

SOUTH EASTERN RAILWAY

Office of the  
Pr.Chief Personnel Officer,  
Garden Reach, Kolkata-43.

Estt. Srl. No.267/2019

M.C.No. 07/2019

No. SER/P-HQ/Ruling/0/915

Dated: 31-02-2019

To  
All concerned

Sub: Recruitment against Cultural/Scouts and Guides Quota-Master  
Circular.

....

Railway Board's letter No.E(NG)II-2019/RR-2/1 dated 23.12.2019 (M.C.No.07/2019) is  
forwarded for information, guidance and necessary action.

Encl: As above.



(S.K.Pramanik)  
Asstt. Personnel Officer (Court.)  
for Pr.Chief Personnel Officer.

163  
31.12.19.

for based information

30/12  
30/12  
fcrlo  
fcrlo (6)

360 RB-2257  
1.1.2020  
31/12/19

Government of India (Bharat Sarkar)  
Ministry of Railways (Rail Mantralaya)  
(Railway Board)

No. E (NG)-II/2019/RR-2/1

New Delhi, Dated: 23.12.2019

The General Managers  
All Indian Railways/PUs,  
(As per Standard Mailing List)

NO. SER/R-HQ/Ruling/0/951

SEKly

**Sub:** Recruitment against Cultural/Scouts and Guides Quota – Master Circular.

\*\*\*\*\*

Please find enclosed herewith a copy of updated Master Circular No. 7 (Bilingual) regarding recruitment against Cultural/Scouts and Guides Quota, for information and guidance.

Please acknowledge receipt.

Encl: As above.

*M.M.Rai*  
(M.M.Rai)

Joint Director Estt. (N)II  
Railway Board

No. E(NG)II/2019/RR-2/1

New Delhi, Dated 23.12.2019

Copy to:

- (i) The General Secretary, AIRF, Room No. 253, Rail Bhawan, New Delhi (35 spares).
- (ii) The General Secretary, NFIR, Room No. 256-E, Rail Bhawan, New Delhi (35 spares).
- (iii) All Members of Departmental Council and National Council and Secretary, Staff Side, National Council, 13-C, Ferozeshah Road, New Delhi (60 spares).
- (iv) The Secretary General, FROA, Room No. 256-A, Railway Board (5 spares).
- (v) The Secretary, RBSS, Group 'A' Officers' Association.
- (vi) The President, Railway Board Class II Officers' Association.
- (vii) The Secretary General, IRPOF.
- (viii) The Secretary, Indian Railways Class II Officers' Association.
- (ix) The Secretary, Railways Board Ministerial Staff Association.
- (x) The President, Railway Board Class IV Officers' Association.
- (xi) The General Secretary, AIRPF Association.

Contd.../-

R  
01-01-2020

Ch:man/RRc  
APD/RH/4  
31/12/19





सत्यमेव जयते

भारत सरकार (Government of India)  
रेल मंत्रालय (Ministry of Railways)  
रेलवे बोर्ड (Railway Board)

सांस्कृतिक एवं स्कॉट्स तथा  
गाइड्स कोटे के अंतर्गत भर्ती  
पर

मास्टर परिपत्र सं. 7  
(दिसंबर, 2019 में अपडेटेड)

Master Circular No. 7  
on  
Recruitment Against Cultural/  
Scouts and Guides Quota  
(Updated in December, 2019)



**GOVERNMENT OF INDIA (भारत सरकार)  
MINISTRY OF RAILWAYS (रेल मंत्रालय)  
RAILWAY BOARD (रेलवे बोर्ड)**

No. E(NG)II/2019/RR-2/1/Master Circular

New Delhi, dated 13.12.2019

**The General Managers (P),  
All Indian Railways,  
Production Units & others  
(as per standard mailing list).**

**Sub: Recruitment against Cultural/Scouts and Guides Quota –  
Master Circular.**

\*\*\*\*\*

Pursuant to the issue of the Master Circular No. 7/90 dated 22.10.1990, instructions have been amended and new orders issued on the policy regarding recruitment against Cultural/Scouts and Guides Quota. Instructions issued from time to time on the above subject have now been consolidated below for the information and guidance of all concerned.

**2. Recruitment against Scouts & Guides Quota in Level - 1 and Level - 2 of 7<sup>th</sup> CPC Pay Matrix.**

(i) The annual quota for recruitment on Scouts and Guides has been fixed by this Ministry on the Zonal Railways and Production Units as below:

Level – 2 of 7 <sup>th</sup> CPC Pay Matrix	2 per Railway per year
	1 per Production Unit per year
Level -1 (erstwhile Group "D") of 7 <sup>th</sup> CPC Pay Matrix	2 per Division per year
	2 per Production Unit per year

Authority: E(NG)II/2003/RR-2/4 dated 19.11.2003 (R.B.E No. 201/2003)

**Note:** Northern Railway will recruit additional 1 per year in Level -2 of 7<sup>th</sup> CPC Pay Matrix (6<sup>th</sup> CPC GP 1900) and 2 per year in Level-1 (6<sup>th</sup> CPC GP 1800) who will be posted in Research Designs & Standards Organisation (RDSO), not to be utilized elsewhere.

(ii) Recruitment should be done at the Zonal Administrative level. For this, each Zone should conduct the recruitment by clubbing the requirement/quota fixed for all their respective divisions as well as Production Units (which are also districts under

their respective zones), falling within their territorial jurisdiction. This should be done by way of open advertisement following the procedure laid down vide this Ministry's letter No. E(NG)II/96/RR-1/62 dated 17.09.98.

(iii) The recruitment will be done only in Level -2 of 7<sup>th</sup> CPC Pay Matrix (6<sup>th</sup> CPC GP 1900/-) and Level -1 of 7<sup>th</sup> CPC of Pay Matrix (6<sup>th</sup> CPC GP 1800/-).

(iv) The educational qualification and age limit for consideration for appointment against the quota will be the same as applicable for direct recruitment to Level -2 & Level-1 respectively. Examination Fee may be charged @ Rs.500/- (Rupees Five Hundred) per candidate with the provision for refunding Rs.400/- to candidates actually appearing in the written examination. However, for candidates belonging to SC/ST/Ex-Serviceman/Persons with Benchmark Disabilities (PwBDs), Women, Minorities and Economic Backward Classes Rs.250/- will be charged, with a provision for refunding the same to those who appear in the written examination.

(Authority: E(NG)II/2009/RR-1/10 dated 17/06/2016 & E(NG)II/2017/RR-1/12(3192238) dated 28/02/2018.)

(v) Power for Recruitment of Scouts and Guides quota shall lie with the General Manager. Application shall be called separately for Level-2 (6<sup>th</sup> CPC GP Rs.1900/-) and Level-1 (6<sup>th</sup> CPC GP 1800/-). The selection shall also be conducted separately. A candidate may apply both for Level-2 and Level-1.

(vi) The following qualification would apply for the recruitment of Scouts & Guides to posts in Level-2 and Level-1.

- A President Scout/Guide/Rover/Ranger Or Himalayan Wood Badge(HWB) holder in any section;
- Should have been an active member of Scouts Organization for the last 5 years. The 'Certificate of Activeness' should be as per Annexure-I; and
- Should have attended two events at National level **OR** All Indian Railways' level **AND** Two events at State Level.

(vii) The candidate, who apply in response to the notification and are found eligible for consideration for appointment against Scout & Guides quota, should be assessed on the basis of following criteria:

(A)	Written Test	60 Marks
	The written test will consist of 40 objective question (40 marks) & 1 essay type question (20 marks) relating to Scouts & Guides Organization and its activities and General knowledge for Level-2 and Level-1. The Syllabus for this will be as per <b>Annexure-II</b> .	



(B)	Marks on Certificates	40 Marks
	<b>(i) Participation/Service rendered in National Events/National Jamboree (including all Indian Railway Events):</b>	10 Marks
	• First Two certificates (i.e. minimum eligibility qualification)	Nil
	• One Additional Event	07 Marks
	• Two or More Additional Events	10 Marks
	<b>(ii) Participation/Service rendered in State Events/Rallies:</b>	10 Marks
	• First Two certificates (i.e. minimum eligibility qualification)	Nil
	• One Additional Event	07 Marks
	• Two or More Additional Events	10 Marks
	<b>(iii) Specialized Scout/Guides course organized at National/ State/All Indian Railways level:</b>	10 Marks
	• One Course	07 Marks
	• Two or More Courses	10 Marks
	<b>(iv) Participation in District Rallies:</b>	10 Marks
	• One Certificate	Nil
	• Two Certificates	07 Marks
	• Three Certificates	10 Marks
	<b>TOTAL</b>	<b>100 Marks</b>

Authority: E(NG)II/2015/RR-2/1 dated 22.03.2018 (R.B.E No. 43/2018) & E(NG)II/2015/RR-2/1 dated 21.09.2015 (R.B.E No. 110/2015)

(viii) For selection in Level-2, the recruitment committee shall consist of three Senior Administrative Grade (SAG) officers to be nominated by the General Manager. For the selection in Level-1, the General Manager of Zonal Railways/PUs may re-delegate the power for nomination of Junior Administrative Grade (JAG) Committee and acceptance of recommendation/approval of panel for

recruitment against Scouts & Guides Quota for the Post of Level-1 of 7<sup>th</sup> CPC Pay Matrix (erstwhile Group 'D' posts) to PCPO of Zonal Railways/PUs. For selection in Level-1, the committee shall consist of three Junior Administrative Grade officers. One of them should be an officer holding honorary post of Commissioner in Scouting/Guiding organization in the committee of a Zone/Division/unit other than the one conducting the recruitment. One of the three members should be necessarily be from the Personnel department.

Authority : E(NG)II/2015/RR-2/1 dated 03.07.2019 (R.B.E No. 106/2019)

- (ix) A written declaration will be obtained from all the candidates who finally qualify for appointment as per Annexure-III. If the candidate violates any of the said declarations furnished by him/her, he/she should be taken up for D&AR by the concerned CPO/Senior DPO on the recommendation of State Chief Commissioner/District Chief Commissioner, as the case may be.
- (x) Higher fixation of pay will not be admissible to a person appointed against Scouts & Guides Quota
- (xi) The persons appointed against Scouts & Guides quota to the category of Clerks will be required to possess proficiency in typing within a period of two years from the date of their appointment, and their appointment will be provisional subject to the prescribed typing qualification within the stipulated period. In case of non-acquisition of typing skills within the prescribed period, no additional time will be given and services of such candidate will be summarily terminated.
- (xii) The Candidates selected for appointment under the Scout & Guide quota should be posted by the competent authority in consultation with the concerned State Chief Commissioner/District Chief Commissioner.
- (xiii) It may be noted that instead of notifying the posts against this quota as unreserved (UR), this should be mentioned as open to all candidates and candidates belonging to SC/ST/OBC Categories who apply against notification published for this quota be extended relaxation in age limit as admissible in a general open market recruitment. However, in case of being selected with any relaxation on account of being a candidate from the above categories, he/she will be taken against reserved roster point.
- (xiv) The field units are directed that they should finalize and fill up the posts against this quota during the respective financial year without fail.

(Authority: E(NG)II/2015/RR-2/1 dated 21.09.2015(R.B.E No. 110/2015)



3. **Recruitment against Cultural Quota posts in Level-2 and Level-1 of 7<sup>th</sup> CPC Pay Matrix.**

(i) The annual quota for recruitment on Cultural quota has been fixed by this Ministry on the Zonal Railways

Level – 2	2 per Railway per Year
(of 7 <sup>th</sup> CPC Pay Matrix)	2 per Production Unit per Year

Authority No: E(NG)II/2003/RR-2/4 dated 19.11.2003(R.B.E)No. 201/2003)

- (ii) Recruitment should be done by the Railway Administration themselves.
- (iii) The recruitment against the quota should be done by open advertisement, following the procedure laid down in this Ministry's letter No. E(NG)II 96/RR-1/62 dated 17.09.98.
- (iv) The educational qualifications for consideration for appointment against the quota will be the same as applicable for recruitment to 'Level 2' categories.
- (v) The recruitment will be done only in the Level 2 of 7<sup>th</sup> CPC Pay Matrix.
- (vi) Age limit as applicable for recruitment to other equivalent categories shall be followed.
- (vii) The following qualifications would apply for recruitment to level-2 posts against Cultural Quota.

**Essentials:**

- Educational Qualification: The minimum qualification prescribed for Level 2 Recruitment.
- Possession of degree/diploma/certificate in Music/dance/drama etc. from Govt. Recognized institute

**Desirable:**

- Experience in the field and performance given on AIR (Air India Radio)/Doordarshan etc.
- Prizes won at National Level.

(viii) The candidates who apply in response to notification issued and are found eligible for consideration for appointment against Cultural Quota should be assessed on the following basis.



(A)	<b>Written Test</b>	<b>50 Marks</b>
	Note: The Written test will consist of Objective Type Questions.	
(B)	<b>Assessment of Talent in the relevant field on</b>	
	(i) The basis of practical demonstration	<b>35 Marks</b>
	(ii) Testimonials/Prizes etc.	<b>15 Marks</b>
	<b>Total:</b>	<b>100 Marks</b>

(ix) The Recruitment Committee shall consist of three members to be nominated by the General Manger, which will include one SAG officer from personnel department, second SAG officer from any other department and an outside member of appropriate standing in the relevant field or a faculty member of any recognised University/Cultural Institution or a representative from Doordarshan/AIR (All India Radio) etc as the third member.

(x) Higher Fixation of pay will not be admissible to persons appointed against Cultural Quota.

(xi) The persons appointed against Cultural quota to all the categories of Clerks will be required to possess proficiency in Typing within a period of two years from the date of appointment and their appointment will be provisional subject to acquiring the prescribed typing qualification within the stipulated period.(Board's letter No. E(NG)II/98/RR-2/7 dated. 03.03.1999).

Authority: E(NG)II/90/RR-2/1 dated 19.06.2000

4. This Ministry have no objection for the recruitment of more Scouts & Guides, if suitable person are available, within the overall ceiling limit for cultural-cum-Scouts and Guides Quota referred in para 2 above.

(Authority: E(NG)III/79/RR-1/25 dated 18.05.1982)

5. **General:**

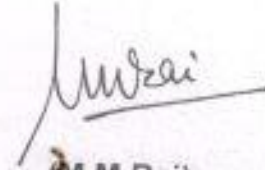
(a) While referring to this Circular, the original letters referred to herein should be read for a proper appreciation. This circular is only a consolidation of the instructions issued so far and should not be treated as a substitution to the originals. In case of doubt, the original circular should be relied upon as authority.

(b) The instructions contained in the original circulars referred to shall have only prospective effect from the date of issue unless specifically indicated otherwise in

the concerned circular. For Dealing with old cases, the instructions in force at the relevant time should be referred to; and

(c) if any circular on the subject, which has not been superseded, has not been taken into consideration while preparing this consolidated letter, the said circular, which has been missed through oversight should be treated as valid and operative. Such a missing circular, if any, may be brought to the notice of the Railway Board.

(d) Please acknowledge receipt.



(M.M.Rai)  
Jt. Director Estt. (N)-II  
Railway Board

The consolidation has been made from the following circulars:-

1. No. E(NG)III/79/RR-1/25 dated 19.09.1979
2. No. E(NG)III/77/RR-1/50 dated 07.04.1980
3. No. E(NG)III/79/RR-1/25 dated 25.08.1980
4. No. E(NG)III/79/RR-1/25 dated 18.05.1982
5. No. E(NG)II/84/RR-2/1 dated 14.09.1984
6. No. E(NG)II/86/RR-2/3 dated 04.05.1988
7. No. E(NG)II/88/RR-2/1 dated 05.06.1989
8. No. E(NG)II/98/RR-2/7 dated 03.03.1999
9. No. E(NG)II/90/RR-2/1 dated 19.06.2000
10. No. E(NG)II/2003/RR-2/4 dated 19.11.2003
11. No. E(NG)II/2015/RR-2/1 dated 21.09.2015
12. No. E(NG)II/2017/RR-1/12 (3192238) dated 27.07.2017
13. No. E(NG)II/2017/RR-1/12 (3192238) dated 28.02.2018
14. No. E(NG)II/2009/RR-1/10 dated 17.06.2019
15. No. E(NG)II/2015/RR-2/1 dated 03.07.2019

-----



Certificate No. ....

CERTIFICATE OF ACTIVENESS

This is to certify that..... (name).....of  
..... State/District/Division is an active member of  
.....Group since..... years duly registered with the State/District  
Association.

Date:

(Name & Sign)  
Group Leader(S/G)

(Name & Sign)  
DOC (S/G)

(Name & Sign)  
DC(S/G)

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 Jamboree; National Jamboree; Jamboree on the Air.

Organisation at National level; National Training Centres, WAGGGS/WOSM-Uprashtrapati Award Competition; Prime Minister Shield Competition; Community Development Programmes; Aims and Methods of Scouting; How Scouting is useful in producing better citizens?