



EAST COAST RAILWAY

RAILWAY RECRUITMENT CELL (RRC)

2nd Floor, Rail Sadan (South Block), Chandrasekharapur, Bhubaneswar, Odisha - 751017.

RECRUITMENT AGAINST SCOUTS AND GUIDES IN ECoR FOR THE YEAR 2019-20.

Employment Notice No. ECoR /Pers/S&G/2019-20

Opening Date & Time	07.12.2019 at 11:00 hrs
Closing Date & Time	06.01.2020 at 23:59 hrs

1. ONLINE Applications are invited from Indian citizens who are active members of **Scouts & Guides** for recruitment against **Scouts & Guides Quota** in East Coast Railway for the year 2019-20 for the vacancies indicated below:

Pay as per RS(RP) Rules, 2016	Unit/No. of vacancies				Total
	ECoR Hqs	WAT	KUR	SBP	
Level-2 (GP ₹ 1900/-)	2	-	-	-	2
Level-1 (GP ₹ 1800/-)	-	2	2	2	6
Grand Total	2	2	2	2	8

- NOTE:** (i) The candidate may apply for pay matrix level -2 (GP ₹ 1900/-) or pay matrix level-1 (GP ₹ 1800/-) or both.
(ii) Separate examination will be conducted for the posts having Pay of Level- 2 & Level-1.

- 1.1. **Reservation :** The posts against this quota are open to all candidates and candidates belonging to SC/ST/OBC categories who apply against this quota will be extended relaxation in age limit and application fee 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 Age Limits: (As on 01.01.2020)

Post	Age Group	Lower Age	Upper Age		
			UR	OBC	SC/ST
Level-2	18-30yrs.	01.01.2002 for all categories	02.01.1990	02.01.1987	02.01.1985
Level-1	18-33 yrs.		02.01.1987	02.01.1984	02.01.1982

2.1.2 Extent of Age Relaxation:

Sl. No.	Categories	Relaxation in Upper Age limit (or) Maximum upper Age (years)					
		UR		OBC		SC/ST	
		Level-1	Level-2	Level-1	Level-2	Level-1	Level-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.	40	40	43	43	45	45
2.	Widow/Divorced women and women judicially separated but not remarried.	35	35	38	38	40	40
3.	Persons who had ordinarily domiciled in the Kashmir Division of the State of Jammu and Kashmir during the period from 1 st January 1980 to 31 st December'1989.	38	35	41	38	43	40
4.	Persons with Disability	43	40	46	43	48	45
5.	Course Completed Act Apprentices applying for the posts	33 plus extent of	30 plus extent of	36 plus extent of	33 plus extent of	38 plus extent of	35 plus extent of

	for which minimum qualification is ITI/Course Completed Apprenticeship Act	apprentice training	apprentice training	apprentice training	apprentice training	apprentice training	apprentice training
6.	Candidates who are course Completed Act. Apprentices under Apprenticeship Act before attaining the age of 25 years.	35	35	38	38	40	40
7.	Staff of quasi Administrative Offices of Railway Organizations: Relaxation of age will be to the extent of 5 years (or) service rendered by them in such organizations whichever is less.						
8.	Ex-servicemen candidates: Relaxation of age will be to the extent of service rendered by them in Defence services plus 3 years provided they have put in a minimum of 06 months service after attestation and up to the age of 40 years for reservists not employed in Government Service						

2.2 Minimum Scout and Guide Qualification:

The following qualifications are mandatory for recruitment of Scout & Guide posts in both Level-1 and Level-2:-

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

2.3. Educational Qualifications:

Candidates should possess requisite minimum educational qualification as on the **Date of issue of Notification**. Those who are appearing at and/or awaiting results of final examination are not eligible.

Posts	Educational Qualification
Level-2 (GP ₹ 1900/-)	12 th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate for Non Technical Popular Categories Note: <ul style="list-style-type: none"> 50% marks are not required for SC/ST/Ex-servicemen candidates 50% marks are not required for candidates possessing higher qualification like Graduation/Post Graduation. (OR) A pass in Matriculation or its equivalent from a recognized Board AND having ITI certificate for the artisan posts (Tech-III).

Level-1 (GP ₹ 1800/-)	10 th pass (OR) ITI or equivalent (OR) National Apprenticeship Certificate (NAC) granted by NCVT.
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3. SELECTION PROCEDURE:

3.1 Stages of recruitment:-

The recruitment will be based on following two stages:-

- a) Written Test.
- b) Marks on certificate.

3.2. Candidates to the extent of only 5 times of the vacancies, who have scored minimum 35% marks in the Written Test, shall be shortlisted for certificate verification for awarding marks on certificates. The merit list of Written Test shall be criterion for short listing of the candidates for next stage of recruitment. .

Sl. No.	Attributes	Marks
(a)	Written Test: The written test will consist of 40 objective questions (40 marks) & 1 essay type question (20 marks), in bi-lingual format, relating to Scouts and Guides Organization and its activities and General Knowledge for Level-2 and Level-1 posts. There will be negative marking in the written test and 1/3rd of marks allotted for the Objective Type Question will be deducted for every wrong answer. Written test shall be of duration of 60 minutes.	60 Marks
(B)	Marks on certificates	40 Marks
	(i) Participation/Service rendered in National events/National Jamboree (including All Indian Railway Events):	10 Marks
	• First Two certificates (i.e. minimum eligibility qualification)	Nil
	• One additional event	07 Marks
	• Two or more additional events	10 Marks
	(ii) Participation/Service rendered in State events/Rallies:	10 Marks
	• First Two certificates (i.e. minimum eligibility qualification)	Nil
	• One additional event	07 Marks
	• Two or more additional events	10 Marks

(iii) Specialized Scout/Guide course organized at National/State/All Indian Railways level:	10 Marks
• One Course	07 Marks
• Two or more Courses	10 Marks
(iv) Participation in District Rallies:	10 Marks
• One certificate	Nil
• Two certificates	07 Marks
• Three certificates	10 Marks
TOTAL	100 Marks

Note:- Candidates will be required to submit details of National events attended (maximum-4), State events attended (maximum-4), specialization courses attended (maximum-2) and district events attended (maximum-3) duly quoting certificate no., date of event, place of event etc. as per Annexure-'F'

3.3 SYLLABUS FOR THE WRITTEN TEST (FOR BOTH Level-1 and Level-2 POSTS):

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 Centers; WAGGGS/WOSM Uprashtrapati Award Competition; Prime Minister Shield Competition; Community Development Programmes; Aims and Methods of Scouting; How scouting is useful in producing better citizen?

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

4. HOW TO APPLY:

4.1 Application Fee:

Candidates should submit application fee for an amount mentioned below :

SI No	Category	Amount to be submitted
i)	For all candidates except those mentioned in (ii) below	₹ 500/- (Five Hundred Only). ₹ 400/- will be refunded to those who actually appear in the written examination.
ii)	SC/ST, Ex-Servicemen, Persons with Disabilities (PWDs), Women, Minorities*, and Economic Backward Classes (whose family income is less than ₹ 50,000/- per annum).	₹ 250/- (Rupees Two Hundred Fifty Only). The entire amount will be refunded to those who actually appear in the written examination.

*Minorities include Muslims, Christians, Sikhs, Buddhists, Zoroastrians (Parsis) and Jain.

Note: (i) 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. Candidates should check their eligibility thoroughly before applying.

(i) Fee in respect of candidates, who are in-eligible shall not be refunded.

4.2. **Procedures for payment of examination fees:-**

- Payment will have to be made online through payment gateway as part of online application process.
- The payment can be made by using debit card / credit card / Internet Banking / e-wallets, etc. by providing information as asked on the system.
- For online payment/refund, transaction charges, if any, will be borne by the candidate.
- If the online transaction is not successfully completed, please login again and make payment for the same.

4.3. **Documents required for applying ONLINE:**

Before filling of online application, candidates are advised to keep scanned copy of following documents ready with them:

4.3.1 **Photograph and signature (jpg/jpeg format having file size 20kb -50kb,)**

- i) Recent Passport size photograph with clear front view of the candidate's face having pixel size of **100 x 120**.
- ii) Specimen signature having pixel size of **160 x 70**.

4.3.2 Certificates (pdf format having file size 50kb-200kb):

- i) Copy of self attested certificate in proof of date of birth (Matriculation/10th Certificate),
- ii) Mark-sheet and certificates for 10th and ITI/10+2/higher educational qualification, as applicable,
- iii) Caste certificates (SC/ST/OBC with declaration),
- iv) Scouting qualification certificate (Rashtrapati Scout/Guide/Rover/Ranger OR HWB Scout/ Guide/ Rover/Ranger),
- v) Certificate of active membership of a Scouting/Guiding group for last five years issued and signed by Group Leader (S/G), Dist. Organizing Commissioner (S/G), Dist. Commissioner (S/G) {as per Annexure- 'A'.}
- vi) Duly filled Annexure-'F' regarding details of Scouting events along with supporting certificates merged into single pdf shall be uploaded. Candidates will be required to submit details of national events attended (maximum-4), state events attended (maximum-4), specialization courses attended (maximum-2) and district events attended (maximum-3). Only the above mentioned certificates regarding details of Scouting events shall be verified during document verification and no other certificates will be entertained.

4.4. Procedure to be followed for applying online:

- 4.4.1 Candidates are required to apply ONLINE by visiting www.rrcbbs.org.in
Detailed instructions for filling up ONLINE applications will be available on the website.
- 4.4.2 Candidates are required to click on the link provided for filling ONLINE applications and fill up the personal details/BIO- DATA etc carefully.

NOTE-I: Candidates should ensure that their name, father's name, date of birth is exactly as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also debarment.

NOTE-II: Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire engagement process as all important messages will be sent by email/SMS which will be treated as deemed to have been read by the candidates.

5. INVALID APPLICATIONS:

The applications having any of the following deficiencies/discrepancies or irregularities will be summarily rejected:

- i) Application without proper scanned photograph and signature.

- ii) Application without proper certificates, in respect of date of birth, educational/scouting qualifications
- iii) Caste (SC/ST/OBC & OBC declaration) certificate and other certificates should be obtained from the appropriate authority in the prescribed format.
- iv) Any other deemed irregularity.

6. Terms and conditions for claiming age and application fee relaxation:-

- (i) Candidates belonging to SC/ST communities should upload a duly scanned community certificate issued by the officer not below the rank of TAHSILDAR or equivalent.
- (ii) Candidates belonging to OBC community should upload a duly scanned community certificate in the format given in Annexure-B of this Notification, In addition the OBC candidates should enclose self-declaration of non-creamy layer status in the proforma given in Annexure-C.
- (iii) Serving employee and Staff of Quasi administrative offices of Railway organizations: "No Objection Certificate" and "Bonafide Certificate" giving the length of regular service etc. from the employer should produce at the time of document verification failing which their candidature will be cancelled.
- (iv) Divorced/Judicially separated Women: Copy of Decree from the competent court of law for having divorced/judicially separated along with an Affidavit that she has not remarried, should produce at the time of document verification failing which their candidature will be cancelled.
- (v) Widow: Death certificate of her husband together with an Affidavit to the affect that she has not remarried since should produce at the time of document verification failing which their candidature will be cancelled,
- (vi) Ex-Servicemen: Discharge certificate should produce at the time of document verification failing which their candidature will be cancelled.
- (vii) Persons with Disability should produce the disability certificate at the time of document verification failing which their candidature will be cancelled.
- (viii) Candidates belonging to economically backward classes mean the candidates whose family income is less than 50,000/- per annum. The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes:
 - a) District Magistrate or any other Revenue Officer up to the level of Tahsildar,
 - b) Sitting Members of Parliament of Lok Sabha for persons of their own constituency.
 - c) Union Minister may also recommend for any persons from anywhere in the country"
 - d) Sitting Members of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

Note: BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation Programme or Izzat MST issued by Railways will also be valid. The format of Income certificate to be scanned and uploaded by the candidates of economically backward classes as annexed at Annexure-'D',

7. OTHER TERMS AND CONDITIONS :

- (i) Eligibility status, call letter, result etc. of the candidate shall be made available on RRC/BBS website i.e rrcbbs.org.in.
- (ii) Applications not fulfilling any of the terms and conditions given in this notification shall be summarily rejected.
- (iii) Discrepancies in the application submitted would render the candidate ineligible at any time during the selection.
- (iv) Selected candidates have to pass the requisite medical fitness standards prior to appointment.
- (v) 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.
- (vi) Decision of East Coast Railway in all matters relating to this recruitment shall be final.
- (vii) The candidates applying against this notification should keep track of the Date of Written Test / Practical Demonstration which will be notified through the official website of RRC/BBS.
- (viii) Selected candidates are likely to be posted anywhere on East Coast Railway after successful completion of all pre-appointment formalities, including training wherever prescribed.

8. LEGAL JURISDICTION:

For any legal disputes, the jurisdiction will be the Central Administrative Tribunal, Cuttack.

9. Help Desk:-

For any assistance during the online submission and printing of application forms the candidates can call the following help line numbers from 09 AM to 06 PM (Excluding Public Holidays and Sundays): **9121276839, 9121276846**

They can also send email to helpdeskrrcbbs@gmail.com

- 10. CAUTION:** Recruitment is purely merit based. East Coast Railway has 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.

**CHAIRMAN
RAILWAY RECRUITMENT CELL
FOR PRINCIPAL CHIEF PERSONNEL OFFICER**

Certificate No

CERTIFICATE OF ACTIVENESS

This is to certify that Shri/Ms..... of
..... State/District/Division is
an active member ofGroup since
.....years duly registered with the State/District Association.

Date:

Seal and Office Stamp

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

(Name & Sign)
DOC(S/G)

(Name & Sign)
DC(S/G)

Annexure-‘B’

Form of certificate to be produced by other Backward Classes Applying for Appointment to posts under the Government of India.

"This is certified that Shri/Smt/Kumari ISon/Daughter of..... of Village/Town in District-/Division-----in the State/Union Territory..... belong to the..... community which is recognized as backward class by the Government of India., Ministry of Social justice and Empowerment’s Resolution No..... dated.....*. Shri/ Smt/Kumari and/or his/her family ordinarily reside(s) in the District/Division of theState /Union Territory.

.This is also to certify that he/she does not belong to the person/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India. Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt(SCT) dated .08,09, 1993**.

District Magistrate/Deputy Commissioner etc.

Date:

- (*) The authority issuing the certificate may have to mention the detail of resolution of Government of India ,in which the caste of the candidates is mentioned as OBC.
- (**) As amended from time to time.

(Note): The term "Ordinarily used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Annexure-‘C’

FORMAT OF SELF DECLARATION FOR NON-CREAMY STATUS FOR OBC
CANDIDATES.

Proforma for declaration to be submitted by other Backward Class candidates along with the application while applying for the posts against Employment Notice No. ECoR /Pers/S & G/2019-20 dated of Railway Recruitment Cell, East Coast Railway, Bhubaneswar.

DECLARATION

I..... Son/Daughter of Sri.....
resident of Village/Town/City..... District.....
State..... hereby declare that I belong to the (indicate your sub caste) community which is recognized as backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.09.1993 and it subsequent through O.M. N0.36033/3/2004-Estt. (Res)dated 09.03.2004.

Place:

Date:

Signature of the candidate
Name of the candidate.

FORMAT OF INCOME CERTIFICATE FOR REFUND OF EXAMINATION FEE FOR
ECONOMICALLY BACKWARD CLASSES

INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD OF THE ISSUING
AUTHORITY

1. Name of the candidate:
2. Father's Name
3. Age:
4. Residential address:
5. Annual Family Income: In words.....
In Figures.....
6. Date of Issue:

Signature
(Name)
(Stamp of issuing authority)

Note: Authority competent to issue:

- a) District Magistrate or any other Revenue Officer up to the level of Tahsildar,
- b) Sitting Members of Parliament of Lok Sabha for persons of their own constituency.
- c) Union Minister may also recommend to Chairman/RRC's for any persons from anywhere in the country"
- d) Sitting Members of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

SELF DECLARATION OF MINORITY COMMUNITY CANDIDATES

Performa for declaration to be submitted by Minority Community candidates along with the application while applying for the Employment Notice No. ECoR /Pers/S & G/2019-20 dated of Railway Recruitment Cell, East Coast Railway, Bhubaneswar for claiming waiver of examination fee

I..... Son/Daughter of Sri.....
resident of Village/Town/City..... District.....
State..... hereby declare that I belonging 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 fee will be required to furnish 'Minority Community Declaration' Affidavit on Non-Judicial Stamp Paper to the affect that he /she belongs to any of the minority community notified by Central Govt. (i.e. Muslim/Sikh/Christian/Buddhist / Parsis)

Annexure-'F'

- 1) Particulars regarding Participation/Service rendered in National events/National Jamboree (including All Indian Railway Events) (Maximum-4):

S.N.	Event	Certificate No.	Date of event	Place of event
1				
2				
3				
4				

- 2) Particulars regarding Participation/Service rendered in State events/Rallies (Maximum-4):

Sl. No.	Event	Certificate No.	Date of event	Place of event
1				
2				
3				
4				

- 3) Particulars regarding Specialized Scout/Guide course organized at National/State/All Indian Railway level (Maximum-2):

Sl. No.	Event	Certificate No.	Date of event	Place of event
1				
2				

- 4). Particulars regarding Participation in District Rallies (Maximum-3) :

Sl. No.	Event	Certificate No.	Date of event	Place of event
1				
2				
3				

Date:

Signature of the candidate

Place:

Name of the candidate