

## EAST COAST RAILWAY

Office of the Chief Personnel Officer, 2<sup>nd</sup> Floor, Rail Sadan,  
Chandrasekharapur, Bhubaneswar, Odisha - 751017.

### Employment Notice No. ECoR /Pers/S & G/2016-17

**Date of issue: 24-01-2017**

**Closing Date: 23-02-2017**

**Closing Time: 18.00 Hrs.**

(For residents of Andaman, Nicobar & Lakshadweep: Closing Date: **02-03-2017** Closing Time: 18.00 Hrs.)

### Recruitment against Scouts and Guides Quota for the year 2016-17

1. Applications are invited from Indian nationals who are active members of **Bharat Scouts & Guides** for recruitment against **Scouts & Guides Quota** in East Coast Railway for the year 2016-17 for the vacancies indicated below:

Pay Band-1 (6 <sup>th</sup> CPC)	Grade pay in Rs.	Unit/No. of vacancies				Total
		ECoR Hqs	WAT	KUR	SBP	
Rs.5200-20200/-	Rs. 1900/-	2	-	-	-	2
	Rs. 1800/-	-	2	2	2	6
<b>Grand Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>8</b>

Application are being called separately for Pay Band Rs. 5200-20200/ Grade Pay Rs. 1900/- (6<sup>th</sup> CPC) and Pay Band 5200-20200/- Grade Pay Rs.1800/- (6<sup>th</sup> CPC) . The selection shall also be conducted separately. A candidate may apply both for Grade Pay Rs.1900/- and Grade Pay Rs. 1800/-. Candidates willing to apply for both the Grade Pays will have to apply separately and in separate envelope also. Separate examination will be conducted for the posts having Grade Pay 1900/- & 1800/-.

1.1. **Reservation** : The posts against this quota are opened to all candidates and candidates belonging to SC/ST/OBC categories who apply against this quota be extended relaxation in age limit as admissible in 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 reserve roster point.

### 2. ELIGIBILITY NORMS :

#### 2.1. Scouting / Guiding Qualifications:

The following qualifications would apply for recruitment of Scouts & Guides to posts in Grade Pay Rs. 1900/- and Grade pay Rs. 1800/-:

- (a) A President Scout/Guide/Rover/Ranger **OR** Himalayan Wood Badge (HWB) holder in any section.
- (b) Should have been an active member of a Scouts organization for the last 5 years . The 'Certificate of Activeness' should be as per **Annexure-1**: and
- (c) Should have attended two events at National level **OR** All Indian Railways' level **AND** Two events at State level

2.2. **Educational Qualifications:** Candidates should possess requisite academic qualification on the date of submission of application as given below. Those who are appearing at and/or awaiting results of final examination are not eligible:

Posts having Grade Pay Rs.	Educational Qualification
1900	12 <sup>th</sup> (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. (50% marks in the aggregate will be required for NTPC categories. 50% marks are not required for SC/ST/Ex-servicemen candidates and candidates possess higher qualification like Graduation/Post Graduation.). <b>(OR)</b> A pass in Matriculation or its equivalent from a recognized Board and having ITI certificate for the posts in Technical Categories.
1800	10 <sup>th</sup> standard or ITI or equivalent from a recognized Board.

#### 2.3. Age Limit:

(Age as on 01.07.2017)

Grade Pay in Rs.	Communities		
	UR	OBC	SC/ST
1900	18 – 29 Years	18 – 32 Years	18 - 34 Years
1800	18-32 Years	18-35 Years	18-37 Years

Note : Age relaxation to serving railway employees, staff of Quasi-administrative offices, widows/divorcee women/women judiciary separated but not married, PWD, Ex. Servicemen and ordinarily domicile persons in the state of Jammu and Kashmir will be permissible as per extant rules.

### **3. HOW TO APPLY :**

#### **3.1 Application Fee:**

Candidates should submit application fee for an amount mentioned below in the form of Demand Draft / Pay Order from any Nationalized Bank, or crossed Indian Postal Order from any Post Office (issued on or after the date of this notification) drawn in favour of “**FA&CAO, East Coast Railway, payable at Bhubaneswar**”.

<b>SI No</b>	<b>Category</b>	<b>Amount to be submitted</b>
i)	For all candidates except those mentioned in (ii) below	Rs. 500/- (Five Hundred Only) (NON REFUNDABLE)
ii)	SC/ST, Ex-Servicemen, Persons with Disabilities (PWDs), Women, Minorities, and Economic Backward Classes. (whose family income is less than Rs.50,000/- per annum)	Rs. 250/- (Rupees Two Hundred Fifty Only). The amount will be refunded to those who actually appear in the written examination. Candidates in this category should check their eligibility thoroughly before applying. Fee in respect of candidates who are ineligible, but still apply, shall not be refunded.

Note: Certificate in proof of the above issued by the authorities authorized to issue such certificate should be enclosed along with the application form for getting relaxation in the application fee.

#### **3.2. Instruction for filling up the application Form:**

- (i) The notification with the application form are available in East Coast Railway website [www.eastcoastrail.indianrailways.gov.in](http://www.eastcoastrail.indianrailways.gov.in). Candidates should carefully read the instructions before filling up application form. Application Form should be made on a good quality white A-4 (210x297 mm) size paper using ONE SIDE ONLY. The candidate should use the same format as available in the website.
- (ii) The candidate has to fill up required information in his/her own handwriting using blue / black ball point pen. The application should be filled either in English or Hindi but not in any other language. Application filled in any language other than Hindi/English and having any change in the format of application will lead to rejection of application summarily.
- (iii) One recent passport size photograph (4cm x 5cm) should be affixed on the application form without fail. The Photo may preferably be not older than 3 month as on date of applying. The photo should clearly reveal the full face and should be taken without wearing cap and goggles/coloured glasses. Photo should be new, sharp and clear, with light background, suitable for scanning and printing. Do not put any mark or signature on the front side of the affixed photograph. The photograph should be neatly and firmly pasted in the prescribed space, and not stapled or pinned. **Photograph should not be attested.**
- (iv) One loose extra photograph with name, date of birth, and signature of the candidate written on the backside should be attached along with the application form.
- (v) Candidate should copy the paragraph at Item-19 of the application form in English/Hindi in his/her own running handwriting (not in capital/spaced out letters) in the space given below the paragraph.
- (vi) Signature of the applicant must be full and in running hand not in block capital letter or disjointed letters. Candidates are required to sign in English or in Hindi in the prescribed places provided in the application form.
- (vii) While filling up of the application, candidates have to ensure that the signatures and two marks of physical identification (like a mole on the nose, cut-mark on the forehead in the left side or a scar mark below the left arm etc) are clearly given without fail. Candidates should also give two left thumb impressions in the application form. If the LTIs are not clear and are smudged, the application will be liable to be rejected.
- (viii) Applicant should write on the top of the envelope containing the application as follows: **“Application against Scouts and Guides Quota Recruitment for the year 2016-17 for Grade pay Rs. 1900/ or 1800/- .”**
- (ix) Applicant should clearly indicate the post for which he/she applied for (i.e. for GP Rs. 1900/- or for GP Rs. 1800/-). Applications without indicating the Grade Pay will be rejected.
- (x) Candidates should send their applications so as to reach at the address mentioned at para 3.3 below on or before the closing date and time. Railway Administration shall not be responsible for any postal delays. Application received after the last date & time would be summarily rejected.
- (xi) Candidates should note that only Date of Birth as recorded in the Matriculation/High School Examination Certificate is to be considered.
- (xii) Candidate should write his/her name, father’s name / husband’s name in capital letters as given in educational Certificate.

- (xiii) Before applying for a post, the candidate should ensure that he/she fulfils the eligibility and other criteria stipulated for the post. The Railway Administration would be free to reject any application not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed, such candidate is liable to be summarily removed from service even after appointment.
- (xiv) Serving Government Employees should send applications through proper channel only i.e. through their office. Further, that while filling up the application, candidates serving in any government Department or Public Sector Undertaking including Railways may give a “Declaration” that they have intimated the fact of their applying for the exam to their office in the event of their selection, they will submit NOC from their employer at the time of Document Verification. In case they fail to submit NOC at the time of Document Verification, their candidature would be cancelled.
- (xv) Those candidates who are debarred from appearing in any of the RRB/RRC exams need not apply unless their debarment period is over by the closing date of this Employment Notification. Otherwise, their applications shall not be entertained.
- (xvi) Applicant should enclose with the application a set of **Self-Attested** legible xerox copies of all certificates, in proof of educational qualification, age, ST/SC/OBC status etc.
- (xvii) Copies of participation certificates and membership certificate for the last five 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.
- (xviii) Applicant should fill all 22 columns in the application without fail.

**3.3 Address for submitting application :** Candidates should send their applications by ordinary post to the Assistant Personnel Officer (Recruitment), 2<sup>nd</sup> Floor, South Block , Rail Sadan, Chandrasekharapur, Bhubaneswar, Odisha – 751017. Alternatively, candidates can drop their applications directly in Drop Box placed at the office premises of Chief Personnel Officer, 2<sup>nd</sup> Floor, South Block , Rail Sadan, Chandrasekharapur, Bhubaneswar, Odisha – 751017.

#### **4. SELECTION PROCEDURE:**

**4.1** The candidates who apply in response to the Notification and are found eligible, will be called for written examination. Candidates to the extent of only 5 times of the vacancies, who have scored minimum 35% marks in the Written Test, shall be called for Scouting Skill Assessment (B) and for marks on certificates (C). The merit list of Written Test (A) shall be criterion for short listing.

<b>Sl. No.</b>	<b>Attributes</b>	<b>Marks</b>
(A)	<b>Written Test:</b> The written test will consist of 40 objective question (40 marks) & 1 essay type question (10 marks) relating to Scouts and Guides Organization and its activities and General Knowledge for Grade pay Rs.1900/- and Grade pay Rs. 1800/-. <i><b>There will be negative marking in the written test and 1/3<sup>rd</sup> of marks allotted for the Objective Type Question will be deducted for every wrong answer.</b></i> Written test shall be of duration of 60 minutes.	<b>50</b>
(B)	<b>Scouting Skill Assessment:</b> A Skill Assessment Committee will assess the practical ability of the candidates.	<b>10</b>
(C)	<b>Marks on certificates</b>	<b>40</b>
	(i)Participation/Service rendered in National events/National Jomboree (including All Indian Railway Events): <ul style="list-style-type: none"> <li>• First Two certificates (i.e. minimum eligibility qualification)</li> <li>• One additional event (07 marks)</li> <li>• Two or more additional events (10 marks)</li> </ul>	10
	(ii) Participation/Service rendered in State events/Rallies: <ul style="list-style-type: none"> <li>• First Two certificates (i.e. minimum eligibility qualification)</li> <li>• One additional event (07 marks)</li> <li>• Two or more additional events (10 marks)</li> </ul>	10

	(iii) Specialized Scout/Guide course organized at National/State/All Indian Railway level: <ul style="list-style-type: none"> <li>• One Course (07 marks)</li> <li>• Two or more Courses (10 marks)</li> </ul>	10
	(iv) Participation in District Rallies: <ul style="list-style-type: none"> <li>• One certificate (Nil)</li> <li>• Two certificate (07 marks )</li> <li>• Three certificates (10 marks)</li> </ul>	10
<b>Total</b>		<b>100</b>

**4.2 SYLLABUS FOR THE WRITTEN TEST (FOR BOTH THE POSTS having Grade Pay 1900/- & 1800/-):**

History of Scouting/Guiding; Law & Promise; Organization – ‘District & State Level’; Training Centre – District & 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; Handicraft; Indian Railway Jamborette; National Jamboree; Jamboree on the Air. Organization at National Level; National Training Centres; WAGGGS/WOSM Uprastrapati Award Competition; Prime Minister Shield Competition; Community Development Programmes; Aims and Methods of Scouting; How scouting is useful in producing better citizen?

**4.3:** The date, time and venue of written examination, scouting skill assessment/ document verification will be fixed by the RRC and will be intimated to the eligible candidates in due course. Request for postponement of the examination/ scouting skill assessment / document verification will not be entertained under any circumstances.

**5. OTHER TERMS AND CONDITIONS :**

- (i) Eligibility status of the candidate shall be made available on East Coast Railway website. Candidates can verify their eligibility from the website. SMS and e-mail will be sent to all eligible candidates. Candidate should keep their mobile number and e-mails active till the end of recruitment process. RRC will not entertain any request for change of mobile number and e-mail address at any stage.
- (ii) Applications not fulfilling any of the terms and conditions given in this notification shall be summarily rejected.
- (iii) Applicant should possess requisite educational and Scouting/Guiding qualifications on the date of submission of application.
- (iv) Discrepancies in the application submitted would render the candidate ineligible at any time during the selection.
- (v) Eligible applicants will be issued with call letters to their correspondence address, for the Written Test. East Coast Railway will upload the list of eligible and ineligible candidates applying for the notified vacancies in the website of East Coast Railway website address [www.eastcoastrail.indianrailways.gov.in](http://www.eastcoastrail.indianrailways.gov.in) for general information and viewing. No other intimation of rejection, other than uploading the list in the above mentioned website, would be communicated to ineligible candidates.
- (vi) SC/ST candidates will be eligible for free rail travel in second class for attending Written Test/ Document verification-cum-Scouting Skill Assessment.
- (vii) Selected candidates have to pass the requisite medical fitness standards prior to appointment.
- (viii) In the event of appointment as Clerk-cum- typist posts in Group-C railway service, candidates will be required to acquire typing proficiency of 30 w.p.m. in English or 25 w.p.m. in Hindi within a period of two years from the date of appointment, and till such time, appointment will be provisional.
- (ix) Decision of East Coast Railway in all matters relating to this recruitment shall be final.
- (x) The candidates applying against this notification should keep track of the Date of Written Test / Document verification-cum-Scouting Skill Assessment which will be notified through the official website of East Coast Railway. In case the applicant does not receive the call letter before the notified date of written examination due to postal delay, the applicant should report to the Assistant Personnel Officer(Rectt.) in person for duplicate call letter **one day before the day of the written examination**. Duplicate call letter will be issued on production of original photo Identity Card i.e. Aadhar Card, Voter Identity Card, PAN Card, Passport or Driving License etc.

- (xi) A common written test will be conducted for the eligible applicants applying against Grade Pay of Rs. 1800/- against the Divisional vacancies.
- (xii) Candidates may download recruitment notification and application form available on East Coast Railway website address [www.eastcoastrail.indianrailways.gov.in](http://www.eastcoastrail.indianrailways.gov.in)
- (xiii) Selected candidates are likely to be posted anywhere on East Coast Railway after successful completion of all pre-appointment formalities, including training wherever prescribed.

**5. LEGAL JURISDICTION:** For any legal disputes, the jurisdiction will be the Central Administrative Tribunal, Cuttack.

**6. CAUTION:** Recruitment is purely merit based. East Coast Railway have not appointed any agent or coaching centre for acting on its behalf for this recruitment. Candidates are cautioned against any false claims made by any unscrupulous persons/agencies of getting them selected in this recruitment on illegal consideration. If they come across any such persons/agencies, please do inform to Chairman, Railway Recruitment Cell, 2nd Floor, South Block, Rail Sadan, Chandrasekharpur, Bhubaneswar, Odisha-751017. They can also inform to the Sr.DGM cum Chief Vigilance Officer, Rail Sadan, Chandrasekharpur, Bhubaneswar, Odisha - 751017.

**CHIEF PERSONNEL OFFICER**