

**KONKAN RAILWAY CORPORATION LIMITED**

( A Government of India Undertaking )

Belapur Bhavan, Plot no.6, Sector 11, CBD Belapur, Navi Mumbai – 400 614

CO/15/2026-PERS(72355)

Date: 14.05.2026

**Notification No.CO/P-R/7C/2026**

Konkan Railway Corporation Limited (KRCL), a Public Sector Undertaking under the Ministry of Railways having its Corporate Office at CBD Belapur, Navi Mumbai, invites applications for the following post on fixed term contract basis in Mechanical / Project Department for initial period of one year.

Sr No.	Name of Post	UR	EWS	OBC	SC	ST	Total No. of Posts
1	Junior Technical Assistant / Mechanical	7	1	2	1	0	11
2	Quality Inspector	8	1	3	2	1	15
3	Technician (Welder)	8	1	4	2	1	16
4	Technician (Fitter)	11	2	5	3	1	22
5	Technician (EOT Operator)	8	1	4	2	1	16
6	Vehicle Driver	3	-	1	-	-	4
7	Lister/Forklift Operator	8	1	3	1	1	14
8	Hydra Operator	2	-	-	-	-	2
9	Office Boy/Helper/Khalasi	15	3	8	4	2	32
	<b>Total</b>	<b>70</b>	<b>10</b>	<b>30</b>	<b>15</b>	<b>7</b>	<b>132</b>

\*No of posts are liable to change as per requirement of Project.

**I) Monthly remuneration**

Sr No	Designation	Basic	DA	Other Allowances			Consolidated Remuneration		
				As per A Class	As per B Class	As per C Class	As per A Class	As per B Class	As per C Class
1	Junior Technical Assistant / Mechanical	18481	10719	18020	15100	12180	47220	44300	41380
2	Quality Inspector	12025	6975	11900	10000	8100	30900	29000	27100
3	Technician (Welder)								
4	Technician (Fitter)								
5	Technician (EOT Operator)								
6	Vehicle Driver								
7	Lister/Forklift Operator	11392	6608	11300	9500	7700	29300	27500	25700
8	Hydra Operator								
9	Office Boy/Helper/Khalasi								

**Note:** Consolidated remuneration is inclusive of Basic, DA, HRA, Conveyance, Mobile Allowance.

Annual remuneration will increase by 4% of the consolidated remuneration after completion of every year subjected to requirement of KRCL and as per the discretion of Konkan Railway Corporation Ltd.

## II) Other allowances/Facilities:

a) The provisions of New Labour Code-2026 like Insurance, Payment of Gratuity, Bonus will be implemented, as applicable.

b) TA as per the rates prescribed in extent policy of KRCL whenever the candidate is required to travel for official work beyond the project area.

### d) Travel facilities: -

i) For travel on duty, Complementary Railway Pass will be issued as per the extant policy of KRCL.

ii) In case of travel by road, reimbursement as per the extant policy of KRCL.

f) **Rest House and Hotel:-** Rest House of KRCL, if available will be provided while on duty, if not, reimbursement of hotel charges as per rates fixed by KRCL will be allowed, on production of vouchers.

g) **Leave:-**Contract appointee will be entitled for fully earned leave of 15 days on completion of every 6 months of contract period (2.5 leaves per month). This leave can be accumulated. However, no encashment is permitted. In addition, the appointee will be eligible for 8 days Casual Leave during the year of contract. Weekly off and other public holidays, as applicable to the attached offices, at the place of posting will be applicable. Normal working hours as applicable or as intimated at KRCL project sites are to be followed. During exigencies, some extra hour working will be required but no extra over time or any other type of allowance/ compensation for working beyond the nominated hours shall be paid by KRCL as the remuneration fixed per month includes this. The candidate does not have any type claim for working extra hours. Leave to be availed only after prior sanction of appropriate authority and if the candidate avails leave without valid sanction, the same will be treated as Leave without Pay.

Leave of Absence (LOA): Unpaid and authorized Leave / Absence of the employees to address personal, medical or family matters while maintaining their contract employment status can be sanctioned in exception by the competent authority at their discretion..

**III) Educational Qualification, Experience and Age details:** The eligibility criteria for each post are attached in Annexures as follows. Candidates must ensure that they fulfill the criteria before attending walk in interview for particular post.

Sr No.	Name of Post	Total No. of Posts	Annexure
1	Junior Technical Assistant / Mechanical	11	Annexure-I
2	Quality Inspector	15	Annexure-II
3	Technician (Welder)	16	Annexure-III
4	Technician (Fitter)	22	Annexure-IV
5	Technician (EOT Operator)	16	Annexure V
6	Vehicle Driver	4	Annexure VI
7	Lister/Forklift Operator	14	Annexure VII
8	Hydra Operator	2	Annexure VIII
9	Office Boy/Helper/Khalasi	32	Annexure IX

## INSTRUCTION SHEET

**A)**

**(I) Age:-** The candidates should not be more than prescribed age as on 01/05/2026. (Please see Annexure) The age relaxation of 3 years to OBC(NCL) candidates and 5 years to SC/ST candidate will be given if applying against the post of respective category. Age relaxation for Ex-servicemen is discretionary.

**(II)** Candidates who wish to apply for the post reserved for OBC-NCL category, valid Caste, Non-Creamy Layer certificate in the format required for Central Government employment (Format attached) should be attached with application. **Certificate not indicating validity will not be accepted.**

**(III)** Candidate fulfilling criteria may report directly for walk-in interview along with all **original certificates** and one copy of application prepared in the prescribed format as given (Annexure A) along with one set of self attested copies of all required certificates (age proof, qualification, experience, caste certificate, etc.). The information available in KRCLs website [www.konkanrailway.com](http://www.konkanrailway.com) at its link Recruitment>Current Notifications.

**B) Mode of Selection: WALK-IN INTERVIEW**

**C) Date, time and place of walk-in interview : Tabulated below**

**Registration Time: 09.00 hrs to 12:00 hrs only on the date of walk-in-interview.**

Sr No.	Name of Post	Date of walk-in-interview	Venue of Interview
1	Junior Technical Assistant / Mechanical	08.06.2026	<b>Administrative Building, Wagon Repair Worksop, Autonagar, Vadlapudi, Gajuwaka, Visakhapatnam, Andhra Pradesh</b>
2	Quality Inspector		
3	Technician (Welder)	09.06.2026	
4	Technician (EOT Operator)		
5	Technician (Fitter)	10.06.2026	
6	Vehicle Driver		
7	Lister/Forklift Operator	11.06.2026	
8	Hydra Operator		
9	Office Boy/Helper/Khalasi	12.06.2026	

After preliminary screening of the applications submitted by the candidates in person, the provisionally eligible candidate(s) will only be interviewed. Candidates should come prepared to stay for minimum 2 days, if required, at their own cost. No train/bus fare/ TA/DA shall be payable by the Corporation. Applications should be completed and strictly as per the prescribed format as **Annexure-A**. Applications not conforming to the prescribed format or having illegible/ambiguous certificates or without certificates or incomplete will be summarily rejected.

**D) List of Self attested Documents to be attached with the filled application:**

- a) Copies of certificate in proof of qualification (As per the qualification specified in Notification Annexure)
- b) Copy of Proof of Date of Birth (SSLC/SSC Certificate/Birth Certificate)
- c) Copy of Caste certificate in support of claims, if any.
- d) Copy of service certificate in support of claims for Ex- servicemen, if any.
- e) Two passport size recent photographs.
- f) Experience Certificate issued by previous employer.
- g) Character certificate from Gazetted Officer/Executive officers for certifying that he/she is bearing good moral character.

### **E) General Information (Applicable to all applicants):-**

1. Candidates who fulfil the eligibility criteria only, will be interviewed.
2. Candidates are advised to check their eligibility before walk-in-interview.
3. The candidates must attach self attested photocopy of above mentioned mandatory documents such as proof of age, caste, educational qualification along with mark sheets, experience certificate, if any. Certificate in support of claims for Ex-servicemen/PWD etc, failing which candidate will not be eligible for interview.
4. Candidate should bring one character certificate from Gazetted Officers/Executives Officers for certifying that he/she is bearing good moral character.
5. Incomplete or **vague educational** qualification will be invalid.
6. Even after contractual agreement, if any document/ certificate/ information are found incorrect or false in any scrutiny or verification, then the contractual service will be immediately terminated forthwith without assigning any reason and prior notice, besides legal action which may also be initiated.
7. The Corporation reserves the right to cancel/ restrict/ curtail/ enlarge the contract engagement process, if need so arises, without any prior notice and without assigning any reasons thereof.
8. Selected candidate will have to pass prescribed medical examination before the contract is entered into, for fitness to perform the work awarded.
9. The selected candidates should be able to join at the project site/place of posting within maximum 30 days after issuing of offer of appointment by KRCL. Any deviation in the said policy will be dealt on case to case basis, based on the merits of the case.
10. If Candidate is already working in KRCL on contract basis and selected against this notification, he/she does not require to follow the condition of notice period for joining new post. However, relieving letter from concerned Konkan Railway authority will be required at the time of joining.
11. No accommodation will be provided. No Food or Food/Mess Allowance will be paid by KRCL.

### **F) Selection process:-**

1. The candidates shall arrive at the time and venue and get registered with the nominated KRCL official for the walk-in interview as indicated. Group Discussion (GD) or any other elimination round like written test, etc, can be introduced depending on the number of candidates and those candidates who get through in the elimination round will be called for the further process of selection.
2. The candidate will be interviewed by a nominated Committee and the selection will be finalized and drawn merit list based on the performance in the interview, qualification and post qualification experience gained by the Candidate.
3. The decision of the Nominated Committee of KRCL shall be final and binding.

**G) The other broad terms of contract** are given below for information of the candidate which are subject to changes at the time of actually entering into the contract, at the discretion of KRCL, which may please be noted:-

1. The period of contract will be initially for a period of one year, extendable further for the required period based on satisfactory performance, mutual consent as well as requirement of KRCL, if any. Remuneration may be revised from the 2nd year onward as decided by the Corporation.
2. The contractual service is required for Konkan Railway. Selected candidate can be posted and transferred at anytime, anywhere to the KRCL establishment during contract period based on the requirement of KRCL.
3. Panel of standby candidates over and above requirement will be maintained as per merit as decided by KRCL. Such candidates may be engaged as per requirement of KRCL Project within the validity of panel. Posts notified are not regular establishment posts. KRCL reserves the right to make any changes in number of posts notified as per requirement.
4. The Corporation reserves the right to terminate the contract as per the decision of the Corporation without assigning any reason or if the contract appointee is found unsuitable, by giving one month notice or payment in lieu thereof. Similarly, the appointee will be required to give one month notice to KRCL for termination of contract or payment of one month remuneration.

5. Selected candidates will be required to execute agreement and indemnity bond of Rs. 50,000/- in favour of Konkan Railway Corporation Limited on stamp paper of Rs. 100/- or more to serve the Company for the period specified in the subsequent para below or any further extended period on Rs.100/- stamp paper.

6. The candidate selected for the above contractual agreement shall not be absorbed in KRCL regular service. The candidate therefore, shall not have right to claim for permanent absorption in KRCL and shall be required to give an undertaking in writing to KRCL to that effect.

7. The selected candidate shall be paid the remuneration as mentioned herein above and shall not be eligible or entitled to any other benefit or allowance. Further, on engagement, he/she should also attend emergencies and other calls of duties, as demanded and expected, during their day to day activities.

8. In the event the appointee is found involved in undesirable activities such as embezzlement, unlawful activities (including passing on confidential information of KRCL), unauthorized absence, insubordination or breach of any of the terms of contract without prejudice to the right to initiate civil/criminal proceedings, the contract appointment shall be terminated.

9. Selected candidates shall use electronic resources of KRCL in strict adherence to the policies and guidelines issued by KRCL from time to time. The email account and user ID's created for official purposes shall always be used in a responsible, effective, ethical and lawful manner. Any misuse of these resources and / or putting the Corporation at risk of any liability based on such misuse shall result in termination of employment and appropriate legal action.

#### **H) The termination of contract and its consequences:-**

(a) In addition to the above conditions, the contract agreement shall be terminated on:-

(i) Completion of last day of contract period or any extended period thereon.

(ii) The breach of any terms of contract of employment by contract employee.

(iii) The last day of the one month notice period of termination issued by either side or payment in lieu thereof by either party.

(b) If any litigation on whatsoever account is initiated by or against KRCL, the cause of which lies in contract period, the presence of contract appointee will be required, even after termination or expiry of the contract agreement.

(c) Upon any premature termination or expiration of contract for any reason, the contract appointee shall return to KRCL any property belonging to KRCL, all tools and plants, documents, any passwords or user ids etc. under his control. This will include all confidential information regarding work, hard and soft copies of documents and information of whatever description of whatever form, tangible or intangible in his possession, together with copies, notes or summaries of such documents and his own working papers which are derived or based upon such documents.

(d) They will have to clear all their advance(s) or due(s), if any cash or vouchers or if any financial outstanding liabilities etc.

(e) Contract appointee will be responsible for the acts and omission(s) in the course of contractual service during the period and thereafter.

**I) The Contract Appointee shall be governed by Indian Laws and shall be subject to the judicial courts in the concerned State.**

**J) Statutory Income Tax, Professional Tax and other taxes will be deducted at source, as applicable from time to time.**

**ANY KIND OF CANVASSING WILL RESULT IN DISQUALIFICATION OF CANDIDATE AT ANY STAGE OF SELECTION WITHOUT ASSIGNING ANY REASON. NO FURTHER CORRESPONDENCE WILL BE ENTERTAINED IN THIS REGARD.**

The above terms are broad in nature and only for guidance and are subject to change while entering into agreement at the time of contract appointment.

Date:14.05.2026

Place: CBD Belapur

**Chief Personnel Officer**

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## JTA /Mechanical

1	Name of post	Junior Technical Assistant
2	Required Educational Qualification	Full time Degree / Diploma in Mechanical Engineering /Production & Industrial Engineering/Automobile /Manufacturing/Mechatronic/Material Sciences/Metallurgical Engineering from recognized (AICTE) University/Institute.
3	Work Experience required	Minimum 01 years post qualification experience.  Preference will be given to candidates having experience in Repair Workshops or Manufacturing Units
4	Upper age limit	Not More than 50 years as on 01/05/2026
5	Place of posting	At VDPD Workshop, Visakhapatnam
6	Period of contract:	Initial contract will be for ONE year and it can be extended up to 5 years based on the performance.  KRCL shall have right to terminate if performance of the candidate is found not satisfactory during the period of contract
7	Job Description:	<ul style="list-style-type: none"> <li>• The Junior Technical Assistant will support the execution and monitoring of POH/NPOH and corrosion repair activities of wagons at the Valdapudi (Visakhapatnam) workshop.</li> <li>• He will maintain records, track progress of wagon repairs, and provide necessary technical and administrative support to senior officials.</li> </ul>

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## Quality Inspectors

1	Name of post	Quality Inspector
2	Required Educational Qualification	Full time Degree in Mechanical Engineering / Production & Industrial Engineering/Automobile / Manufacturing / Mechatronic / Material Sciences / Metallurgical Engineering from recognized (AICTE) University/Institute.
3	Work Experience required	Minimum 01 year in inspection/QA  Preference will be given to Inspection/QA experience in Manufacturing Sector or repair activities on Railway Rolling stocks.
4	Upper age limit	Not More than 50 years as on 01/05/2026
5	Place of posting	At VDPD Workshop, Visakhapatnam
6	Period of contract:	Initial contract will be for ONE year and it can be extended up to 5 years based on the performance.  KRCL shall have right to terminate if performance of the candidate is found not satisfactory during the period of contract
7	Job Description:	<ul style="list-style-type: none"> <li>• Carry out inspection of POH/NPOH of rolling stock to ensure conformity with RDSO specifications, IRS standards, and laid-down maintenance practices; ensure compliance with safety norms and railway codes.</li> <li>• Detect defects and non-conformities during maintenance, initiate corrective and preventive actions (CAPA), and coordinate with mechanical, production, and maintenance units for quality assurance.</li> <li>• Maintain quality records, inspection registers, and documentation as per railway procedures; facilitate internal and statutory audits by ensuring availability of compliance reports and records.</li> </ul>

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**Technician(Welder)**

1	Name of post	Technician(Welder)
2	Required Educational Qualification	Minimum ITI qualification in welding or having welder qualification test certificate as per ISO-9006-1.
3	Work Experience required	<ul style="list-style-type: none"> <li>• Minimum 01 year of post-qualification experience in Mechanical Industry.</li> <li>• Preference will be given to candidates having experience in Manufacturing Sector or repair activities on Railway Rolling stocks.</li> </ul>
4	Upper age limit	Not More than 50 years as on 01/05/2026
5	Place of posting	At VDPD Workshop, Visakhapatnam
6	Period of contract:	<p>Initial contract will be for ONE year and it can be extended up to 5 years based on the performance.</p> <p>KRCL shall have right to terminate if performance of the candidate is found not satisfactory during the period of contract</p>
7	Job Description:	<ul style="list-style-type: none"> <li>• Welding/ Cutting works required for repairing of different types of wagons, its components and associated activities at VDPD workshop.</li> <li>• Assist in upkeep and maintenance of welding machinery and equipment to ensure safe, reliable, and efficient operations.</li> <li>• Ensuring proper housekeeping of the workplace.</li> </ul>

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**Technician (Fitter)**

1	Name of post :	Technician (Fitter)
2	Required Educational Qualification	ITI Certificate issued by a recognized ITI / Technical Training Institute / or any Government approved authority.
3	Work Experience required	<ul style="list-style-type: none"> <li>• Minimum 01 year of post-qualification experience in Mechanical Industry.</li> <li>• Preference will be given to candidates having experience in Manufacturing Sector or repair activities on Railway Rolling stocks.</li> </ul>
4	Upper age limit:	Not More than 50 years as on as on 01/05/2026
5	Place of posting and HQ	At VDPD Workshop, Visakhapatnam
6	Period of contract:	<p>Initial contract will be for ONE year and it can be extended up to 5 years based on the performance.</p> <p>KRCL shall have right to terminate if performance of the candidate is found not satisfactory during the period of contract</p>
7	Job Description	<ul style="list-style-type: none"> <li>• Works related to repairing of different types of wagons, its components and associated activities at VDPD workshop.</li> <li>• Ensuring proper housekeeping of the workplace.</li> </ul>

## EOT Operator

1	Name of post	EOT Operator
2	Required Educational Qualification	10th Pass (compulsory) OR ITI Certificate issued by a recognized ITI / Technical Training Institute / or any Government approved authority.
3	Work Experience required	<ul style="list-style-type: none"> <li>• Minimum 02 years of post-qualification experience in EOT crane operation for ITI Qualification.</li> <li>• Minimum 4 years of post-qualification experience in EOT crane operation for 10<sup>th</sup> Pass Qualification.</li> <li>• Preference will be given to candidates having experience in Manufacturing Sector or repair activities on Railway Rolling stocks.</li> </ul>
4	Upper age limit	Not More than 50 years as on 01/05/2026
5	Place of posting	At VDPD Workshop, Visakhapatnam
6	Period of contract	<p>Initial contract will be for ONE year and it can be extended up to 5 years based on the performance.</p> <p>KRCL shall have right to terminate if performance of the candidate is found not satisfactory during the period of contract</p>
7	Job Description	<ul style="list-style-type: none"> <li>• Operate and monitor cranes/machines during shifts, ensuring safe handling of loads and adherence to authorized hand signals or radio communication.</li> <li>• Carry out daily safety checks of brakes, hoist limit switches, wire ropes, and hook latches; ensure no personnel are under suspended loads and follow all safety protocols.</li> <li>• Perform routine upkeep, minor maintenance, shutdown, and isolation of equipment after duty; undertake any other tasks assigned by controlling officials.</li> </ul>

## Vehicle Driver

1	Name of post :	Vehicle Driver
2	Required Educational Qualification	10th Pass (compulsory) and possess a valid Driving License for HMV issued by the Regional Transport Office (RTO).
3	Work Experience required	Minimum 02 years of post-qualification. Preference will be given to candidates having experience in Manufacturing Sector or repair activities on Railway Rolling stocks.
4	Upper age limit:	Not More than 50 years as on 01/05/2026
5	Place of posting and HQ	At VDPD Workshop, Visakhapatnam
6	Period of contract:	Initial contract will be for ONE year and it can be extended up to 5 years based on the performance.  KRCL shall have right to terminate if performance of the candidate is found not satisfactory during the period of contract
7	Job Description	<ul style="list-style-type: none"> <li>• Undertake material handling by transporting spares, tools, and heavy equipment between stores and workshop units (machine shop, wheel shop, bogie shop) ensuring timely availability for maintenance activities.</li> <li>• Drive staff cars, inspection vehicles, and ambulances for official duties within/outside workshop premises; ensure safe operation and readiness for emergency requirements.</li> <li>• Conduct pre-trip inspection and routine upkeep of vehicles (brakes, lights, oil, tyres), maintain logbooks with kilometre, fuel, and trip details, and carry out any other duties assigned by controlling officials.</li> </ul>

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## Lister/Forklift Operator

1	Name of post :	Lister/Forklift Operator
2	Required Educational Qualification	ITI Certificate issued by a recognized ITI / Technical Training Institute / or any Government approved authority.
3	Work Experience required	<ul style="list-style-type: none"> <li>• Minimum 02 years of post-qualification experience in Forklift and lister truck operation.</li> <li>• Should obtain valid Forklift Driving License within 03 months of appointment.</li> <li>• Preference will be given to candidates having experience in Manufacturing Sector or repair activities on Railway Rolling stocks.</li> </ul>
4	Upper age limit:	Up to 50 years as on date 01/05/2026
5	Place of posting and HQ	At VDPD Workshop, Visakhapatnam
6	Period of contract:	<p>Initial contract will be for ONE year and it can be extended up to 5 years based on the performance.</p> <p>KRCL shall have right to terminate if performance of the candidate is found not satisfactory during the period of contract</p>
7	Job Description	<ul style="list-style-type: none"> <li>• Carry out material handling of heavy components such as bogies, wheel sets, air brake equipment, and machinery parts across shop floors, stores, and loading/unloading points using forklifts/lister trucks.</li> <li>• Perform loading and unloading of materials from road vehicles and railway wagons; ensure timely supply of components to designated shops (welding, machine, etc.) as per production schedules.</li> <li>• Conduct pre-shift inspection and basic upkeep of material handling equipment (engine oil, fuel, radiator, battery) to ensure safe and efficient operations in line with workshop safety norms.</li> </ul>

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## Hydra Operator

1	Name of post :	Hydra Operator
2	Required Educational Qualification	ITI Certificate issued by a recognized ITI / Technical Training Institute / or any Government approved authority.
3	Work Experience required	<ul style="list-style-type: none"> <li>• Minimum 02 years of post-qualification experience in Hydra operation.</li> <li>• Should obtain valid Hydra Driving License within 03 months of appointment.</li> <li>• Preference will be given to candidates having experience in Manufacturing Sector or repair activities on Railway Rolling stocks.</li> </ul>
4	Upper age limit:	50 years as on date 01/05/2026
5	Place of posting and HQ	At VDPD Workshop, Visakhapatnam
6	Period of contract:	<p>Initial contract will be for ONE year and it can be extended up to 5 years based on the performance.</p> <p>KRCL shall have right to terminate if performance of the candidate is found not satisfactory during the period of contract</p>
7	Job Description	<ul style="list-style-type: none"> <li>• Perform safe material handling by loading, unloading, shifting, and stacking heavy railway components (steel plates, bogies, etc.) using cranes as per standard operating procedures.</li> <li>• Operate cranes for lifting, hoisting, and precise placement of loads, ensuring stability and adherence to approved signals and safety norms.</li> <li>• Conduct pre-operational inspection of crane systems (hydraulics, brakes, tyres, wire ropes) and coordinate with riggers for proper slinging, load balancing, and safe movement of materials.</li> </ul>

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## Helper/Khalasi

1	Name of post :	Helper/Khalasi
2	Required Educational Qualification	Minimum of 10th standard and be physically fit for general office duty, Housekeeping and maintenance duties.
3	Work Experience required	Minimum 02 years post qualification experience. Preference will be given to candidates having experience in Repair Workshops or Manufacturing Units
4	Upper age limit:	50 years as on date 01/05/2026
5	Place of posting and HQ	At VDPD Workshop, Visakhapatnam
6	Period of contract:	Initial contract will be for ONE year and it can be extended up to 5 years based on the performance.  KRCL shall have right to terminate if performance of the candidate is found not satisfactory during the period of contract
7	Job Description	<ul style="list-style-type: none"> <li>• Assist technicians/artisans (fitters, welders, electricians, carpenters) in POH/NPOH activities, including repairs and maintenance of rolling stock, wheel sets, bogies, springs, and alternators.</li> <li>• Carry out material handling within workshop premises— lifting, shifting, loading/unloading of spares, wheels, and components; support tool handling, cleaning, and arrangement for maintenance activities.</li> <li>• Maintain shop-floor housekeeping, cleanliness of machines/tools, and proper disposal of waste; provide basic office support (file handling, document movement, upkeep of office areas) as assigned by controlling officials.</li> </ul>

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## FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/town/\* in District/Division \* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled Castes/Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_  
The Constitution (Scheduled Castes) Union Territories order, 1951 \* \_\_\_\_\_  
The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_  
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*.  
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.  
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.  
The Constitution (Pondicherry) Scheduled Castes Order 1964@  
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @  
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@  
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @  
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @  
The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@  
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@  
The Constitution (SC) orders (Amendment) Act, 1990@  
The Constitution (ST) orders (Amendment) Ordinance 1991@  
The Constitution (ST) orders (Second Amendment) Act, 1991 @  
The Constitution (ST) orders (Amendment) Ordinance 1996  
The Scheduled Caste and Scheduled Tribe Orders(Amendment ) Act 2002.  
The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.  
The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.  
The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati \_\_\_\_\_ Father/mother \_\_\_\_\_ of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

%3. Shri/Shrimati/Kumari and /or \* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory of \_\_\_\_\_

Signature \_\_\_\_\_  
 \*\* Designation \_\_\_\_\_  
 (with seal of office)

Place \_\_\_\_\_  
 Date \_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

**NOTE:** The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* **List of authorities empowered to issue Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

**NOTE:** ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

OBC-NCL Certificate Format

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL)\* APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum\*\* \_\_\_\_\_ Son/  
Daughter\*\* of Shri/Smt.\*\* \_\_\_\_\_ of Village/  
Town\*\* \_\_\_\_\_ District/Division\*\* \_\_\_\_\_ in  
the State/Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ community that is recognized as a backward class under  
Government of India\*\*\*, Ministry of Social Justice and Empowerment's Resolution No.  
\_\_\_\_\_ dated \_\_\_\_\_\*\*\*\*

Shri/Smt./Kum. \_\_\_\_\_ and/or \_\_\_\_\_  
his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division  
of the \_\_\_\_\_ State/Union Territory. This is also to certify that  
**he/she does NOT belong to the persons/sections (Creamy Layer)** mentioned in Column 3 of the  
Schedule to the Government of India, Department of Personnel & Training O.M. No.  
36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004  
Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated  
14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014, and  
again further modified vide OM No. 36033/1/2013-Estt (Res) dtd. 13/09/2017.

District Magistrate /  
Deputy Commissioner /  
Any other Competent Authority

Dated:

Seal

- 
- \* Visit <http://www.ncbc.nic.in> for latest guidelines and updates on the Central List of State-wise OBCs.  
\*\* Please delete the word(s) which are not applicable.  
\*\*\* As listed in the Annexure (for FORM-OBC-NCL)  
\*\*\*\* The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**NOTE:**

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.  
(b) The authorities competent to issue Caste Certificates are indicated below:  
(i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).  
(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.  
(iii) Revenue Officer not below the rank of Tehsildar' and  
(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides  
(v) Certificate issued by any other authority will be rejected

## ANNEXURE for FORM-OBC-NCL

Sl. No.	Resolution No.	Date of Notification
1	No.12011/68/93-BCC(C)	13.09.1993
2	No.12011/9/94-BCC	19.10.1994
3	No.12011/7/95-BCC	24.05.1995
4	No.12011/96/94-BCC	09.03.1996
5	No.12011/44/96-BCC	11.12.1996
6	No.12011/13/97-BCC	03.12.1997
7	No.12011/99/94-BCC	11.12.1997
8	No.12011/68/98-BCC	27.10.1999
9	No.12011/88/98-BCC	06.12.1999
10	No.12011/36/99-BCC	04.04.2000
11	No.12011/44/99-BCC	21.09.2000
12	No.12015/9/2000-BCC	06.09.2001
13	No.12011/1/2001-BCC	19.06.2003
14	No.12011/4/2002-BCC	13.01.2004
15	No.12011/9/2004-BCC	16.01.2006
16	No.12011/14/2004-BCC	12.03.2007
17	No.12011/16/2007-BCC	12.10.2007
18	No.12019/6/2005-BCC	30.07.2010
19	No. 12015/2/2007-BCC	18.08.2010
20	No.12015/15/2008-BCC	16.06.2011
21	No.12015/13/2010-BC-II	08.12.2011
22	No.12015/5/2011-BC-II	17.02.2014
23	No. 12011/04/2014-BC-II	14-01-2015
24	No. 12011/7/2014-BC-II	23-01-2015
25	No. 12011/1/2015-BC-II	27-05-2015
26	No. 12015/05/2011-BC-II	15-07-2015
27	No. 12011/06/2014-BC-II	09-09-2015
28	No. 12011/13/2016-BC-II	25-05-2016
29	No. 12011/14/2016-BC-II	15-06-2016
30	No. 12011/15/2016-BC-II	30-06-2016
31	No. 12011/04/2014-BC-II	11-08-2016
32	No. 12011/6/2014-BC-II	07-12-2016
33	No. 12011/13/2016-BC-II	22-12-2016
34	No.20012/1/2017-BC-II	19-01-2017
35	No. 12011/7/2017-BC-II	31-07-2017

**Government of .....**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

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

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport size  
attested photograph of  
the applicant

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\*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.