RAIL COACH FACTORY(KAPURTHALA)

Notice No.A-1/2018 Dated 17.02.2018

01. **Engagement of Act Apprentices for training under the Apprenticeship Act.1961.**

On line applications are invited in the prescribed format for engagement of 195 Act-Apprentices for imparting training in Technical Training Centre, Rail Coach Factory (Kapurthala) under the Apprenticeship Act,1961, for the following trades. The eligible candidates can register their applications online on the prescribed proforma on the authorized website www.rcf.indianrailways.gov.in of Rail Coach Factory, Kapurthala by **19.03.2018** upto 17.00 hours. On **19.03.2018**, after 17.00 hours, this link will be inactive.

S.No	Trades	No of Seats.						
		UR	SC	ST	OBC	Total	PWD	Ex.SM
01	Fitter	28	08	04	15	**55**	02	02
02	Welder (G&E)	25	08	04	13	**50**	02	02
03	Machinist	09	02	01	05	**17**	01	01
04	Painter (G)	05	01	01	02	**09**	--	--
05	Carpenter	09	02	01	04	**16**	--	--
06	Mechanic (Motor Vehicle)	03	01	00	02	**06**	--	--
07	Electrician	14	04	02	08	**28**	01	01
08	Electronic Mechanic	02	01	00	01	**04**	--	--
09	AC& Ref. Mechanic	05	02	01	02	**10**	--	--
Total		**100**	**29**	**14**	**52**	**195**	**06**	**06**

03 **MODE OF SELECTION**:-

i) Selection will be on the basis of merit list prepared of all candidates who apply against the notification. The merit list will be prepared for the purpose on the basis of percentage of marks in matriculation (with minimum 50% of aggregate marks) + ITI marks in the trade in which apprenticeship is to be done. The panel will be on the basis of simple average of marks in the matriculation and ITI. For the purpose of calculation of percentage of matriculation, marks obtained by the candidates in all subjects will be reckoned and not on the basis of marks of any subject or a group of subjects. For the purpose of calculation of percentage of ITI marks, marks mentioned in the provisional/final certificate will be reckoned.

ii) In case of two candidates having the same marks, the candidates with older age shall be preferred. In case the dates of birth are also same, then the candidate who passed matriculation exam earlier shall be considered first.

iii) A final merit list will be prepared trade wise and community wise, equal to the number of slots in the descending order of percentage of marks obtained by the candidate, as stated above.

	iv) Candidates finally enlisted would be subject to verification of original testimonials and being found fit in appropriate medical examination by RCF Hospital Authorities.
04	During submission of ONLINE application, a Registration number will be issued to each applicant. Candidates are advised to preserve/note their Registration Number for further stage of recruitment process/correspondence with RCF/Kapurthala.
05	When the prescribed number of persons belonging either to the Scheduled Caste or to the Scheduled Tribes are not available, the training places so reserved for them may be filled by persons belonging to the Scheduled Tribes or as the case may be, to the Scheduled Caste and if the prescribed training places can not be filled even in the above given manner, then the training places so lying unfilled may be filled by persons not belonging to the Scheduled Caste or the Scheduled Tribes. Similarly, the seats remaining unfilled by OBC candidates be filled by unreserved category.
06	**ELIGIBILTY CONDITIONS**: i) The candidates should have completed 15 years of age and should not have completed 24 years of age as on **17.02.2018.** ii) Upper age limit is relaxable by 05 years in case of SC/ST candidates and 03 years in case of OBC candidates. iii) For Persons with Disability, upper age limit is relaxable by 10 years. iv) Upper age limit is relaxable by up to additional 10 years for ex-servicemen to the extent of service rendered in Defence Forces plus 03 years, provided they have put in minimum of 06 months services at a stretch, except Ex-servicemen who have already joined the Govt. service on Civil side after availing the servicemen status for the purpose of their engagement. However, regardless of community, Ex-servicemen will be considered against the Ex-servicemen quota, if available. If UR vacancies are not available then only Ex-servicemen belonging to those particular community where vacancies are available will be considered against the Ex-servicemen quota. v) The candidates who want to avail the benefit of reservation of SC/ST, must produce his/her Caste certificate issued by appropriate authority at the time of Document Verification. Similarly the candidate who want to avail the benefit of reservation of OBC, must produce Caste certificate and Non-Creamy Layer certificate issued by appropriate authority at the time of Document Verification. The candidates who want to avail the benefit of reservation of Ex-servicemen and Armed Forces Personnel, must produce Discharge certificate and in case of children of Ex-servicemen and children of Armed Forces Personnel, they must produce discharge certificate or Armed Forces serving certificate respectively (as the case may be) of his/her parents at the time of document verification.
07	**PHYSICALLY HADICAPPED PERSONS AND EX-SERVICEMEN:** 3% of total seats are reserved each for Physically Handicapped persons and Ex-servicemen, their children and children of armed force personnel. i) Person with Disability (PWD) who wants to avail the benefit of reservation must produce a disability certificate issued by a competent authority (i.e. Medical Board duly constituted by the Central or State Government).

	ii) Other than above mentioned Persons with Disabilities (PWD) candidates should not apply as PWD, and, they will not be eligible for such concessions/facilities.
08	**MINIMUM EDUCATIONAL QUALIFICATION** i) The Candidates must have passed 10th class examination or its equivalent (under 10+2 examination system) with minimum 50% marks, in aggregate, from recognized Board and also possess National Trade Certificate in the notified trade issued by the National Council for Vocational Training. ii) Procedure for calculating %age of marks where cumulative grade point average (CGPA) is applicable. Suppose a candidate has got CGPA 7.4, First he will Multiply 7.4 with 9.5 and his %age will come as 70.3% (i.e.7.4 x 9.5). Then in Column "Maximum marks in Xth Class" He/She should fill 1000 marks. Similarly, in Column "Marks obtained in Xth Class" He/She will put 700 marks. When marks obtained by candidate in matriculation are 70% & in ITI are 80% then the % age of both the examination will be (70+80)/2=75%.
09	**PAYMENT OF FEES** The eligible candidates may apply online on the prescribed proforma on the authorized website www.rcf.indianrailways.gov.in of Rail Coach Factory, Kapurthala upto 17.00 hours on 19.03.2018. Only non-refundable fee in the shape of Bank Demand Draft /Indian Postal Order of Rs.100/- payable in favour of PFA/RCF/Kapurthala must reach in the office of General Manager (P), Rail Coach Factory,Kapurthala -144602 on or before 19.03.2018 (17.00 hours). Non-refundable fee i.e. DD/IPO can also be dropped in the box kept in the office of General Manager (P)/RCF/KXH on or before 19.03.2018 (17.00 hours). The Application No. and date must be mentioned on the top of envelop. **No fee is required to be paid by SC/ST/PWD/Women candidates.**
10	**HOW TO APPLY**: i) Candidates are required to apply ONLINE by visiting www.rcf.indianrailways.gov.in Detailed instruction for filling up ONLINE applications will be available on the website. ii) Candidates are required to log on the RCF website www.rcf.indianrailways.gov.in provided for filling ONLINE applications and fill up the personal details/BIO-DATA etc. carefully. NOTE-I: Candidates should ensure their name, father name, date of birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also debarment.

	NOTE-II: Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire engagement process as all important messages will be sent by email/SMS which will be treated as deemed to have been read by the candidates
	iii) Candidates trying to submit more than one application with different particulars like Name/Father's name/community/Photo(face)/educational and/ or technical qualifications etc. or with different Email ID/Mobile Number are advised that all such applications will be summarily rejected. iv) **Candidates have to keep printout of their application. If found eligible, he/she will be called for Document Verification and the print out of Online application is required to be produced at the time of Document Verification.**
11	**SCANNED PHOTOGRAPH/SOFT COPY OF PHOTOGRAPH:** Candidates are required to upload their passport size coloured photograph (size 3.5cm x 3.5 cm, not older than three months from the date of application in JPG/JPEG format, 100 PDI, Size of the image/file should be between 20 kb-70 kb) with clear front view of the candidates without cap and sunglasses. Candidates may note that RCF may, at any stage, reject the applications for uploading old/unclear photograph or any significant variations between photograph uploaded in the application form and the actual physical appearance of the candidate. Candidates are advised to keep two additional copies of the same photograph ready with them for bringing at the time of Document verification.
12	**SCANNED SIGNATURE/SOFT COPY OF IMAGE OF SIGNATURE:** Candidates are also required to upload their signature (size 3.5 cm x 3.5 cm, JPG/JPEG format, 100 DPI, size of the file should be between 20 kb – 30kb).
13	**LAST DATE FOR RECEIPT OF APPLICATION:** The ONLINE application, complete in all respects, can be submitted through ONLINE process to RCF up to **19.03.2018** till 17.00 hours. No physical copy of the application is required to be sent to RCF. Even if it is received, no cognizance will be given to it.
14	**TRAINING PERIOD & STIPEND:** i) As per extant rules & directives issued by Railway Board from time to time. ii) No Hostel accommodation will be provided and selected candidates will have to make their own arrangement during their training as per Apprentices Act. 1961 and they will be released on completion of the training.
15	**AGREEMENT OF TRANINING:** Before commencement of the Apprenticeship training in the designated trade, the selected candidate or, if he/she is a minor then, his/her guardian has to enter into a Contract of Apprenticeship.
16	**MEDICAL FITNESS:** i) A person shall be eligible for being trained under the Apprentices Act, 1961 and Apprenticeships Rules, 1992, as amended from time to time, if he or she satisfies the minimum standards of physical fitness as prescribed in the aforesaid Act and Rules and the standards prescribed for imparting training to the relevant trades which will be certified by a Railway Doctor.

	ii) The selected candidates will have to pass the prescribed medical examination and physical fitness before engagement, for which the candidates will have to pay a sum of Rs. 24/-towards medical examination fee.
17	**HELP DESK**: For any problem in the Online submission and printing of Application, call on **01822- 227734, 227735 then dial extension no. 92704 to get the direct connective with concerned Officer & Staff** from 10:00 a.m. to 17.00 pm (except Sundays and Holidays)
18	**IMPORTANT INSTRUCTIONS**: i) The decision of the Railway administration in all matters relating to eligibility, acceptance or rejection of the application and mode of selection shall be final. ii) **Imparting Training in Railway will not confer any right to the candidates for their absorption in Railway after successful completion of training.** In terms of para-10 of Schedule V of the Apprenticeship Rules, 1991 , notified on 15.07.1992 by the Ministry of Labour, it shall not be obligatory on the part of the employer to offer any employment to the Apprentice on completion of period of/his apprenticeship training in his/her establishment. It shall not be obligatory on the part of the apprentice to accept an employment under the employer. iii) No correspondences for engagement will be entertained. iv) CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE AND NO CORRESPONDENCE WILL BE ENTERTAINED IN THE MATTER. v) If the marks of 10th Passed is given in CGPA the percentage of the same to be filled up in format (ONLINE Application) also. vi) Enrolment with Employment Exchange is must except for wards of employees of RCF/Kapurthala vii) Preference will be given to the applicants who have registered their names in the nearest Employment Exchanges (in Punjab State). viii) Before applying, the candidates should ensure that he/she fulfils the eligibility and other criteria, at any stage of engagement and if erroneously engaged, such candidates shall be summarily dismissed without notice. ix) Candidature of the candidate shall be cancelled if he/she fails to produce the required original testimonials for verification or any other discrepancy noticed. x) If it is noticed by the Railway administration that the applicant has furnished wrong/fake Certificates/ false certificates, the Railway administration reserves the right to discharge the candidate/selected candidate at any stage without notice even after his selection to undergo training. xi) The Railway administration 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. xii) The Railway administration will not be responsible for any printing error. xiii) Certificate/Document verification/scrutiny is to be completed within 15 days of declaration of result. xiv) No daily allowance/conveyance allowance or traveling allowance will be paid to the candidate who will be called for document verification. xv) Candidates need not send any application print outs or certificates or copies to RCF by post. **However, non-refundable fee i.e. DD/IPO can be sent through post or dropped in the box kept in the office of General Manager (P)/RCF/KXH on or before 19.03.2018 (17.00 hours).**

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