

RECRUITMENT AGAINST SCOUTS AND GUIDES QUOTA FOR THE YEAR 2014-2015

**OFFICE OF THE CHIEF PERSONNEL OFFICER
EASTERN RAILWAY
FAIRLIE PLACE (1st FLOOR)
17, NETAJI SUBHAS ROAD, KOLKATA – 700 001.
Website address: www.er.indianrailways.gov.in**

Employment Notice No. 1/2014/S&G

Date of issue: 02.12.2014

Closing Date and Time for receipt of applications: 06.01.2015 upto 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 : **21.01.2015 up to 17.00 hrs.**

Applications, on plain paper (A4 size) in the given format neatly typed or hand written either in English or Hindi are invited from the eligible scout & guide candidates for filling up the vacancies against Scouts & Guides Quota of Eastern Railway for the year 2014-15. Category-1 in G.P Rs.1900/2000-2 posts & Category-2 in G.P Rs.1800-8 posts. The candidates having no Scout & Guide qualifications need not to apply.

For Category – 1 (Gr. ‘C’ in GP Rs. 1,900/- / 2,000/-) Application in prescribed format to be sent **by-post** to the Chief Personnel Officer, E.Rly., CPO Office, Recruitment Section (1st floor), 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 Holidays.

For Category – 2 [Gr. ‘D’ (Erstwhile) in GP Rs. 1,800/-] Separate application according to the choice of Divisions / Workshops in prescribed format to be sent **by-post** 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 Parganas(N)–743145 (WB) / Chief Works Manager, Eastern Railway, C&W Workshop, Liluah, Howrah–711204 (WB) or dropped in the application box kept in the respective offices.

However it may be noted that written examination for all units (Head Quarters/ Divisions/Work Shops) for Gr.’C’ & Erstwhile Gr.’D’ will be held on the same day.

Applications only are be dropped/sent to respective Division/Workshop/Head Quarter Unit as per choice

1.0 DETAILS OF POSTS TO BE FILLED IN:—

Sl. No.	Post	Grade (RSRP)	Quota	Distribution of Quota (Unit-wise)	Minimum Educational and Scouting/Guiding Qualification
1.	Category -1 Group 'C' (in suitable post)	Rs.5,200/- – 20,200/- + GP Rs 1,900/- or Rs. 2,000 in PB-I	02	Any Division in Eastern Rly.	(i) Matriculation or Equivalent with 50% marks in aggregate. (Not applicable for SC/ST candidates and for the candidates of any category possessing higher qualification) OR Passed out 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. (ii) Scouting/Guiding Qualification as in Para 4.0
2.	Category - 2 Group 'D' (Erstwhile) (in suitable post)	Rs. 5,200/- – 20200/- with GP Rs.1,800/- in PB - I	08	Asansol – 1 Howrah – 2 Malda – 1 Sealdah – 2 Kancharapara –1 Liluah – 1	(i) Passed Class-10 th or ITI or equivalent or National Apprenticeship Certificate (NAC) granted by NCVT. (ii) Scouting/Guiding Qualification as in Para 4.0

2.0 Age limit (Age as on 01.01.2015)

Category of Post	UR	OBC	SC / ST	Serving Rly Employee, Widow/ Divorced women/ women judicially separated but not married
Group 'C' (Category- 1) (Erstwhile)	18 to 30 Yrs.	Relaxation up to 3 yrs. (in upper age)	Relaxation up to 5 yrs. (in upper age)	As per following criteria (2.1 & 2.2)
Group 'D' (Category-2)	18 to 33Yrs.			

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.

3.0 Conditions :

3.1 Selection of Candidates will be subjected to Medical Examination as applicable for the post 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 **01.01.2015**

3.4 All the photocopies 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.)

3.6 Two recent passport size photographs (*without cap & coloured glass*) with their names written at the backside 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 category in Group 'C' (Category-1) and Group 'D'(Erstwhile) [Category-2], for 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 Only one application should be made for Category – 1 or Category – 2.

3.12 Application should be made according to choice of Divisions/Workshops for Category– 2 & should be send/dropped to the respective Division/Workshop.

3.13 In case of serving employee “**No objection certificate**” from the employer should be submitted.

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 2011-12, 2012-13, 2013-14 and should continue to be active i.e. during 2014-2015 and thereafter.

* Each candidate should 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 preceding 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.

Candidates will be adjudged for 100 marks as bellow:-

5.1 50 marks for written examination 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 Erstwhile Group 'D' (Category-2).

Date of Written Examination will be separately notified:

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

5.2a Participation in International event - **7 marks**
(One event - 5 marks, two or more events- 7 marks)

5.2b Participation in National event - **7 marks**
(No marks of the first event. The same being the minimum eligibility condition; One event - 5 marks, two or more events -7 marks)

5.2c Participation in Jamboree on the Indian Railways - **7 marks**
(One event - 5 marks, two or more events - 7 marks)

5.2d Events / Rallies attended at State level - **7 marks**
(One event - 5 marks, two or more events - 7 marks)

5.2e Specialized Scout / Guide Course - **7 marks**
Pioneering / Mapping and Standard Judging Course / Vocational Craft Course
(One event - 5 marks, two or more events - 7 marks)

5.3 15 marks for Personality test / Interview

6.0 Examination Fees :

6.1 The Examination fee of **Rs. 100/- (Rupees One hundred) only** is payable either in form of Demand Draft (DD) / Indian Postal Order (IPO/ Payable at GPO, Kolkata) 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 Fee Exemptions: SC/ST candidates, 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/- (Rupees fifty thousand) per annum
Candidates claiming 'Fee exemptions' shall enclose a copy of the certificate in the prescribed format. (**Enclosed as ANNEXURE-A**)

- 6.6** 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 or 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.

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 (Enclosed as ANNEXURE 'B' & 'C') 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 any 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 of the application 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 super scribed "Application for Recruitment against Scout-Guide Quota for "2014-2015" 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 and without date 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.
- 9.15 Category of post should be mentioned in the application. Not mentioning the same may be the criteria of rejection of application.
- 9.16 Rly. Authority is not the responsible for wrong delivery/dropping of application and also mentioning the address & category wrongly on the application, the same may be the criteria of rejection of application.
- 9.17 Mere calling/Appearing in written test and/or personality Test/interview does not confer any right or claim for appointment.

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.

Chief Personnel Office / E.Rly / Kolkata

15. In case of serving employee: (Write Yes / No)

(If so, indicate the followings):

(a) Name of the organization where employed

(b) Employed: From.....To.....

(c) Designation.....

(d) Address of the employer

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

(ii)

17. Educational Qualification:

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

18. 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

Position held :

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

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

(c) (i) Details of Certificates of activities for preceding three years from the date of publication of Notification :

Sl. No.	Name o the Event	Year	Certificate No. & Date	Issued by National/ State/District/Group
		2011-12		
		2012-13		
		2013-14		

N.B.: The photocopy of the certificates at least one event for each year should be countersigned by the concerned District Commissioner/District Chief Commissioner.

Events attended

(ii) International Events :

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

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

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

(iv) Participation in Indian Rlys. Jamborette :

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

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

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

(vi) Specialised Courses (Pioneering/Mapping/Standard Judging Courses and Vocational Crafts Course etc.) :

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

(vii) District/Unit Events (Rallies, Competitions, Camps, Services etc.) :

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

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

19. Other qualifications/extra curricular activities:
(attach photocopies of Certificates)

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

21. Choice of language for question paper:

22. **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
OR
DECLARATION OF THE DISTRICT /STATE SECRETARY (AS THE CASE MAY BE)

The particulars given by Mr. / Mrs.. / Mas. / Miss
in item No.18 (a), (b) & (c) are verified and found correct. He/She is an active member of a Scout Organisation for last 3 years in the recent past and his / her application hereby forwarded for consideration for Group 'C' / Group 'D' Category against Scouts and Guides quota.

Place Signature

Date Name

Office Seal Official designation (If employed)

..... Scouting/Guiding Designated Stamp

COUNTERSIGNED BY STATE/DISTRICT SECRETARY
OR
DISTRICT/STATE COMMISSIONER CONCERNED (AS THE CASE MAY BE)

Place Signature.....

Date

Name.....

Office Seal Official designation

..... Scouting/Guiding Designated Stamp

No. of enclosures attached (Compulsory) :

1. Attested copy of Age Proof Certificate.
2. Attested copy of Educational/Technical Qualification Certificate.
3. Attested copies of Scouting/Guiding Qualification Certificate.
4. Attested copies of relevant documents for seeking age relaxation.
5. Attested copies of documents for Scout/Guide Group attached/Post held from time to time in the recent past three years etc.
6. Attested copies Certificates of Events attended (International Events, Jamborees, N.I. Camps, Samagams, Rallies, Camporees, Camps, Service Projects etc.)
7. Attested copies of Certificates of other qualification/curriculum activities, if any.
8. Two Passport size Photographs (one should affixed in the application with signature & date 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.
10. Postal Order / D.D. to be drawn in favour of - as per the coloumn 6.0
11. Attested copy of Cast Certificate, if applicable.
12. Candidates belonging to Minority Community and Economically Backward Classes, claiming for waiver for examination fee, to submit declaration/income certificate as per enclosed applicable format. (ANNEXURE- B)

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

**FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD
INCOME CERTIFICATE FOR WAIVER OF EXAMINATION FEES**

- Name of candidate :
- Father's Name :
- Age (with date of birth) :
- Residential Address :
- Annual Family Income (in words & figures) :
- Date of issue :
- Signature : _____
(Name)

Stamp of Issuing Authority

**Form of certificate to be produced by other Backward Classes applying
for appointment to posts under the Government of India.**

This is to certify that _____
Son of _____ of Village _____
District/ Division _____
in the _____ State _____
belongs to the _____ community which is recognized as a
backward class under the Government of India, Ministry of Welfare Resolution No.
12811/68/93-BCC (C), dated 10th Sept. 1993 published in the Gazette of India Extraordinary
Part I Section I dated 13th Sept. 1993. Shri _____ and /
or his family ordinarily reside(s) in the _____ District/
Division of the _____ State. 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 & raining O.M. No.36012/22/93-Estt.
(SCT), dated 08.09.1993.

Dated

District Magistrate,

Seal

Deputy Commissioner

Etc.

NB:

- (a) The term “ordinarily used here will have the same meaning as in Section 20 of the Representation of Peoples Act, 1950.
- (b) Where the certificates are issued by Gazetted Officers of the Indian Government or State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner(Certificate a issued by Gazetted Officers and attested by District Magistrate/ Deputy Commissioner are not sufficient).

PROFORMA FOR CAST CERTIFICATE FOR SC/ST CANDIDATES

The candidates are required to obtain cast certificates in the proper proforma from the competent authority and produce the original certificate at the time of verification failing which he/she may be disqualified. This is strictly required vide chapter 13 of the Brochure (Published by Govt. of India, Ministry of Personnel, Public Grievances & Pensions Department of Personal Training, New Delhi). As a large number of candidates are producing certificates issued by authority different from the competent authority they are advised to comply with the instructions.

FORM OF CAST CERTIFICATES

(Form of certificate to be produced by a candidate belonging to Scheduled Cast and Scheduled Tribes in support of claim)

This to certify that Sri/Smt./Kum* _____ Son/Daughter* of _____ of village/town* _____ District/Division* _____ of State/Union Territory* _____ belongs to the _____

Cast/Tribe* which is recognized as a Scheduled Cast/ Scheduled Tribe* under:-

- The Constitution (Scheduled Cast) order 1950.
- The Constitution (Scheduled Tribes) order 1950.
- The Constitution (Scheduled Cast) (Union Territories) order 1951.
- The Constitution (Scheduled Tribes (Union Territories) order 1951 (as amended by the Scheduled Cast and Scheduled Tribes List modification), Order, 1956 the Bombay Reorganisation Act 1960, the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Reorganisation Act 1971, and the Scheduled Tribes Order (Amendment) Act, 1976.
- The Constitution (Jammu and Kashmir) Scheduled Cast order, 1956.
- The Constitution (Jammu and Kashmir) Scheduled Tribes order, 1956.
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1956.
- The Constitution (Dadra and Nagar Haveli) Scheduled Casts order, 1962.
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962.
- The Constitution (Pondicherry) Scheduled Casts order, 1964.
- The Constitution Scheduled Tribes (Uttar Pradesh) order, 1967.
- The Constitution (Goa, Daman and Diu) Scheduled Casts order, 1968.
- The Constitution (Goa, Daman and Diu) Scheduled Tribes order, 1968.
- The Constitution (Nagaland) Scheduled Tribes order, 1970.
- The Constitution (Sikkim) Scheduled Casts order, 1978.
- The Constitution (Sikkim) Scheduled Tribes order, 1978.