

Data sheet. (PDS) **6.2** Application (including Personal Data Sheet) should be made on a good quality white paper of A4 size (210mm x 297mm) using ONE SIDE ONLY. **6.3** The candidate should use the FORMAT published in the Employment Notice. Application having any change in the format will be rejected. **6.4** The candidates have to fill up required information with Black Gel Pen/Black Ball Point Pen in his/her own handwriting. **6.5** The application should be written either in English or Hindi and not in any other language. The application has to be duly dated and signed by the candidate. Application filled in any language other than Hindi/English and by the person other than the applicant will be rejected summarily, even if, it is detected at a subsequent stage of the recruitment. **6.6** Candidate should mention "Application for Group 'D' posts - North Central Railway" on the top of the envelope containing the application. Each envelop should contain one application only. In case more than one application is sent in one cover, all such applications will be rejected. **6.7** The candidate should send application duly filled in along with required documents by ORDINARY POST, so as to each RRC/NCR office within the closing date positively. Application received after due date, for any reason whatsoever, will not be considered. Speed Post/Courier/Registered AD envelopes will not be acknowledged and will be treated as received by Ordinary Post. **6.8** Candidates who have been debarred from appearing in any of the Railway Recruitment Board Examination need not to apply unless their debarment period expires by the closing date. **APPLICATION FORM(AF) 6.9** Specific details, as required, may be filled in Column No.1 ,2,3,4 and 5 of the Application Form. **6.10** Candidates are required to copy the following Para (Declaration), in his/her own handwriting, in space provided at Column No.6 in the Application Form-- "I do hereby declare that the facts and evidences given by me in the above application are true, complete and correct to the best of my knowledge and belief. In the event of any wrong statement/ discrepancy in the particulars being detected at any stage, my candidature/service will be liable for cancellation/termination without any notice. " **6.11** Put signature as directed in Column No.7. Signature of the applicant must be specific so that the same may not be copied easily. Signatures in capital letters or open letters will not be accepted and the applications having such type of signatures will be rejected summarily. **6.12** Put signature, name of the place & date at the bottom of the Application Form at the assigned place. **PERSONAL DATA SHEET (PDS) 6.13** Candidate should write his/her name in Column no.1, father's/husband's name in Column No. 2 in capital letters as given in Class -VIII or Class - X certificate. Each letter should be filled in one box as shown below; one box should be left blank between each part of the name.

A	R	U	N		K	U	M	A	R		
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Note- Please do not prefix Shri/ Smt/Km/Late before the Candidate/Father/Husband's Name. **6.14** in column no. 3 candidate should write his/her date of birth in digits beginning with date, month and year with one digit in each box. If any of these figures is single digit prefix zero to make it double digit, for example- if a candidate is born on 9th January, 1982 he/she should write 06 under DD, 01 under MM and 82 under YY. **6.15** In Column No.4, please tick in appropriate Box (Male/Female). In Column No.5, the candidate should tick their community in the appropriate Box and enclose a valid copy of the caste certificate attested by Gazetted Officers, if applicable. **6.16** Candidates should write correspondence address in column no. 6. correspondence address should be written in block letters. It should be legible, complete and with PIN number. **6.17** Candidates should write his/her permanent address in Column no.7. **6.18** In Column No.8, the physically handicapped (PH) candidate should tick in the appropriate box for their type of disability. In Column 8A, PH candidate will write the percentage of disability as per the Disability Certificate. Other candidates should leave column 8 and 8A blank. **6.19** Candidate should write marital status (Yes/ No) in Column No.9. **6.20** In Column No. 10, candidate should indicate his/her religion by writing the appropriate code as given below:

Religion	Hindu	Muslim	Sikh	Christian	Budhist	Jain	Parsi	Others
Code	01	02	03	04	05	06	07	08

6.21 Priority for choice of category: In the Personal Data Sheet Column no. 11. Candidates are advised to indicate the preference of category for posting by writing numbers 1 to 18 against their choice of category given in Para NO.2. For example, 1st preference as Helper-II (Elect), 10th as Helper-II, Elect (Gen), 6th as Helper-II, Elect (W/Shop) shall be indicated as shown below:-

Category	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Priority	1	10	6	15	14	9	8	7	17	2	4	5	18	13	3	16	11	12

6.22 Indicate the status of Ex-Service Man in Column No.12 by ticking in the appropriate box and enclose a copy attested by Gazetted Officer . **6.23** Priority for choice of Division/ Unit for PET/Posting: In Column no. 13, candidates are advised to fill up choice of Division by writing 1,2,3 against each Division of choice. For example, if the 1 st preference is Allahabad, 2nd is Agra & 3rd is Jhansi then in No. Column 13, the candidate will write his/her preference as following:-

Division/Unit	Agra	Allahabad	Jhansi
Indicate priority	2	1	3

Note- While posting, choice of category will be given preference over choice of Division/Units. In case, a candidate gives only some of the options and if as per his/her merit, there is no vacancy available to accommodate him/her in the Division/Unit of his/her choice, then it will be the discretion of the administration to allot him/her against any of the available vacancies. **6.24** Please fill up the name of the nearest Railway Station in Column No. 14. **6.25** Please fill up the appropriate state code to which you belong to in Column no. 15 of the Personal Data Sheet from the codes given below.

State	Code	State	Code	State	Code
Andaman & Nicobar	01	Haryana	13	Nagaland	25
Andhra Pradesh	02	Himachal Pradesh	14	Orissa	26
Arunchal Pradesh	03	Jammu & Kashmir	15	Pondicherry (UT)	27
Assam	04	Jharkhand	16	Punjab	28
Bihar	05	Karnakata	17	Rajasthan	29
Chandigarh	06	Kerala	18	Sikkim	30
Chhattisgarh	07	Lakshadweep (UT)	19	Tamil Nadu	31
Dadra & Nagar Haveli(UT)	08	Madhya Pradesh	20	Tripura	32
Daman & Diu (UT)	09	Maharashtra	21	Uttar Pradesh	33
Delhi (NCT)	10	Manipur	22	Uttarakhand	34
Goa	11	Meghalaya	23	West Bangal	35
Gujarat	12	Mizoram	24		

6.26 Candidates should write his/her Nationality in Column no. 16. **6.27** Please indicate the highest completed educational qualification (one qualification only) and related details in Column No. 17. **6.28** For age relaxation in any of the categories mentioned in **Para 4** above, write the appropriate under mentioned code in **Column No. 18:**