

## **12.0 NO OBJECTION CERTIFICATE (NOC) FOR SERVING EMPLOYEES:**

- 12.1 Candidates serving (including those undergoing induction training/probation) in any Central/State Government Department including Railways or Public Sector Undertakings may apply directly to the RRBs duly informing their Employer. **Shortlisted candidates should produce NOC from the employer during DV failing which their candidature will be cancelled.**
- 12.2 Candidates should note that in case a communication is received from their employer by the RRB concerned withholding permission to the candidates applying for/appearing at the examination, their application/candidature will be liable to be rejected /cancelled.

## **13.0 RECRUITMENT PROCESS:**

- 13.1 Only single online application (common to all the notified posts in opted RRB) has to be submitted by the candidate through the link provided on the official websites of RRBs.
- 13.2 The recruitment process shall involve Single Stage CBT, Stenography Skill Test, Performance Test/Teaching Skill Test, Translation Test (as applicable) and DV/Medical Examination. However, RRB reserves the right to conduct additional CBTs if considered necessary for all or for a limited number of candidates as may be deemed fit by RRBs.
- 13.3 The date, time and venue for all the activities viz. CBT, Stenography Skill Test, Performance Test/Teaching Skill Test, Translation Test, DV, Medical Examination or any other additional activity as applicable shall be fixed by the RRBs and shall be intimated to the eligible candidates in due course. Request for postponement of any of the above activity or for change of venue, date and shift will not be entertained under any circumstances.
- 13.4 The Question Paper for Single Stage CBT will be of 90 minutes duration for 100 questions and 120 minutes for PwBD candidates who are availing the Scribe facility. As regards Question Paper for the posts of Junior Stenographer/Hindi & English, please refer to details as given in Para 13.11 below.
- 13.5 The Question Papers shall be of objective multiple-choice type.
- 13.6 The standard of questions for the Single Stage CBT will be generally in conformity with the educational standards prescribed for the posts. The questions pertaining to Professional Ability shall be from the syllabus of every notified post mentioned at Annexure-X to XX.
- 13.7 **Section-wise marks:** The section wise number of questions and marks are detailed below (except for CBT of Junior Stenographer/Hindi & English posts, for which refer to details as given in Para 13.11 below): -

<b>Subject</b>	<b>Number of questions</b>	<b>Marks allotted</b>
Professional Ability	50	50

General Awareness	15	15
General Intelligence and Reasoning	15	15
Mathematics	10	10
General Science	10	10
<b>Total</b>	<b>100</b>	<b>100</b>

Each question will be of one mark each.

The section wise distribution given in the above table is only indicative and there may be some variations in the actual question papers. **There will be negative marking and 1/3 mark shall be deducted for each wrong answer.**

13.8 The Questions will be of objective type with multiple choices and are likely to include questions pertaining to:

**a. Mathematics:**

Number Systems, BODMAS, Decimals, Fractions, LCM and HCF, Ratio and Proportions, Percentage, Mensuration, Time and Work, Time and Distance, Simple and Compound Interest, Profit and Loss, Algebra, Geometry and Trigonometry, Elementary Statistics, Square Root, Age Calculations, Calendar & Clock, Pipes & Cistern.

**b. General Intelligence and Reasoning:**

Analogies, Alphabetical and Number Series, Coding and Decoding, Mathematical Operations, Relationships, Syllogism, Jumbling, Venn Diagram, Data Interpretation and Sufficiency, Conclusions and Decision Making, Similarities and Differences, Analytical Reasoning, Classification, Directions, Statement- Arguments and Assumptions etc.

**c. General Awareness:** Knowledge of Current Affairs, Indian Geography, Culture and History of India including freedom movement, Indian Polity and Constitution, Indian Economy, Environmental issues concerning India and the World, Sports, General scientific and technological developments etc.

**d. General Science:** Physics, Chemistry and Life Sciences (up to 10<sup>th</sup> standard CBSE syllabus).

13.9 Minimum percentage of marks for eligibility in various communities: UR-40%, EWS-40%, OBC-30%, SC-30% and ST-25%. These percentage of marks for eligibility may be relaxed by 2% for PwBD candidates in case of shortage of PwBD candidates against vacancies reserved for them.

13.9.1 Where a second stage CBT is deemed necessary and held, RRBs reserve the right to treat the first stage CBT as a qualifying test for the purpose of shortlisting a reasonable number of candidates for the second stage.

13.10 The normalized marks scored by the candidate in the CBT shall be used for shortlisting the candidates for Stenography Skill Test, Performance Test/Teaching Skill Test, Translation Test, DV (as applicable) for the posts.

13.11 The question paper for the Junior Stenographer (Hindi) & Junior Stenographer (English) will consist of two parts only. The subjects of the paper for CBT, No. of questions, the time allowed, the maximum marks for each subject will be as follows:

Part	Subject	No. of questions	Questions (from – to)	Total Marks	Time duration
I	General Awareness	50	1 to 50	100	90 Minutes
II	Hindi or English Language	50	51 to 100	100	

All the candidates will have to attempt Part I & II (both the subjects) compulsorily. There shall be a single composite paper for both the subjects. Candidates will be required to qualify in each of the two subjects separately.

**Part-I** – Questions of the General Awareness portion shall be from the syllabus of Mathematics, General Intelligence and Reasoning, General Awareness and General Science as mentioned in above para 13.8.

This portion needs to be translated in regional Languages as per extant instructions.

**Part-II** (Either Hindi or English as per option filled up in application form) – The questions shall be designed to check the language skill and knowledge of Hindi/English including grammar. This portion needn't be translated in regional Languages. The syllabus of the questions to be asked in this part is given at Annexure – VIII to IX.

In addition to CBT there shall be Shorthand Test, which will carry 300 marks. Candidates equal to 10 times the number of vacancies, based on the merit of CBT, will be called for Shorthand Test (Stenography Skill Test).

The candidates have to pass Stenography Skill Test as per criteria mentioned below:

Type of Stenographer	Speed	Duration	Transcription Time
English	80 words per minute (wpm)	10 minutes	50 minutes
Hindi	80 words per minute (wpm)	10 minutes	65 minutes

The Stenography Skill Test will be conducted on **Personal Computer only** without editing tools and spell check facility. For guidelines of those who appear for Skill Test in Hindi, KrutiDev and Mangal font shall be made available on Personal Computer.

As regards the evaluation of transcription sheets of the Stenography Skill Test, with each Full or Major mistakes, candidates will loose one mark. Similarly, Half or Minor mistake would lead to deduction of half a mark. Maximum number of mistakes (both Full/Major or Half/Minor added together) permitted are limited to 10% of the total words dictated. It would mean that candidates, committing more than 10% mistakes will be treated as failed. Procedure to evaluate the transcription and nature of mistakes are elaborated below:-

(I) **FULL MISTAKES:**

- a) Every omission of a word or figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/figures dictated which have been replaced/substituted by other word(s)/figure(s).
- c) Every addition of a word or figure or a group of words or figures not occurring in the passage.

(II) **HALF MISTAKES:**

- a) Mis-spelling, including transposition of letters in a word and also omission of a letter or letters from a word. However, mis-spelling of proper nouns and unfamiliar names may be ignored.
- b) Using singular for plural noun and vice-versa.
- c) Wrong use of Capital or small letters at the beginning of the sentence.

**Note:** (a) All the errors are counted but the total mistakes counted in a single word should not exceed one Full Mistake.

(b) Candidates will not be penalized for any type of errors or mistakes other than those described above.

(c) Computer and Shorthand Notebook for the test will be provided by the Exam Conducting Agency (ECA) and candidates have to hand over the used Shorthand Notebook to the invigilator on exam duty after completion of Skill Test. Further it is also clarified that candidates will not be allowed to bring their own key board.

(d) Editing Tools and Spell Check facility will not be available to the candidates.

**13.11.1** Merit list for the post of Junior Stenographer will be prepared based on aggregate of marks obtained in the CBT and Stenography Skill Test.

**13.12 Junior Translator/Hindi:**

A single stage Computer Based Test will be conducted followed by a qualifying translation test. The Question Paper shall be designed to test equally both the knowledge of English language as well as knowledge of Hindi language. Atleast 50% of the questions will be designed to test language proficiency – 20% for English and 30% for Hindi. The remaining questions will be designed to test General Knowledge, General Intelligence, Simple Arithmetic and basics of computer.

**Translation Test**

(i) Translation Test shall not be a part of the main examination. Candidates 10 times the number of vacancies shall be called for the translation test, based on the merit of the objective type CBT, duly taking into account reservation requirements.

(ii) The Translation Test shall be only a qualifying test and the qualifying pass marks shall be 60%.

13.12.1 Merit list of Junior Translator will be based on the marks obtained in the CBT alone. Those who do not qualify in translation test with 60% marks shall be disqualified.

**13.13 Performance Test/Teaching Skill Test**

Apart from the CBT of 100 marks as brought at para 13.7, teachers will be subjected to Performance Test (PT) and Teaching Skill Test (TST).

For the Post Graduate Teachers(PGTs), Trained Graduate Teachers(TGTs), Physical Training Instructor (PTI)&Assistant Mistress/Junior School (PRTs) the recruitment shall be done on the basis of Written Test (CBT) and Teaching Skill Test in the ratio of 85:15.

For the post of Primary Teacher (Music), Primary Teacher (Dance) and Art Master (PGT/TGT), the Weightage of Written Test (CBT), Performance Test and Skill Test should be in the ratio of 60:25:15 respectively.

**Teaching Skill Test:-** Teaching Skill Test shall be based on Teaching Ability, Teaching Methodology, Content Expertise, Appropriateness of material, Incorporation of recent development in the discipline, Communication skill, Presentation Skill, Classroom Management Skill, understanding of Subject Matter,

Problem Solving ability, Decision making, Creativity, Leadership & Motivation Quality. Candidates will be asked to teach some topics of their subject through power point presentation in front of the Committee. Topics will be decided by the Committee on the spot. Candidates will be given sufficient time to prepare and will be asked to use PowerPoint presentation or any other teaching aid as per the availability of equipments at the point of skill Test. The Skill Test shall range between 15 to 30 minutes as decided by the Committee. Skill Test will be of 150 marks. There will not be any minimum qualifying marks for Skill Test. However, weightage of Skill test should be 15% in total marks. There is a possibility that the Skill Test can be video-graphed.

**Performance Test:** Primary Teacher (Music) and Primary Teacher (Dance) may be adjudged on the basis of skill of singing, playing the various instrumental music, performance of dance, Presentation Skill, Coordination, Expression, Energy level, Rhythm, Experimentation with art forms, imagination and innovation and Artistic temperament.

Art Master (PGT/TGT) may be adjudged on performance of art forms/paintings/sketches, innovative and creative approach, Aesthetic sensibilities, Observation skill, interpretation and Originality, Correlation with real life, Experimentation with different art Modes and mediums, Proportion in size and clarity and importance of colour, balance and brightness.

Topics will be decided by the Committee on the spot. Candidates will be given sufficient time to prepare and will be asked to use any teaching aid as per the availability of equipments at the place of Performance Test.

Performance Test shall be of 100 marks. There will not be any minimum qualifying marks for the Performance Test. However, weightage of Performance Test shall be 25% of the total marks. There is a possibility that the Performance Test may be video-graphed.

#### **13.14 Document Verification (DV):**

Based on the performance of candidates in CBT and Stenography Skill Test, Performance Test/Teaching Skill Test, Translation Test (as applicable), candidates equal to the number of vacancies will be called for Document Verification as per their merit and options. In addition, candidates equal to 50% (may increase or decrease at the discretion of RRBs) of the number of vacancies for various posts will also be called for DV. These additional