

Office of the  
Chief Workshop Manager  
N.F.Rly. Carriage & Wagon Workshop/New Bongaigaon, PIN-783381.

**Employment Notice No.01/2016-17/NBQS**

Opening Date: 12.09.2016

Closing Date: 12.10.2016  
Time: - Upto 16.00 Hrs.

**Engagement of candidates as Act Apprentices in N.F.Railway Carriage & Wagon Workshop New Bongaigaon under the Apprenticeship Act, 1961 & Apprenticeship Rules, 1962.**

- 1) Applications are invited in the prescribed format from the candidates fulfilling the conditions given below for engagement of 60 nos. of Act Apprentices for N.F.Railway Carriage & Wagon Workshop/ New Bongaigaon under the Apprenticeship Act, 1961 and Apprenticeship Rules, 1962 for imparting training.
- 2) The envelope containing the application should be super-scribed "Application for engagement of Act Apprentice" against **Employment Notice No. 01/2016-17/NBQS** for engagement of Act Apprentices for imparting Training.
- 3) The application is liable to be rejected if any of the compulsory enclosure is not attached as indicated in the proforma and if submitted more than one application.
- 4) Apprentices will be engaged in the following trades and selected candidates will have to undergo training under Principal, Supervisor Training Centre/New Bongaigaon.

SN.	Name of Trades		UR	SC	ST	OBC	Total	Period of training	Remarks
1	Fitter	Fresher	4	2	1	3	10	03 Yrs.	Out of 60 (Sixty) seats, 02 (Two) seats reserved for Ex. Servicemen and 02(Two) seats reserved for physically Handicapped person.
		Ex.ITI	6	1	1	2	10	01 Yr.	
2	Carpenter	Fresher	2	-	-	-	02	03 Yrs.	
		Ex.ITI	1	1	-	1	03	02 Yrs.	
3	Machinist ( Ex.ITI only)		2	-	-	1	03	01 Yr.	
4	Turner ( Ex.ITI only )		2	-	-	1	03	01 Yr.	
5	Welder (G&E)	Fresher	2	-	-	1	03	02 Yrs.	
		Ex.ITI	2	-	-	1	03	01 Yr.	
6	Painter ( Fresher only )		2	-	-	1	03	03 Yrs.	
7	M.M.T.M.	Fresher	2	-	-	-	02	03 Yrs.	
		Ex.ITI	1	1	-	1	03	01 Yr.	
8	R.A.C.(Mech.) ( Ex.ITI only)		2	-	-	1	03	01 Yr.	
9	Electrician ( Ex.ITI only)		3	1	-	2	06	01 Yr.	
10	Crane Operator ( Fresher only)		2	-	-	-	02	03 Yrs.	
11	Wireman ( Ex.ITI only)		2	-	-	-	02	01 Yr.	
12	Lineman ( Ex.ITI only)		2	-	-	-	02	01 Yr.	
Total			37	6	2	15	60		

**5) Conditions:-**

If no suitable PH & Ex. Service men candidates are available, trades will be filled up by unreserved candidates only.

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Physically handicapped "Only Loco Motor or Cerebral palsy (OH) who suffer from not less than 40% of relevant disability and hearing handicapped (HH) having 60 decibels or more in the better ear in the conversational range of frequency are eligible to apply.

Physically handicapped candidates will be considered in the Trades of " Fitter , Welder, Electrician, Carpenter, Turner, Machinist " only.

Only Orthopedic ally and Hearing handicapped candidates are eligible to apply.

**6) Standards of fitness for PH person:-**

**A) For Loco motor or Cerebral palsy (OH):-**

- 1) Fitter: - Lower limb partially damaged from one side can join.
- 2) Welder: - A person without a leg and without three finger of one hand can be accommodated.
- 3) Turner :- Lower limb partially damaged from one side can join.
- 4) Machinist:- Only small finger damaged can join.
- 5) Carpenter:- One upper & lower limb partially damaged.
- 6) Electrician :- Partially lower limb can be can accommodated.

**B) For Hearing Handicapped (HH):-**

- 1) Only deaf/dumb or deaf-mute.

(A physical handicap person who wants to avail the benefit of Reservation would have to submit a disability certificate issued by Competent Authority i.e. issued by Medical Board consisting of at least three members out of which, at least one shall be a specialist in the particular field and countersigned by MS/CMO/Head of Hospital (with seal ).

**7) EX-SERVICEMEN:-**

An Ex-serviceman candidate selected under the reservation provided for them is to be placed in the appropriate category viz. UR/SC/ST/OBC to which he belongs.  
Reservation for Ex-serviceman, their children and children of Armed force personnel will be engaged for Apprenticeship as per details mentioned below:-

- a) Children of deceased/ Disabled Ex-Servicemen including those killed/disabled during peace time.
- b) Children of Ex-Servicemen
- c) Children of Serving Jawans.
- d) Children of Serving Officer.
- e) Ex-Servicemen.

**8) AGE:-**

- (i) The non ITI candidates should have completed **15 years of age** and should not have completed **22 years of age** and ITI candidates should have completed **15 years of age** and should not have completed **24 years of age** as on **12.10.2016** .
- (ii) Upper age limit is relax able by 5 years and 3 years in cases of SC/ST and OBC Candidates respectively.
- (iii) For Physically handicapped person: - Upper age limit is relaxable by 10 years. In case of SC/ST physically handicapped person the upper age is relaxable by 15 years.



- (iv) The upper age limit is relaxable for ex-serviceman upto the extent of service rendered in defence forces plus 3 years (max. 40 yrs) provided they have put in a minimum of 6 months service at a stretch. Ex- servicemen who have already joined the Govt. Service on Civil side after availing of other benefits given to them as ex-servicemen for further employment cannot claim ex-servicemen status for the purpose of their engagement. Such a person will be deemed to be civil employee and will accordingly be entitled to only such of the benefits like relaxation of age etc. as admissible to civil employees in the normal course in accordance with existing instructions in this regard subject to fulfillment of conditions governing the grant of such benefits. They are required to attach a certificate issue by Military Authority indicating their date of enrolment and date of discharge. Ex-servicemen are required to clearly indicate all required particulars including community in the application form and enclose all documentary proof including community certificate in the prescribed format as required.

9) QUALIFICATION:-

- (i) For fresher Trade - Matriculation (Matriculation or 10th Class in 10+2 examination system)
- (ii) For Ex. I.T.I. Trade- Matriculation (Matriculation or 10th Class in 10+2 examination system + ITI passed in relevant trade ) with certificate from Institutions affiliated to NCVT compulsory in relevant trade. Copies of all certificates viz. proof of date of birth, educational/technical Qualification Certificate, Caste Certificate. Ex-serviceman certificate, etc. duly attested by a Gazetted Officer of Central or State Govt. bearing office seal and name of attesting officer should be submitted along with the application.

10) Training Period :-

As per directives of RDAT/Kolkata.

11) Stipend:-

Stipend will be paid as per extant rules.

12) HOW TO APPLY:-

The Application form & Call Letter as per format enclosed must be submitted in foolscap paper duly filled in all respect by the candidate in his own hand writing with ball point pen to be addressed to **Chief Workshop Manager/ N.F.Railway Carriage & Wagon Workshop/New Bongaigaon, PIN- 783381** in close envelop enclosing the following :-

- (i) 2 Self-addressed envelope of 11" x 5" with Postal Stamp of ₹ 5/- (Rupee Five) only (Exemption for SC/ST Candidates).
- (ii) A Crossed Postal Order for the amount of ₹ 20/- (Rupee Twenty) only in favour of **F.A. & C.A.O. N.F. Railway, Maligaon payable at GPO/Guwahati** as a processing fee which is not refundable/ transferable under any circumstances. The Postal Order purchased before the date of publication of this notice will not be valid.

OR

The fee can also be paid in the form of Account Payee demand draft drawn from any Nationalized Bank in favour of F.A. & C.A.O., N.F. Railway, and payable at SBI/ Maligaon Branch.

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(iii) No fee is required for SC/ST/PH candidates.

(iv) 2 recent Passport Size Photographs duly signed by the applicant, one of which should be pasted on the Application Form in the space provided for and the another should be pasted on the 'CALL LETTER-CUM- ADMIT CARD' in the space provided. Both the photographs are required to be attested by Gazetted Officer.

(v) Before applying, the candidates should ensure that he/she fulfils the eligibility and other criteria. At any stage of engagement, if erroneously engaged, such candidates shall be summarily dismissed without notice.

(vi) The application Form should be strictly filled up as per format enclosed as Annexure-'A' on good quality white paper of A4 size using one side only. The candidate must fill up his/her required information in black ball pen on own handwriting in "English" only.

(vii) Copies of all certificates viz. proof of date of birth, educational/technical Qualification, Caste Certificate. Ex-serviceman certificate and physically handicap certificate etc. duly attested by a Gazetted Officer of Central or State Govt. should be submitted along with the application.

(viii) In case of SC/ST candidates, a certificate from the appropriate authority, for their belonging to SC/ST categories should be submitted in the format prescribed by the Government of India (Annexure-C for SC/ST).

(ix) Copy of local Employment Exchange Registration card should be enclosed duly attested by a Gazetted Officer of Central or State Govt.

The list of authorities empowered to issue SC/ST certificates are indicated below:-

- a) District Magistrate/ Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/ Sub-divisional Magistrate/Taluk Magistrate/Executive Magistrate/Extra Assistant Magistrate (not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).
- b) Revenue Officer not below the rank of Tahsildar.
- c) Sub-Divisional Officer of the area where the candidate and or his family resides.

**THE LAST DATE OF RECEIPT OF APPLICATION IS ON 12.10.2016 upto 16-00 Hrs.**

13) Sealed Box for dropping of the applications will be kept at the **Chief Workshop Manager's Office, N.F.Rly. Carriage & Wagon Workshop, New Bongaigaon between 10-00 Hrs. to 16-00 Hrs. in all working days & 10.00 Hrs. to 12.30 Hrs. on Saturday only (except Sunday & Holiday). The Box will be finally withdrawn at 16-00 Hrs. on 12.10.2016.**

14) Name and address of the candidates should be legibly filled in on the CALL LETTER-CUM-ADMIT CARD with a recent passport size photograph of the candidate duly signed and attested by a Gazetted Officer affixed on the space provided in the format of the CALL LETTER. The Call Letter should be attached along with the application form.

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15) If it is noticed by the Railway Administration that the applicant have 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 & for furnishing wrong /false information or documents in support of their considerations.

16) The Railway administrations do not undertake any responsibility for sending reply to the candidates not selected or not called for. No correspondence in respect of the application submitted shall be entertained or replied by this office to any individual or organization.

**Canvassing in any manner will be disqualification of the candidate.**

17) Application received after closing date and time will not be entertained. Candidates should send their application sufficiently in advance before the closing date & time to "The Chief Workshop Manager, N.F. Railway Carriage & Wagon Workshop, New Bongaigaon - 783381".

18) The Railway administration will not be responsible for any postal delay/wrong delivery whatsoever at any stage of the Act Apprentice engagement process.  
The Railway administration will not be responsible for any printing error.

**19) Mode of Selection:-**

- a) Engagement of Act Apprentices will be done only on the basis of marks obtained in the Matriculation Examination or 10<sup>th</sup> Class in 10+2 Examination system. No. extra weightage shall be granted to candidates having higher education.
- b) Mode of selection will not be written examination but on the basis of marks secured by the candidates in Class 10<sup>th</sup> school Board examination (10+2 Examination system) with slots divided amongst various Boards on pro- rata basis i.e. in proportion to the number of applications received from different Boards. Even where the prescribed qualification is Matric plus ITI, in respect of certain trades, the method of selection will be the same as above, i.e. based on marks secured in Class -X School Board Exams.
- c) If any 2 or more candidates have secured same percentage in 10<sup>th</sup> Class (10+2 system) or Matriculate, the deciding factor will be the date of birth and the senior will be preferred. However, if the date of birth also coincides the deciding factor will be the marks obtained in Mathematics and the higher score in the subject will be preferred.
- d) Candidates finally selected should be engaged as Act Apprentice subject to found fit in appropriate Medical Examination by Railways as applicable for the workshop.
- e) No daily allowance/conveyance allowances or traveling allowance is admissible in this respect.
- f) No Hostel accommodation will be provided and selected candidate will have to make their own arrangement during their training as per Apprentice Act, 1961 and they will be released on completion of the training.

After passing the Course of Act Apprentice there will be "NO GUARANTEE FOR THEIR EMPLOYMENT ON THE RAILWAY".

**20) AGREEMENT OF TRAINING:-**

Before commencement of the Apprenticeship training in the designated trade, the selected candidate or if he is a minor, his guardian has to enter into a contract of apprenticeship with the employer.

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21) The applications having any of the following deficiencies, discrepancies or irregularities will be summarily rejected:-

1. Applications not submitted in prescribed format as given in this Employment Notice.
2. Incomplete or illegible application with over writing/cutting or erasing marks.
3. Unsigned or undated applications, without clear or unsmudged thumb impression and/or without of marks identification.
4. Without photograph or affixing zerox copy of photograph.
5. Without **Bank Draft/Postal order** of requisite value and validity for UR/OBC candidates.
6. Applications not filled in English or not filled by candidate in his own handwriting, without proper certificates in respect of ST/SC/PH/ESM/OBC.
7. Underage/overaged candidates.
8. Not having the requisite educational qualification at the time of submitting application.
9. Applications received after 16.00 hrs. on closing date by any means/modes.
10. More than one application in one name or sent in one envelop.
11. **Postal order/Bank draft** issued before the date of issue of this Notification
12. Any other deemed irregularity.

(N.C.Saha)

Sr. Personnel Officer (WS)  
For Chief Workshop Manager

N.F. Railway Carriage & Wagon Workshop/New Bongaigaon

No. E/M/10/2 Pt. XII

Dated: 12.09.2016

Copy to :- 1) GM(P)/MLG for kind information in reference to his L/No. E/10/3/1(M)/2006  
dt. 17.12.2013.

- 2) CME/N.F.Rly/MLG
- 3) CWE/N.F.Rly/MLG
- 4) The Assistant Director of Employment Exchange, Bongaigaon, Chirang, & Kokrajhar, Assam for information & necessary action please.
- 5) District Information & Public Relation Officer, Bongaigaon, Chirang & Kokrajhar for information & publicity please.
- 6) DRM (P)/RNY for information along with spare copies for wide circulation to the offices under DRM/RNY.
- 7) All Shop and Office In charges/NBQS for wide circulation to the staff under their control.
- 8) Gen. Secy, Bongaigaon Zila Anusuchit Jati Parisad, Bongaigaon (Assam).
- 9) Secretary, Bongaigaon, Chirang & Kokrajhar District Tribal Sangha, Bongaigaon (Assam)
- 10) Br. Secy, NFREU/NFRMU/NBQS branch.
- 11) Secretary, OBC Association/ Bongaigaon District, Assam.
- 12) Principal, ITI Bongaigaon, Assam.
- 13) Secy. SC/ST Rly. Employee Association/NBQ-BNGN Divn. & OBC Rly. Employee Association/NBQ.
- 14) Spare copy for NOTICE BOARD/ NBQS.

(N.C.Saha)

Sr. Personnel Officer (WS)  
For Chief Workshop Manager

N.F. Railway Carriage & Wagon Workshop/New Bongaigaon



For official use only.

Affix a recent passport size photo without cap & coloured glasses signed by the candidate & attested by Gazetted officer.

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13. Choice of Trade :- (A) Fresher

(B) Ex. ITI

14. Whether the applicant is a son / daughter or immediate dependent of any serving /Ex-Railway employee. If so , following to be furnished :-

- a. Name.....  
 b. Designation .....  
 c. Ticket No. ....  
 d. Date of retirement, if any, .....  
 e. If deceased, date of death .....  
 f. Relationship with the applicant .....

15. Educational &amp; Technical qualification (Please write clearly)

Qualification	Examination passed	Name of the Institute	Year of passing	Division	% in aggregate
Academic					
Technical (ITI)					

16. Personal marks of identification :

1.	
2.	

17. Particulars of Fees :

Name of the Post office/Bank	IPO/Bank Draft No.	Date	Amount

18. Local Employment Exchange Registration No &amp; Date:

\_\_\_\_\_ valid up to \_\_\_\_\_

19. I hereby declare that all the particulars given by me are true, complete and correct to the best of my knowledge and belief. I am aware that in the event of any information furnished by me is found false/incorrect at any stage; my candidature/apprenticeship may be cancelled without any notice.

\_\_\_\_\_  
 Signature of the applicant in full

LTI/RTI of the candidate
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Signature of the Candidate
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Date & Place
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Note : For the purpose of Item (14). Dependent relatives are those as defined in the Pass Rules. Particulars given at Item (14) verified and found correct.

.....  
 Signature of the Incharge of Office/Shop under whom the Railway Employee is/was working with designation & clear Office Seal.

## FOR OFFICE USE ONLY

- a) Application accepted  
 b) Application is rejected due to \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
 Signature of Scrutiny clerk

\_\_\_\_\_  
 Signature of Office In-charge

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N.F. Railway  
New Bongaigaon Carriage & Wagon Workshop

CALL LETTER

ENGAGEMENT AS ACT APPRENTICE TRAINING

Notice No. 01/2016-17/NBQS

Paste your recent  
Passport Size black  
& white photograph  
signed across photo-  
graph duly attested by  
a Gazetted Officer

( To be filled by the applicant in own handwriting)

1. Name of the candidate : .....  
( In block letters )
2. Father's name : .....
3. Address for communication with : .....  
P.S, Contact No., Email ID .....  
& nearest Railway Station. ....  
.....  
.....

( To be filled by the Office )

Roll No. ....

You are directed to appear for verification of original testimonials & physical fitness.  
The place, date and time is given below. No further chance/Date will be given to the candidate if he failed  
to attend on the date of verification as mentioned below.

No TA/DA is admissible.

Place ..... Date ..... Time .....

Chief Workshop Manager,  
Carriage & Wagon Workshop,  
N.F.Railway/New Bongaigaon.

Free Railway Pass for SC/ST candidates only ( Authority Rly.Board's Circular No. E(NG)II/83/RSC/14 dated  
27.03.84 . On production of this Call Letter , you are entitled to travel free by Rail in 2<sup>nd</sup> Class from  
\_\_\_\_\_ Station to \_\_\_\_\_ Station and back. The outward journey should  
commence not before \_\_\_\_\_ and return journey should be completed before  
\_\_\_\_\_.

Chief Workshop Manager,  
Carriage & Wagon Workshop,  
N.F.Railway/New Bongaigaon.

12/09/16