

RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA 2014-15
in GROUP `C` & `D` CATEGORY IN SOUTH EASTERN RAILWAY
Employment Notice No.02/SER/S&G/14-15

Opening Date- 15.11.2014.

Closing Date- 15.12.2014.

Time: Up to 18.00 Hrs.

Applications on good quality A-4 size plain paper using one side only in the prescribed format (as at Annexure-1) to this Notification are invited from the citizens of India for filling up 02(Two) posts in Group 'C' categories in scale: Rs.5200 – 20200/- with Grade Pay –Rs.1900/- or Rs.2000/- and 10 (Ten) erstwhile Group –'D' posts in various categories in scale Rs.5200 – 20200/- with Grade Pay - Rs.1800/- against Scouts & Guides Quota 2014-15 over South Eastern Railway from the eligible and meritorious Scouts & Guides candidates having Scouting/Guiding Qualification as prescribed below:-

1. Details of post to be filled in:

Srl. No.	Post	Scale of Pay	No. of posts	Distribution
1.	Group-`C`	Rs.5200 - 20200/- with corresponding Grade Pay- Rs.1900/- or Rs.2000/-	02 (Two)	Over South Eastern Railway
2.	(Erstwhile) Group-`D`	Rs.5200 - 20200/- with corresponding Grade Pay- Rs.1800/-	10 (Ten)	02 posts each for Kharagpur, Adra, Chakradharpur & Ranchi Division and 02 posts for Central District (HQ)/ GRC.

N.B. i) Selected candidates for Group 'C' posts and selected candidates of Central District (HQ) against Group 'D' posts will be posted any where over S.E.Railway where vacancies are available.

ii) The Railway administration reserves the right to modify the number of vacancies. Candidates having Scouts & Guides qualifications, as prescribed below (as per Column – 3) and fulfilling Educational Qualification and age limit (as per Column-2) should apply.

iii) The candidates having no Scouts & Guides Qualification need not apply.

2. Minimum educational qualification and age:

Post	Educational qualification	Age (as on 01.01.2015)
Group-`C`	<u>FOR NTPC:-</u> Minimum Matriculation or equivalent examination with 50% marks in aggregate. The stipulation of 50% marks is not applicable having higher than Matriculation Qualification and SC/ST candidates. <u>FOR TECHNICAL CATEGORIES:-</u> Passed out Act Apprenticeship/ITI. Certificate of Act Apprenticeship/ITI must be approved by SCVT/NCVT.	UR : 18 - 30 Years OBC : 18 - 33 Years SC/ST : 18 - 35 Years

N.B. Candidate must possess Scouting/ Guiding Qualification as in Para – 3.

(Erstwhile) Group-`D`	10 th pass or ITI or equivalent or NAC (National Apprenticeship Certificate) granted by NCVT. N.B. Candidate must possess Scouting/ Guiding Qualification as in Para – 3.	UR : 18 - 33 Years OBC : 18 - 36 Years SC/ST : 18 - 38 Years
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Note: The OBC Certificate must be a recent one and the candidate must belong to non-Creamy Layer having parents' annual income less than 4.5 lakhs.

3. Scouting / Guiding qualifications: (Applicable for both Group 'C' & Group 'D' post)

Besides the educational qualification and age limit, the following Scouting & Guiding qualifications are essential for recruitment against Scouts & Guides Quota:-

- (a) Candidate should be a President's Scouts / Guides /Ranger / Rover,
Or
Himalayan Wood Badge holder
Or
A Pre-HWB trained Scout Leader/Advanced trained Guide/Leader/Captain.
- (b) Should have been an active member of a Scout Organization for at least 03(Three) years in the recent past and should continue to be active.
- (c) 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.

4. Medical Examination:

Candidates will be subjected to medical examination by Railway medical authority prior to their appointment after due selection.

5. Whom to apply:

For recruitment in Gr.'C' posts, applications should be addressed to the Asstt. Personnel Officer (Recruitment), South Eastern Railway, 11, Garden Reach Road, Kolkata-700043, by **ordinary post only** or to be dropped in the box provided at RRC/SER, in the Bungalow No.12A, ground floor, Garden Reach. For Group 'D' posts the applications should be addressed to the Postal address of respective Division and it should be sent by **ordinary post only** or dropped in the box provided in the respective offices, at the address given below:

a)	CENTRAL DISTRICT(HQ) (Garden Reach/New Koilaghat/ Shalimar/ Santragachi/ Tikiapara)	Asstt. Personnel Officer (Recruitment) South Eastern Railway, 11, Garden Reach Road, Kolkata-700043
b)	KHARAGPUR DIVISION	The Divisional Railway Manager (Personnel) South Eastern Railway, Kharagpur, Pin-721301
c)	ADRA DIVISION	The Divisional Railway Manager (Personnel), South Eastern Railway, D.R.M. Building, Adra, West Bengal, Pin-723121
d)	CHAKRADHARPUR DIVISION	The Divisional Railway Manager (Personnel), South Eastern Railway, P.O. Chakradharpur, Dist: West Singbhum, Jharkhand - 833102
e)	RANCHI DIVISION	The Divisional Railway Manager (Personnel), South Eastern Railway, D.R.M. Building, Hatia, Jharkhand, Pin -834003.

6. Last date for receipt of applications: 15.12.2014 (18.00 Hrs.)

7. How to apply:

- a) The format of application given at Annexure-1 should be neatly typed or handwritten either in English or Hindi on A-4 size paper. Two passport size recent coloured photographs (without coloured glasses/sunglass/cap on the head) one without signature and one duly signed by the candidate and attested by the Gazetted Officer be pasted in the specified space on the application form.
- b) Two passport size recent photographs (same as affixed in the application form) duly signed on the top should be clipped along with the application form.
- c) Left thumb impression (LTI) must be carefully embossed in the relevant box provided in the bottom of last page. The LTI must bear distinct ridges and should not be blurred or smudged.
- d) All the photocopies of certificates in support of age, caste, (where applicable), educational qualification, Scouting Qualification, other qualification etc. should be self-attested by the candidate & enclosed along with the application form.
- e) Copies of participation certificates and membership certificates for the last three consecutive years in the recent past and continuation certificate as active member should be countersigned by State/District Commissioner (Scouts) for Scout Wing and State/District Commissioner (Guides) for Guides Wing and should be enclosed along with the application form.

f) **Examination Fee:**

1. The examination fee for unreserved and OBC candidates is Rs.100/- (Rupees Hundred only). Candidates belonging to SC/ST/PWD (PH) & Women, Minority Communities and Economically Backward Classes/Sections are exempted from payment of examination fee.

2. Explanation:

- a) Minorities will mean Muslims, Christians, Sikhs, Buddhists and Zoroastrians (Parsis). For claiming Waiver of examination fee, minorities' candidates should furnish "self declaration" as mentioned in **Annexure-IV** alongwith the application form. At the time of document verification, such candidates claiming waiver of examination fee, will be required to furnish "minority community declaration" affidavit on non-judicial stamp paper of Rs.10/- (Ten) that he/she belongs to any of the above minority community. If the affidavit is not produced during document verification, the candidature will be rejected.
 - b) Economically backward classes/sections will mean the candidates whose family income is less than Rs.50,000/- per annum. Such candidates have to submit income certificate to be issued in the format at **Annexure- III** on the letter head of the authorized issuing authority as mentioned therein for the purpose of identifying economically backward classes/sections and enclose with the application.
3. The examination fee should be paid in the form of Crossed Demand Draft from any nationalized Bank Payable at Kolkata or Crossed Indian Postal Order from any post office drawn in favour of FA&CAO/S.E.Railway/Garden Reach payable at GPO/Kolkata. Bank Draft/IPO should be issued/purchased after the date of this notification and similarly Bankdraft/IPO issued/purchased after the closing date of notification shall not be entertained and those applications shall be rejected.

The candidates are advised to write their names and address on the backside of the Bank Draft/IPO and enclose it on the top of the Application Form.

- a) Two self-addressed envelopes (Size: 23cms. x 10 cms.) should be accompanied with the application duly affixing Postage Stamp of Rs.5/- each on it.
- b) All the applications should be in closed-envelope superscribing on the top

“Recruitment against Scouts & Guides Quota 2014-15 in S. E. Railway”

Employment Notice No. Dated”

“Post applied for and the name of the Division/Central District (HQ).....”

- c) In case of serving employee **“No objection certificate”** from the employer should be attached.

8. **Written Examination:**

Candidates will have to appear for a written test on a particular date followed by viva-voce. A common written test for Group-‘D’ post (Grade Pay of Rs.1800/-) will be fixed and intimated later on to all divisions including Hd.Qrs. For Gr.‘C’ post, the date of written test will be intimated later on. The candidate may be in readiness to appear in the written test at short notice after the last date is over.

- i) The Written Test will comprise of 50 objective type questions carrying 50 marks relating to Scouts & Guides organization and its activities as per specified syllabus outlined Category-wise (For Group-‘C’ and ‘D’) **at annexure-II.**
- ii) 35 marks for Scouts/Guides qualification (with event-wise distribution)
and
- iii) 15 marks for Personality test / Interview: **Totalling 100 marks.**
The Question paper will be in bilingual in English, and Hindi, and the candidates may answer any one of these language.

9. **Important Instructions:**

- I. The decision of the South Eastern Railway Administration in all matters relating to eligibility, acceptance or rejection of the applications and mode of selection shall be final and binding on the candidate and the decision of the South Eastern Railway Administration in connection with panel will be final.
- II. There is no community reservation against Scouts & Guides quota recruitment. The candidate belonging to SC/ST/OBC community should enclose necessary certificate for upper age relaxation and also further reservation benefit subject to their appointment on Railway.
- III. The Railway administration will not be responsible for any postal delay or wrong delivery.
- IV. **CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATURE AND NO CORRESPONDENCE WILL BE ENTERTAINED IN THE MATTER.**
- V. No refund of Examination Fee will be made.

10. Grounds for Rejection:

- a) Applications which are incomplete.
- b) Candidates under-aged/over aged as on 01.01.2015.
- c) Application not filled in by the candidate in his/her own handwriting.
- d) Application filled in a language other than Hindi/English language.
- e) Application received after the closing date & time.
- f) Application not in the prescribed format as mentioned in the Notification.
- g) Application submitted without enclosing relevant certificate duly self-attested by the candidate.
- h) Application submitted without date, marks of identification & thumb impression or blurred/smudged LTI.
- i) Application submitted without signature OR signature in block or capital letters.
- j) Application submitted without 03 years continuous Certificate from District level.
- k) Any other irregularity/incomplete application noticed and considered invalid by this Railway.

11. Number of enclosures to be attached (Compulsory):

- a) Attested copies certificates in support of age/caste/educational qualification/ Scouting Guiding qualification certificate.

Certificate from the group leader to which attached and post held from time to time events attended as given in the application and other qualification/curriculum activities, if any and waiver of payment of examination fee.
- b) Two passport size photographs (same as affixed in the application form) duly signed on the top should be clipped along with the application form.
- c) Two self addressed envelopes of size 23cms x 10cms with name in full and complete present address should be written clearly thereon with Rs.5/- postage stamp affix on each.
- d) Bank Draft/IPO amounting to Rs.100/- (Rupees Hundred) only to be drawn in favour of the FA&CAO, S. E. Railway, 11, Garden Reach Road, Kolkata-700043. (in case of candidate belonging to UR/OBC community).
- e) In case of serving candidate, "No Objection Certificate" from the employer should be attached.

ASSTT. PERSONNEL OFFICER (RECTT.)
S.E. RAILWAY/GARDEN REACH

FORMAT OF THE APPLICATION**EMPLOYMENT NOTICE NO: 02/SER/S&G/ 2014-15****APPLICATION FOR APPOINTMENT AGAINST SCOUTS & GUIDES QUOTA
IN GROUP- `C` / `D` 2014-15**

(Application should be filled up by the candidate's own hand writing)

To
The Divisional Railway Manager (Personnel),
South Eastern Railway,
.....Division
(Quote the name of division for which
application is made for Gr.D)

Affix recent
passport size
coloured
photograph

Affix recent
passport size
coloured
photograph duly
signed by the
candidate &
attested by a
Gazetted Officer

To
The Asstt. Personnel Officer (Recruitment),
South Eastern Railway,
11, Garden Reach Road,
Kolkata-700 043.

(Applicable for the candidates applying
for Gr."C" posts or for Gr."D" post meant
for Central / District (Hd.Qrs.)

1.	Name of the applicant in full (in block letters)	:	
2.	Father`s / Husband`s name	:	
3.	Father`s / Husband`s official designation (if any)	:	
4.	Office / Station where working / worked	:	
5.	Date of Birth	:	
6.	Age (as on 01.01.2015)	:	
7.	Caste : UR/SC/ST/OBC	:	
8.	Sex	:	Male <input type="checkbox"/> Female <input type="checkbox"/>
9.	Marital Status:- (single/married/widow/divorced/ judicially separated)	:	
10.	Present address for communication (in block letters with pin code)	:	
11.	Nationality	:	
12.	Religion	:	
13.	Phone/Mobile No.	:	

14.	E. Mail (if any)	:			
15.	Nearest Railway Station	:			
16.	Permanent address (in block letters with pin code)	:			
17.	Visible Marks of Identification: (mole/cut mark etc. on your body)	1.			
		2.			
18.	Medium of Written Examination (Please tik mark (√) the option)	English	<input type="checkbox"/>	Hindi	<input type="checkbox"/>
19.	Educational/Technical qualification:				
	Examination passed	Year of passing	University/Board/ School	Percentage (%) of marks	Class/ Division

20.	Scouting / Guiding Qualification: Successfully completed Presidents/Rashtropati Award.			
	Name of the course	Year	Certificate	Date
	Scout/Guide			
	Rover/Ranger			
	Pre-Wood Badge/Advanced			
	Himalaya Wood Badge			

21.	The date of joining the Scouts & Guides organization. Name of the Group	:			
		:	From _____ To _____		
22.	Position held : as _____ from _____ to _____ Warrant No. _____ date _____				
23.	Whether active member of the Group for the last 03 years in the recent past (Tick √ in the appropriate box).	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

NB: Photocopies of the certificates regarding activities for last 03 years in recent past to be attached duly certified by the State/District Commissioner (Scouts) for Scout Wing & State/District Commissioner (Guides) for Guide Wing.

24. Have you been active member of Scout/Guide Organization for the last 03 years? If 'YES', furnish supporting documents.

Year	Nature	Name of events
2011-12		
2012-13		
2013-14		

NB: Candidates may attach separate sheet if the space is not adequate.

25. Event attended:

Srl. No.	Status of the event	Name of the Event	Place	Date	
				From	To
a)	International Event				
b)	National Event /National Jamboree				
c)	Jamboree on Indian Railways				
d)	Event/ Rallies attended at State Level				
e)	Specialized Scouts/Guides course (Pioneering/Mapping/Standard Judging Course/Vocational Craft Course)				
f)	Rallies/Competition/Services etc. at District/Unit level				

NB: Photocopies of the certificates of the above events to be attached duly certified by the State/District Commissioner (Scouts) for Scout Wing & State/District Commissioner (Guides) for Guide Wing.

26. In case of serving employee: -

- a) Name of the organization where employed: _____
 b) Employed : From _____ to _____
 c) Designation: _____
 d) Address of the employer : _____

27. Other qualification / extra curriculum activities _____
 (Attach photocopies of attested certificates)

28. Bank draft / IPO No. _____ **Date of Purchase** _____

Name of Drawee Bank/Post Office: _____

Amount _____

29. Declaration: I _____ do 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 being not eligible in terms of eligibility criteria, my candidature/ appointment is liable to be cancelled/terminated without any notice at any stage even after empanelment.

I also solemnly declare here that I will serve the organization continuously, if considered for appointment.

Place:

Date:

(Left Thumb Impression)	<u>Signature of the applicant</u>

30. Declaration of the Group Leader: The particulars given by Mr./Mrs./Miss _____ in item No. _____ to _____ are verified and found correct and his/her application is hereby forwarded for considering for the Gr.'C'/Gr.'D' post against Scouts and Guides Quota of this HQ. Office/ Divisional Office/Central District (HQ).

Date:

Place:

Signature of Group Leader

Name:

Official Seal:

Official Address:

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

Place: _____

Signature: _____

Date: _____

Name: _____

Official Seal:

Official Designation: _____

Annexure-II

Outline Syllabus:

For Group 'C' post

History of Scouting /Guiding; Law and Promise; Organisation – “District and State Level”; Training Centre- District and 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 and 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 Centre, WAGGGS / WOSM-Upa Rashtrapati Award Competition; Prime Minister Shield Competition; Community Development Programme; Aims and Methods of Scouting; How Scouting is useful in producing better citizen?

For Group 'D' Post

History of Scouting/Guiding: Law and Promise: Organisation – “District and State Level”, Training Centre – District and 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 and 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.

Annexure-III**FORMAT OF INCOME CERTIFICATE FOR WAIVER OF
EXAMINATION FEES FOR ECONOMICALLY BACKWARD CLASSES/SECTIONS**

1.	Name of the Candidate	:	
2.	Father`s / Husband`s name	:	
3.	Age	:	
4.	Residential Address	:	
5.	Annual Family Income (In words and figure)	:	
6.	Date Of Issue	:	
7.	Signature of issuing authority	:	
8.	Stamp of issuing authority	:	

(Name of the issuing authority)

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

The following authorities are authorized to issue Income Certificate to be issued on the letter head of the issuing authority for the purpose of identifying economically backward classes/sections: -

- 1) District Magistrate or any other Revenue Officer upto the level of Tehasildar.
- 2) Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- 3) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- 4) Union Minister, for any persons from anywhere in the Country.
- 5) Sitting Member of Parliament of Rajya Sabha for persons of the District in which these MPs normally reside.

**SELF DECLARATION OF MINORITY CANDIDATES FOR WAIVER OF
EXAMINATION FEES**

(Proforma for declaration to be submitted by Minority candidates along with the application for the post(s) against Employment Notice No. _____)

D E C L A R A T I O N

I _____ son/daughter/wife of Sri/Smt.
 _____ Resident of village/town/city
 _____ District _____ State _____
 hereby declare that I belong to the _____

(Indicate minority community notified by Central Govt. i.e. Muslim/Sikh/Christian/
Buddhist/Parsis)

Date: _____ Signature of the candidate _____
 Place: _____ Name of the candidate _____

NOTE: At the time of document verification, such candidates claiming waiver of Examination Fees will be required to furnish 'Minority Community Declaration' affidavit on non-judicial stamp paper of Rs.10/-(Ten) that he / she belongs to any of the Minority Community notified by the Central Government (i.e. Muslim/Sikh/Christian/ Buddhist Parsis)