

**RAIL COACH FACTORY (KAPURTHALA)**  
**Employment Notice No. 01/S&G Quota/2013-14**

**RECRUITMENT AGAINST SCOUTS & GUIDES (GROUP-C) AND SCOUTS & GUIDES (GROUP-D)**  
**(ERSTWHILE) QUOTA FOR THE YEAR 2013-2014.**

Applications are invited from eligible candidates for filling up one post of Group`C`, Grade Rs. 5200-20200+ Grade Pay Rs. 1900/- and two posts of Group`D'(erstwhile)`, Grade Rs. 5200-20200+ Grade Pay Rs. 1800/- as indicated below against Scouts & Guides quota for the year 2013-2014..

**1. Group-C (Category Code 01)**

i)	Category	:	Group-C (Class-III)
ii)	Grade & Grade Pay	:	Grade Rs. 5200-20200+Grade Pay Rs. 1900/-
iii)	No. of posts	:	01(One)
iv)	Minimum Educational qualification	:	Matric passed from recognized school. Candidate with ITI / Act apprenticeship in Gen. Fitter/ Welding/ Electrical trade will be given preference.
v)	Age	:	18-30 year as on 01.01.2014

**2. Group`D'(erstwhile) (Category Code 02)**

i)	Category	:	Group-D(erstwhile)
ii)	Grade & Grade Pay	:	Grade Rs. 5200-20200+ Grade Pay Rs. 1800/-
iii)	No. of posts	:	02 (Two)
iv)	Minimum Educational qualification	:	10 <sup>th</sup> Pass <b>OR</b> ITI <b>OR</b> equivalent from recognized School /Institution.
v)	Age	:	18-33 year as on 01.01.2014

Contd.at page-2.

### 3. Scouts and Guides qualification

- i) A president's Scout/Guide/Ranger/Rover  
OR  
Himalayan Wood Badge Holder.  
OR  
A pre-HWB trained Scout leader/Advanced Trained Guide/Leader/Captain.
- ii) Should have been an active member of Scouts organization for at least 03 years in the recent past and should continue to be active.
- iii) 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.
- iv) A certificate from District Commissioner(S&G) giving details of activities in which participated in last 03 years in the district should be attached as per proforma.

### 4. Relaxation in age:-

The upper age limit will be relaxable in case of the following:-

- a) By 5 (Five) years for SC/ST candidates as per Govt. of India instructions.  
b) By 3 (Three) years in case of OBC as per Govt. of India instructions.  
c) Serving Railway employees who have put in three years of continuous service and Substitute who have put in three years of continuous service or three years in broken spells in the Railways.

Category	UR	OBC	SC/ST
Age (upto)	40 years	43 years	45 years

- d) Widows, Divorced Women and Women judicially separated but not remarried:

Category	UR	OBC	SC/ST
Age (upto)	35 years	38 years	40 years

- e) Persons who had ordinarily domiciled in the Kashmir Division of the State of Jammu Kashmir during the period from 1<sup>st</sup> January 1980 to 31<sup>st</sup> December 1989 by 5 years.

- f) **Staff of Quasi Administrative Offices of Railway Organisations:** Relaxation of age will be to the extent of 5 years (or) service rendered by them in such organizations, whichever is less.

- g) **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 upto the age of 40 years for Reservists not employed in Government Service.

Contd.at page-3

h) **PERSONS WITH DISABILITY**

Upper age limit for persons with disabilities shall be relaxable (a) by ten years (15 years for SCs/STs and 13 years for OBCs ) in case of Group C and Group-D post.

**5. EXAMINATION FEE & POSTAL EXPENSES (BOTH NON-REFUNDABLE)**

Examination fee of Rs.40/- should be paid by Un-reserved and OBC candidates in the form of Crossed Indian Postal order (s) from any post office or A/C payee demand draft from any nationalized bank drawn in favour of FA & CAO/RCF/Kapurthala. The candidate must write his/her name, full address on back of bank draft /postal order.

**6. FEE EXAMPTIONS:**

Candidates belonging to SC/ST/EXSM, persons with disabilities, Women Candidates, Minority candidates and candidates belonging to Economically Backward Classes are exempted from payment of examination fees.

**Note:-**

- Minorities will mean Muslims, Christians, Sikhs, Buddhists and Zoroastrians (Parsis).
- Economically Backward Classes will mean the candidates whose family income is less than Rs. 50,000/- per annum.  
Authorities Competent to issue income certificates 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. Below Poverty Line (BPL) Card or any other certificate issued by Central Government under recognized poverty alleviation programme of Izzat MST issued by Railways.
  - iv. Union Minister- may also recommend 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.

**Note:**

The certificates should be in the prescribed format given below as “**Format A**” and a copy of the same should be enclosed with the application, failing which his/her application shall be rejected.

**Income certificate for Waiver off Examination Fees for Examination:-**

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

Contd. at page-4

## 7. SELECTION PROCESS & FORMATION OF PANEL

The candidates, who apply in response to notification issued and are, found eligible for consideration for recruitment against Scouts & Guides Quota should be assessed on the following basis:

### (A) Written Test:-

The written test will consist of 50 objective type questions relating to Scouts & Guides Organisation and its activities as per syllabus outlined for Group-C, Grade pay Rs. 1900/- & for Group-D (erstwhile), Grade pay Rs. 1800/- .  
: 50 Marks

### (B) Scouts/Guides Qualifications over and above the minimum prescribed as eligibility condition : 35 Marks

- (a) Participation in the international event
- (b) Participation in the national event/National Jamboree
- (c) Participation in the Jamboree on the Indian Railways
- (d) Events/Rallies attended at State level
- (e) Specialised Scouts/Guides course Pioneering/Mapping & Standard Judging Course/vocational craft course

### (c) Personality Test/Interview:-

: 15 Marks

**Total**

: 100 Marks

## 8. Proposed Syllabus for selection under Scouts & Guides Quota for Group-C, Grade Pay Rs. 1900/- Posts :-

History of Scouting /Guiding; Law & Promise; organization –‘Distt . and 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 Jamborette; 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?

## 9. Proposed Syllabus for selection under Scouts & Guides Quota for Group-D(erstwhile), Grade Pay Rs. 1800/- posts –

History of Scouting /Guiding; Law & Promise; Organization –‘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 Jamborette; National Jamboree; Jamboree on the Air.

Contd.at page-5

**How to Apply:-**

- a) Application shall be made on good quality white plain paper of A-4 size may be down loaded From the website [www.rcf.indianrailways.gov.in](http://www.rcf.indianrailways.gov.in) in specified format neatly typed/photostated. The format should be in conformity with the format as given in the Employment Notice.
- b) Application in some other format or not having complete details or not fulfilled the requisite qualification etc. are liable to be rejected.
- c) The application should be filled in candidate's own hand writing only on one side of the paper duly signed and dated. Application filled in by any body other than the applicant will be rejected.
- d) The application form as per the prescribed format should be filled only in Hindi or English language.
- e) Two identical copies of the latest passport size photographs one pasted on the application in the space provided and one firmly stitched to the application should be sent.
- f) Only Photostat copies of the certificates and not originals in proof of age, Educational qualification, Community etc. duly attested by a Gazetted officer should be enclosed.
- g) Candidates applying for more than one category should submit separate application for each category.
- h) The candidates should send his/her application duly filled in alongwith required documents by ORDINARY POST ONLY, so as to reach Rail Coach Factory Kapurthala within the closing date or alternatively the cover containing the application can be personally deposited in the box provided for the purpose in Personnel Branch in Rail Coach Factory Kapurthala during working hours on or before the closing date.
- i) Speed post/Courier/Registered Post (with or without AD) will not be accepted.
- j) The RCF/KXH will not be responsible for any postal delay or wrong deliveries. Candidates sending their applications by post are advised to post their applications sufficiently in advance so that it reaches Rail Coach Factory Kapurthala during working hours on or before the closing date.
- k) Eligible candidate will be called for written test by Regd. Dak.
- l) Railway administration reserves the right to cancel the selection in exceptional circumstances.
- m) Only the candidates who possess the prescribed qualification may apply otherwise the applications will be rejected.
- n) Without requisite documents, application will be rejected.
- o) Serving employees: Candidates working in Government or Public Sector Enterprises/Undertaking including Railway should send their application through proper channel.

**11. LAST DATE FOR RECEIPT OF APPLICATION:-**

The last date for the receipt of applications in Rail Coach Factory Kapurthala is 17.00 hrs on 09.09.2013.

No.2013-E/RCF/P/Rectt/S&G Quota.

Dated: - 16.07.2013.

**(Harbhajan Lal )  
for General Manager (P)  
RCF/Kapurthala**

Copy to:-

1. All HOD's
2. Dy.CVO/RCF/KXH.
3. Secy. To GM/RCF
4. Dy.CME/I&L/RCF/TKJ/NDLS.
5. DC/BS&G/RCF
6. Sr.PRO/RCF:- for publication in News Papers and Employment News.
7. Sr. System Annalist:-for placement on RCF Website.
8. Jt. Secy Staff Council/RCF
9. Zonal Secy. SC/ST & OBC Association/RCF
10. Distt. Secy./BS & G/RCF
11. Distt. Employment Exchange Kapurthala & Regional Employment Exchange Jalandhar.
12. Resettlement Directorate of the Ministry of Defence, West Block, R.K.Puram, New Delhi-66
13. Rajya & Zila Sainik Boards Kapurthala & Jalandhar.
14. All Notice Boards/RCF/KXH & TKJ/NDLS

TO

Recent Pass Port  
size photo in  
uniform (Attested  
by Gazetted Officer)

Rank	Group	District	State

[illegible][illegible][illegible]

Date	Month	Year

Year		Month		Days	
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[illegible][illegible][illegible][illegible][illegible][illegible]

Examination passed	Year of passing	School/Board / University	Division	% of Marks

14. Technical Qualification (Attested copies to be enclosed):

Examination passed	Year of passing	School/Board/University	Division	% of Marks

15. Scouting-Guiding Qualification (Attested copies to be enclosed) :

S. No	Name of the Course / Award	Year	Certificate No.	Date
1	Rashtrapati Scout/ Guide OR			
2	Rashtrapati Rover/ Ranger OR			
3	Pre – HWB/ Advance OR			
4	Himalaya Wood Badge			

16. Date of joining the Organisation \_\_\_\_\_

17. Events Attended ( Attested copies to be enclosed) :

(1) International level : ( Enclose separate sheets is necessary)

S. No	Name of Event	Place	From	To
1				
2				

(2) National Level ( National jamborees etc) : (Enclosed separate sheets is necessary)

S No	Name of the Event	Place	From	To
1				
2				
3				

(3) Indian Railway Jamborette : (Enclosed separate sheets is necessary)

S No.	Name of the Event	Place	From	To
1				
2				

(4) Specialized Course (Pioneering, Mapping, Star Gazing, Vocational Craft etc. : (Enclosed separate sheets is necessary)

S No	Name of the Event	Place	From	To
1				
2				

(5) State Level (Rallies, Utsav, Samagam, Campooree etc.) : (Enclosed separate sheets is necessary)

S No.	Name of the Event	Place	From	To
1				
2				

(6) District Level (Rallies, Samagam, Utsav, Services etc.) : (Enclosed separate sheets is necessary)

S No.	Name of the Event	Place	From	To
1				
2				
3				

18. Details of last three years activities : (Enclosed separate sheets is necessary)

Year	Nature of Activity	Name of Event with place and date
2010-2011		
2011-2012		
2012-2013		

(Please enclose a certificate issued by District Authority (District Commissioner) that he/she have been active member of Scout & Guide Organisation and have participated in C.D. Projects, Services Rallies etc.)

**Note** :-Certificates of Last Three Year activity also should be enclosed.

19.

S.No.	Other Qualifiction/Extra-Curricular activities (Attach attested certificates):
1	
2	

20.

S.No.	Mark of Identification
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21. Specimen Signatures and Thumb Impression (LTI for Male and RTI for Female):

Language	1	2	3	Thumb Impression
Hindi				
English				

22. Details of Fee paid :

Mode of Payment	No.	Date	Amount	Issuing Authority's Name & Address

### **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 being not eligible in terms of eligibility criteria my candidature/appointment is liable to be cancelled/terminated without any notice. I also solemnly declare here to serve the organization continuously if considered for the appointment. I also undertake to work whole heartedly for the 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 Applicant)**



### **TO WHOM IT MAY CONCERN**

It is certified that Sh./Smt./Miss \_\_\_\_\_ S/o, D/o \_\_\_\_\_ is a member of N.Rly. Bharat Scouts & Guides Distt./Division for the last \_\_\_\_\_ years, and he/she has actively participated in Scouts/Guides activities in the recent past three years. The details of participation in Scout/Guides activities are as under :-

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Signature  
(Distt. Commissioner)  
(SEAL)