

**RAILWAY RECRUITMENT CELL
EASTERN RAILWAY
56, C. R. AVENUE, KOLKATA – 700 012.
Website address : www.rrcer.com**

Employment Notice No. 1/2012/S&G

Date of issue : 04/01/2013

RECRUITMENT AGAINST SCOUTS AND GUIDES QUOTA FOR THE YEAR 2012-2013.

Closing Date and Time for receipt of applications : 08/02/2013 up to 17.00 hrs.

Closing Date & Time for candidates residing at Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti Districts and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar and Lakshadweep Island and candidates residing abroad : **25/02/2013.**

Applications, on plain paper (A4 size) in the given format should be neatly typed or hand written either in English or Hindi are invited from the eligible scouts & guides candidates for filling up the vacancies against Scouts & Guides Quota of Eastern Railway for the year 2012-13. The candidates having no Scout & Guide qualifications need not to apply.

For Category – 1 (Gr. ‘C’) the separate application in prescribed format to be sent by **ordinary post only** to the Dy. Chief personnel officer(WS), E.Rly, Recruitment Section, 17, Netaji Subhas Road, Fairlie Place, Kolkata – 700 001. or dropped in the application box kept in the office of the Chief personnel officer, E.Rly, Welfare Section, 17, Netaji Subhas Road, Fairlie Place, Kolkata – 700 001. during office hours except Saturday, Sunday and Holydays. **(Courier Post / Registered Post / Speed Post will not be accepted).**

For Category – 2 [Gr. ‘D’ (Erstwhile)] separate application according to the choice of Divisions / Workshops in prescribed format to be sent by **ordinary post only** to the respective Divl. Railway Managers/Chief Works Managers i.e. The Divisional Railway Manager, Eastern Railway, DRM’s Office, Asansol – 713301, (WB) / The Divisional Railway Manager, Eastern Railway, DRM’s Office, Howrah - 711101, (WB) / The Divisional Railway Manager, Eastern Railway, DRM’s Office, Jhaljhalia, Malda Town – 732102, (WB) / The Divisional Railway Manager, Eastern Railway, DRM’s Office, Sealdah, Kolkata – 700 014 (WB) / Chief Works Manager, Eastern Railway, Kanchrapara Workshop, Kanchrapara, 24 PGS (N) – 743145 (WB) / Chief Works Manager, Eastern Railway, C&W Workshop, Liluah, Howrah – 711204 (WB) / Chief Works Manager, Eastern Railway, Jamalpur Locomotive Workshop, Jamalpur, Munger – 811214 (Bihar) or dropped in the application box kept in the respective offices. **(Courier Post / Registered Post / Speed Post will not be accepted).**

Gr.’D’ (Erstwhile) Applications only will be dropped/sent to respective division/workshop. Not in Dy.CPO/E.Rly. at Fairlee Place.

1.0 DETAILS OF POSTS TO BE FILLED IN:—

Sl. No.	Post	Grade (RSRP)	Quota	Distribution of Quota (Unitwise)	Minimum Educational and Scouting/Guiding Qualification
1.	Category -1 Group 'C'	Rs.5200-20200/- (RSRP-08)+ GP Rs.1900/- or Rs.2000 in PB - I	02	Any Division in Eastern Rly.	(i) For Non-Technical Popular Categories (NTPC) : Matriculation or Equivalent with 50% marks in aggregate. (Not applicable for SC/ST candidates and for the candidates of any category possessing higher qualification) (ii) For Technician Categories: Act Apprenticeship/ITI. No other qualification including Diploma in Engineering /BE will be accepted as an alternative qualification. Act Apprenticeship/ITI certificate must be approved by SCVT / NCVT. (iii) Scouting/Guiding Qualification as in Para 4.0

2.	Category - 2 Group 'D' (Erstwhile) (Khalasi, Porter, Trackman etc.)	Rs.5200/- 20200/- with GP Rs.1800/- in PB - I	08	ASN – 1 HWH – 2 MLDT – 1 SDAH – 1 JMP – 1 KPA – 1 LLH – 1	(i) Passed Class-10 th pass or ITI or equivalent (ii) Scouting/Guiding Qualification as in Para 4.0
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2.0 Age limit (Age as no. **01. 07. 2013**)

Category of Post	UR	OBC	SC / ST	Serving Rly Employee, Widow/ Divorced women/ women judicially separated but not married/ Staff of Quasi Administrative Offices of Railway Organisations/ Ex - Serviceman/ Persons with Disability.
Group 'C' (Category -1)	18 to 30 Yrs.	3 yrs. in upper age	5 yrs. in upper age	As per following criteria (2.0 to2.6)
Group 'D' (Erstwhile) [Category -2]	18 to 33Yrs.	3 yrs. in upper age	5 yrs. in upper age	As per following criteria (2.0 to2.6)

2.0 **Extent of Age Relaxation :**

- 2.1 Serving Railway employees who have put in three years of continuous service and substitutes who have put in three years of continuous service or three years in broken spells in the Railways. Maximum Age UR -40yrs., OBC - 43 yrs., SC/ST - 45 yrs.
- 2.2 Widows / Divorced women and women judicially separated but not married. Maximum age UR - 35yrs., OBC-38 yrs., SC/ST-40 yrs.
- 2.3 Persons who had ordinarily domiciled in the Kashmir Division of the State of Jammu & Kash mir during the period from 1st January 1980 to 31st December 1989 – by 5 years.
- 2.4 Staff of Quasi Administrative Offices of Railway Organisations – by 5years or service rendered by them in such organization, whichever is less.
- 2.5 Ex-Serviceman: Relaxation of age will be to the extent of service rendered by them in Defense Service plus 3 yrs. provided they have put in a minimum of 6 months service after attestation and up to the age of 40 years for reservists not employed in the Governmental Service.
- 2.6 Persons with Disability: Maximum age UR -40 years, OBC-43 years, SC/ST-45 years.

3.0 **Conditions :**

- 3.1 Selection of Candidates will be subjected to Medical Examination in the prescribed medical standard by Railway Medical Authority prior to their appointment after due selection.
- 3.2 Candidates will have to undergo prescribed training course as applicable for the post as per existing instructions.
- 3.3 The age will be reckoned as on **01. 07. 2013**.
- 3.4 All the copies of Certificates in regards to age, educational qualifications, scouting qualifications , other qualifications, caste certificate and other certificates duly attested by a Gazetted Officer are to be enclosed along with the application form.
- 3.5 Two self-addressed envelopes (size 23 c.m. × 10 c.m.) with Rs.5/- postage stamp to be affixed on each Envelope and send along with the application.
- 3.6 Two recent passport size photographs (Without colour glass & cap on head) with their names written at the back should be clipped along with the application form.

- 3.7 Application not properly filled in, incomplete or with overwriting, erasing or not supported by the attested copies of relevant certificates will be liable to be rejected.
- 3.8 Application received by post directly beyond the last date will not be entertained. Railway Administration, Eastern Railway will not be responsible for any postal delay/wrong delivery whatever at any stage of the selection process.
- 3.9 Specific post in Group 'C' (Category -1) and Group 'D' (Erstwhile) [Category -2] & place of posting will be decided by the Appropriate Rly Authority.
- 3.10 The candidates' admission at all stages of the recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions.
- 3.11 Separate application should be made for Category - 1 & Category - 2.
- 3.12 Separate application should be made according to choice of Divisions/Workshops for Category - 2.

4.0 Scouting/Guiding Qualification (For both categories) :

- 4.1 President's Scout/Guide/Rover/Ranger OR Himalayan Wood Badge Holder OR A Pre -HWB trained Scout Leader/Advanced Trained Guide Leader/Captain, and
- 4.2 Should have been an active member of a Scout Organisation for at least 3 years in the recent past and should continue to be active, @ and
- 4.3 Should have attended at least one event at National level and one or two events at State level

OR

*should have a good record of participation in Scouts/Guides activities at Unit/District level.

N.B.: @ At least 3 years in the recent past i.e during 2009 -10, 2010-11, 2011-12 and should continue to be active i.e. during 2012-2013 and there after.

* Each candidate will produce Certificates issued by Group Leader concern/District Authority as the case may be duly countersigned by respective District Commissioner of at least one event in each of the proceeding three years from the date of publication of Notification.

5.0 Procedure for Recruitment for Scouts & Guides quota :

Candidates who apply in response to notification issued and are found eligible for consideration for appointment against Scouts & Guides quota, will be assessed on the following basis.

- 5.1 **Written Examination**—Candidates will have to appear for a written test on a particular date for Group 'C' and Group 'D' (Erstwhile) respectively. The written test will consist of 50 objective type questions relating to Scouts & Guides Organisation and its activities as per syllabus outlined in Annexure 'I' for Group 'C' (Category-1) and Annexure 'II' for Group 'D' (Erstwhile) (Category-2). Dates of Written Examination of Group 'C' (Category-1) and Group 'D' (Erstwhile) (Category-2) will be separately notified. **50 marks.**

5.2 Scouts and Guides qualification over and above the minimum prescribed as eligibility condition : 35 marks.

- | | | | | |
|-------------|---|---|---|-------|
| 5.2a | Participation in International event
(One event - 5 marks, two or more events - 7 marks) | - | 7 | marks |
| 5.2b | Participation in National event
(No marks of the first event. The same being the minimum eligibility condition; One event - 5 marks, two or more events -7 marks) | - | 7 | marks |
| 5.2c | Participation in Jamboree on the Indian Railways
(One event - 5 marks, two or more events - 7 marks) | - | 7 | marks |
| 5.2d | Events / Rallies attended at State level
(One event - 5 marks, two or more events - 7 marks) | - | 7 | marks |
| 5.2e | Specialized Scout / Guide Course
Pioneering / Mapping and Standard Judging Course / Vocational Craft Course
(One event - 5 marks, two or more events - 7 marks) | - | 7 | marks |

5.3 Personality test / Interview **15 marks**

TOTAL : 100 marks

6.0 Examination Fees :

- 6.1** The Examination fees of Rs. 40/- (Rupees forty only) is payable either in form of Demand Draft (DD) / Indian Postal Order drawn in favour of **‘FA&CAO, Eastern Railway Kolkata’**. This Examination Fee is not refundable / transferable / adjustable under any circumstances.
- 6.2** DDs / IPOs issued before the date of publication of this Employment Notice or after the closing date will not be accepted and the Application Form will be rejected.
- 6.3** Application received with Cash / Cheque / Money order / Central Recruitment Fee Stamps will not be accepted and will be rejected.
- 6.4** Candidate must write their name, full address at the space provided in the IPO / at the back of DD.
- 6.5** Separate application with separate examination fee should be submitted in case of candidate applying in both the Group ‘C’ (Category-1) and Group ‘D’ (Erstwhile) [Category-2] category and for each Division & Workshop.
- 6.6** Fee Exemptions: SC / ST candidates, Ex -Servicemen, Persons with Disabilities, Women candidates, Minority* candidates, Candidate belonging to economically Backward Classes** are exempted for payment of examination fees.

Note : * Minority will mean Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians (Parsis).

** Economically Backward Classes will mean the candidates whose family income is less than Rs. 50,000/- per annum.

- 6.7** Authorities competent to issue income certificates for the purpose of identifying economically backward classes.
- (i) District Magistrate or any other Revenue Officer up to the level of the Tahsildar.
 - (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
 - (iii) Below Poverty Line (BPL) Card or any other certificate issued by Central Government under a recognized poverty alleviation programme of Izzat MST issued by Railways.
 - (iv) Union Minister may also recommend for any person from any where in the Country.
 - (v) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

Note : Candidates claiming ‘Fee exemptions’ shall enclose a copy of the certificate in the prescribed format.(Available at the website)

7.0 Community Certificate :

- 7.1** No post is exclusively reserved for OBC and SC/ST candidates.
- 7.2** Candidates claiming to belong to OBC and SC/ST communities are required to produce community certificates from the competent Authority in the prescribed format (Proforma is available in the website) and enclose the copy of the same with the application.
- 7.3** The Community Certificates produced by the OBC candidates should specially indicate that the candidate does not belong to persons / sections (Creamy layer).

8.0 Choice of Language for question paper :

The candidates must choose any one of the following languages only : Hindi or English.

9.0 General Instructions :

- 9.1** Eastern Rly. Administration's decision will be final. The decision of the Administration in all matters relating to eligibility, acceptance or rejection of applications etc. will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection. The Administration does not undertake any responsibility for sending or reply to the candidates not selected or not called for in Written Examination/Interview. No refund of Examination Fee will be made.
- 9.2** The application is liable to be rejected if any of the compulsory enclosure is not attached as indicated in the proforma or the application is found defective in any respect.
- 9.3** Canvassing in any form will disqualify the candidature.
- 9.4** As per the extant rules a IIInd Class journey Pass from Home Station to the place of Examination and back will be issued to SC/ST candidates for appearing in written test.
- 9.5** No column should be left blank, which also may be the cause of rejection of the application.
- 9.6** Verifications of all testimonials and certificates will also be mandatory condition for appointment.

- 9.7 No application form will be supplied by the Railway.
- 9.8 The envelope containing the application must be superscribed "Application for Recruitment against Scout -Guide Quota for 2012-2013" for the Category of Group
- 9.9 Place of Posting will be decided by the Appropriate Authority .
- 9.10 Candidates in response to this notification shall ensure that he/she fulfils all eligibility conditions at the time of submission of Application.
- 9.11 Recent Passport size photographs (Taken within one month) should not be accompanied with colored glass and cap on the head and it may be the cause of rejection of the application.
- 9.12 Photographs pasted on the Application Form, not signed by the candidate may be the cause of rejection of the application.
- 9.13 Without date & Thumb impression, Unsigned and Signed in Block or Capital letters may be the cause of rejection of the application.
- 9.14 Certificates in languages other than English or Hindi should be accompanied by an attested translation in English / Hindi.
- 9.15 Candidates seeking age relaxation or Fee Exemption, must be produced the Cast Certificate, Death Certificate of husband, Affidavit that she has not remarried since, Copy of Decree from the competent court of law, Discharge Certificate, No Objection Certificate and Bonafide Certificate from the employer, where applicable.
- N.B.** All legal disputes shall be decided under the jurisdiction of Hon'ble Central Administrative Tribunal, Calcutta.

Annexure—' I '

I. Proposed Syllabus for Selection under Scouts & Guides Quota for Group 'C' Posts :

History of Scouting/Guiding ; Law & Promise ; Organisation —Distt. & State Level ; Training Centre —Distt. & State level ; Knowledge of Books ; Scouting for Boys/Guiding for Girls in India ; Motto, left hand shake ; Salute ; Prayer ; Flag Song ; National Anthem ; Know the National & Scouting Flags ; Social Services at various occasions ; Hiking ; Proficiency Badges ; How these are earned ; Stages in Scouting/Guiding ; Thinking Day ; Progressive Training of Scouts/Guides/Rovers/Rangers ; Pioneering ; Handicrafts; Indian Railway Jamborette ; National Jamboree ; Jamboree on the Air ; Organisation at National level ; National Training Centers ; WAGGGS/WOSM ; Upa -Rashtrapati Award Competition ; Prime Minister's Shield Competition ; Community Development Programmes ; Aims and Methods of Scouting ; How Scouting is useful in producing better citizens.

Annexure—' II '

II. Proposed Syllabus for Selection under Scouts & Guides Quota for Group 'D' (erstwhile) Posts :

History of Scouting/Guiding ; Law & Promise ; Organisation—Distt. & State Level ; Training Centre —Distt. & State level ; Knowledge of Books ; Scouting for Boys/Guiding for Girls in India ; Motto ; left hand shake ; Salute ; Prayer ; Flag Song ; National Anthem ; Know the National & Scouting Flags ; Social Services at various occasions ; Hiking ; Proficiency Badges ; How these are earned ; Stages in Scouting/Guiding ; Thinking Day ; Progressive Training of Scouts/Guides/Rovers/Rangers ; Pioneering ; Handicrafts ; Indian Railway Jamborette ; National Jamboree ; Jamboree on the Air.

FORMAT FOR APPLICATION

Employment Notice No . 1/2012/S&G

Application for the appointment against Scouts and Guides Quota in Group 'C' & 'D'

Candidates should specially mention category such as (1) for Group 'C' and (2) for Group 'D' (Erstwhile) **Category**

[**Strike out which address is not applicable**]

To

The Dy. Chief Personnel Officer (WS),
Eastern Railway, Fairlee Place,
17, Netaji Subash Road (1st floor)
Kolkata-700 001.

To

The Divisional Railway Manager, Eastern Railway, DRM's Office,

To

The Chief Works Manager,
Eastern Railway,

Affix Recent Passport Size Photograph duly signed with date
--

----- Work Shop,

PIN –

PIN –

1. Name of the applicant in Full.....
(in Block Letters)

2. Father's/Husband's Name
Surname Name

3. Father's/Husband's Official Designation (if any) :

(i) Office/Stn. where working/worked.....

4. Address in full
with Pin Code No. :
(In Block Capital)
.....

5. Name of the nearest Rly. Station :
(in block letters)

6. Contact No. / Mobile No.....

7. Date of Birth (in figures) : (in words)
(In Christian era)

8. Age as on 01/07/2013.....Yrs.monthsdays.

9. Sex....., 10. Marital status.....(Single/Married), 11. Nationality

[ContdP / 2]

10. Community (UR / OBC / SC / ST), 13. Religion
(If SC/ST then indicate the sub cast)

11. Whether belongs to:

(Write Yes or No. If yes, attached supporting documents)

Minority Class	Economically Backward Class	Widow but not married	Divorced Women but not married	Judicially separated but not married	Persons with Disability

12. Whether Employed/Ex-service man : (Write Yes / No)

(If so, indicate the followings) :

(a) Designation (b) Place of posting

(c) Post held From.....To.....

(c) Name of the Organisation & Address where employed

.....
.....

13. Write your two personal marks of identification : (i)

(ii)

14. Educational Qualification :

Examination Passed	Year of Passing	University / Board / School	Percentage (%) of Marks	Class / Division

15. Scouting/Guiding Qualification :

(a) Successfully Completed President's/Rashtrapati Award :

Name of the Course	Year	Certificate No.	Date
Scout/Guide			
Rover/Ranger			
Pre-HWB / Advanced			
Himalaya Wood Badge			

(b) Member of

From

To

Name of the Group

Date

Date

[ContdP/3]

Position held :

As..... from..... to..... Warrant No..... Date.....

As..... from..... to..... Warrant No..... Date.....

(c) Events attended

(i) International Events :

Sl.No.	Name of the event	Date	Place
1.			
2.			
3.			

(ii) National Events/National Jamboree/Samagam etc. :

Sl.No.	Name of the event	Date	Place
1.			
2.			
3.			

(iii) Participation in Indian Rlys. Jamborette :

Sl.No.	Name of the event	Date	Place
1.			
2.			
3.			

(iv) State Events (Rallies/Camporees/Competitions etc.) :

Sl.No.	Name of the event	Date	Place
1.			
2.			
3.			

(v) Specialised Events (Pioneering, Mapping, Vocational Crafts Course etc.) :

Sl.No.	Name of the event	Date	Place
1.			
2.			
3.			

[ContdP/4]

(vi) District/Unit Events (Rallies, Competitions, Services etc.)

[At least one event in each of the proceeding three years from the date of publication of Notification.]

:

Sl.No.	Name of the event	Date	Place
1.			
2.			
3.			

N.B.: Candidates may attach separate sheets if the space is not adequate.

16. Other Qualifications/Extra Curricular activities :

(Attach photocopies of Certificates)

17. I.P.O. No / D.D. No. Date.....

18. Choice of language for question paper:

19. **Declaration** : I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or myself being not eligible in the terms of eligibility criteria, my candidature/appointment is liable to be cancelled/terminated without any notice.

I also commit to serve the organisation continuously for more than five years after getting appointment, otherwise necessary action as deemed fit by the administration may be taken against me.

Left Thumb Impression of the applicant (Should not be smudged)	Signature of the Applicant

Place.....

Name

Date.....

DECLARATION OF THE GROUP LEADER

The particulars given by Mr. / Mrs.. / Mas. / Miss

in item No.16 (a), (b) & (c) are verified and found correct and his / her application hereby forwarded for consideration for Group 'C' / Group 'D' post against Scouts and Guides quota.

Place

Signature

Date

Name

Official designation (If employed)

Office Seal

Counter signed by State or District Commissioner / Secretary (Scouts / Guides)

Place

Signature

Date

Name

Office Seal

Official designation

[ContdP/5]

No. of enclosures attached (Compulsory) :

1. Attested copy of Age Proof Certificate.
2. Attested copy of Educational/Technical Qualification.
3. Attested copies of Scouting/Guiding Qualification.
4. Attested copies for seeking age relaxation.
5. Attested copies of Scout/Guide Group attached/Post held from time to time in the recent past three years etc.
6. Attested copies of Events attended (I/ Events, Jamborees, N.I. Camps, Samagams, Rallies, Camporees, Service Projects etc.)
7. Attested copies of Other Qualification/Curriculum Activities, if any.
8. Two Passport size Photographs (one should affixed in the application with signature and another should be clipped with the application and name written behind).
9. Two self-addressed envelope of size 23 c.m.×10 c.m. with name in full and complete address should be written clearly thereon with Rs.5/- postage stamp affixed on each.
10. Postal Order / D.D. to be drawn in favour of - as per the column 6.0

N.B.: * SC/ST will eligible for Free Rly. Journey Pass for attending written Exam./Interview/Personality Test.
