RAILWAY RECRUITMENT CELL
EASTERN RAILWAY

NKG Building, 11th Floor, 14- Strand Road, Kolkata-700001

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No. RRC-ER/CEN-08/2024/DV (487) Date: 20.11.2026

Sub: Guideline for the candidates for pre-recruitment medical examination and for uploading of documents on OIRMS portal against CEN 08/2024

(A) Pre-recruitment medical examination

1. Issue of Memo and Call Letter

RRC-ER will issue the medical examination memo and call letter to all DV-cleared candidates. Candidates will be sent to their respective Railway Hospital on the **next working day after DV clearance**, as mentioned in the call letter.

2. Designated Railway Hospitals

Sl.	Hospital	Hospital Code
a	Kancharapara Railway Hospital	WRH/KPA
b	Sealdah Railway Hospital	BRSH/SDAH
c	Howrah Railway Hospital	DRH/HWH
d	Liluah Railway Hospital	WRH/LLH
e	Asansol Railway Hospital	DRH/ASN
f	Chittaranjan Locomotive Works	CLW

3. Medical Fee Receipt (Rs. 24) – Mandatory

- Before reporting to the hospital, take your medical examination memo to the nearest Railway station of the hospital allotted to you.
- At the ticket counter, present the memo and pay **Rs. 24**.
- Collect the receipt issued by the counter.
- Produce this receipt at the hospital before the pre-recruitment medical examination.

Failure to produce the Rs. 24 receipt at the hospital may result in denial of the medical examination.

4. Reporting on the Day of Examination

Report on time to the hospital mentioned in your memo (08:45 Hrs.) and strictly follow the hospital's instructions. Carry the following:

- Original medical call letter / memo
- Rs. 24 medical fee receipt
- **Aadhaar card** (mandatory)
- Other required documents related to the recruitment.

5. Absence – Important

Absence on the scheduled date of the pre-recruitment medical examination will result in **cancellation of candidature with immediate effect**. No second chance will be provided under any circumstances, and no request or representation will be entertained. Candidates are strongly advised to plan accordingly and ensure timely reporting.

6. Additional Instructions for Candidates

- Carry recent passport-size photographs, if required by the hospital.
- Bring a valid original photo ID along with the Aadhaar card (mandatory), and your DV clearance documents.
- **If candidate use spectacles or contact lenses, bring them along with your latest prescription and related documents.**
- Bring any previous medical records or certificates relevant to existing conditions.
- Check the hospital timings and reporting time in the call letter. Reach the Railway station and hospital early, as the receipt must be obtained before the examination.
- The hospital and date allotted cannot be changed.
- Keep your mobile phone and registered email/SMS accessible for any updates from RRC-ER.
- Dress comfortably and avoid carrying unnecessary valuables.

(B) Uploading of documents on OIRMS portal

All candidates are hereby informed that the OIRMS portal is currently not operational for RRC/ER due to technical error.

In view of this, candidates are strictly advised **not to upload any documents** on the OIRMS portal until further notice. Any attempt to upload documents during this period may not be saved or recorded properly, which could lead to incomplete or invalid submissions.

Note: Candidates are advised to follow the procedure carefully to avoid delays or complications.

-Sd-
Chairman
Railway Recruitment cell
Eastern Railway