



CENTRAL RAILWAY

Employment Notice. 1/2012 date: 15.11.2012

Divisional Office
Personnel Branch
Pune

Recruitment against Scout/Guide Quota for the year 2012

Note: Candidate with Scouts & Guides background need only to apply.

Closing Date and time of receipt of applications	08/01/2013 at 18.00 hrs.
Closing Date and time of receipt of applications for residents of Andaman & Nicobar & Lakshadweep	15/01/2013 at 18.00 hrs.
Applications received after closing date shall not be entertained.	

Applications are invited from the citizens of India for recruitment against Scouts & Guides quota for the year 2012 for 2 posts in the pay band of Rs.5200-20200 + Grade Pay ₹ 1800 The eligible candidates can apply in the prescribed format.

- 1.0 **EDUCATIONAL QUALIFICATION/CONDITIONS FOR RECRUITMENT AGAINST S&G QUOTA.**
- 1.1 Minimum SSC passed from any recognized Board.
- 1.2 The candidate should have the following certificates in support of his/her Scouts & Guides qualification: -
 - 1.2(A) A President's Scout/Guide/Ranger/Rover OR Himalayan Wood Badge Holder OR A pre HWB trained Scout Leader/Advanced Trained Guide/Leader/Captain.
 - 1.2(B) Should have been an active member of a Scout/Guide Organization for at least 3 years in the recent past and should continue to be active.
 - 1.2(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/Guide activities at

Unit/District level.

Explanatory Note:

- a) At least three years in the recent past i.e. during 2009-10, 2010-11, 2011-12 and should continue to be active i.e. during 2012-13 (Till the date of issue of Notification) as per Format - B (enclosed).
- b) Candidate should have attended at least one National Event besides one or two State Level Events.
- c) The International/National/State/District level Certificates should be issued by Competent Authority of Scout/Guide.

2.0

AGE:

2.1

The age limit 18-33 years as on 01.12.2012

2.2

Relaxation of Age:

3.0

CATEGORY

EXTENT OF AGE RELAXATION

SC/ST

5 Years

OBC

3 Years

Widows/Divorced or judicially separated Women Upto the age of 35 years for GL, 40 years for SC/ST & 38 years for OBC.

J&K – person who had ordinarily domiciled in the Kashmir division of the state of Jammu & Kashmir during the period from 1st January 1980 to 31st December 1989 5 years

4.0

Salary and Other Benefits:

4.1

The monthly emoluments on selection will be on the minimum of the scale of pay plus Dearness Allowance and other allowances as admissible from time to time.

4.2

In addition the employee will get House Rent Allowance depending on the place of posting.

4.3

Posting: Candidate selected are liable to be posted anywhere on Pune Division.

4.4

The Scouts & Guides services of selected candidates will be utilized by the administration for arranging activities/events etc. whenever need arises and they will also continue to perform the duties of the posts in which they may be posted/promoted in course of their career.

4.5

Territorial Army: Selected candidates, who are finally appointed, are liable for active Service in Railway Unit Territorial Army.

5.0

RECRUITMENT PROCESS:

5.1

Merely satisfying the educational/Scout& Guide qualification and age prescribed will not constitute a right to be called for the written examination unless the candidates fulfill other conditions/requirements in the Employment Notice.

6.0 **The syllabus for the written examination will be as prescribed below:**

“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.

6.1 Method of Selection – The candidates who qualify the written examination will be called for interview.

7.0 **GENERAL CONDITIONS FOR RECRUITMENT:**

7.1 Before applying the candidate should ensure that he/she fulfils the eligibility norms. The candidates should have the requisite Educational qualification from any Government recognized institution and Scouts & Guides qualification as prescribed in the notification, as on the date of submitting the application. The candidate should enclose the proof of qualification. Those awaiting results of the final examinations need not apply.

7.2 Candidates must ensure that spelling of their names, father’s name and other particulars filled in the application form should be strictly in conformity with the original certificates. In case of discrepancy they must produce amended certificate within closing date of the Employment Notice failing which the application can be rejected at any stage of selection.

7.3 Railway Administration reserves the right to reject the candidature of any applicant at any stage of recruitment process if the candidate is found ineligible or indulges in any form of malpractice. Services of such ineligible candidates are also liable to be terminated even if appointed inadvertently.

7.4 Candidates selected for appointment will have to pass requisite Medical Fitness Test conducted by the Railway Administration to ensure that the candidate is medically fit to carry out the duties connected with the post.

7.5 Candidates trying to use influence or unfair means will be disqualified from the selection.

7.6 Various information, data, terms and conditions mentioned in the Employment Notice are liable to change due to Government or Judicial Order made subsequently.

7.7 The candidates who have been debarred from all RRB examinations/recruitment made by all Railways and the period of debarring of such candidates is not completed need not apply.

7.8 Any subsequent changes in the terms and conditions of this Employment Notice as per extant rules will stand good.

7.9 Candidates submitting forged caste certificate for getting free traveling facility will be

debarred from all Railway Examinations.

7.10 Caste once filled by SC/ST/OBC candidates in their application form will not be changed subsequently.

8.0 **SPECIAL CONDITIONS OF RECRUITMENT:**

8.1 There is no provision of caste based reservation in the recruitment being made against Scouts & Guide quota. The candidates belonging to reserved communities will be treated as General candidates.

8.2 A caste certificate from competent authority in the case of SC/ST should be furnished for the purpose of free traveling facility and exemption from examination fees only.

8.3 Free Second Class Railway Pass from nearest Railway Station to the place of written examination/ Interview will be issued to the candidates belonging to SC/ST communities only.

9.0 **EXAMINATION FEE (NON REFUNDABLE)**

9.1(a) For GL/OBC candidates : ₹ 40

9.1(b) For SC/ST, Women, (*)Minorities &)
(**)Economically backward classes candidates) : ₹ Nil

Note:

(*) **Minorities** shall mean Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis).

(**)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 for the purpose of identifying economically backward classes:

i) District Magistrate or any other Revenue Officer upto the level of Tehsildar. ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency. iii) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways. iv) Union Minister may also recommend to Chairman/RRBs for any persons from anywhere in the country. v) Sitting Member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside. The income certificate issued by the above authorities shall be in the prescribed Format-A (enclosed). This certificate shall be issued on the letter head of the issuing authority.

10.0 **MODE OF EXAMINATION FEE PAYMENT**

10.1 The examination fee ₹ 40 should be paid in the form of Indian Postal Order (IPO)/Demand Draft (DD) drawn in favour of the Senior Divisional Finance Manager, Central Railway Pune, payable at Pune. The candidate should write their Name and Address on the IPO. IPOs/DDs obtained earlier to the date of issue of the Employment Notice will not be accepted.

11.0 **HOW TO APPLY**

11.1 Application shall be submitted on A-4 size, quality white paper and should be in conformity with the format given in this Notice. Candidates are advised to ensure that the application is legible, written in their own handwriting (English/Hindi) on only one side of the paper, dated and signed. Use only international numerals (1,2,3 etc). The candidate should affix his/her normal (English/Hindi) signature in the application form.

(Applicant's signature in short form/capital letters/spaced out letters will be treated as invalid.) Each candidate should send only one application.

11.2 The candidate's address should be written with Pin code.

12.0 **Photographs:-** One recent passport size photograph with clear front view of the candidate in normal attire without cap/sunglasses/wigs (not earlier than one month of the date of application) should be pasted on the application in the space provided and signed by the candidate in the box below the photograph. Two identical extra copies of the photograph to be firmly stitched to the Application Form indicating candidate's name on the reverse of each photograph. Candidates may note that the Railway Administration may reject a candidate at any stage for pasting old/unclear photograph pasted in the application and if the actual physical appearances of the candidate vary.

13.0 In Sr No.. 04 of the Application Form, to indicate marks of identification, candidates should indicate any two visible marks like a mole or a scar etc. Normally this should be same marks entered in any document.

14.0 Certificates showing the proof of age, proof of educational & Scout & Guide qualifications, proof of community, certificates for age relaxation etc., should be enclosed with the application. Attested Xerox copies of the bonafide certificates issued by the competent authority only should be enclosed with the application form and not originals. The Xerox copies should be clear and legible and the signature, date, designation and seal of attesting authority should be visible, failing which the application will not be valid. The certificates if not in English/Hindi should be accompanied by attested translated (English/Hindi) copies.

15.0 Candidates are required to send clear attested copies of all relevant certificates in proof of their educational and Scout & Guide qualifications.

16.0 It should be understood clearly that the enclosures form an integral part of the application, and therefore, all enclosures should be firmly attached alongwith the application and if any enclosure is sent separately, the application will not be connected and will stand rejected.

17.0 Only one candidate's single application should be contained in one cover. Covers with more than one application will be summarily rejected.

18.0 **ENCLOSURES:** The following enclosures should firmly be attached along with the application:-

18.1 Crossed IPO/DD for the amount of ₹ 40 should be firmly tied / annexed on the top of

the application form mentioning their numbers, date of issue etc. in the appropriate column in the application form.

- 18.2 Attested Xerox copy of Matriculation or equivalent certificate in proof of age.
- 18.3 Attested Xerox copies of Academic Qualification Certificates and Mark-lists
- 18.4 Attested Xerox copy of caste certificate from competent authority not below the rank of Tahsildar in case of SC/ST. The certificates necessarily contain religion, caste and bear the seal of the issuing authority.
- 18.5 Attested Xerox copy of Scouts & Guides certificate as per the eligibility criteria mentioned in Para 1.2

19.0 **GROUNDS FOR REJECTION**

- 19.1 The applications having deficiency, defects and irregularities shall be treated as invalid and rejected summarily without any intimation to the candidates.
- 19.2 Application not in the prescribed format as mentioned in the notification (candidates purchasing Application Form in the market should ensure that it meets the requirement of size and format)
- 19.3 Applications which are incomplete and /or illegible.
- 19.4 Applications from under-aged/over-aged (if not covered under provisions of relaxations) candidates.
- 19.5 Applications not filled in by the candidate in his/her own handwriting.
- 19.6 Applications filled in a language other than Hindi/English Language.
- 19.7 Applications which are unsigned /undated or applications signed in block letters/capital letters.
- 19.8 Applications received after the closing date and time.
- 19.9 Applications submitted without enclosing relevant certificates
- 19.10 Application sent without affixing requisite number of proper photographs or without signature below the pasted photographs.
- 19.11 Application of candidates not possessing the prescribed educational and Scouts & Guides qualification at the time of submitting application.
- 19.12 Applications without requisite amount of Examination Fee through proper crossed IPO/DD.
- 19.13 Enclosures in languages other than Hindi/English.

- 19.14 Applications with Xerox copies of certificates without attestation by Gazetted Officer or with photo copies which are illegible or incomplete.
- 19.15 Application made on News paper cutting.
- 19.16 Application which is considered invalid in the opinion of Railway Administration due to non compliance of any of the instructions and/ or condition mentioned in this notification or found discrepant and or deficient in any respect.
- 20.0 **WHOM TO ADDRESS:-**
The application completed in all respect along with all the enclosures duly attached should be sent in a cover addressed to the Senior Divisional Personnel Officer, Divisional Railway Manager's Office, Central Railway, Pune – 410001. Application should be sent by ordinary post or dropped in box kept in this office for this purpose. Application sent by registered post/ courier or speed post will not be acknowledged. The cover containing the application should clearly be super scribed in red ink "**Application for Recruitment against Scouts & Guides Quota for the year 2012**"
- 21.0 **CHANGE OF ADDRESS:-**
If there is any change in the address, the candidate in his/her own interest should arrange with the post Office concerned for redirection of the communication from old to new address.
- 22.0 THE DECISION OF THE RAILWAY ADMINISTRATION IN ALL MATTERS RELATING TO ELIGIBILITY, ACCEPTANCE OR REJECTION OF THE APPLICATION, ISSUE OF FREE PASSES, PENALTY FOR FALSE INFORMATION, MODE OF SELECTION, CONDUCT OF EXAMINATION/ ALLOTMENT OF POSTS TO SELECTED CANDIDATES, ETC. WILL BE FINAL AND BINDING ON THE CANDIDATES AND NO ENQUIRY OR CORRESPONDENCE WILL BE ENTERTAINED BY THE RAILWAY ADMINISTRATION IN THIS CONNECTION.
- 23.0 THE SELECTION OF THE CANDIDATE BY THE RAILWAY ADMINISTRATION DOES NOT CONFER ANY RIGHT ON THE CANDIDATE FOR THE POST.
- 24.0 THE RAILWAY ADMINISTRATION IS NOT RESPONSIBLE FOR ANY POSTAL DELAY OR WRONG DELIVERY.
- 25.0 THE RAILWAY ADMINISTRATION RESERVES THE RIGHT TO RECTIFY INADVERTENT ERROR, OMISSION, IF ANY.
- 26.0 **LEGAL MATTERS:-**
Any legal matter arising out of this employment notice shall fall within the legal jurisdiction of Central Administrative Tribunal, Mumbai only.
- 27.0 **IMPORTANT ADVISORY:-**
It is the responsibility of the candidate to ensure that he/she meets the eligibility condition fully and comply with conditions and instructions specified in this notification.

In the event of failure to do so, Railway Administration reserves the right to cancel the candidature at any stage of recruitment process and even after the selection/appointment of the candidate. Railway administration is not bound to entertain any correspondence whatsoever connected with the recruitment/ selection or liable to attract and /or bear any liability of whatever kind arising from this Recruitment Notice.

Abbreviations : GL –General, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, IPO – Indian Postal Order, DD - DEMAND DRAFT.

APPLICATION FORM
RECRUITMENT AGAINST SCOUT/GUIDE QUOTA FOR THE YEAR 2012.
(Candidate with Scouts & Guides background only to apply.)

To,
Sr.Divisional Personnel Officer
Central Railway
Pune

PHOTO
Candidate's Signature

1. Name of Applicant (In block letters):

SUR NAME	NAME	FATHER'S/HUSBAND'S NAME.

2. Sex (Male/Female) : _____

3. Nationality : _____

4. Identification Marks : (i) _____
: (ii) _____

5. (i) Date of Birth : _____
(ii) Age (As on 01/12/2012)

Years	Months	Days

6. Residential Address : _____
: _____

7. Nearest Railway Station : _____ Pin _____

8. Caste (SC, ST, GL, OBC,) : _____

9. Reason for relaxation of age, if any : _____
(Attach certificate for the purpose)

10. Educational qualifications :

Name of Exam	Year of passing	University/Board	% of marks

11. Scouts & Guides qualifications:

(Please tick the column and as attested copy of the respective certificate should be attached with the application)

Sr.No	Certificate/Qualification	YES	NO
1.	A President's Scout/Guide/Ranger/Rover OR A pre-HWB trained Scout Leader/Advanced Trained Guide/Leader/Captain		
2.	Should have been active member of a Scouts Organization for at least 3 years in the recent past and should continue to be active.		
	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/Guide activities at Unit/District level		

12. Details of Awards at National level : _____

13. Details of Awards at State level : _____

14. Whether list of documents enclosed : YES/NO

15. Details of IPOs/DDs attached :

Name of issuing Post Office/Bank	Sr.No & Date of Issue	Amount

DECLARATION

I, _____ 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 myself being found not eligible in terms of eligibility criteria, my candidature /appointment is liable to be cancelled /terminated without any notice. I also declare that I am willing to serve any where on Pune Division of Central Railway in the event of my selection. I also solemnly declare here to serve the organization continuously if considered for appointment. I also undertake to work wholeheartedly for promotion of scouting/guiding activities after having been appointed against scout/guide quota in addition to normal duties assigned to me, failing which I am liable to be terminated from service.

Date:

Place:

Signature of the Applicant

LIST OF REQUIRED DOCUMENTS TO BE ATTACHED WITH THE APPLICATION

Please check the following documents to be attached with the application duly attested:-

SR. NO.	CERTIFICATE REQUIRED	YES	NO
1	Copy of educational qualification Certificate//Mark sheet showing date of birth		
2	Copies of certificate related to Scouts/Guides qualification as prescribed in the notification		
3	Copies of certificates of awards at National level		
4	Copies of certificates of awards at State Level		
5	Copy of caste certificate for SC/ST/OBC (For the purpose of relaxation in age/free traveling facility as applicable)		
6	Postal Order/Demand Draft		
7	Three passport size photographs, one to be pasted on the application form and two should be enclosed with the application.		
8	Income certificate in case of Economically backward classes as per Format - A		
9	Activeness certificate as per Format – B		

FORMAT – A

FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD AS PER
PARA 3 OF LETTER NO.E(RRB)/2009/25/21 DATED 28/10/2009

INCOME CERTIFICATE FOR WAIVER OF EXAMINATION FEES .

1. Name of candidate :
2. Father's name :
3. Age :
4. Residential Address :
5. Annual Family Income :
(in words & figures)
6. Date of issue :
7. Signature : _____
(Name)
8. Stamp of issuing authority :

DECLARATION FOR MINORITY COMMUNITY CANDIDATES

It is declared that I, belong to the Religion which is Minority Community. Therefore, I seek exemption from the payment of Examination Fee. I shall submit the “Minority Community Declaration:’ affidavit on non-judicial stamp paper at the time of verification of the documents, in case I am found suitable.

Date:

Signature

Place:

Name

FORMAT - B

BHARAT SCOUTS AND GUIDES

President..
Distt. Chief Commissioner...
Secretary...
Ph. No. Office (Rly)...

Vice President..
Distt. Commissioner (s)...
Distt. Commissioner (G)

No....

Date:

CERTIFICATE

TO WHOM IT MAY CONCERN

This is to certify that Shri/Smt./Miss _____ S/G/R/Ro/STR/GUR. S/O, D/O _____ is a member of Bharat Scouts & Guides of _____ District from _____. He/She is belonging to _____ Open Unit/Group and is active till date.

He/She is an Active Member of the above said Unit/Group for last three years.
The details of participation in Scouts/Guides activities are as under:

CERTIFICATES FOR THE YEAR 2009-10

NAME OF EVENT	PLACE	FROM	TO

CERTIFICATES FOR THE YEAR 2010-11

NAME OF EVENT	PLACE	FROM	TO

CERTIFICATES FOR THE YEAR 2011-12

NAME OF EVENT	PLACE	FROM	TO

(Signature)
Group Leader

(Signature)
Secy. Scouts & Guides.

Seal & Office Stamp.

State/District Commissioner (S&G)
Bharat Scouts & Guides.
.....Districts.