



# RAILWAY RECRUITMENT BOARD GUWAHATI

STATION ROAD, PANBAZAR, GUWAHATI – 781001

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## **DO'S & DONT'S**

### **DO'S**

1. Apply only in response to specific Employment Notifications. Read the concerned Notification thoroughly before filling the Application Form.
2. Apply only in A4 size bond paper (80 GSM)
3. Fill up the application only in your own handwriting. Fill all items in the application. Write “Not Applicable” where relevant.
4. Check up the eligibility conditions before applying,
5. Ensure that community certificates (wherever applicable) are in the prescribed format.
6. Ensure that the application is filled up properly in all aspects. Pay special attention to the following facts.
  - (i). Paste recent, clear colour photograph without wearing glasses and cap.
  - (ii). Affix signatures, wherever asked, for in running hand and not in capital letters.
  - (iii). Fill up the column for identification marks.
  - (iv). Indicate IPO/DD No. and Date in the Information Sheet (Annexure-2).
  - (v). Reproduce sample paragraph in running handwriting in the space provided in the information sheet. NOT IN CAPITAL LETTERS.
  - (vi). Affix clear left hand thumb impression in the spaces provided for.
  - (vii). Attach necessary self attested photocopies of certificates, proof of Date of Birth, Qualification, prescribed fees (if applicable) through IPO/DD only.
7. Watch out for dates of examination and publication of results on the website and also in the Employment News / Rozgar Samachar.
8. Report for the examinations/interviews/verification of documents at the specified time on specified dates.
9. Maintain discipline in the examination hall / room and in the office of the Railway Recruitment Board.

10. Report to Chief Vigilance Officer, N. F. Railway, Maligaon about any cheating, false promises, demand for bribes for providing employment or influencing the Railway Recruitment Board.
11. Be sure that you are sending only one application in one envelope.
12. Beware of fake websites. The official website of RRB, Guwahati is [rrbguwahati.gov.in](http://rrbguwahati.gov.in)
13. We care – always contact Railway Recruitment Board, Station Road, Guwahati-781001, for specific enquiries about your status of application, written examination results etc. Please see ‘contact us’ for RRB address and telephones on the website.

### **DONT'S**

1. DO NOT BELIEVE in any false promises made by unscrupulous elements and touts promising jobs in the railways or to help in the recruitment on payment of money.
2. DO NOT SUBMIT more than one application for the same post. This will result in rejection of application.
3. DO NOT INDULGE in impersonation. If proved, you will be debarred for life for appearing in any examination conducted by the Railway Recruitment Boards.
4. DO NOT TRY to forge certificates or submit false/fake certificates or documents.
5. DO NOT LEAVE your original certificates with the Railway Recruitment Board.
6. DO NOT ENCLOSE original certificates with the applications.
7. DO NOT ENCLOSE copies of certificates which is not asked for.
8. DO NOT CARRY cell phones or any electronic instrument (even in the switched off mode) into the examination hall.
9. DO NOT leave the examination hall with Question Booklet or Original/Duplicate OMR sheet (Answer sheet).
10. DO NOT MISUSE the facility of free travel authority, wherever provided.
11. DO NOT BRING any pressure or influence from any quarters.