



भारत सरकार GOVERNMENT OF INDIA  
रेल मंत्रालय MINISTRY OF RAILWAYS  
(रेलवे बोर्ड RAILWAY BOARD)



स. 2024/ई.आर. बी.-6/2/2  
No. 2024/ERB-6/2/2

नई दिल्ली, दिनांक  
New Delhi, dated / 9 05.2025

To

The Successful candidates of  
Combined Graduate Level Examination, 2024  
nominated to Assistant Section Officers' Grade  
of Railway Board Secretariat Service,  
Ministry of Railways (Railway Board).  
(As per the list attached).

**Subject: Combined Graduate Level Examination, 2024 – Intimation regarding pre-appointment formalities for the post of Assistant Section Officer (Group B, Non-Gazetted) in Ministry of Railways (Railway Board).**

Dear Candidates,

***Congratulations on your success in the Combined Graduate Level Examination, 2024!***

I am directed to say that you have been allocated Ministry of Railways (Railway Board) by Staff Selection Commission (SSC) on the basis of Combined Graduate Level Examination, 2024. The allocation has been made on the basis of your rank in the merit list, eligibility, preference for services expressed by you and availability of vacancy.

2. SSC has nominated you for the appointment to Assistant Section Officer Grade of Railway Board Secretariat Service on the basis of Combined Graduate Level Examination, 2024 against the 03 reported vacancies. Dossiers of all the nominated candidates have been received in this Ministry as per the list attached. Though utmost care has been taken while preparing the list annexed, yet you are advised to cross check the particulars pertaining to you with the result declared by SSC and report discrepancies, if any.

3. Your **Document Verification (DV)** will be conducted on **provisional basis** in Ministry of Railways (Railway Board), Room No. 564/R, 5<sup>th</sup> Floor, Rail Bhawan, Raisina Road, New Delhi-110001. The tentative date and time of appearing for DV is **04.06.2025 at 10:00 AM.**

4. All the successful candidates nominated for the post of Assistant Section Officer are required to furnish the following documents at the time of their DV:

- (i) Willingness to join the post as per the given format (**Annexure-I**).
- (ii) Four sets of Attestation Form (**Annexure-II**), all sets duly filled in blue ink. [The candidates may take print out (back to back) of the Attestation Form attached (**Annexure-II**) and should carefully fill in the forms. **No column in the Form should be left blank**. The photograph pasted on all four sets should be self attested by the candidate. Specific answers to each of the questions in point 15 of the form should be given by striking out 'Yes' or 'No', as the case may be and **not by tick mark (✓)**. The candidates should fill in the details at point 10 even if it is same as in the points 2 or 3 of the form].

4.1 The candidate, who in point 10 of the attestation form indicates him/her having resided in Delhi, should send soft copies of the following documents by email at [erb6564mor@gmail.com](mailto:erb6564mor@gmail.com) indicating the subject as Combined Graduate Level Examination, 2024, Name \_\_\_\_\_; Rank \_\_\_\_\_, **prior to reporting for DV:**

- (a) One passport size photograph in JPEG format (less than 20 kb)
- (b) One copy of photo identity proof in JPEG format (less than 200 kb) (any one of the following)

(i)	PAN card	(ii)	Driving License	(iii)	Voter ID
(iv)	Aadhar Card	(v)	Passport		

- (c) One copy of residential proof in JPEG format (less than 200 kb) (any one of the following)

(i)	Passport	(ii)	Telephone/Electricity/PNG Bill	(iii)	Bank Passbook
(iv)	Voter ID				

4.2 Candidates must also bring the following documents (**in original**) for verification, and also **their self attested photocopies** for submission to this office on the day of DV in the following order:

- a) **Matriculation Certificate and mark sheet** as proof of Date of Birth (**DOB will be reckoned only with this certificate**).
- b) **Senior Secondary Diploma/Certificate and mark sheet.**
- c) **Certificates regarding essential qualification for the post of ASO:**



Mark sheets and Graduation Certificate issued by the competent Institution/University. (Date of declaration of final result of the qualifying examination should be on or before the cut-off date i.e. **01.08.2024**; as per SSC's notification of CGLE-2024, failing which the certificates will not be accepted as valid proof of possessing the requisite educational qualification).

d) **Community Certificate (OBC/SC/ST/EWS)** should be in the format prescribed in the Examination Notice, issued by the competent authority. **SC/ST Certificate** should be in conformity with Annexure-IX of SSC CGLE-2024 notification. **EWS Certificate** should be based on the income of Financial Year 2023-2024 (01.04.2023 – 31.03.2024) and valid for the financial year for 2024-2025. It should be in conformity with Annexure XI of the Notice.

e) Certificate in the format prescribed in the Notice (Annexure XII, XIII & XIV of the Examination Notice) regarding category of Person with Benchmark Disability (PwBD).

f) Certificate in the format prescribed in the Notice for seeking age relaxation as a Central Govt. Civilian employee.

g) **The use of black ball point pen / Gel pen is strictly prohibited during DV.**

4.3 The candidates should also possess at least two latest photo-bearing identification proofs and address proofs such as Driving Licence, Voter Card, Aadhar Card, Income Tax Pan Card and any other Identity Card issued by Government Deptts./Organizations/ University / College in original along with its self attested copy. The Identity Card issued by College / University should be current. Two recent passport-size Photographs are to be brought for use at the DV.

5. All the candidates residing outside Delhi are required to appear before the Civil Surgeon/Principal Medical Officer/Chief Medical Officer of the District where the candidates are presently residing, for medical examination, to determine their fitness for Government service. The candidates are required to give a statement and declaration regarding his/her health in the attached form in the presence of Medical Officer. The medical certificate of fitness should be in the prescribed format, a specimen of which is attached (Annexure-III). The Authorities concerned are also requested to take up the Medical Examination of the candidates concerned on the strength of this letter. In case any other authority letter is required by the Office of Medical Authority concerned, the undersigned may be contacted through e-mail at [erb6564mor@gmail.com](mailto:erb6564mor@gmail.com) latest by 28.05.2025.

5.1 Further, candidates residing outside Delhi who wish to get their medical examination conducted in Delhi, may opt for the same in the willingness form. However, it may be noted that no TA/DA will be provided by the Department in such cases.

5.2 Candidates residing in Delhi and also candidates who opt to get their medical examination conducted in Delhi will be informed about their medical examination in due course through official communication (speed post / e-mail).

5.3 However, if the candidate is already in Government service, instead of obtaining a fresh medical report, they may produce this letter to their Controlling Authority to enable them to forward an attested copy of their medical examination report (with attested photograph) obtained at the time of the appointment, to the undersigned. The candidates must ensure that the said medical examination report furnished to the previous employer should have been issued by Civil Surgeon/Chief Medical Officer or equivalent.

6. The eligibility of candidates shall be determined for consideration for appointment based on the documents produced during DV and information furnished in the attestation form. If found eligible, candidates will be offered appointment to the post of Assistant Section Officer in Ministry of Railways (Railway Board) subject to the verification of their character and antecedents/claim for OBC (Non-creamy layer)/SC/ST/PwBD/EWS status.

7. It may be noted that mere submission of willingness and other documents will not entitle any candidate to claim appointment to the post which will be subject to fulfillment of stipulated terms and conditions. **Formal offer of appointment will be sent to you separately by this office.**

8. The candidates must note that in case, at any stage, it is found that the candidate's certificates are fake/false or candidate has furnished false information, he/she shall be liable to be proceeded against, under the relevant rules, leading to such penalty as may be decided, which extends to the termination of his/her appointment. Such action shall also be without prejudice to any punitive action as may be attracted in such cases.

9. Attention is also invited to Department of Personnel and Training's (DoP&T) OM No. 11012/7/91-Estt.(A) dated 19.05.1993, as amended from time to time, which clearly stipulates that a Government servant, who was not qualified or eligible in terms of the recruitment rules, etc., for initial recruitment in service or had furnished false information or produced a fake/false certificate in order to secure appointment, he should not be retained in service.

10. The offer of appointment when made, will be provisional for the candidates who have claimed/availed the benefits of any type of reservation for posts and service in terms of the following instructions as may be relevant to them:-

(i) SC/ST Candidates: - The appointment will be provisional and is subject to due verification of SC/ST certificate by this office.

(ii) OBC Candidates: - DoP&T has issued OM No. 36012/22/93-Estt.(SCT), dated 8<sup>th</sup> September, 1993, No. 36033/5/2004-Estt.(Res) dated 14<sup>th</sup> October, 2008 and other extant instructions in this regard from time to time. In accordance with these instructions, only



Non-Creamy Layer OBC candidates are entitled to get the benefits of reservations earmarked for Other Backward Classes (OBC). The allocation is, therefore, provisional to this extent and is subject to further verification of OBC certificate by this office.

(iii) PwBD Candidates: - The appointment will be provisional and subject to due verification of concerned certificate by this office.

(iv) EWS Candidates:-The appointment will be provisional and subject to the due verification of income and asset certificate by this office.

11. The candidates will have to undergo the Foundational Training organized by the Institute of Secretariat Training and Management (ISTM) or any other Institute nominated for this purpose, as and when organized. The Foundational Training is compulsory and has to be completed as a part of the successful completion of probation in service.

Encl. as above.

Yours faithfully,



(Manoj Kumar Gupta)

Under Secretary (Admin.)-III,  
Railway Board

Phone No. 011-47845644:47845573

Email\_ID:erb6564mor@gmail.com

5<sup>th</sup> Floor Room No. 564-R

**NOTE:**

1. Candidates may please note that further updates/information with regard to appointment to the post of Assistant Section Officer on the basis of Combined Graduate Level Examination, 2024 will be placed on the website [www.indianrailways.gov.in/railwayboard](http://www.indianrailways.gov.in/railwayboard) (About Indian Railways > Railway Board Directorates > Secretary Branches > ERB-VI > Assistant Section Officer (Group 'B', Non-Gazetted)). They are, therefore, advised to regularly visit the website for updates.

2. Candidates should indicate their All India Rank of Combined Graduate Level Examination, 2024 in all their correspondence with this Department, including in the subject of email.

**List of 03 candidates selected through Combined Graduate  
Level Examination, 2024**

Roll No.	Rank	Name	Category belonged	Category selected
2201195271	SL\III\15496	MONU KANT	UR	UR-(HH)
2201227075	SL\III\01077	TAKSHI SINGH	SC	SC
3011022845	SL\III\00165	NATIK RAJPOOT	EWS	EWS

To,

**The Joint Secretary,  
Railway Board,  
Rail Bhavan,  
New Delhi.**

**Subject: Appointment to the post of Assistant Section Officer in the Ministry of Railways (Railway Board) through Combined Graduate Level Examination, 2024- reg.**

Sir,

I am to refer to letter No. 2024/ERB-6/2/2 dated \_\_\_\_\_ of the Ministry of Railways (Railway Board) on the subject mentioned above and hereby convey my willingness/unwillingness\* to join the post of Assistant Section Officer in the Ministry of Railways (Railway Board).

2. Four sets of Attestation Form duly filled in my own handwriting, are also attached.\*

3. My details (in brief) are as under:

I. Roll No.	:	_____
II. Rank	:	_____
III. Date of Birth	:	_____
IV. Email	:	_____
V. Mobile No.	:	_____
VI. Aadhar No.	:	_____

4. Whether residing in Delhi : \_\_\_\_\_(Yes/No)

*(only for candidates residing outside Delhi)*

I \_\_\_\_\_(opt/do not opt) Delhi as the centre for my medical examination.

Note:- No TA/DA will be provided.

Yours faithfully,

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Combined Graduate Level

Examination, 2024 Rank: \_\_\_\_\_

\*Strike off if not applicable.

## ATTESTATION FORM

Affix signed Passport size (5 cms. X 7 cms.) Approx. copy of recent photograph		<b>“WARNING</b>	
		1.	The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the government.
		2.	If detained, arrested prosecuted, bound down, fines convicted, debarred, acquitted etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the Attestation Form has been sent early, failing which it will be deemed to be a suppression of factual information.
		3.	If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his services would be liable to be terminated”.
1.(a)	Name in full (in block capitals) with aliases, if any, (Please indicate if you have added or dropped in any stage, any part of your name or surname):	Surname	Name
	□□□ (□□□□□□ □□□):		
1.(b)	Mobile No.		
2.	Present Address in full ( i.e. Village, Thana and District, or House No., Lane/Street/Road & Town, pin code):		
3.(a)	Home Address in full ( i.e. Village, Thana & District, or House No., Lane/Street/Road and Town and name of District Headquarters, pin code)		
(b)	If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan) the address in that country and the date of migration to Indian Union.		
4.	Adhar Card No. (if available)		
5.	Permanent Account Number (PAN) (if available)		



6.	Nationality					
7.(a)	Date of Birth (in Christian era)					
(b)	Present age					
(c)	Age at Matriculation					
8.(a)	Place of birth, district and State in which situated					
(b)	District and State to which you belong					
(c)	District and State to which your father originally belongs					
9.(a)	Your Religion					
(b)	Are you a member of a Scheduled Caste/Scheduled Tribe/Other Backward Classes? ( Answer Yes/No)					
10.	Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan), particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.					
From DD/MM/YYYY	To DD/MM/YYYY	Residential Address in full (i.e. Village, Thana & District or House No., Lane/Street/Road & Town		Name of the District Head Quarter of the place mentioned in preceding column.		
11.	Name ( in full & aliases if any)	Nationality (by birth & or by domicile)	Place of birth	Occupation if employed give designation & official address	Present postal address (if dead give last address)	Permanent Home address
a) Father						
b) Mother						
c) Spouse						

12.	Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country:			
Name	Nationality by birth & or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column
13.	Educational Qualification showing places of education with years in Schools and Colleges since 15 <sup>th</sup> year of age:			
Name of School/College (with full address)		Date of Entering	Date of Leaving	Examination Passed
14.(a)	Are you holding or have any time held any appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a Public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to-date			
Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service
From	To			

14.(b)	<p>If the previous employment was under the Government of India/a State Government/undertaking owned or controlled by the Government of India or a State Government/ and Autonomous Body/University/Local Body.</p> <p>If you had left service on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at a subsequent date(s), before your service actually terminated?</p>		
15. (i)	(a)	Have you ever been kept under detention?	Yes/No
	(b)	Have you ever been arrested?	Yes/No
	(c)	Have you ever been prosecuted?  (i.e. has a charge sheet in a criminal case been filed against you in any court of law)	Yes/No
	(d)	Is any criminal case pending against you in any Court of Law at the time or filling up this Attestation Form?	Yes/No
	(e)	Have you ever been convicted by a Court of Law for any offence?	Yes/No
	(f)	Whether discharged/expelled/withdrawn from any training institute under the Government or otherwise?	Yes/No
	(g)	Have you ever been rusticated by any University or any other educational authority/institution?	Yes/No
	(h)	Have you ever been debarred / disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?	Yes/No
15. (ii)	<p>If the answer to any of the above mentioned question is 'Yes' give full particulars of the case/arrest/detention/fine/conviction/sentence/punishment etc and/or the nature of the case pending in the Court/University/Educational Authority etc at the time of filling up this attestation form:</p>		
Note:	(i)	Please also see the 'WARNING' at the top of this Attestation Form	
	(ii)	Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be	
16.	Names of two responsible person of your locality or two references to whom you are known (with their full address):		
1.		2.	



### DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil/legal action as a consequence.

I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate:

Date:

Place:

### TO BE FILLED BY THE OFFICE

- i) Name, Designation and full address of the appointing authority.

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**Joint Secretary / Railway Board,**

**M/o Railways, Rail Bhawan, Raisina Road, New Delhi – 110001.**

- ii) Post for which the candidate is being considered.

**Assistant Section Officer.**

**MEDICAL CERTIFICATE**

I hereby certify that I have examined **Shri/Smt./Ms.**\_\_\_\_\_, a candidate for employment in the Ministry of Railways (Railway Board) and cannot discover that he/she has any disease, communicable or otherwise, constitutional weakness or bodily infirmity except \_\_\_\_\_. I do not consider this a disqualification for employment in the office of the Railway Board.

The age of Shri/Smt./Ms. \_\_\_\_\_ is according to his/her own statement \_\_\_\_\_ years and by appearance about \_\_\_\_\_ years.

Attested  
photograph to be  
pasted.

Left hand thumb and finger impressions:

Thumb	Forefinger	Middle-finger	Ring-finger	Little-finger

Place:

Date:

\_\_\_\_\_  
**Signature of Civil Surgeon**

**Name:** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_  
**Official Seal**

Signature of the candidate: \_\_\_\_\_