



NORTHERN RAILWAY

N.R.

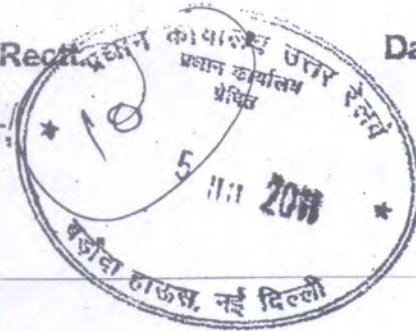
S.No-68

**Headquarters Office,
Baroda House,
New Delhi.**

No. 220-E/149/Act App./Misc/09/Recd.

Dated: 05.07.2011.

The Divisional Railway Manager,
Northern Railway,
FZR, UMB, DLI, LKO & MB.



The Chief Workshop Manager,
Northern Railway,
JUDW, ASR, CB-LKO & AMV-LKO.

The Chief Material Manager,
Northern Railway, Stores Depot,
Shakurbasti.

**Sub: Training of Act Apprentices in Workshops/Divisions/Units of
Northern Railway.**

Divisions, Workshops and field units are advised to complete the process for engagement of candidates for training as Act Apprentices on applications which have already been called for prior to issue of the guidelines by this office vide letters of even number dated 18.06.2010, 22.09.2010 and 05.07.2011. The examination may be conducted as per issued guidelines.

N. Vijay Lakshmi
(N. Vijay Lakshmi)
For General Manager (P)



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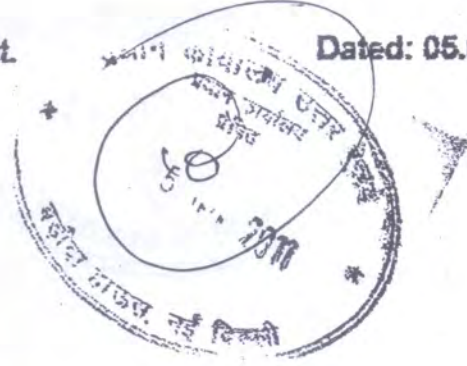
No. 220-E/149/Act App./Misc/09/Rectt.

Dated: 05.07.2011.

The Divisional Railway Manager,
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Sub: Training of Act Apprentices in Workshops/Divisions/Units of Northern Railway.

Ref: This office letter of even number dated 22.09.2010.

In supersession to the Procedure Order already issued vide letter under reference Para 5 i.e. "Engagement of Act Apprentices will be from the following sources" shall be replaced with the following.

5. Engagement of Act Apprentices will be from the following sources.

Notification should be displayed in all local Railway establishments and copies of notification should be sent to the local Employment Exchange under whose jurisdiction the concerned unit is located, SC/ST Associations of Railways, controlling Board's Office of ITIs and to the recognized Railway labour Union for wide publicity and information of all prospective candidates. Wards (as per pass rules) of serving Northern Railway employees may get their applications duly forwarded by the Sr. Sub-ordinates/immediate Officers under whom the employees serving. Applications shall be dropped in the sealed box kept at the suitable location in the Workshop. The box shall be opened in presence of two officers nominated by CWM and all applications received in the box shall be serially numbered. The employment Exchange and Board's Office of ITIs will be advised to send category-wise candidates.

All other conditions/paras remain unchanged.

N. Vijay Lakshmi
(N. Vijay Lakshmi)
For General Manager (P)

05/7/11
Act App.

PROCEDURE FOR SHORTLISTING OF CANDIDATES FOR TRAINING AS ACT APPRENTICES IN WORKSHOPS/DIVISIONS/UNITS OF NORTHERN RAILWAY.

1. In modification to this office letter No. 844-E/149/Act/2005/MPP dated 31.8.2005 followed by the letter no. 844-E/149/Act APP/Misc/09 dt.18.6.2010 the procedure for short listing candidates for training as Act Apprentices engaged in Workshops/Divisions/Units has been reviewed. The following procedure is to be adopted henceforth.
2. The obligation under the Apprentices Act, 1961 on the part of Railways is to provide training only and not to absorb them as trained apprentices.
3. For assessment of number of apprentices to be engaged and related conditions, detailed guidelines elaborated in the Railway Board's letter number E/MPP/2001/6/7 dated 22.7.2002 circulated under PS No. 12477/2002 should be followed. Trade-wise/category-wise vacancies shall be notified along with the notification of engagement of Act Apprentices by the concerning workshop/division.
4. **Schedule of engagement:**
Engagement of Act Apprentice shall be done only once in a year. The notification should be issued by the workshop/division keeping their requirements in view preferably in the month of January each year inviting applications giving 30 days time. All efforts should be made to complete the process of engaging Act Apprentice within 04 months. The notification should clearly mention the following:-
 - a. Last date of application,
 - b. Date of publication of list of eligible candidates,
 - c. Tentative date of written examination, venue and timings,
 - d. Probable date of display of result of written examination,
 - e. Tentative date of commencement of training.
5. **Engagement of Act Apprentices will be from the following sources:**
Notification should be displayed in all local establishment and copies of notification should be sent to all nearest Employment Exchanges including Physically Handicapped Special Employment Exchanges, SC/ST associations, ITI's wherever existing and to the recognized labour unions for wide publicity and information of all prospective candidates. Wards of serving Rly employees may get their applications duly forwarded by the Sr Sub-ordinates/ Immediate Officers under whom the employee is serving.
6. **Reservation while engaging Act Apprentices.**
Reservation and age relaxation for various categories/communities shall be as per the Government of India rules for the purpose and as revised by the Railway Board from time to time.
7. **Qualification:**
The candidates should have passed Matriculation on the date of notification.
8. **Physical Fitness:**
Selected candidates would be engaged as Act Apprentice under Apprentices Act, 1961 and Apprenticeship Rules, 1962 subject to their medical fitness to be certified by a Railway Doctor.

9. **Age for Engagement of Act Apprentices for training on Railway:**
Candidates should have completed 15 years of age and should not have completed 22 years of age as on the cut off date for receiving application. Age relaxation for various categories/communities shall be as per para 6 above.
10. **Mode of Selection:**
Mode of selection for engagement as Act Apprentices shall be written test.
11. **General Guidelines:**
- i) All the application received shall be scrutinized by the Administration and a computerized list shall be prepared and displayed by the administration for perusal of all concerned.
 - ii) Individual call letter for written test shall be issued. The list displaying the eligible candidates shall also mention the Roll No. Date, Timing and Venue for each and every candidate. Identity verification card shall be submitted by the candidates along with the application form and the same shall be used by the invigilator for verification at the venue. The verification card shall be retained by the administration.
 - iii) An Officer shall be nominated by the CWM/ADRM for setting the Question Paper. There is no restriction to nominate the officer from within the concerned workshop/division. Railway Board's instructions regarding role and responsibility of paper setter as the case of departmental selection shall be kept in view and followed by the CWM/ADRM & the nominated officer. Confidentiality of the nomination at all stages shall be ensured.
 - iv) The paper setter officer shall ensure confidential photocopying of required number of question papers. Paper setter officer shall also prepare the answer keys. Paper setter officer shall ensure that all of his confidential staff has no linkage to any of the candidates, for this adequate precautions at personal level shall be taken by him/her. Paper setter officer shall ensure confidential sealing of each packet venue/room-wise containing question paper and put his signature on each and every joint of the sealed packet.
 - v) A written test of one hour duration having 75 objective type questions pertaining to current affairs, general knowledge, Hindi & English languages, general science and math (matriculation standard) and reasoning and analytical ability shall be conducted. The question paper shall be bilingual i.e Hindi and English. The sealed packet having question paper shall be opened in the presence of two candidates and declaration/signature for the purpose shall be taken from them as well as from the invigilators for record. The answer booklets will be separate, and will have the signatures-stamp of the Officer nominated by the CWM/ADRM on each page, countersigned by the invigilator.
 - vi) For invigilation purposes, the CWM/ADRM shall draw a panel of officials well before the date of exam. The list shall have name, designation and specimen signature of the invigilator. However, in case of large no. of candidates, the written exam can be held in local schools or Public Service Commission Halls etc. and their officials can be engaged as

invigilator. The CWM/ADRM shall ensure an undertaking from each of the invigilator that no family member/close relative of theirs is appearing for the said exam. Proper engagement letter should be issued to the invigilator. The nomination shall be kept confidential between the CWM/ADRM and the nominated officials.

- vii) Roll No. to the candidates shall be allotted in alphabetical manner instead of randomly. Administration shall prepare a Roll No. list and distribute the candidate's venue-wise and room-wise. Room No. and name of venue along with the number of question papers shall be clearly indicated on the packet containing question papers. The same should also be followed strictly for the packet containing answer sheets. An attendance sheet for all the candidates appearing in the exam shall be prepared and signature of candidate and invigilator shall be taken on it. Each invigilator shall submit a summary to the centre incharge giving details of the candidates, attendance, No of question papers/answer sheets used and unused etc. answer sheets shall be properly wax sealed and stamped by the Centre Incharge besides putting his signature on the summary. It shall be the duty of the invigilator to match the photograph pasted by the candidate on his/her identity verification card matches with the person appearing for the exam. Any discrepancy shall be brought to the notice of centre incharge and CWM/ADRM. No candidate shall be allowed to carry mobile, pages etc. inside the examination hall. Any type of copying material found with the candidate shall result in cancellation of his/her candidature.
- viii) One officer shall be nominated by CWM/ADRM as centre incharge for ensuring smooth conduct at the centre. He shall be overall responsible for ensuring fair exam at the centre. He shall receive used and unused answer sheet envelope from invigilators and ensure that all formalities are followed by them. Further he shall prepare a summary for his centre mentioning attendance, used and unused question paper, used and unused answer sheets along with the general comments on the conduct of the exam He shall ensure wax sealing with stamp for all the received envelope from the invigilator and submit the same to CWM/ADRM with the summary report.
- ix) CWM/ADRM shall ensure adequate security measures with the help of RPF/Civil Police at the examination venue and for escorting the answer sheets.
- x) Only black/blue ball point pen shall be used in writing the answer. Answers marked with pencils/ink pen/gel ink pen shall not be evaluated under any circumstances and the candidature of such candidates shall be cancelled. Multiple choice answers, questions should be set and only one answer shall be indicated as correct by the candidate. Answers having any kind of over writing/correction etc. shall not be evaluated. Candidates shall be clearly instructed not to mark/leave any identity on the answer sheet except in the space provided for. Any kind of mark/words/name etc. found on the answer sheet shall be considered as intention for manipulation and the candidature of such candidates shall be rejected.
- xi) Answer sheet shall have a detachable portion and no information disclosing his/her identity shall be given in the lower portion having spare

- for marking the answers and giving dummy Roll No. by the administration.
- xii) CWM/ADRM shall nominate personnel officers for coding/decoding of answer sheet. The coding officer and decoding officers shall be the same. CWM/ADRM shall nominate the officer for evaluating the answer sheet. If the answer sheets to be evaluated are more than 750, than 2 or more officer may be nominated by the CWM/ADRM. Evaluation shall start as early as possible after the written exam. All marking by the invigilators must be done in red ink only. A computerized merit list will be prepared by the committee equal to the 1.3 No. of slot in the descending order of marks obtained by the candidate in written exam. In case of two candidates having the same marks, the candidate having the ITI shall be considered as senior. If, both are ITI's then candidate having earlier date of birth shall be considered as senior. If even the dates of birth remain same, then the candidate who passed matriculation exam earlier shall be considered as senior. The merit list shall be approved by the CWM/ADRM before making it public. The group-wise merit list shall be pasted on the Notice Board of the workshop/division on the pre-assigned date as mentioned in the notification keeping the merit position of the candidate. The merit list shall also be posted on the website of workshop/Division, as well as that of Northern Railway.
- xiii) A waiting list equal to 10% of the total slot shall be prepared community-wise. In the event of any slot not filled up due to non-turn up of selected candidates in the first list, medically unfit etc. then the vacant slot shall be filled from the candidates on the merit list strictly in the order of merit. Due process should be followed before canceling the candidature of non turn up candidates. Waiting list stands cancelled after one month from the commencement of training.
- xiv) All the examination related work should be done with proper documentation, strictly avoiding verbal orders at any stage of the selection process. CWM/ADRM to take special care for this. Representations submitted by the candidates from the day of notification to the day of declaration of result, should be submitted for the personal perusal of CWM/ADRM, and satisfactory disposal shall be done.
12. If it is noticed by the Railway Administration that an applicant has furnished wrong information/fake certificates, the Railway administration reserves the right to discharge the candidate/selected candidate at any stage without notice. FIR will be lodged for submitting false/forged certificates and for furnishing wrong/false information or documents in support of their consideration.
13. Rest of the details remain same as notified on the subject issued by the Railway Board vide their letter No: E (M&P) 90/6/5 dated 31.10.1990 (Master circular No. 8), vide letter number E/MPP/2001/6/7 dated 22/7/2002 issued under PS No. 12477/2002 on this Railway and other circulars issued from time to time.
14. Application format, identity verification card format and answer sheet format to be used have been standardized and are attached as Annexure.