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Railway Recruitment Board, Nehru Marg, Ajmer – 305028.
Email: prm@nair.railnet.gov.in

No.EG/RRB/CBT/GBS/2025-26

Date: 23.04.2025

**The Principal Chief Personnel Officers,
The Principal Financial Advisors,
All Zonal Railways/PUs**

Sub: Promotion to Group 'B' posts on Indian Railways – Centralized Computer Based Test (CBT) in all departments having Organized Services for the assessment period from 01.01.2025 to 30.06.2027 – Protocol Document, Specimen E-Call Letter-cum-Relieving letter and Instructions to Candidates.

Ref: (i) Railway Board's letter No. E(GP)2024/2/37 dated 12.02.2025 and
(ii) Railway Board's letter No. E(GP)2024/2/37 dated 03.04.2025.

1. Railway Board vide letter under reference (i) has decided that Centralised CBT for Group 'B' selection for all departments having Organized Services, the CBT (Main Examination) to be held on **04.05.2025 and 18.05.2025**, with 50% of candidates appearing on each date. Additionally, a **Supplementary Examination** is on **01.06.2025**. Total **67878** eligible candidates (approx.) will be appearing in the said CBT. Out of which **37107** candidates (approx.) will appear for the Main exam-1 on 04.05.2025 and **33771** candidates (approx.) will appear for the Main exam-2 on 18.05.2025. The CBT will be held at **103 centres** in **60 cities** (approx.) in **two shifts** i.e. Morning shift-I (10.00 hrs to 12.00 hrs) and Afternoon shift-II (15.00 hrs to 17.00 hrs.). The details of Examination Centres will be shared separately.
2. Further, Railway Board vide letter under reference (ii) has decided that the aforementioned CBTs will be conducted by the **Railway Recruitment Board, Ajmer** in place of NAIR.
3. **HRMS ID (Six Digits) is being considered as the Unique Employee ID for log-in purposes.** The candidates should be well aware of their 06-digit HRMS ID numbers before log-in into the RRB/Ajmer website for various purposes as mentioned in **para-8**.
4. Zonal Railways/PUs are requested to take following actions urgently:
 - i. Nomination of one Nodal Officer (HAG/SAG) by GM of concerned Railway/PU.
 - ii. Nomination of one Town-in-charge (HOD/SAG) for each city by each Zonal Railway/PU, to be nominated by Nodal Officer.
 - iii. Nomination of one SG/JAG officer as Centre-in-charge for each CBT centre, to be nominated by Town-in-charge.
 - iv. Nomination of a JAG/SS/JS officer(s) as Railway Observer (one officer for each 100 (+-20) candidates centre-wise), to be nominated by Town-in-charge.
 - v. Senior Supervisors as Railway Invigilator (one Gr. C staff for each 100 (+-20) candidates for each exam centre), to be nominated by Centre-in-charge.
 - vi. Sensitising all the nominated Railway officials about the conduct of the CBT in accordance with the Exam Protocol Document (attached as **Annexure-A**).
 - vii. Co-ordination with Exam Conducting Agency (ECA) for smooth conduct of the CBT at the assigned exam centres.
 - viii. Inform the State Police and RPF for providing security at the Centres.

ix. Inform Zonal Railway/PU Vigilance organisation.

The list of nominated officials (Name, Designation, Mobile number, Nominated City/Centre and Nominated as Nodal officer/Town-in charge/Centre-in-charge/Railway Observer/Railway Invigilator) should be intimated to RRB/Ajmer **on or before 30.04.2025** at the email ID: prm@nair.railnet.gov.in.

5. A webinar will be conducted a few days before the date of exam (exact date will be intimated subsequently) to explain the procedure, duties and responsibilities and clarification of doubts regarding the conduct of examination. Nodal officers, Town-in-charge, Centre-in-charge, Railway observers and Railway supervisors are requested to join the webinar.
6. All Zonal Railways/PUs are requested to send the data of candidates who are appearing for the Supplementary Exam due to exceptional reason, as per below schedule:

CBT	Exam Date	Target date to send data of candidates for Supplementary Exam
Main Exam-1	04.05.2025	07.05.2025 by 17.00 hrs.
Main Exam-2	18.05.2025	21.05.2025 by 17.00 hrs.

7. Candidates will be allowed to appear in the examination **with E-Call Letter-cum-relieving letter with recent photograph pasted on it, original Railway Photo Identity Card/Aadhaar only**. Accordingly, they have to carefully read all the instructions mentioned therein and ensure compliance. Specimen copies each of E-Call Letter-cum-relieving letter and Instructions to Candidates are attached as **Annexure-B & Annexure-C** respectively.
8. **Instructions for the Candidates** – Concerned Zonal Railways/PUs should intimate the eligible candidates to refer to the website of RRB/Ajmer <https://rrbajmer.gov.in> (under the caption **CBT for Gr. B selection** ☐ **70% Selection 2025-26** for following purposes:
- a) Uploading recent passport-size colour photograph. This step should be completed at the earliest to enable him/her download the E-Call Letter-cum-relieving letter.
- b) For Downloading the E-Call Letter-cum-relieving letter / Individual Response sheet **HRMS ID** is the **User Name** and Password as **OTP** received on **HRMS linked Mobile Number** for the said purpose.
- c) E-Call letter will be live on the Website of RRB/Ajmer for different CBTs as under, the same period will be for mock-test also:

Main Exam 1 : 04.05.2025	From 16.00 hrs of 25.04.2025 till 23.59 hrs of 03.05.2025
Main Exam 2 : 18.05.2025	From 16.00 hrs of 09.05.2025 till 23.59 hrs of 17.05.2025
Supplementary Exam : 01.06.2025	From 16.00 hrs of 23.05.2025 till 23.59 hrs of 31.05.2025

- d) Recent photo should be pasted at the earmarked space and attested by the Controlling officer/Supervisor. This letter has to be got signed by the Controlling Officer before coming to the Exam centre.

- e) To avoid overcrowding at a time, there will be staggered timing for reporting to the centre. This will be indicated in the E-call letter.
- f) Taking mock-test for familiarisation in CBT environment and understanding the Candidate Console instructions will be enabled as above point (c).
- g) Raising objections on responses/answer keys after the examination: objection tracker window will be live from **10.00 hrs of 04.06.2025 to 17.00 hrs of 06.06.2025**. This is the only channel of submission of objections. Objections/representations received through letters, emails etc. will not be entertained and no reply will be sent on these objections/representations.
- h) Objections received through objection tracker window will be examined / evaluated by the Competent Authority i.e. paper setters and final evaluation will be done on the basis of final answer keys. No representations on the final answer keys and final results will be entertained.
- i) Candidates must note that only genuine objections, supported by appropriate documents, should be filed during the objection tracker window. RRB-Ajmer/ Railways/PUs reserves the right to impose fees on objections on questions/answer keys. Candidates to note that while raising objection against any Question/Answer, reference/evidence, if any provided about previous CBT exam Question / Answer key, the same will not be entertained.
- j) Any other updates regarding the examination.

9. Treatment of deleted questions - As per Railway Board's Guidelines.

10. No Negative Marking: As per Railway Board's letter No.E(GP)2024/2/28 dated 08.10.2024, there shall be no negative marking in written examinations as part of Selections (70%) where the final panels are made on seniority basis.

11. In case of any serious mistakes in the database, the candidates should approach the Dy.CPO/Gaz or Dy.CAO/G of the Zonal Railway/PU. Similarly, if the candidates find any difficulty or technical issues concerning uploading of photograph and downloading of E-call-letter can take the assistance of Helpdesk Number **8076548656** from 09.30 hrs to 18.00 hrs.

12. Following is the list of documents to be collected Railway/PU-wise and post-wise after the examination and sent to Dy.CPO/Gaz:

- i. Attendance Sheet
- ii. Railway (upper) portion of Call letters
- iii. Candidate Feedback/Grievance
- iv. Railway Centre In-charge's report (Form-I)
- v. Undertaking by each Railway Officials deputed for Exam duty (Form-II)
- vi. Incidence register (Form-III)
- vii. Exception register (Form-IV)
- viii. Report on Examination (signed jointly by ECA Site Supervisor and Centre-In-charge) (Form-V)
- ix. Certificate of No Close Relative at the centre (Form-VI)
- x. Log of using the Washroom during Examination (Form-VII)
- xi. De-Mapping & Re-Mapping Format (Form-VIII)
- xii. Feedback by Candidates (optional) (Form-IX)
- xiii. Declaration to be obtained from the candidates Form-U1 (Miscellaneous)

- xiv. Declaration from Candidates using Unfair Means Form-U4
- xv. Any other Miscellaneous documents
- xvi. The ECA will provide the storage device. If candidates from more than one Zone or PU are present at a center, the ECA will give the CCTV footage to the Zone or PU with the higher candidate count. Other Railways or PUs can obtain the CCTV footage from that Zone or PU using their own storage device as needed.

Railway Centre In-charges are required to collect these documents from the exam centre on exam day itself. Some of the documents are to be scanned by the ECA before handing over to Railway Centre-In-charges. Hence, arrangements may be made in consultation with the ECA officials for submission of the documents.

DA:

Annexure-A: Protocol document of 43 pages

Annexure-B: E-call-letter specimen copy

Annexure-C: Instruction to candidate's specimen copy

DEEPAK
PARMAR
Digitally signed
by DEEPAK
PARMAR
Date: 2025.04.23
Time: 20:16:05
Member 8401640130'
RRB/Ajmer

Copy for information to:
EDE(GC), Railway Board



RAILWAY RECRUITMENT BOARD AJMER

Standard Operating Procedure (SOP) Exam Day Process



**Selection for promotion to Group 'B' posts
against 70% quota
Vacancy cycle (2025-2026)**

**Government of India
Ministry of Railways
Railway Recruitment Board, Ajmer.**

PREAMBLE

Ministry of Railways (Railway Board) has nominated Railway Recruitment Board (RRB) Ajmer for conducting centralized Computer Based test (CBT) exam for Promotion to Group 'B' posts selection against 70% quota for all department over all Zonal Railways and Production Units for assessment period 01.01.2025 to 30.06.2027, in place of NAIR vide letter dated 03.04.2025.

For smooth conduction of Exam, there has been a practice of preparing **Protocol Document** which specify all Standard Operating Procedures (SOP) to be adopted during the CBT Exam

Recently, the Public Examinations (Prevention of Unfair Means) Act, 2024 (herein PE Act, 2024) has been notified in the Gazette of India on 12.02.2024 and this has come into force with effect from 21.06.2024 as per Gazette notification. Subsequently, the Public Examinations (Prevention of Unfair Means) Rules, 2024 (here in PE Rules, 2024) has also been notified in Gazette notification dated 23.06.2024 by Department of Personnel and Training (DoPT) for implementing the provisions of PE Act 2024.

Incorporating the provisions contained in PE Act 2024 & PE Rules 2024 for its effective implementation, this Protocol Document / Standard Operating Procedure (SOP) for Exam Day Process has been prepared.

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Various Forms	
Form-I	Railway Centre In-charge Report
Form-II	Undertaking by Railway officials w.r.t. instructions awareness and No Close Relative Certificate
Form-III	Incident Register
Form-IV	Exception Register
Form-V	Report on Examination
Form-VI	Certificate by ECA officials regarding No Close Relative
Form-VII	Candidates Log for using Washroom during Examination
Form-VIII	Details of candidates De-mapping and Re-mapping
Form-IX	Feedback by the candidate (Optional)
Form U-1	Discrepancy noticed at the Venue in e-call Letter, Name, Photograph etc., if any
Form U-4	Candidates Declaration Form : using unfair means by the Candidate
	Envelope Cover page

1: Examination Schedule and Timeline

Exam/Date	Morning Shift-I Posts	Afternoon Shift-II Posts
Main Examination 04.05.2025	AFA, AOM, ACM, AEE and AMM	APO, AME, ASTE and AEN
Main Examination 18.05.2025	AFA, AOM, ACM, AEE and AMM	APO, AME, ASTE and AEN
Supplementary Examination 01.06.2025	AFA, AOM, ACM, AEE and AMM	APO, AME, ASTE and AEN
Candidate Entry Time	08:00 Hrs. – 09:15 Hrs	13:00 Hrs. – 14:15 Hrs
Duration of CBT	2 Hours	2 Hours
Exam Timings *	10:00 Hrs. - 12:00 Hrs.	15:00 Hrs.– 17:00 Hrs.
* For eligible PwBD candidates, an additional compensatory time 40 minutes is permitted		

Examination Shift Timeline Details:

Details	Morning Shift-I	Afternoon Shift-II
Site Supervisor, IT Manager, Support Staff of ECA - Report to the examination center. Check the readiness of the Examination Centre	06:30 hr.	12:00 hr.
Agency Invigilators report to the examination center	07:00 hr.	12:30 hr.
Railway Centre In-charge, Railway Observer, Railway Invigilator (Gr. C staff) report to examination center	07:30 hr.	12:50 hr.
Entry of Candidates to the Examination Centre	08:00 hr.	13:00 hr.
Candidates document verification	08:00 hr. - 09:15 hr.	13:00 hr. - 14:15 hr.
Candidates biometric and photo capture	08:00 hr. - 09:30 hr.	13:00 hr. - 14:30 hr.
Gates closes for the candidates	09:15 hr.	14:15 hr.
ECA Invigilators take manual attendance from the candidates	09:15 hr. - 9:50 hr.	14:15 hr. - 14:50 hr.
ECA Invigilators instruct the candidates about the login credentials, declaration & signature in running handwriting in the exam hall (not in Capital/ Block Letters) and Left Thumb Impression (LTI) to be taken on E-call letter.	09:15 hr. - 9:50 hr.	14:15 hr. - 14:50 hr.
Exam Player launching for assessment/test	09:30 hr.	14:30 hr.
Candidates first log-in to read the instructions	09:45 hr.	14:45 hr.
Exam Password to be shared with Site Supervisor for announcement in exam labs.	09:55 hr.	14:55 hr.
Candidates log in to write the exam	10:00 hr.	15:00 hr.
Documentation work by ECA and support staff	10:00 hr. - 11:50 hr.	15:00 hr. - 16:50 hr.
Candidates log out at the end of the exam	12.00 hr.	17.00 hr.
Eligible PwBD candidates, if any, log out at the end of the exam	12.40 hr.	17.40 hr.

2: General Instructions for Candidates

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

INFORMATION OF CBT DATE & INSTRUCTIONS TO CANDIDATES

Candidates shall carefully read the instructions given below, and follow them scrupulously. Failure to comply with the instructions may lead to cancellation of the candidature.

Candidates should also keep checking the RRB/Ajmer website (<https://rrbajmer.gov.in>) for latest updates and keep their registered mail id/HRMS linked mobile no. in working condition.

The eligibility list and other details are based on the data provided by Zonal Railways/PUs. Hence, candidates are allowed to appear for CBT purely on a provisional basis. At later stages of selection, detailed verification of eligibility will be done and discrepancy is noticed, if any, that may lead to candidature cancellation, in spite of clearing the CBT.

1. Candidates to note the following timings:

Date of Main Exam	04.05.2025	
E-Call Letter Download Corrections through Helpdesk only	From 16.00 hrs. of 25.04.2025 till 23.59 hrs of 03.05.2025 Corrections will be allowed only up to 15.00 hrs of 28.04.2025	
Date of Main Exam	18.05.2025	
E-Call Letter Download Corrections through Helpdesk only	From 16.00 hrs. of 09.05.2025 till 23.59 hrs of 17.05.2025. Corrections will be allowed only up to 15.00 hrs of 12.05.2025	
Date of Supplementary Exam	01.06.2025	
E-Call Letter Download Corrections through Helpdesk only	From 16.00 hrs. of 23.05.2025 till 23.59 hrs of 31.05.2025. Corrections will be allowed only up to 15.00 hrs of 25.05.2025	
Process for E-Call Letter Download	For candidate login: User ID is HRMS ID Password as OTP received on HRMS linked Mobile Number	
Shift	Morning Shift-I	Afternoon Shift-II
Post	AFA, AOM, ACM, AEE and AMM	APO, AME, ASTE and AEN
Reporting Time	08:00 hrs	13.00 hrs
Gate Closing Time	09:15 hrs	14.15 hrs
Exam Start Time	10:00 hrs	15.00 hrs
Exam End Time (General)	12:00 hrs	17.00 hrs
Exam End Time (for Eligible Pwbd)	12:40 hrs	17.40 hrs

Note:- Any changes in the above schedule will be notified on the Website of RRB/Ajmer (<https://rrbajmer.gov.in>)

1. No candidate will be allowed to enter the test center after the gate closing time.
2. Computer Based Test (CBT) for each post will be held in a single shift. The duration of CBT will be 120 minutes for 100 questions.
3. The candidate can view the question paper in Hindi & English languages and answer the questions.
4. As per Railway Board's letter No.E(GP)2024/2/28 dated 08.10.2024, there shall be no negative marking in written examinations as part of Selections (70%) where the final panels are made on a seniority basis.
5. Candidates would be provided Rough Sheet(s). Candidate should also write his/her name and Roll Number on the rough sheet(s) provided for rough work. The Rough sheet(s) will have to be returned to Invigilator after the Exam.
6. Candidates should report at the assigned CBT Centre/Venue on the specified date and time as indicated on the front page of their E-call letter.
7. In case of any exigencies, candidates should be ready to move to the CBT test centre (new different than allotted) at short notice.

8. No request for change of examination date/centre is permitted to the candidates under any circumstances. However, RRB/Ajmer reserves the right to change the examination date of candidate(s) or order re-examination for any or all the candidates. The decision of RRB/Ajmer in all the matters shall be final and binding.
9. The candidate must upload the photograph with a clear front view of the candidate without cap and sunglasses. The size of the Photograph should be up to 250 KB.
10. Candidate must also bring two color photographs (size 35 mm x 35 mm), with clear front view of the candidate without cap and sunglasses, for appearing in the CBT.
11. The candidates are instructed to download and take clear print out (front and back pages) of E-call letter from the website. CBT call letters will not be sent to candidate by post.
12. Correction or issue of duplicate call letter would be done, only after the concerned Railways/PUs are convinced of it being a critical discrepancy/variation from the details submitted in the Application form. A call letter is only a permission to appear for the CBT and in no way guarantees selection of the candidate on the Railway. Railway/PU/RRB-Ajmer are not responsible for any misinterpretation / inadvertent error. In the event of any dispute about interpretation, the English version of the call letter will be treated as final.
13. The E-Call Letter is provisional. It is only permission to appear in the CBT examination. Issuing this E-Call Letter does not in any way indicate that Railway/PU/RRB-Ajmer is otherwise satisfied with application form, details and documents. The E-Call Letter does not confer any right to be eligible for the post. The candidature is purely provisional and is liable to be cancelled at any stage of selection or thereafter.
14. Candidates are hereby informed that the number of candidates being called for CBT is the total candidates declared eligible by the units. Hence, merely qualifying in CBT does not entitle a candidate, for inclusion in the next stage of selection process.
15. The result of CBT would be declared by the respective Zonal Railways/PUs after due deliberations and approval through the procedure in vogue.
16. Railway/PU/RRB-Ajmer has not appointed any Agent/Coaching Centre on its behalf. Any unwarranted attempt of candidate to influence the CBT conduct/result will disqualify the candidate. Candidates are selected purely based on merit.
17. The decision of the Railway/PU/RRB-Ajmer regarding the outcome of the CBT and/or all matters relating to CBT is final and the same cannot be disputed. No further enquiry or correspondence will be entertained.
18. The candidate shall obey the instructions issued by the railway officials at the CBT venue. The candidate is also advised to maintain discipline during CBT, for smooth conduct of the CBT. Impersonation/malpractice/ indiscipline in the CBT will disqualify the Candidate and he/she will be debarred from all future railway selections. Candidate is also liable to be prosecuted under law and liable to be taken under disciplinary proceedings.
19. The candidates must comply with the The Public Examinations Act 2024 and the The Public Examinations Rules 2024 (Prevention of Unfair Means).
20. Any complaints / grievance / feedback related to the CBT test is to be brought to the notice of the Railway Centre-in-charge / ECA Site Supervisor immediately during the exam or within 30 minutes of the conclusion of exam at the centre itself. Complaints / grievance / feedback submitted on later date and time shall not be entertained.
21. Candidates will be frisked upon entry. Please avoid wearing any jewellery items. Backpacks/Luggage/food items/Mobile phone/Bluetooth enabled devices/calculators/ electronic or other gadgets like watch/stopwatch/time recorders are not allowed inside the CBT Centre.
22. Only the E-Call Letter and a Photo ID card will be allowed inside the exam hall/lab. Candidates should bring their own pen and drinking water in a transparent bottle.
23. There is no facility for the safekeeping of personal belongings outside the examination hall. Railway/PU/RRB-Ajmer/Exam Conducting Agency is not responsible for its loss.

24. No companions are allowed for any candidates, male or female, at the CBT venue. Once a candidate enters the venue, they will not be permitted to leave until the exam is completed.
25. The candidates are informed that the candidates cannot cite previous or any other examination questions/answer as a basis/reference for their claim and the same will not be entertained.
26. **Assistance with Scribe for PWBD:-**
- 1) Only candidates who have opted for a scribe with permission from the relevant units will be allowed to appear in the CBT with a scribe. This option is available for candidates with benchmark disabilities, specifically those who are visually impaired or have conditions like cerebral palsy that affect their writing speed. Candidates with one arm can also avail themselves of this assistance for writing answers during the CBT.
 - 2) Please note that strict monitoring will be enforced during the CBT. If any candidate using a scribe of their own choice is found involved in any malpractice, their candidature will be cancelled without notice.
 - 3) Eligible PwBD candidates who are availing the facility of scribe will be allowed 40 minutes compensatory time for 120 minutes session of CBT. The examination duration will be 160 minutes for eligible PwBD candidates instead of 120 minutes.

27. **Important Notice: One-Time Mobile Number Update Opportunity:**

Candidates are being provided with a **one-time opportunity** to update their registered mobile number.

To avail of this facility, please follow the steps below:

1. Visit the official RRB Ajmer website: <https://rrbajmer.gov.in>
2. Log in using your:
 - **User Name:** HRMS ID
 - **Password:** Date of Birth in **DDMMYYYY** format
 - Follow the instructions to update Mobile Number

Ensure that you make the necessary changes within the given time frame.

2.1: Instructions for downloading E-Call Letter

Candidates can download E-Call Letter from RRB/Ajmer website <https://rrbajmer.gov.in> by using his/her HRMS ID as User Name and Password as OTP received on HRMS linked Mobile Number. Call letter will be live for different CBTs as under:

Exam	Call letter live from-to : Time & Date
Main Exam 1 Date- 04.05.2025	16.00 hrs. of 25.04.2025 till 23.59 hrs of 03.05.2025
Main Exam 2 Date- 18.05.2025	16.00 hrs. of 09.05.2025 till 23.59 hrs of 17.05.2025
Supplementary Exam Date- 01.06.2025	16.00 hrs. of 23.05.2025 till 23.59 hrs of 31.05.2025



2.2: Instructions regarding Question Paper Pattern

For the posts of AFA: 110 Questions (100 questions on professional subject and 10 optional questions on official language policy and rules) each carrying one mark and the candidate has to answer any 100 out of the 110 questions.

For posts of AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE – 110 Questions, each carrying one mark out of which 100 questions to be answered as per the distribution given below.

Part-A: 80 Questions (70 questions on Professional Subject and 10 optional questions on official language policy and rules **(To answer any 70)**)

Part-B : 30 Questions on Establishment and Financial rules – **(To answer 30)**

No Negative Marks

As per Railway Board's letter No.E(GP)2024/2/28 dated 08.10.2024, there shall be no negative marking in written examinations as part of Selections (70%) where the final panels are made on a seniority basis.

Language: Bilingual (Hindi and English). The candidates can view the questions and options in both languages. In case of ambiguity/discrepancy, interpretation required, if any, **English version shall prevail.**

Instructions to Candidates - Subject Specific Instructions on candidate console

Name of the Post	Sections	Maximum number of questions to be attempted	Time (Minutes)	Marking
AFA	Professional subject: 110 Questions (100 + 10 Questions on official language policy & Rules)	100	120	(+) 1 for each correct answer
APO, ACM, AOM, ASTE, AEE, AME, AEN, AMM,	Professional subject: 80 Questions (70+10 Questions on official language policy & Rules)	70	(Compensatory 40 extra for eligible PwBD candidates)	
	Establishment and Finance rules: 30 questions	30		

Total Marks: 100, Qualifying marks: 60 %, relaxation as applicable for the relevant post & category

About Question Paper - Subject Specific Instructions on candidate console

1. As per Railway Board's letter No.E(GP)2024/2/28 dated 08.10.2024, there shall be no negative marking in written examinations as part of Selections (70%) where the final panels are made on a seniority basis.

2. Only one question will be displayed on the computer screen at a time.
3. Each question will have 4 alternatives. The candidate is to select the most correct alternative.
4. The questions can be answered in any order.
5. The exam screen will continuously display the remaining time at the right-hand top of the question paper.
6. The candidate may ask the Invigilator about their doubts or questions before the commencement of the test. No queries shall be entertained after the commencement of the examination.
7. Rough sheet(s) shall be provided for the candidates for rough work. During the test rough work needs to be done only on these Rough Sheets. The candidate should write his/her Roll Number on the Rough Sheet and return it to the Invigilator before leaving the test venue.
8. The candidates are informed that the candidates cannot cite previous or any other examination questions/answer as a basis/reference for their claim and the same will not be entertained.



2.3 Instructions to candidates regarding debarment / disqualification

Candidate can be debarred /disqualified for any of the following reasons:

1. Creating a disturbance.
2. Impersonation - Attempting to take the examination for someone else.
3. Chit-chatting/indulging in conversation / Giving or receiving assistance of any kind during the examination & communication in any form to/from other candidates or outsiders.
4. Smoking or eating in the Examination Hall
5. Attempting to tamper with the operation of the computer or meddling with the system.
6. Attempting to use the calculator on the PC
7. Exchanging any papers, documents or any other material with other candidates
8. Leaving the test center without the permission from the invigilator.
9. Using prohibited aids, items not allowed, such as: Cell phones, Bluetooth devices, Pagers, Pieces of Paper (except his/her E-Call Letter, Identity Card), Digital diaries, any other electronic gadgets/devices, watch alarms, listening devices and recording or photographic devices.
10. Attempting to copy examination questions and / or examination responses (in any format) from the examination centre.
11. Attempting to access any unauthorized software/program during the examination.
12. Failing to follow directions given by invigilators.
13. Manhandling of invigilators or test centre staff.
14. Resorting to unfair means or trying to influence in any way the examination results shall be considered as a serious offence and any candidate found guilty of such offence on the report of any person duly authorized to conduct the examination shall be liable for rejection of candidature.
15. Candidates shall maintain silence while appearing for the exam. Any conversation or gesticulation or disturbance or attempt to change seats in the Examination Hall shall be deemed as unfair means.
16. If a candidate is found indulging in unfair means or impersonating, the candidature of such candidate shall be rejected.
17. The Site Supervisor of ECA in consultation with Railway Centre In-charge is authorized to debar the candidate(s) from the examination centre for any misconduct by the candidates.
18. Complaints /grievances /feedback, if any, to be pointed out at the time of the test or within 30 minutes after the conclusion of the test.

2.4: Instructions to candidates for Post Examination Process

1. **Downloading of Individual Response Sheet & Answer Keys:** Zonal Railways / PUs to inform the Candidates that they can download their individual Response Sheet and answer keys from RRB/Ajmer website **<https://rrbajmer.gov.in>** (under the caption **CBT for Gr. B selection / 70% Selection 2025-26**) by using HRMS ID as User Name and Password as OTP received on HRMS linked Mobile Number from **10.00 hrs of 04.06.2025 to 17.00 hrs of 06.06.2025**.
2. **Objection Tracker:** For raising objections, if any, to the responses / answer keys etc. will be live on RRB/Ajmer website (under the caption **CBT for Gr. B selection / 70% Selection 2025-26**) from **10.00 hrs of 04.06.2025 to 17.00 hrs of 06.06.2025**. Candidates can log-in to RRB/Ajmer website by using HRMS ID as Username and Password as OTP received on HRMS linked Mobile Number for the said purpose. **Candidates to be informed that while raising objection against any Question/Answer, reference/evidence if provided about previous CBT exam Question / Answer key, the same will not be entertained.**
3. Candidates are to be informed that this is the only window period to download their individual Response Sheet and to raise objections against the questions and given answer keys. No further extension of time or request in any form will be entertained for individual Response Sheet/objection tracking. Every objection raised by the candidates will be examined by the Competent Authority and his/her decision will be the final for awarding marks. No representation/request will be entertained on the final decision of the Competent Authority.
4. Candidates are also to be informed that Final Answer Keys with or without changes or modification will be published on RRB/Ajmer's website only after conclusion of the whole selection process by all Zonal Railways/Production Units.

<u>Note:</u> Any changes / modification in the above schedule / procedure will be notified by the RRB/Ajmer.
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3: Entry Point Protocols

(to be verified and ensured by ECA and nominated Railway Officials)

- a) The timeline for each shift should strictly be maintained by ECA. Any deviation from the same should be recorded and reported immediately, duly giving reasons for deviation.
- b) **No candidate should be allowed inside the Test Centre before / after the scheduled time of each shift.**
- c) ECA officials should be sensitized and instructed to handle the PwBD and Women candidates as per prevalent norms.
- d) The candidates with cough/fever etc. should be made to give examination in isolation under strict vigil.
- e) No candidate should be allowed to enter the examination centre with electronic devices/gadgets like mobile phone, calculator, tab, iPad, Bluetooth devices, Ear plug, Smart Glasses, Smart wrist watch, etc.
- f) Family members / relatives / friends / guardian(s) of candidates are not allowed inside the examination centre premises.
- g) At the entry point the Biometric attendance system should be provided with standby arrangements, to take care of any failure. In case the machines are not working, then clear guidelines/instructions should be incorporated in the 'Instructions Booklet' regarding the standby action should be taken and there should not be any ambiguity in conducting examination in case the Biometric System fails.
- h) The COVID Protocol, if any, prevails in the respective localities, the same needs to be followed.
- i) E-Call Letter-cum-Relieving letter must be duly signed by controlling officer of the candidate and recent photo duly pasted and attested by controlling officer/supervisor. This is valid with Railway Employee's official ID Card/Aadhaar Card in original (Mandatory).
- j) The E-Call letter-cum-Relieving letter and prescribed valid photo ID card are to be submitted for verification at the time of the entry to the examination centre. Nominated ECA officials should be present to check them. The valid photo ID proof should be original and readable.
- k) Candidates who are unable to produce an **E-Call letter-cum-Relieving letter and a prescribed valid photo ID** card should not be allowed to enter in the examination centre. The candidate of another examination centre should not be allowed to go to any other examination centre.
- l) **Separate E-Call letter-cum-Relieving letters will be required for the candidates for appearing in more than one post.**

- m) Candidates must also bring two colour photographs (of size 35mm x 35 mm) with clear front view of the candidate without cap and sunglasses. The photo should be checked against the actual identity of the candidate and only on finding the same as correct he/she should be allowed inside the Centre premises.
- n) **Only the documents mentioned as above (i.e. E-Call letter-cum-Relieving letter, Employee official ID Card/Aadhaar Card and Photos in original) along with pen/pencil and transparent water bottle are allowed to carry by the candidates, inside the Examination Hall.**
- o) If any candidate is carrying belongings / baggage, its custody will be the personal responsibility of the candidates and the same will not be allowed to take inside the Exam Centre.
- p) Nominated ECA official to advise the candidates to proceed to their respective lab, post biometric attendance, documents verification and photo capture.
- q) **Regarding seating arrangements of the candidates:** The designated ECA officials should ask the candidates to check the noticeboard for seating arrangements and guide them towards the building / floor / lab, they are allocated to.
- r) **PwBD candidates should preferably be allotted seats in PwBD-friendly centers and on accessible floors, ideally the ground floor of the examination hall or lab, if lift or escalator facilities are not available.**
- s) **Assistance of Scribe** - Candidates who have the benchmark disability and suffering from Visually Impairment and those candidates whose writing speed is affected by Cerebral Palsy and having one arm can avail the assistance of Scribe for writing answers on their behalf during CBT. The candidate must submit necessary documents about the scribe, such as Identity proof and Educational Qualification certificates at the centre. These documents should be handed over to the nominated Railway Centre In-charge for further **forwarding the same to the Nodal Officer of the concerned Railway/PU after CBT. One to one vigil needs to be ensured by ECA to avoid malpractices by the Scribe and the candidate.** Any such malpractices noticed will be strictly investigated and to be brought to the notice of Railway Centre In-charge.

NOTE: In case of exceptions/deviations, ECA officials should refer to Exception Handling Document and obtain appropriate undertakings from the candidates.

3.1: Exception Handling Matrix

With regard to Entry point protocol

Scenario	E-Call Letter	Photo ID	Matching Status	Action
1	E-Call Letter available	Valid Photo ID	Photo and data matching	Allowed to appear for the test
2	E-Call Letter not available with the candidate	Valid Photo ID and candidate also has a Hardcopy of the photo	Photo and data matching	Candidate may be asked to download the E-Call Letter and come with the same.
3	E-Call Letter available but candidate is not carrying hard copy of photograph, or the photograph is not clear/stamp sized	Valid Photo ID	Photo and data matching	Candidate will be allowed to appear for the test after verifying the candidate's details and candidate filling & signing the "Undertaking Form" U1 . To be reflected in Exception Report by ECA Site Supervisor.
4	E-Call Letter available and photo affixed	No Valid Photo ID proof	Photo and data matching	Employee ID/Aadhar Card is valid along with a Relieving letter with photo affixed. Photocopy of other IDs is not valid. Candidate shall not be allowed.
5	E-Call Letter available but came to another location	Valid Photo ID	No Data Available at that centre	Not to be permitted at another location. The candidate is to be directed to his/her allotted venue.
6	Photo not pasted on E-Call Letter	Valid Photo ID	Photo available in database	Candidate to paste photos during registration and allowed on Undertaking Form U1 . To be reflected in the exception report of the ECA Site Supervisor.
7	Candidate reports after gate closure time			No entry after gate closure time except with specific permissions of Railway Centre In-charge present at the Venue
8	Minor Spelling Errors/variations in the Name, surname, DoB, vis-a-vis E-Call Letter			Candidate to be admitted after getting an Undertaking Form U1 .
9	Any other exigency			Decision will be taken in consultation with Nodal Officer / Railway Town In-charge of Railway/PU on case-to-case basis

4: Instructions for Lab Activities

A. Checking the Identity and Documents

- a) Invigilator of ECA and Railway to check the identity of the candidate by checking the ID proof. This is the second check that is done and in case a candidate is not carrying the original documents as mentioned below, he / she should not be allowed inside the lab.
- b) **Guide the candidate to their pre-assigned node and ensure that they are seated only at the designated node.**
- c) E-Call letter-cum-Relieving letter **is valid only with Employee ID Card/Aadhaar (Mandatory)** and the photo of the candidate should be affixed at earmarked place and duly attested by controlling officer/Supervisor). The E-Call Letter is to be submitted for verification at the time of the test. ECA officials will be present to check the E-Call Letter and prescribed photo ID proof.
- d) Railway foil of E-Call letter-cum-Relieving letter should be submitted in the exam Center and Candidate Counter Foil to be given to the candidate for future reference.

B. Instructions to the Candidates & Document Work

- a) The candidates have to sit only at the assigned/allotted node/terminal and shall not occupy the nodes which are lying vacant or allotted to other candidates.
- b) **Candidates once occupied the seat shall not indulge in any kind of conversations/chit-chat with other candidates in the exam hall.** In case they need any help, they can raise their hand so that the ECA official can attend to their requirements.
- c) The photograph of the candidate shall appear on the exam screen throughout the test.
- d) Invigilator to read out instructions before the exam (15 minutes before the start).
- e) The Invigilator to ask the candidates to write the declaration on the E-Call Letter in his presence. **It is to be ensured that the declaration is not prefilled.** At this time the declaration text should appear on the Computer Screen of candidates. The declaration is also available at sl.no.2 of E-call letter instructions. **The candidate has to write the Self-Declaration in running handwriting and not in BLOCK/CAPITAL letter.** Then, candidate and Invigilator should sign in their respective fields.
- f) **In case the candidate has already written the Self-Declaration, but not in the presence of the invigilator,** then, the invigilator should ask the candidate to write the same Self-Declaration on the back of Railway Foil portion of the E-Call Letter, and sign just below it. Thereafter, the invigilator should write the following declaration and then provide own signature: “I certify that the candidate has written the declaration in my presence, and I certify the resemblance of the candidate with the photo on call letter”.

In such cases, both, candidate and invigilator should sign below both the Self-Declarations. Entry should be made in the Exception Report.

- g) In case a candidate asks for rough sheets the same should be provided. Rough sheets provided to candidates should have the name and Roll number of the candidate using it, signature of invigilator and date of examination. (At the end of the exam, collect all the rough sheets).
- h) Invigilator to collect the E-Call Letter of the appearing candidate. Invigilator to get the attendance sheet signed and obtain LTI thereon within the first one hour of the start of the examination.
- i) Ensure that the candidate has pasted passport size photograph at the earmarked space on the E-Call Letter both in the Railway foil and the candidate's counterfoil.
- j) Thereafter, the invigilator should tear the "Candidate Counter Foil" of the E-Call Letter and return it to the candidate. Retain only the "Railway Foil" of the E-Call Letter. Arrange all of them in the Roll Number sequence Railway/PU wise. Also, attach Undertakings given by the candidate, if any.
- k) No candidate to be allowed to move out of the examination hall/lab once he/she enters the lab.
- l) Invigilator to ensure that E-Call Letters and other submitted documents match with the number of candidates appearing.
- m) Any Exceptions will be mentioned in the Exceptions Report.
- n) In case a candidate gets logged out or there is any system problem, the IT Manager shall take necessary initiative at once to restart the system.
- o) In case of a network problem or a LAN issue the invigilator / IT manager needs to contact the Centre Head and the same to be at once brought to the notice of Railway officials of the centre.
- p) If the Railway Centre In-charge does not turn up, examination proceedings will keep going on with ECA officials as per the schedule/protocol.
- q) The Vigilance team may be visiting Centers. Their IDs are to be noted by ECA officials. The information asked for should be provided in consultation with the Centre In-charge of Zonal Railways/PUs.
- r) Any untoward incident requiring Police intervention will have to liaise with the police authorities and lodge FIR, if required.

NOTE: In case of exceptions/deviations, ECA officials should refer to Exception Handling Document (Form-IV) and obtain appropriate undertakings from the candidates.

C. Post Exam Process by ECA and Nominated Railway Officials

- a) The ECA Site Supervisor to ascertain the total number of candidates who are taking the exam and accordingly check and match the E-Call Letter and other collected documents count against the number of candidates present.
- b) The nominated ECA Invigilator to handover i) lab-wise attendance sheets, ii) Railway portion of E-Call Letter duly collected, tallied and signed by nominated Railway Centre In-charge and has to hand over to the Railway Centre In-charge for further forwarding the same to the PCPO/Nodal Officer of Zonal Railways / PUs through ECA.
- c) The ECA Site Supervisor to prepare the envelopes for Nodal Officer of Zonal Railways / PUs.
- d) The ECA Site Supervisor should make copies of Exception Report, Incidence Report, Railway Centre In-charge's Report, Examination Report and CCTV footage of examination (**storage device to be provided by ECA**), etc. The ECA Site Supervisor and the Railway Centre In-charge should sign these reports before packing & sealing them in envelopes.
- e) The attendance sheets, counterfoils of E-Call Letters along with undertakings of the candidate and other submitted documents, if any, and the reports mentioned shall then be handed over to the Railway Centre In-charge for further forwarding the same to the PCPO/Nodal Officer of Zonal Railways / PUs in the envelope covers which are duly filled up.
- f) Complaints/grievances/feedback, if any, from the candidates need to be collected and handed over to the Railway Centre In-charge for further examination.
- g) Once this is done and documents in the envelope are complete as per the checklist printed on the envelope, the envelopes should be sealed, with signatures of ECA Site Supervisor and Railway Centre In-charge across the flap and secure with the cellophane tape.
- h) ECA Site Supervisor to count and collect such envelopes. These envelopes should be kept in safe custody by the ECA Site Supervisor to hand over the same to the Railway Centre In-charge for further forwarding the same to the PCPO/Nodal Officer of Zonal Railways / PUs and take the acknowledgement.
- i) CCTV Footage: The ECA will provide a storage device. If candidates from more than one Zone or PU are present at a center, the ECA will give the CCTV footage to the Zone or PU with the higher candidate count. Other Railways or PUs can obtain the CCTV footage from that Zone or PU using their own storage device as needed.

5: Role and Responsibilities of Key Functionaries

A: From Railway side

Sr. No.	Designation	Pay level to be nominated	Number of officers to be nominated	To be nominated by	Roles
1	Nodal Officers	HAG/SAG	1 for each Railway by each Zonal Railway/PU	GM	Overall coordination. Will see proper deployment of RPF personnel/state Police.
2	Town-in-charge	HOD/SAG	1 for each city by each Zonal Railway/PU	Nodal officer	Will assist Nodal officer and in-charge of the control room at the HQrs. Will ensure smooth and fair conduct of the CBT at the Centres in his/her jurisdiction. Will maintain close liaison with Nodal Officer during Exam
3	Centre-in-charge	SG/JAG	1 officer per CBT center	Town-in-Charge	Responsible for all activities at the Exam Centre including enforcement of the discipline. Collection of reports, documents, etc. of the Centre.
4	Railway Observer	JAG/SS/JS	1 officer for each 100 (+20) candidates center-wise		Strict Supervision from start to end of the exam at the exam centre.
5	Railway Invigilator	Senior Supervisors	1 for each 100 (+20) candidates center-wise	Centre-in-charge	To assist Railway Observer.
6	RPF	Suitable staff	Adequate numbers for each centre	PCSC	To maintain security and discipline. Monitoring frisking, crowd management, close watch on unlawful activities, etc.

Important: It must be noted that the primary responsibility of the examination supervision and monitoring lies with the Zonal Railways, under whose jurisdiction the city/centre falls. Any issues related to indiscipline/misbehavior/unfair means by the candidates are to be handled by the respective Zonal Railways /PUs.

B: From Exam Conducting Agency (ECA) side : (For information of ZRs/PUs only)

Sr. No.	ECA officials	Number of official(s)	Designation of Official	Duties and Responsibilities
1	City Head	1 for each city	Sr. Executive ECA	Exam, City In-charge
2	Site Supervisor	1 for each centre	Executive	Responsible for Exam Centre
3	IT Manager	1 for server @200 candidates	Executive	Server Manager
4	Test Centre Administrator	1 for each centre	College Admn./ Teacher	In Charge of the Exam Centre
5	Network IT/ Electrician	1 for each centre		Technical Person from Exam Centre
6	Invigilator	1 per 25 candidates centre-wise	Graduate above 21 age	Invigilation and responsible for lab activities
7	Support Staff (Peon etc.)	3 per centre		On Examination duty
8	Security Guard (including lady staff)	1 male and 1 female and additional set for above 200 candidates	College security	Frisking And Security

Important Instructions for Officials of Examination Conducting Agency (ECA)

- The Examination Conducting Agency (ECA) should nominate a **Site Supervisor** from among the ECA officials for each CBT Examination Centre with proper ID Card. The name and details (mobile no. and email id) of each nominated **Site Supervisor** from ECA should be advised in advance to the Nodal Officer of Zonal Railways/PUs and RRB/Ajmer so that Railway's Centre In-charge should have the details of agency officials.
- The ECA should nominate **Invigilators** for each CBT Examination Centre with a proper ID Card. ECA should provide the list of Invigilators with ID No. to Nodal Officer of Zonal Railways/PUs and RRB/Ajmer, in advance for further conveying to Railway's Town In-charge & Centre In-charge.
- During the examination each staff deployed at the Examination Centre will have a Role Tag Badge displayed throughout the examination.
- ECA Invigilators should be imparted sufficient training before their deployment by the agency, to conduct CBT examination and also in certain basic processes of conduct of examination such as matching of face from photograph, taking Left Thumb Impression, signature in system generated attendance sheet, writing of paragraph by candidates in the Railway call letters' counterfoil, prohibiting gadgets/stationery items, **prohibiting the candidates to chit-chat with other candidate(s) during the examination**, collection of half portion of call letters (counter foils) at the end of examination and handing over the candidate's portion to the candidate, use of paper for rough work by candidates etc. **This necessitates a detailed checklist to be provided to them, explaining Do's & Don'ts**

and this should also be incorporated in “Instructions Booklet”.

- e) The ECA shall provide a briefing for nominated Railway Officers and staff at the Centre before the start of the examination.
- f) Provisions for “**No Close Relative’s Declaration**” to be incorporated in the Instructions Booklet with clear definition of “Close Relative”, for Invigilators of Agency as well for all Railway officials.
- g) **Chit-chatting, interaction** or discussion among the candidates should be strictly prohibited and in case it happens, the candidate should be warned and the Roll Number, Name & terminal number to be noted lab-wise and to be informed to the Railway Centre In-charge for further course of action.
- h) The candidates may be advised to **raise their hands** in case they need any help like drinking water, non-functioning of their computer, etc. and the ECA staff should attend such cases immediately without disturbing other candidates.



6: Duties of Nodal Officer (HAG/SAG)

1. Overall coordination. Will ensure that Town In-charge, Railway Centre In-charge, Railway Observers as well as Railway Invigilators are performing their duties as per the directives given by him/her.
2. If more than one Railway or PU has candidates assigned to a single center, both Railways or PUs can either appoint a joint Centre In-charge for that CBT center or, after consulting with the other Zone or PU, nominate a single Centre in-charge from the Zone or PU with the higher candidate count. This requires proper coordination among the concerned Zonal Railways or PUs.
3. Will ensure smooth and fair conduct of the CBT at the centres in his/her jurisdiction.
4. Will act as representative of Zonal Railway/PU/RRB/Ajmer to see the examination conducted by the ECA efficiently, properly and smoothly according to the prescribed procedures.
5. Will see proper deployment of RPF personnel/state Police.
6. Will ensure lodging of FIR by ECA Site Supervisor in case of malpractice/untoward event(s).
7. Will submit a report to GM/PCPO/RRB/Ajmer mentioning in detail the unusual occurrence, if any.
8. Responsible for nomination and sparing of required Railway Officers / Railway Invigilators for exam duties.
9. Will ensure and take undertaking from Railway Town In-charge, Railway Centre In-charge, Railway Observers and Railway Invigilators nominated for the centres that they have read and understood all the instructions related to smooth conduct of CBT. He/She will ensure compliance of the same and if any violation done by ECA, it will be brought to the notice of the GM/PCPO and Chairman/RRB/Ajmer.
10. Will ensure that all nominated Railway officials have reached exam centers well in time.
11. Will maintain close liaisoning with RRB/Ajmer / Railway officials during the Exam.
12. Any irregularity should be personally brought to notice of GM/PCPO/RRB/Ajmer with detailed report within six hours of concluding of examination.
13. Setting up of the Control Room at Zonal Headquarters.

7: Duties of Town In-Charge (HOD/SAG)

1. Will assist the Nodal Officer/in-charge of the control room at the HQrs.
2. Will ensure that Railway Centre In-charge, Railway Observers as well as Railway Invigilators are performing their duties as per the directives given.
3. Will ensure smooth and fair conduct of the CBT at the centres in his/her jurisdiction.
4. Will act as representative of Zonal Railway/PU/RRB/Ajmer to see the examination conducted by the ECA/Site Supervisor efficiently, properly and smoothly according to the prescribed procedures.
5. Will see proper deployment and ensure proper performing of RPF personnel/state Police.
6. Will ensure lodging of FIR by ECA site Supervisor in case of malpractice/untoward incident(s) happened.
7. Will submit a report to the Nodal Officer/PCPO and RRB/Ajmer mentioning in detail the unusual occurrence, if any.
8. Will take undertaking from Railway Centre In-charge, Railway Observers and Railway Invigilators nominated for the centres that they have read and understood all the instructions related to conduct of CBT. He/She will ensure compliance of the same and if any violation done by ECA, it will be brought to the notice of the Nodal Officer.
9. Will ensure that all nominated Railway officials have reached exam centers well in time
10. Will maintain close liasioning with Nodal Officer during Exam
11. Any irregularity should be personally brought to the notice of the Nodal Officer with a detailed report immediately.

8: Duties of Railway Centre In-charge (SG/JAG)

1. The Railway Centre In-charge shall visit the centre one/two days in advance of the examination to have an overall view of the exam centres and lab. If any issue is found, he/she should submit a report to the Town In-charge / Nodal Officer / RRB/Ajmer.
2. The Railway Centre In-charge shall carry the official identity card as well as a letter of nomination with them. Should be available at the centre throughout the conduct of the examination and shall be available in the Centre for another 40 minutes after the conclusion of each shift to receive complaints /grievances, feedback, if any, from the candidates.
3. He/she should reach the Exam Centre two hours before the start of the examination.
4. The Railway Centre In-charge will have to give a declaration before the exam that none of their close relatives are appearing in the exam at that centre.
5. **The Railway Centre In-charge shall oversee the processes related to the following: -**
 - (a) Verification of E-Call Letter-cum-Relieving letter and original photo ID of candidate. Candidate's portion of the E-Call letter should be handed over to the candidate.
 - (b) Checking by ECA to ensure no candidate is allowed to enter the exam hall with prohibited gadgets/stationery items.
 - (c) To ensure Biometric registration by ECA.
 - (d) Marking of attendance and left thumb impression by candidates on the attendance sheet and paragraph writing on the E-Call Letter in coordination with the Site Supervisor of ECA.
 - (e) Smooth conduct of CBT.
 - (f) Ensure CCTVs are working properly.
 - (g) Only Railway Centre In-charge have access to visit the server room at the Exam centre.
 - (h) Only Railway Centre In-charge can carry their mobile phone. He/she will ensure no other Railway officials/ECA Invigilators are using mobile. Other Railway Officials / Invigilators should keep their mobile on switched off mode.

(i) Candidate reporting time and exam timings for **MORNING Shift** are as under:

Reporting Time	Gate Closing Time	Exam Starting Time
08.00 hrs.	09.15 hrs.	10.00 hrs.

(ii) Candidate reporting time and exam timings for **AFTERNOON Shift** are as under:

Reporting Time	Gate Closing Time	Exam Starting Time
13.00 hrs.	14.15 hrs.	15.00 hrs.

- (i) No candidate is allowed to enter the test centre after gate closure time. No candidate is allowed to leave the Exam Hall/Centre till completion of the exam.
- (j) The exam is of 120 minutes duration. Compensatory time of 40 minutes for eligible PwBD candidates.

6. Get him/herself conversant with the detailed instructions on the E-call Letter (copy attached).
7. He/she shall carry out checks for him/herself as well as with the help of assisting Railway Observers / Railway Invigilator about the candidates sitting on the allotted computer terminals.
8. He/she should ensure that call letters and attendance sheets are packed and sealed separately by ECA and the envelope cover mentions details as per given format.
9. At the end of each shift, he shall prepare a report about the conduct of CBT on a prescribed proforma (Format attached).
10. Completed Attendance sheets, Railway portion of E-Call Letters and Reports (Incidence Report, Exception Report, and Railway Centre In-charge's Report, etc.) so collected shall be kept in an envelope and sealed jointly with the Site Supervisor of ECA. Summary of attendance in a particular session shall be written on a sealed envelope and jointly signed as per Format provided. The envelopes will be sealed after signing by Site Supervisor of ECA and Railway Centre In-charge across the flap and covering the same with cellophane tape.
11. Handing over of Attendance sheets & other documents: At the end of each session, the site Supervisor of ECA shall keep with him these sealed envelopes with other records of the session and hand over to Nodal Officer/Town In charge of Railway/PU within 2 days after the exam.
12. All envelopes shall be collected at a Centralized location by ECA. These envelopes shall be got segregated Railway/PU wise sent to them within 2 days of examination by ECA.
13. Any untoward incident requiring Police intervention, Railway Centre In-charge will liaise with the Site Supervisor of ECA, police authorities and lodge FIR, if required. Any unusual incident should be brought to the notice of Nodal Officer, Railway Town In-charge of Exam city/Dy.CPO/Gaz with intimation to RRB/Ajmer.
14. Grievance/Complaints, if any, from the candidates during the conduct of examination is to be attended and appropriate action to be taken at the spot after consultation with ECA representative, Nodal Officer, Town in-charge and RRB/Ajmer. Written complaint/feedback, if any to be collected from the candidate soon after the test and to be handed over to the Nodal Officer.
15. Railway Centre In-charge will have to ensure preparation and signature on the following forms/report:-

Forms/Report	Action to be taken by Railway Centre In-charge
Report of the Railway Centre In-charge	Preparation, signature and sealing all covers meant for Railways/PUs
Exception Report prepared by ECA	Jointly sign with Site Supervisor of ECA
Incident Register of ECA	Ensure that this report is jointly signed by the Site Supervisor of ECA and Head of the Institute or his representative and put in the covers being sent to Nodal Officer of Railway/PUs

9: Duties of Railway Observers & Invigilators

Railway Observer (JAG/SS/JS) and Railway Invigilators (Senior Supervisors) nominated for assisting the Railway Centre In-charge

1. They shall carry their official identity card as well as a letter of nomination with them.
2. They should reach the Exam Centre before the reporting time of each shift.
3. They shall give a declaration in the prescribed format before the exam that none of their close relatives is appearing in the exam at that Centre.
4. They shall undertake the following activities along with the ECA officials: -
 - Verification of E-Call letters and original photo ID of candidate
 - To ensure no candidate is allowed to enter the exam hall with prohibited gadgets/stationery items.
 - Biometric registration of the candidate as well as scribe
 - Paragraph writing and taking LTI of candidates on the physical form of e-Call letter in coordination with Site Supervisor of ECA
 - Collection of Railway portions of E-Call letter
 - Smooth conduct of CBT in every session
 - Candidate reporting time and exam timings
 - No candidate is allowed to enter the test centre after gate closure time. No candidate is allowed to leave the Exam Hall/Centre till completion of exam
 - Candidates availing of assistance of Scribe are entitled for additional time as prescribed in Protocol document of the Exam
 - The quality of frisking should be kept under close watch
 - Ensure that candidates are not discussing / chit-chatting among themselves. Incident to be brought to the notice of Railway Centre In-charge immediately.
5. They shall get conversation with the detailed instructions on the e-Call letter
6. They shall check about candidates sitting on allotted computer terminals only
7. Ensuring that the candidate has written his/her Roll No. on the Rough sheet
8. Collection of Rough sheets from the candidates before the candidates leave
9. Shall oversee the Invigilators posted by the ECA and ensure that the process of invigilation is being done correctly
10. Anything unusual should be brought to the notice of Railway Center In-charge
11. Assist the Railway Center In-charge in all matters related to the process of Computer Based Test (CBT).
12. In case the Railway Observer fails to report at the venue by prescribed time, the senior-most Railway Invigilator available at the venue will act as Railway Observer
13. Overall discipline, decency and smooth conduct of the examination

10: Duties of RPF staff deployed at the Examination Centre

1. They shall be present in uniform showing their name badge and with an official ID Card.
2. They should monitor complete frisking activity of candidates. The quality of frisking should be kept under close observation.
3. They should maintain proper queues and crowd management of candidates at the test centre.
4. They should keep a close watch on any unusual and unlawful activity at the test centre. They should maintain complete law and order inside the exam Centre throughout the exam.
5. They should ensure smooth entrance and exit of candidates at the exam centre.
6. If any impersonation activity is noticed by them, they should immediately bring it to the notice of Railway Center In-charge.
7. They should ensure that belongings / baggage of candidates is not allowed inside the Exam Centre. If anyone carrying belongings / baggage their custody will be the personal responsibility of the candidates.
8. They should ensure that candidates should not carry mobile phones or any communication device/electronic gadget inside the exam centre.
9. They should ensure that if the exam is being held in Covid scenario all covid protocols to be followed by candidates while entering the exam centre.

11: EXCEPTIONS DURING THE EXAM

Candidates are not permitted to leave the Examination Centre during the exam. If necessary, please arrange for them to be placed in a separate room. In case of an emergency, consult the Railway Centre In-charge and inform the ECA Command Centre.

The candidate system should be locked in case the candidate is moved to another room due to an emergency or due to ill health.

A candidate is not allowed to take a bio-break. Frisking will be done after each bio-break. If he/she still wants to do so due to a medical problem, an exception report to be signed and he/she should be informed that the exam clock timer will continue, and he/she will lose time. Form-VII has to be filled with the ECA Invigilator recording the time in which the candidate goes out and comes in from the allotted lab. The candidate has to keep his/her belongings (ID card, another document, etc.) with the Invigilator. An ECA staff has to escort the candidate to the washroom and back to the lab. The belongings should be returned only after the candidate returns to the exam lab. Invigilator to ensure that such occurrences are immediately communicated to the Site Supervisor.

Types of malpractice cases are as follows:

- Found using a mobile phone or Bluetooth etc. or any other electronic gadgets such as MP3 player, Palmtop, Tablet PC, wristwatch, calculator, etc. during the exam
- Copying answers written on Chits, Handkerchief or clothes, hand, palm or any body parts.
- Using books or any other study material
- Accessing the internet or any other program on the exam PC
- Indiscipline, Chatting/Conversations with other candidates during the exam
- Manhandling or misbehavior with Site Supervisor or any other venue staff nominated for exam
- Not following the instructions given in the E-Call letter and the instructions uploaded in the RRB/Ajmer website
- Any other malpractices, as decided by Railway officials and not covered in these guidelines.

Any candidate found indulging in the above-mentioned malpractices are to be brought to the notice of the Railway Centre In-charge and the ECA Command Centre, and have an incident signed by the candidate as per Form U4. Any untoward incident requiring Police intervention, Site Supervisor of ECA will have to liaison with the Railway Centre In-charge and police authorities and lodge an FIR, if required. In all such cases, switch off the screen of the candidate of the allotted PC and ask the candidate to come out of the test room. Ask the candidate to sign the Candidate Declaration Form U4. (No force to be used. In case the candidate does not agree to sign. He/she should be placed in a separate room. The system should be locked, and the exam will get auto submitted). Detailed report of this to be prepared by the Railway Centre In-charge. If any copying material has been recovered, it has to be attached to the Declaration Form as

evidence.

Any complaints / grievance / feedback related to the CBT test is to be brought to the notice of the Railway Centre-in-charge / ECA Site Supervisor during the exam or immediately after conclusion of exam at the centre itself. Complaints / grievance / feedback submitted on a later date shall not be entertained.

The details of the incident are to be entered into the Exception Report.

A: Infrastructure Issues:

In the event of Power failure, the examination will run on UPS/ Generator. If the LAN connection in the test Centre breaks down, additional LAN switch available at all the test Centre (to be provided by ECA) will be used. The examination will be re-started, and candidates will re-login and start appearing for the examination. **There will be no loss of exam time for the candidates.** Log the details in the incident register.

If the ECA primary server goes down, the secondary server configured by ECA before the examination will be used and the examination can be restarted. One of the LISP machines will be used as a backup server.

If a Candidate Machine gets locked, then unlock it. Log the details in the incident register about machine lock.

In case of any failure of server/LAN which leads railway to cancel the examination, in one of the assigned centre of CBT, Exam Conducting Agency will remain solely responsible and has to reschedule and re-conduct the same CBT without any additional charge.

B: Invigilators' Issues:

If the nominated ECA Invigilator / Railway Invigilator does not report at the test Centre at the stipulated time on the day of CBT Exam, the standby Invigilator would be asked to take charge instead of nominated Invigilator.

If the nominated Invigilator fails to bring the photo identity proof required for issuing the Invigilator ID card, in that case the Invigilator ID card will not be issued. In such case, stand by Invigilator who is having the proper photo identity card would be asked to take charge instead of the nominated Invigilator.

The nominated Invigilators may ensure that the declaration by the candidates on counterfoil of E-Call Letter are filled in the presence of nominated Invigilator in the examination lab only and the same should not be pre-written by the candidates.

12: Summary of Documents to be collected after the Examination

Following is the list of documents to be collected Railway/PU-wise and post-wise after the examination and sent to Dy.CPO/Gaz. and Dy.CAO/G. (for AFA):

- i. Attendance Sheet
- ii. Railway (upper) portion of Call letters
- iii. Candidate feedback
- iv. Railway Centre In-charge's report (Form-I)
- v. Undertaking by each Railway Officials deputed for Exam duty (Form-II)
- vi. Incidence register (Form-III)
- vii. Exception report (Form-IV)
- viii. Report on Examination (signed jointly by ECA Site Supervisor and Centre In-charge) (Form-V)
- ix. Certificate of No Close Relative at the centre (Form-VI)
- x. Log of using the Washroom during Examination (Form-VII)
- xi. De-Mapping & Re-Mapping Format (Form-VIII)
- xii. Candidate Feedback (Form-IX)
- xiii. Declaration to be obtained from the candidates U1 (Miscellaneous)
- xiv. Declaration from Candidates using Unfair Means U4
- xv. Any other Miscellaneous documents
- xvi. CCTV Footage (storage device to be provided by ECA)

Railway Centre In-charges are required to collect these documents from the exam centre on the Exam day itself.

Form-I

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

RAILWAY CENTRE IN-CHARGE REPORT ON THE CONDUCT OF EXAMINATION

Date of Examination :		SHIFT: <u>Morning / Afternoon</u>
NAME OF CENTER :		
SN	ACTIVITIES	OBSERVATION
1	Whether the Site Supervisor of ECA was alert and informed about the detailed instruction to conduct the examination.	
2.	Whether the genuine candidates only were allowed to enter the exam hall after verification of call letter, Identity card, Biometric impression & proper frisking.	
3.	Whether the right candidates were sitting on the allotted computer terminal.	
4.	Whether all the activities were started and conducted as per the prescribed time schedule, if no, give details.	
5.	Whether any person was found helping the candidates in solving the questions. If yes, action taken.	
6.	Whether any malpractice is noticed for PwBD candidates appearing with scribe. If yes, action taken.	
7.	Whether the Attendance Sheet (Signature, LTI etc.) were filled in correctly.	
8.	Whether the paragraph writing on the call letter was done by the candidate in the Exam Hall before commencement of the examination in his running handwriting.	
9.	Whether all the entries of the call letter were completed by the candidate & invigilator properly.	
10.	Whether any candidate was found using unfair means or found in possession of prohibited items in the examination hall? If yes, Roll number & name of the candidate. What action was taken?	
11.	Whether the examinees were maintaining discipline while keeping calm & quiet during the exam.	
12.	Whether Covid – 19 protocols, if any, are being strictly adhered to by officials and appearing candidates.	
13.	Whether RPF personnel were present in the centre On Duty	
14.	Whether mobile phones of all officials/Invigilators were kept on switched off mode during examination period.	
15.	Whether all officials/invigilators gave a declaration that none of their relatives are appearing in the examination centre.	

Signature : _____

Name of the Railway Centre In-charge : _____

Designation of the Railway Centre In-charge : _____

Form-II

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

Undertaking by each Railway Official deputed for Exam Duty

Test Centre Name: _____

Exam City : _____

Exam Date: _____ Exam Shift : **Morning / Afternoon**

We undersigned below have read and understood all the instructions related to conduct of CBT and will ensure compliance of these instructions and bring it to the notice of Railways any violation done by ECA. We also certify that none of our close relative is appearing in the above mentioned CBT at this centre.

[illegible]

Form-III

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

INCIDENCE REGISTER

Test Centre Name: _____

Exam City : _____

Exam Date: _____

Exam Shift : **Morning / Afternoon**[illegible]

Form-IV

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

EXCEPTION REGISTER

Test Centre Name: _____

Exam City: _____

Exam Date: _____ Exam Shift: **Morning / Afternoon**

[illegible]

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

REPORT ON EXAMINATION

(To be filled in separately for EACH shift for EACH venue jointly by Railway Centre In-charge and ECA Site Supervisor)

Test Centre Name: _____

Exam City : _____

Exam Date: _____

Exam Shift : **Morning / Afternoon**

Total No. of candidates Allotted	Present	Absent

**IRR
EGU
LAR
ITY**

REPORT, IF ANY:

[Obtain a signed statement from the candidates and attach]

Emergency: _____

Item error: _____

Illness: _____

Cheating: _____

Call Letter Discrepancy: _____

Candidate Photo Discrepancy: _____

Candidate Name Discrepancy: _____

HRMS ID Discrepancy: _____

Any other discrepancy: _____

(If there was no irregularity of any kind, write NIL in the box.)

I certify that the test was administered as per instructions.

Name & Signature of Railway Centre In-charge: _____

Name & Signature of ECA Site Supervisor: _____

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

CERTIFICATE OF NO CLOSE RELATIVE APPEARING IN THE EXAMINATION
AT THE CENTRE

Date of Examination: _____

Name of the Centre: _____

Exam City/Town : _____

Certified that in the CBT examination for promotion to Gr. B posts against 70% Selection quota in Zonal Railways & PUs, no close relative of mine is appearing at this centre.

ECA Officials (Example: Site Supervisor, IT Manager, Invigilator, etc.)

	Designation in Examination	Name	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

**Signature of Exam Site Supervisor
(Agency Representative)**

Signature & Stamp of TCA

Form-VII

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

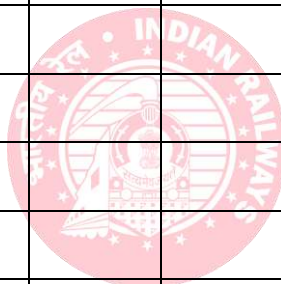
Log of Using the Washroom during Examination

To be filled in the lab on return

Name of the Examination:	
Exam Date:	Shift: <u>Morning / Afternoon</u>
Centre Name:	Centre Code: _____

Note: The candidate must be accompanied to and from the washroom and not left alone.

Sl.No	Name	Roll No	Time Out	Time in	Signature	Accompanied by



Signature of Exam Site Supervisor (Agency Representative)
--

Signature & Stamp of TCA

Signature of Railway Centre In-charge
--

Form-VIII

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

De-Mapping & Re-Mapping Format

Name of the Examination:	
Exam Date:	Shift: <u>Morning / Afternoon</u>
Centre Name:	Centre Code:

The following candidates were shifted from their own seat to other seat due to unavoidable reasons. Reason and necessary permission is recorded below. It is further certified that there was no time loss in allocated examination time due to this shifting.

Remarks, if any:

S. No.	Roll No.	Name of the Candidate	Initially allotted Seat No./Lab No.	New Allotted Seat No./ Lab No.	Time (when new seat was allotted)	Reason of Shifting	Signature of ECA Invigilator	Signature of Candidate

Signature of Exam Site Supervisor
(Agency Representative)

Signature & Stamp of TCA

Signature of Railway Centre In-charge

Form-IX

Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the vacancy cycle 2025-26 for Zonal Railways & PUs

Feedback by Candidates (OPTIONAL)

Feedback is to be obtained regarding the examination from the candidates on following parameters:

Feedback	Met expectations	Exceeded expectations	Improvement needed	Failed to meet expectations
How was your experience with the overall exam, support provided including usefulness of the mock test and access to exam related information, etc.				
How was your experience in giving a digital exam on aspects such as navigating on the candidate console and ease of using the candidate console, etc.				
Ease of Locating the Test Centre				
Seating arrangement				
Availability of basic facilities like water dispenser and rest rooms etc.				
Exam node/ desktop quality				
Behavior of staff and their knowledge and competency of conducting the exam.				
How was your overall experience of taking up a digital exam?				

Name of the Candidate: _____

Roll No.: _____

**Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota
for the vacancy cycle 2025-26 for Zonal Railways & PUs**

Declaration to be obtained from the candidates

U1 (Miscellaneous)

I have come for the Computer-Based Test for the post of _____.

Following discrepancies have been noticed in my documents (Please tick appropriate):

- ☐ Passport Size Photograph not available with the candidate
- ☐ Candidate Photograph not pasted on the E-Call Letter
- ☐ Mismatch in the Photograph pasted on the E-Call Letter
- ☐ Minor spelling error/variation in the Name, surname, DoB etc. in ID proof vis-à-vis E-Call Letter
- ☐ Other _____

I hereby declare that I am the genuine candidate appearing for this exam. I understand that if any information/document submitted by me is found to be incorrect at any stage of the selection process, my candidature may be rejected by the Zonal Railway/PU/RRB/Ajmer.

Date : _____

Signature of the candidate : _____

Shift : _____

Name of the Candidate : _____

City : _____

HRMS ID : _____

Roll Number : _____

Designation : _____

**Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota
for the vacancy cycle 2025-26 for Zonal Railways & PUs**

U4 Declaration from Candidates using Unfair Means Candidate Declaration Form

Candidate Name			
Designation			
Post applied for			
Date of Exam		Shift	<u>Morning / Afternoon</u>
Candidate Roll No.		Centre Name	

I hereby declare that I was found using unfair means during examination.

I accept that my behaviour was against the rules and regulations of the examination which I was aware of.

I also accept that the final decision regarding my candidature will rest with Zonal Railway/PU/RRB/Ajmer.

Signature of the Candidate	
LTI of the Candidate	

Remarks of the ECA Site Supervisor (To mention the actual unfair means adopted by the candidate and action taken thereon)

Name of the ECA Invigilator	
Signature of the ECA Invigilator	

Name of the ECA Site Supervisor	
Signature of the ECA Site Supervisor	

Name of the Railway Centre In-charge	
Signature of the Railway Centre In-charge	

Envelope Cover

**Exam Name: Selection for promotion to Gr. B posts against 70% Selection quota for the
vacancy cycle 2025-26 for Zonal Railways & PUs**

Envelope Cover Page
(Separate cover for each Railway / PU)

Name of the Centre : _____

Exam City/Town : _____

Date of Exam: _____ Shift: **Morning / Afternoon**

Total No. of Candidates	Allotted	Present	Absent

SN	Checklist of the documents in this envelope	No. of pages	Put ☒ mark in the check box
1	Attendance Sheet		☐
2	Railway/PU Counterfoil of E-Call Letter		☐
3	Railway Centre In-charge's Report (Form-I)		☐
4	Undertaking by each Railway Officials deputed for exam duty (Form-II)		☐
5	Incidence Reregister (Form-III)		☐
6	Exception Register (Form-IV)		☐
7	Report on Examination (Form-V)		☐
8	No Close Relative Certificates (Form-VI)		☐
9	Log of using Washroom during exam by candidates (Form- VII)		☐
10	De-Mapping & Re-Mapping Format (Form-VIII)		☐
11	Candidate Feedback (optional) (Form-IX)		☐
12	Declaration by Candidates (Form U-1 Misc.)		☐
13	Declaration by Candidates (Form U-4 unfair means)		☐
14	Any other certificate / documents / report		☐
	Name & Signature of the ECA Site Supervisor		
	Name & Signature of the Railway Centre In-charge		

रेलवे भर्ती बोर्ड, अजमेर - 305028

<https://rrbajmer.gov.in>



Railway Recruitment Board, Ajmer-305028

<https://rrbajmer.gov.in>

Call letter-cum-Relieving letter for Computer Based Test (CBT) of Gr. B posts 70% Selection 2025-26

कृपया दूसरे पृष्ठ पर दिए गए निर्देशों को ध्यान से पढ़ें / Please read the instructions detailed on the second page carefully.

Post Applied –

Seat/Terminal			अनुक्रमांक सं. / Roll Number			Candidate Photograph – uploaded by candidate
एचआरएमएस / HRMS ID			आई-पास क्रमांक / I-Pas Number			
उम्मीदवार का नाम / Candidate's Name	From Data					
पदनाम / Designation	From Data		जोनल रेलवे/पीयू Zonal Railway/PU			
दिव्यांगजन / PwBD	Yes/No	दिव्यांगजन का प्रकार / Type Of PwBD	From Data	लेखक / Scribe	Yes/No	
सी.बी.टी.की तिथि / Date of CBT			सी.बी.टी.का समय /Timing of CBT	10:00 Hrs. to 12:00 Hrs. or 15:00 Hrs. to 17:00 Hrs.		
पहुँचने का समय / Reporting Time	Staggered entry timing		गेट बंद होने का समय /Gate closing time	09:15 Hrs. or 14:15 Hrs.		
सी.बी.टी.केंद्र का नाम / Name of CBT Center						Member Secretary-II RRB/Ajmer

Candidate has to write declaration as given in item no.2 of the enclosed instructions in his/her own running handwriting (NOT in 'BLOCK LETTERS') and to put signature and left thumb impression in the space given below in the presence of Invigilator. अभ्यर्थी निरीक्षक की उपस्थिति में मद सं. 2 में दिये गए संलग्नित सुझाव के अनुसार स्वयं की चालू हस्तालिपी में घोषणा, हस्ताक्षर एवं बाएँ अंगूठे की छाप खाली स्थान पर करें।

बाएँ अंगूठे की छाप / Left Thumb Impression	उम्मीदवार का हस्ताक्षर (सी.बी.टी.स्थल पर निरीक्षक के समक्ष हस्ताक्षर करें) Signature of the Candidate (sign in the presence of CBT official at CBTvenue)	निरीक्षक के हस्ताक्षर Signature of Invigilator

Relieving – cum- Photo Identification Letter

Shri/Smt/Ms _____, working as (Designation) _____ in the office of _____ on _____ division/Workshop/Unit, bearing Roll No. _____ is hereby relieved to attend the Computer Based Test (CBT) against 70% Selection for the Gr.B post of _____ scheduled to be held on **04.05.2025 / 18.05.2025 / 01.06.2025** (Sunday) at the Centre and time mentioned in the Call letter. The Photograph duly attested and the Specimen signature of the employee are appended below.

Photograph of the employee (To be attested by Controlling Officer/Supervisor on office seal)	उम्मीदवार का हस्ताक्षर Signature of the Candidate	Signature of the Controlling Officer Designation: Date:
---	--	---

(Candidate's copy to be handed over to the Candidate after examination)

8<

8<

रेलवे भर्ती बोर्ड, अजमेर - 305028 https://rrbajmer.gov.in		Railway Recruitment Board, Ajmer-305028 https://rrbajmer.gov.in	
उम्मीदवार की प्रति – Gr.B Selection of 70% 2025-26 कोटा के सीबीटी के लिए कॉल लेटर / Candidate's Copy - Call Letter for CBT of Gr. B selection against 70% quota 2025-26 (यदि आप चयनित होते हैं तो इस पर्ची को प्रस्तुत करना होगा) (IN CASE YOU ARE SELECTED, YOU WILL BE REQUIRED TO PRODUCE THIS SLIP)			
Post Applied –			
Candidate should affix his recent passport size photograph & sign across such that partly it is on Admit card (Signature in front of the Invigilator)	एचआरएमएस / HRMS ID	From Data	अनुक्रमांक सं. / Roll No.
	उम्मीदवार का नाम / CandidateName	From Data	पदनाम Designation
	जोनल रेलवे/पीयू / Zonal Railway/PU	From Data	सी.बी.टी.की तिथि / Date of CBT
Signature of Invigilator	सी.बी.टी.केंद्र का नाम / Name of CBT Center	Member Secretary-II RRB/Ajmer	

- उम्मीदवारी अंतिम है। यह ई-कॉल लेटर, अपने आप में, किसी भी क्षेत्रीय रेलवे/पीयू में ग्रेड बी पदों पर चयन के लिए कोई पात्रता नहीं देता है।
- उम्मीदवार को दिए गए स्थान पर निरीक्षक की उपस्थिति में ई-कॉल लेटर पर निम्नलिखित स्व-घोषणा लिखनी होगी :
"मैं समझता/समझती हूँ कि मैं इस सीबीटी में ऑन ड्यूटी उपस्थित हो रहा/रही हूँ और इसलिए न्यायिक रूप से सभी निर्देशों का पालन करने के लिए बाध्य हूँ। मैं यह भी समझता/समझती हूँ कि किसी भी स्तर पर कोई जानकारी गलत पाए जाने या पद की आवश्यकताओं के अनुसार पात्रता मानदंडों को पूरा नहीं करने की स्थिति में, मेरी उम्मीदवारी / पदोन्नति बिना किसी सूचना के रद्द की जा सकती है।"
- किसी भी अभ्यर्थी को सुबह की Shift में 09.15 बजे और दोपहर की Shift में 14.15 बजे के बाद परीक्षा केंद्र में प्रवेश करने की अनुमति नहीं दी जाएगी।
- उम्मीदवार को मूल रेलवे फोटो आईडी / आधार, ई-कॉल-cum-रिलीविंग लेटर के बिना परीक्षा हॉल में प्रवेश करने की अनुमति नहीं दी जाएगी।
- उम्मीदवारों को ई-कॉल लेटर में इंगित केवल केंद्र, तिथि और समय पर सीबीटी के लिए उपस्थित होने की अनुमति दी जाएगी।
- परीक्षाकेंद्र, तिथि और समय में परिवर्तन के लिए अनुरोध, यदि कोई हो, पर विचार नहीं किया जाएगा।
- सभी औपचारिकताएँ पूरी करने के बाद परीक्षा शुरू होगी जैसे बायोमेट्रिक्स लेना, उपस्थिति, ई-कॉल लेटर का संग्रह आदि।
- परीक्षा समाप्त होने तक उम्मीदवार को परीक्षा हॉल छोड़ने की अनुमति नहीं दी जाएगी। आपको परीक्षा के अंत तक अपने स्थान पर बैठे रहना होगा।
- परीक्षा केंद्र परिसर के अंदर बैग, किताबें, नोटबुक, कैलकुलेटर, मोबाइल फोन, पेजर, हेडफोन, बटनहोल कैमरा, स्कैनर स्टोरेज डिवाइस, ब्लू टूथ और इलेक्ट्रॉनिक गैजेट आदि सख्त वर्जित और प्रतिबंधित हैं। स्विच ऑफ या क्लोज्ड मोड में भी किसी भी उम्मीदवार के साथ ऐसी वस्तु पाए जाने पर भी डी एंड एआर कार्रवाई शुरू करने के अलावा उसकी उम्मीदवारी को मौके पर ही रद्द/अस्वीकार कर दिया जाएगा। रेलवे/परीक्षा केंद्र कोई व्यवस्था नहीं करेगा और ऐसी किसी भी वस्तु की सुरक्षित अभिरक्षा के लिए जिम्मेदार नहीं होगा।
- उम्मीदवार को ई-कॉल लेटर की रेलवे कॉपी पर्यवेक्षक को सौंपनी होगी और उम्मीदवार की कॉपी को अपने पास रखना होगा जो दस्तावेज़ सत्यापन के समय आवश्यक होगी।
- उम्मीदवारों को परीक्षा केंद्र/हॉल में ECA/रेलवे अधिकारियों द्वारा जारी निर्देशों का कड़ाई से पालन करना चाहिए।
- रे.भ.बो./अजमेर किसी भी उम्मीदवार या उम्मीदवारों के समूह के लिए रद्द / पुनः परीक्षा का आदेश देने और स्थान / परीक्षा की तिथि में परिवर्तन का अधिकार सुरक्षित रखता है।
- उम्मीदवारों को सीबीटी के लिए आते समय आवास की व्यवस्था स्वयं करनी होगी।
- रफ कार्य के लिए अभ्यर्थी को रफ शीट उपलब्ध कराई जाएगी जिसे परीक्षा के बाद वापस करना होगा। उम्मीदवार को रफ शीट पर अपना नाम, हस्ताक्षर और रोल नंबर लिखना चाहिए।
- उम्मीदवार अंग्रेजी और हिंदी में प्रश्न पत्र देख सकते हैं।
- यदि कोई अभ्यर्थी परीक्षा के आयोजन में बाधा डालता हुआ या परीक्षा स्थल पर गड़बड़ी पैदा करता हुआ पाया जाता है, तो अनुशासनात्मक कार्यवाही शुरू करने के अलावा उसकी उम्मीदवारी रद्द कर दी जाएगी। वाकआउट के मामले में, किसी भी कारण से, कोई पुनः परीक्षा नहीं ली जाएगी।
- AFA** पद के लिए प्रश्न पत्र पैटर्न - 110 प्रश्न होंगे (राजभाषा पर 10 वैकल्पिक प्रश्नों सहित), प्रत्येक एक अंक का होगा और उम्मीदवार को किन्हीं 100 प्रश्नों का उत्तर देना होगा।
- AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE** के पदों के लिए प्रश्न पत्र पैटर्न - इसमें 110 प्रश्न होंगे, प्रत्येक एक अंक का होगा, जिनमें से 100 प्रश्नों के उत्तर देने होंगे। प्रश्नों के निम्नलिखित वितरण के अनुसार दो खंड होंगे:
भाग-ए: व्यावसायिक विषय (राजभाषा पर 10 वैकल्पिक प्रश्नों सहित) - 80 प्रश्न
(किसी भी 70 का उत्तर देने होंगे)
भाग-बी : स्थापना और वित्तीय नियम- 30 प्रश्न (30 का उत्तर देने होंगे)
- मॉक टेस्ट लिंक रे.भ.बो./अजमेर की वेबसाइट पर उपलब्ध होगा। परीक्षा के दिन प्रश्नों को देखने/उत्तर देने के तरीके से परिचित होने के लिए इस लिंक का उपयोग करें।
- रेलवे बोर्ड के पत्र संख्या E(GP)2024/2/28 दिनांक 08.10.2024 के अनुसार, चयन (70%) के हिस्से के रूप में लिखित परीक्षाओं में कोई नकारात्मक अंकन नहीं होगा, जहां अंतिम पैनल वरिष्ठता के आधार पर बनाए जाते हैं।
- उम्मीदवारों को सलाह दी जाती है कि वे परीक्षा के संबंध में दिशा-निर्देशों, ई-कॉल-cum-रिलीविंग लेटर डाउनलोड, मॉक-टेस्ट, प्रतिक्रियाओं पर आपत्ति ट्रैकर / उत्तर कुंजी आदि के लिए रे.भ.बो./अजमेर की वेबसाइट <https://rrbjmer.gov.in> (कैप्शन **CBT for Gr.B selection**) देखें। प्रतिक्रियाओं/उत्तर कुंजियों पर चुनौतियों पर RRB/AJMER का निर्णय अंतिम होगा और आगे किसी भी अभ्यावेदन पर विचार नहीं किया जाएगा।
- परीक्षार्थियों के माता-पिता/मित्रों/रिश्तेदारों को परीक्षा परिसर में आने की सख्त मनाही है।
- उम्मीदवारों को परिसर के अंदर स्वच्छता दिशा निर्देशों का पालन करना चाहिए।
- उम्मीदवार ओब्जेक्शन ट्रैकर विंडो के दौरान अपनी रिस्पॉन्स शीट डाउनलोड कर सकते हैं और ओब्जेक्शन अगर कुछ है तो दर्ज कर सकते हैं। ओब्जेक्शन ट्रैकर विंडो रे.भ.बो./अजमेर वेबसाइट पर 04.06.2025 के 10.00 बजे से 06.06.2025 के 17.00 बजे तक लाइव होगी। Objection दर्ज करने का यही एकमात्र माध्यम है। व्यक्तिगत प्रतिक्रिया पत्रक/ओब्जेक्शन ट्रैकिंग के लिए किसी भी रूप में समय या अनुरोध का कोई और विस्तार नहीं किया जाएगा।
- उम्मीदवारों को सूचित किया जाता है कि उम्मीदवार अपने दावे के लिए पिछली या किसी अन्य परीक्षा के प्रश्न/उत्तर का आधार/संदर्भ के रूप में उद्धृत नहीं कर सकते और उस पर विचार नहीं किया जाएगा।
- यदि उम्मीदवार परीक्षा के दौरान चिट-चैटिंग / बातचीत में लिप्त / किसी भी प्रकार की सहायता देने या प्राप्त करने और अन्य उम्मीदवारों या बाहरी लोगों से किसी भी रूप में संचार करता है, तो अनुशासनात्मक कार्यवाही शुरू करने के अलावा उसकी उम्मीदवारी रद्द कर दी जाएगी।
- उम्मीदवारों को यह भी सूचित किया जाता है कि परिवर्तन या संशोधन के साथ या उसके बिना अंतिम उत्तर कुंजी रे.भ.बो./अजमेर की वेबसाइट पर सभी क्षेत्रीय रेलवे/उत्पादन इकाइयों द्वारा पूरी चयन प्रक्रिया के समापन के बाद ही प्रकाशित की जाएगी।
- Candidature is PROVISIONAL. This E-Call letter does not, by itself, give any entitlement whatsoever for selection to Gr. B posts in any Zonal Railway/PU.
- Candidate has to write following Self declaration in the given space on the E- call letter in the presence of the Invigilator.
"I understand that I am appearing this CBT On Duty and hence bound to follow all the instructions judicially. I also understand that in the event of any information being found false at any stage or not satisfying the eligibility criteria according to the requirements of the post, my candidature/promotion is liable to be cancelled without any notice."
- No Candidate will be allowed to enter the Exam Centre after **09.15 hrs** in the Morning Shift and **14.15 hrs** in the Afternoon Shift.
- Candidates will not be allowed to enter the examination hall without E-Call letter-cum- Relieving Letter, Railway Photo ID in original/ Aadhaar.
- Candidates will be allowed to appear for CBT only at the Centre, on the date and time indicated in the E-Call Letter.
- Request if any, for change of Examination Centre, date and time **shall not** be entertained.
- Examination will commence after completing all formalities like taking biometrics, attendance, collection of E-Call letter etc.
- Candidates are not allowed to leave the examination hall until the examination is over and they must remain seated till the end of the Examination.
- Bags, Books, Notebooks, Calculators, Mobile phones, Pager, Headphones, buttonhole cameras, scanner storage devices, bluetooth and electronic gadgets etc. are strictly prohibited and banned inside the Examination Centre premises. Candidature will be cancelled/rejected on the spot even if any candidate is found with such item even in switch off or closed mode besides initiation of D & AR action. The Railway/ examination centre shall not make any arrangement and is not responsible for the safe custody of any such item.
- Candidates must surrender Railway copy of the E-Call letter to the invigilator and retain the candidate's copy which will be required at the time of interview.
- Candidates should strictly obey the instructions issued by the ECA/Railway Officials at the Examination Centre/Hall.
- RRB/AJMER reserves the right to order cancellation / re-examination for any candidate or group of Candidates and change in Venue / Date of examination.
- Candidates have to make their own arrangements for the accommodation while coming for the CBT.
- Rough sheet will be provided to the candidate for rough work which will have to be returned after the test. Candidate should write his/her name, signature and Roll number on the rough sheet(s).
- The candidate can view the question paper in English and Hindi.
- If any candidate is found obstructing the conduct of the examination or creating disturbances at the examination venue, his/her candidature will be summarily cancelled besides initiation of disciplinary proceedings. In case of walkout, for any reason whatsoever no re-examination will be taken.
- Question paper Pattern for post of **AFA** – There will be 110 questions (including 10 optional questions on official language) each carrying one mark and the candidate has to answer any 100 questions.
- Question paper Pattern for posts of **AOM, ACM, APO, AEE, AEN, AME, AMM and ASTE** - There will be 110 questions each carrying one mark out of which 100 questions to be answered. There will be two sections as per following distribution of questions:
Part-A : Professional Subject (including 10 optional questions on official language) – 80 questions (To answer any 70)
Part- B : Establishment and Financial rules – 30 questions (To answer 30)
- The mock test link will be available on website of RRB/AJMER. Use this link to familiarize yourself on how to view/answer questions on the exam day.
- As per Railway Board's letter No.E(GP)2024/2/28 dated 08.10.2024, there shall be no negative marking in written examinations as part of Selections (70%) where the final panels are made on seniority basis.
- Candidates are advised to refer to RRB/AJMER website <https://rrbjmer.gov.in> (under the caption **CBT for Gr.B selection**) for guidelines regarding the examination, downloading of Call letter-cum-Relieving letter, mock-test, objection tracker on responses/answer keys etc. Decision of RRB/AJMER on the challenges on responses/answer keys will be final and no further representation will be entertained.
- Parents/friends/relatives of the candidates are strictly not allowed inside the exam premises.
- Candidates must follow hygiene guidelines inside the campus.
- Candidates can download their response sheet and raise objections, if any, during Objection Tracker Window which will be live from 10.00 hrs of 04.06.2025 to 17.00 hrs of 06.06.2025 on RRB/AJMER website. This is only means of raising objections. This is only means of raising objections. No further extension of time or request in any form will be entertained for individual Response Sheet/objection tracking.
- The candidates are informed that the candidates cannot cite previous or any other examination questions/answer as a basis/reference for their claim and the same will not be entertained.
- If the candidate involved in Chit-chatting/indulging in conversation / Giving or receiving assistance of any kind during the examination & communication in any form to/from other candidates or outsiders his/her candidature will be summarily cancelled besides initiation of disciplinary proceedings.
- Candidates are also to be informed that Final Answer Keys with or without changes or modification will be published on RRB/Ajmer's website only after conclusion of the whole selection process by all Zonal Railways/Production Units.