

**SOUTH EASTERN RAILWAY**  
**Office of the Chief Personnel Officer, Garden Reach, Kolkata-700043**

**CENTRALISED NOTIFICATION FOR**  
**RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA**  
**ON SOUTH EASTERN RAILWAY FOR THE YEAR 2017-18**

**Employment Notice No. SER/Pers/S&G Quota/2017-18**  
**(Online notification at [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in))**

**Opening Date : 18.09.2017**

**Closing Date : 18.10.2017**

**Closing Time : 18.00 Hrs**

**Closing Date : 30.10.2017** (for residents of North Eastern states, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshwadeep)

Applications are invited from Indian nationals who are active members of **Bharat Scouts & Guides** for recruitment against Scouts & Guides Quota vacancies in Gr.C and erstwhile Gr.D grades in PB-1 Grade Pay-Rs.1900/1800 [6<sup>th</sup> CPC] and Level-2/1[7<sup>th</sup> CPC] for the year 2017-18 in South Eastern Railway.

**1. DETAILS OF VACANCIES :**

Pay Band-1 (6 <sup>th</sup> CPC) [Level-2/1; 7 <sup>th</sup> CPC]	Grade Pay in Rs.	Unit/No.of vacancies					TOTAL
		Headquarters	Adra Division	Chakradharpur Division	Kharagpur Division	Ranchi Division	
Rs.5200- 20200/-	Rs.1900/-	02	-	-	-	-	02
	Rs.1800/-	-	02	02	02	02	08
<b>Grand Total</b>		02	02	02	02	02	10

Applications 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 selections shall also be conducted separately. A candidate may apply differently for both grades in Grade Pay Rs.1900/- and Grade Pay Rs. 1800/- (Level-1/Level-2; 7<sup>th</sup> CPC). Candidates willing to apply for both grades will have to apply in separate envelopes.

**1.1. Reservation :** The posts against this quota are open to all candidates and candidates belonging to SC/ST/OBC categories are only extended relaxation in age limit as admissible in general open market recruitments. They may submit necessary self-attested certificates issued from the competent authority in the proper format to be eligible to be given age relaxation.

**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 /Guides organization for the last 5 years . The 'Certificate of Activeness' should be as per **Annexure-II** and
- (c) Should have attended at least 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 of Artisans in Technical Categories.
1800	(i) 10 <sup>th</sup> pass from a recognised Board with National Apprenticeship certificate granted by NCVT or 10 <sup>th</sup> pass from a recognised Board with ITI for appointment in Civil Engineering, Mechanical, Electrical and S&T departments. (ii) 10 <sup>th</sup> pass or ITI or equivalent from a recognised Board for appointment in other departments.

**2.3 Age Limit:**

(Age as on 01.01.2018)

Grade Pay in Rs.	Community		
	UR	OBC	SC/ST
1900	18 – 28 Years	18 – 31 Years	18 - 33 Years
1800	18-31 Years	18-34 Years	18-36 Years

Copy of Matriculation or its equivalent certificate from a recognized Board, OR the Birth Certificate should be submitted for proof of Date of Birth.

**2.4. Extent of Age Relaxation :**

- Serving Railway employees, including casual labours, 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-40 years, OBC-43 years & SC/ST-45 years.
- Widows/Divorced women and women judicially separated but not remarried .  
Maximum age :- UR- 35 years, OBC-38 years, SC/ST-40 years.
- Persons with Disabilities(PWD): Age relaxation of 10 years in respective communities subject to production of Disability Certificate in proper format.
- Ex Servicemen : The Upper Age limit is relaxable for Ex Servicemen upto the extent of service rendered in Defence Forces plus 3 years provided they have put in a minimum of 6 months attested service. Ex Servicemen who have already joined the Govt. Service in civilian capacity after availing the age relaxation are not eligible for such benefit.

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### 3. HOW TO APPLY :

#### 3.1 Examination Fees -

- (i) The Examination fee as detailed below to be paid by way of IPO, or Bank Draft. Date of issue of IPO / Bank Draft should not be before the date of this notification.

(a)	For all candidates[except those mentioned in sub para (b) below]	<b>Rs. 500/-</b> (Rupees Five hundred only)
(b)	For candidates belonging to SC/ST/ Ex.Servicemen/ Persons with Disabilities(PWDs), Women, Minorities and Economic Backward Classes.	<b>Rs. 250/-</b> (Rupees Two hundred Fifty only) with a provision for refunding the same to those who actually appear in the selection.

Bank Draft/IPO should be issued in favour of **FA&CAO, South Eastern Railway, Garden Reach – 700043, payable at GPO/Kolkata.**

**(Candidates must write their name, full address at the space provided in the IPO. Applications received with cash / Money Order/ Central Recruitment Fees stamps /Cheque will not be accepted and hence will be rejected.)**

- (ii) Economically Backward Classes will mean the candidates whose family income is less than Rs.50,000/- per annum and income certificate for this purpose should be issued from the specified Authority and on the specified Format as per Annexure-III.
- (iii) For claiming waiver of examination fees, minority candidates should furnish 'Self declaration' as mentioned in Annexure-IV along with the application form. Minority candidates shall also be required to furnish an affidavit sworn before an Executive Magistrate of their belonging to the minority community. Minorities will mean Muslims, Christians, Sikhs, Buddhists, Jains, Zorastrians (Parsis).

#### 3.2. Instructions for filling up the application Form:

- (i) The notification with the application form, along with the Annexures, are available in South Eastern Railway website [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in). Candidates should carefully read the instructions before filling up application form. They should be able to download the application form along with the Annexures, wherever applicable, from 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.

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- (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 or Birth 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) In case of serving employees, a 'No-Objection Certificate' from the employer should be enclosed.
- (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 Scouts Wing and State / District Commissioner (Guides) for Guides Wing and should be enclosed along with the application form.
- (xviii) The candidates seeking fees exemption, for being from economically backward classes, must get the Annexure-III filled up and certified by the proper authority as mentioned therein. Minority candidates have to make a self declaration in the format as in Annexure-IV of the Notification for claiming waiver of examination fees. And such candidates are to furnish a minority community declaration affidavit on non-judicial stamp paper of Rs.10/- sworn before an Executive Magistrate establishing their belonging to minority communities.
- (xix) Applicant should fill all 22 columns in the application without fail.

### **3.2 Address for submitting application :**

Candidates should send their applications, filled in all respects, along with the enclosures and Annexures duly certified, by Post, to the address mentioned below. Alternatively, candidates can also drop their applications directly in the **Drop Box** placed at the office premises:

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Filled in applications should be sent to
<b>The Assistant Personnel Officer(Recruitment)</b> , Railway Recruitment Cell, Bungalow No.12A, Garden Reach, Kolkata-700043 (Near BNR Central Hospital) <b>Drop Box</b> has also been provided in the RRC office building for dropping the application forms. The applications should be sent in a closed envelope with superscription <b>"Application against Scouts &amp; Guides Quota recruitment for the year 2017-18 in the Grade Pay Rs.1900/1800". (Strike out whichever is not applicable)</b>

#### 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 in order of merit, 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.

Sl. No.	Attributes	Marks
(A)	<b>Written Test:</b> The written test will consist of 40 objective questions (40 marks) & 1 essay type question (10 marks), in bi-lingual format, relating to Scouts and Guides Organization and its activities and General Knowledge for Grade pay Rs.1900/- and Grade pay Rs. 1800/-. <i>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.</i> Written test shall be of duration of 60 minutes.	50
(B)	<b>Scouting Skill Assessment:</b> A Skill Assessment Committee will assess the practical ability of the candidates.	10
(C)	<b>Marks on certificates</b>	40
	(i) Participation/Service rendered in National events/National Jamboree (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 Scouts/Guides 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 certificates (07 marks)</li> <li>Three certificates (10 marks)</li> </ul>	10
	<b>TOTAL</b>	<b>100</b>

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#### 4.2 Detail Syllabus for the Written Examination :

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; Uprastapati 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 :


- 5.1 Eligibility status of the candidate shall be made available on South Eastern Railway website. Candidates can verify their eligibility from the website. Candidates should provide their mobile number and e-mails in the application form at the space provided. RRC will not entertain any request for change of mobile number and e-mail address at any stage.
- (i) Applications not fulfilling any of the terms and conditions given in this notification shall be summarily rejected.
  - (ii) Applicant should possess requisite educational and Scouting/Guiding qualifications on the date of submission of application.
  - (iii) Discrepancies in the application submitted would render the candidate ineligible at any time during the selection.
  - (iv) Eligible applicants will be issued with call letters to their correspondence address, for the Written Test. South Eastern Railway will upload the list of eligible and ineligible candidates applying for the notified vacancies in the website of South Eastern Railway website address [www.ser.indianrailways.gov.in](http://www.ser.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.
  - (v) SC/ST candidates will be eligible for free rail travel in second class for attending Written Test/ Document verification-cum-Scouting Skill Assessment.
  - (vi) Selected candidates have to pass the requisite medical fitness standards prior to appointment.
  - (vii) 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.
  - (viii) Decision of South Eastern Railway in all matters relating to this recruitment shall be final.
  - (ix) 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 by 5 days 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 at least **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.

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- (x) A common written test will be conducted for the eligible applicants applying against Grade Pay of Rs. 1800/-against the Divisional vacancies.
- (xi) Candidates may download recruitment notification and application form, along with Annexures, available on South Eastern Railway website address [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in)
- (xii) Selected candidates are likely to be posted anywhere on South Eastern Railway after successful completion of all pre-appointment formalities, including training wherever prescribed.
- (xiv) For any legal dispute, the jurisdiction will be the Central Administrative Tribunal, Calcutta.

6. **CAUTION:** Recruitment is purely merit based. South Eastern 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, South Eastern Railway, 11, Garden Reach, Kolkata-700043. They can also inform to the Sr.DGM, South Eastern Railway, 11, Garden Reach, Kolkata-700043.



**CHAIRMAN, RAILWAY RECRUITMENT CELL**