

14.0 NORMALISATION OF MARKS:

Short listing of Candidates shall be based on the marks obtained by them in the CBT and Performance Test/Teaching Skill Test, Translation Test (as applicable). However, sometimes the examination may be conducted in multi-sessions. If multiple sessions of CBT are conducted then the marks will be normalized. In such a scenario shortlisting of candidates for the next stage/DV shall be based on the normalized marks.

15.0 HOW TO APPLY:

- (a) Candidates must read all the information and instructions carefully before filling the online application to prevent mistakes.
- (b) **Check RRB wise Vacancies for the qualification and Reservation Category:** The candidates are advised to check the Post Parameter Table and Vacancy Table in this CEN to ascertain vacancies notified against all RRBs and then decide the RRB for which they wish to apply and ensure that the RRB to which they wish to fill in the online application is having vacancies for their educational qualification, community/category and eligibility in terms of age, medical standards, disability etc.
- (c) Following steps may be followed to dynamically ascertain the availability of vacancies and candidate's eligibility for various posts notified:
 - (i) **Post Parameter Table:** From this table, candidate can ascertain the post(s) for which he/she is eligible as per qualification, type of disability for which post is suitable if PwBD, required medical standards etc.
 - (ii) **Vacancy Table:** To ascertain the comprehensive details of vacancy of all the posts notified against an RRB for his/her eligibility, candidate may select the RRB from the drop down list of RRBs and can view the vacancies for all the notified posts against various Railways/Units attached to that RRB on selecting the eligibility parameters.
 - (iii) After scrutinizing the vacancy table, candidates may decide the RRB for which they wish to apply duly ensuring that vacancy exists for their qualification/community/EWS/PwBD/ExSM category etc.
 - (iv) **Once the RRB has been selected, preliminary registration is completed and registration number is allotted, change of RRB will not be permitted under any circumstances.**
- (d) Candidates must first '**Create an account**' for this CEN through the link given in the official RRB websites at Para 15.0 (i) below. They must have an active personal mobile number and a valid email ID for receiving OTPs for account creation. No change in details filled in 'Create an Account' form (including mobile number and email ID) will be permitted later. If a **candidate has already created an Account** for CENs notified in the year 2024, he/she should use same account credentials to log in and apply for this CEN (i.e., CEN No. 07/2024) as well.

During the ONLINE APPLICATION, candidates will be asked to 'Create Account'. If a candidate has already created an Account for CENs notified in 2024, they should use same account credentials to log in and apply for this CEN as well. If the candidates have not created an Account earlier, they must first 'Create an Account' before proceeding to fill up the application for this CEN. Candidates are advised to fill in the details required for account creation with utmost care, as corrections of any kind will not be permitted once the account is created. Details filled in the 'Create an Account' form (including mobile number and Email ID) cannot be modified at any stage once the account is created. Before final submission of application, candidates are advised, in their own interest to authenticate their identity using Aadhaar during the "Create an Account" stage. If they miss this step, they can still authenticate Aadhaar during the process of filling the details in online application by using the "Verify Aadhaar" facility after providing their Aadhaar details. This action will facilitate a smoother process at different stages of recruitment for the candidates.

- (e) Candidates can apply for the notified posts of any one RRB as per their eligibility only through ONLINE application mode by visiting the official website of RRBs listed at Para 15 (i). Read all the Information and Instructions detailed in the CEN thoroughly before starting the filling up of application by clicking the CEN 07/2024 Link on the RRB Website. It is essential that the candidate understands all information of the CEN correctly to prevent any mistakes while filling application.
- (f) **Scribe for PwBD Candidates:** Indicate option for scribe if you are a PwBD candidate and eligible for scribe. In case of persons with benchmark disabilities in the category of Blindness, Locomotor Disability (Both Arm affected – BA) and Cerebral Palsy, the facility of scribe shall be given, if so desired by the person. The candidate can avail the assistance of scribe after submission of letter of undertaking as per Annexure-V(D) at the examination centre. In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care institution. The candidate can avail the assistance of scribe after producing the certificate as per Annexure-V(G) and submission of letter of undertaking as per Annexure-V(D) at the examination centre. The PwBD persons having less than 40% 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) and having difficulty in writing can also avail the assistance of scribe for writing answers on their behalf after producing the certificate as per Annexure-V(E) and submission of letter of undertaking as per Annexure-V(F) at the examination centre. The qualification of scribe chosen by the candidate should be one step below the qualification of the candidate taking

examination In case you have firmed up the scribe, then enter the details of scribe such as name, father's name, educational qualification etc. The scribe so arranged should not himself/herself be the candidate for the notification for which the candidate is appearing and same scribe should not be engaged for more than one candidate.

- (g) Mandatory scanned documents to be kept ready before filling the online application:
- Recent, clear colour passport size photograph (against a plain white background) of the candidate in JPEG image (size 40 to 70 KB) - without wearing dark glasses and/or cap. The specifications of colour photograph must be as per **Para 15.1 n (iii)**.
 - Scanned JPEG image of candidate's signature in running handwriting (size 30 to 70 KB). The specifications of candidate's signature must be as per **Para 15.1 n (v)**.
 - SC/ST Certificate** (only for candidates requesting free pass for train travel) in pdf format (up to 500 KB).
 - PwBD candidates should also upload passport size photograph as per above specifications only (and not the full body photograph used in the disability certificate).
 - Scribe (Applicable to eligible PwBD candidates only):** Provide details of Scribe duly uploading his/her passport size photograph (against a plain white background) of the scribe in JPEG image (size 40 to 70 KB) - without wearing dark glasses and/or cap. Furnishing of information of Scribe is mandatory. Change of Scribe at the exam venue is generally not permitted. However, under exceptional circumstances the change may be allowed duly recording reasons and filling the relevant details including photograph of the Scribe.
- (h) Candidates can use the services of the Common Services Centre, Ministry of Electronics and Information Technology, Government of India under the Digital India initiatives for submitting online applications. The Common Services Centre (CSC) scheme is a part of the National e-Governance Plan (NeGP) of the Government of India and is managed at each village Panchayat level by a Village Level Entrepreneur (VLE). There are more than 1.5 lakhs Common Services Centres (CSC) across the country which will provide the desired support to candidates from urban as well as rural areas in the online submission of the Application Form and payment of fee through e-wallet. The list of the Common Services Centres is available on the website: www.csc.gov.in. To know the nearest Common Services Centre, please open the link - Find My CSC (<https://findmycsc.nic.in/csc/>).
- (i) Candidates are advised to visit official RRB websites frequently for authentic information and regular updates on various stages of the recruitment process or any changes in this notification.

List of RRB Websites		
Ahmedabad https://www.rrbahmedabad.gov.in/	Chennai https://www.rrbchennai.gov.in/	Muzaffarpur https://www.rrbmuzaffarpur.gov.in/
Ajmer https://www.rrbajmer.gov.in/	Gorakhpur https://www.rrbgkp.gov.in/	Patna https://www.rrbpatna.gov.in/
Bengaluru https://www.rrbbnc.gov.in/	Guwahati https://www.rrbguwahati.gov.in/	Prayagraj https://www.rrbald.gov.in/
Bhopal https://rrbbhopal.gov.in/	Jammu-Srinagar https://www.rrbjammu.nic.in/	Ranchi https://www.rrbranchi.gov.in/
Bhubaneswar https://www.rrbbbs.gov.in/	Kolkata https://www.rrbkolkata.gov.in/	Secunderabad https://rrbsecunderabad.gov.in/
Bilaspur https://rrbbilaspur.gov.in/	Malda https://www.rrbmalda.gov.in/	Siliguri https://www.rrbsiliguri.gov.in/
Chandigarh https://www.rrbcdg.gov.in/	Mumbai https://www.rrbmumbai.gov.in/	Thiruvananthapuram https://www.rrbthiruvananthapuram.gov.in/

- (j) The onus of proving the validity of the information submitted in the online application with original documents will lie on the candidates.
- (k) **Important:**
- Multiple posts and other requirements have been notified in this CEN. The candidates are required to indicate their Post-wise and Railway/PU- wise preferences very carefully. Options once exercised in the ONLINE Application shall be final and no request for change shall be entertained. Therefore, candidates are advised to be careful in exercise of option for Post(s) and Railway(s)/PU(s). RRBs will allot the post and the Railway/Production Unit to the selected candidates as per the preference of the candidates subject to merit and vacancy position. However in case of administrative exigencies/requirements, RRBs reserve the right to allot any post/Railway subject to the suitability of the candidate(s).**
 - Candidates with partial option will be considered only for the specific categories opted by them since non-option for certain categories or all categories would indicate their unwillingness for the same.**
 - All the communication regarding important selection process shall be advised through the concerned RRB official websites. Candidates are therefore advised to visit website(s) of RRBs frequently to get the latest information on various stages of recruitment process or any changes about this CEN.**