i) All candidates should indicate clearly "**Application against Sports Quota**",**Employment Notice No. ECR/HRD/Recvt/Sports Quota (Open Advt.)/2024-25 & Sports Discipline** on the top of the envelope.
- (ii) Neither application will be accepted after the closing date for whatever reason nor any enclosure will be received separately after the receipt of application for attachment with application.
 - (iii) Incomplete applications in any respect will be summarily rejected.

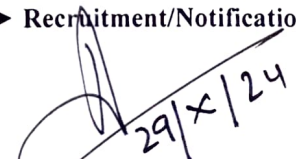
13. Important Instructions:

The decision of Railway Administration in connection with formation of panel will be final. For non-empanelment of the candidate, no correspondence will be entertained. The Railway Administration will not be responsible for any postal delay or wrong delivery. Canvassing in any form will disqualify the candidate. The application which suffer from material irregularities such as unsigned, incomplete, illegible, without requisite & attested enclosures, without desired fee (in the form of IPO), not in prescribed format, without attested copies of certificate/testimonials and the application which in the opinion of Railway Administration are otherwise invalid will be summarily rejected at any stage.

For any legal action arising out of the above, jurisdiction shall be High Court/ Patna.

NOTE:- The above notification and application form are also available on our website i.e.,

www.ecr.indianrailways.gov.in → Hajipur HQ → Personnel → Recruitment/Notification


Assistant Personnel Officer/ESM
East Central Railway, Hajipur