

EAST COAST RAILWAY

APPLICATION FORM (in A4 size paper)

E.N.No. ECoR /Pers/S&G/2017-18 dated 18.11.2017

Application for Recruitment against Scouts & Guides Quota 2017-18

After reading the Employment Notice and agreeing to all the terms and conditions notified therein, I do hereby apply for recruitment against Scouts & Guides quota under Employment Notice No.ECoR/ Pers/ S&G/2017-18 dated 18.11.2017 and furnish the following particulars:

1. Candidate's full name (in capital letters):

2. Father's/ Husband's name (in capital letters):

3. Post applied for:

Group-C (OR)
Erstwhile Gr.D

Paste (do not pin or staple) your recent (not older than three months) passport size colour photograph. (Not to be attested)

4. Date of Birth:

D	D	M	M	Y	Y	Y	Y

5. Community (SC/ST/OBC/UR)

6. Sex : (Male /Female)

7. Educational qualification:

8. Religion

9. Nationality:

10. Tick (✓) the applicable box, if you are:

Serving Railway Employee

Divorcee/ Widow

Minority Community

Economically Weaker Section

Residents of Jammu & Kashmir

11. Full address for correspondence

12. Mobile number:

13. E-Mail ID:

14. Nearest Railway Station

15. Scout/Guide District

State:

PIN

16. Exam Fee Details:

IPO No./Date	Amount (₹)

17. Left Hand Thumb Impression

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18. Write 2 (two) clear visible marks of identification on your body. (Moles, Cut-marks or scar marks etc.)

1)
2)

19. Member of the Group for at least 5 years in the recent past:

Year	Name of the Group	Position held/Rank	Date		Warrant No. (If any) and date
			From	To	
2013					
2014					
2015					
2016					
2017					

Photocopy of the certificates regarding activities for last 5 years in recent past to be attached duly certified by the State/District Commissioner (Scouts) for Scout wing and State/District Commissioner (Guides) for Guides wing./ Active membership certificate should be furnished in Annexure-III.

20. Applicant's full signature in running script (in Hindi or English)

21. Particulars regarding Participation/Service rendered in National events/National Jomboree (including All Indian Railway Events)

Sl. No.	Event	Certificate No.	Date of Issue	Issued by
1				
2				
3				
4				
5				
6				
7				

22. Particulars regarding Participation/Service rendered in State events/Rallies:

Sl. No.	Event	Certificate No.	Date of Issue	Issued by
1				
2				
3				
4				
5				
6				
7				

23. Particulars regarding Specialized Scout/Guide course organized at National/State/All Indian Railway level :

Sl. No.	Event	Certificate No.	Date of Issue	Issued by
1				
2				
3				
4				
5				

24. Particulars regarding Participation in District Rallies :

Sl. No.	Event	Certificate No.	Date of Issue	Issued by
1				
2				
3				
4				
5				

25. **Applicant's DECLARATION.**

Copy the following paragraph in the space below in your own handwriting in running script (not in capital/spaced out letters). Applications without this written declaration will be rejected:

"I hereby declare that all the statement made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being false or incorrect or myself being not eligible in terms of eligibility criteria, my candidature/ appointment is liable to be cancelled/terminated without any notice at any stage even after empanelment".

26. Place:

27. Date:

28. Applicant's full signature in running script (in Hindi or English)

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)

EAST COAST RAILWAY

Office of the Principal Chief Personnel Officer, 2nd Floor, Rail Sadan,
Chandrasekharapur, Bhubaneswar, Odisha - 751017.

RECRUITMENT AGAINST SCOUTS AND GUIDES QUOTA FOR THE YEAR 2017-18.

Employment Notice No. ECoR /Pers/S & G/2017-18

Date of issue: 18.11.2017

Closing Date: 18.12.2017

Closing Time: 18.00 Hrs.

(For residents of Andaman, Nicobar & Lakshadweep: Closing Date: **02.01.2018** Closing Time: 18.00 Hrs.)

Recruitment against Scouts and Guides Quota for the year 2017-18

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 2017-18 for the vacancies indicated below:

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

Application are being called separately for Group-C and erstwhile Gr.D posts. The selection shall also be conducted separately. A candidate may apply both for Group-C and erstwhile Gr.D posts. Candidates willing to apply for both the posts will have to apply separately and in separate envelope also. Separate examination will be conducted for the posts having Pay of Level-2(Group-C posts) & Level-1(erstwhile Gr.D posts).

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 Level-1 and Level-2.

- (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-III**: 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 th (+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.). (OR) A pass in Matriculation or its equivalent from a recognized Board and having ITI certificate for the posts in Technical Categories.
1800	10 th standard or ITI or equivalent from a recognized Board. (OR) 10 th pass plus National Apprenticeship Certificate (NAC) granted by NCVT. (OR) 10 th pass plus ITI.

2.3. Age Limit:

(Age as on 01.01.2018)

Posts	Communities		
	UR	OBC	SC/ST
Group-C	18 – 28 Years	18 – 31 Years	18 - 33 Years
Erstwhile Gr.D	18-31 Years	18-34 Years	18-36 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 “**Principal Financial Advisor, East Coast Railway, payable at Bhubaneswar**”.

Sl No	Category	Amount to be submitted
i)	For all candidates except those mentioned in (ii) below	₹ 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)	₹ 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. 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-25 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 2017-18 for Group-C or Erstwhile Gr.D .”**
- (ix) Applicant should clearly indicate the post for which he/she applied for (i.e. for Group-C or for Erstwhile Gr.D). Applications without indicating the post 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 should be enclosed along with the application form.
- (xviii) The continuation certificate as active member should be submitted positively as given in Annexure-III of the Application Form.
- (xix) Applicant should fill all 28 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), 2nd Floor, South Block , Rail Sadan, Chandrasekharpur, Bhubaneswar, Odisha – 751017. Alternatively, candidates can drop their applications directly in Drop Box placed at the office premises of Principal Chief Personnel Officer, 2nd Floor, South Block , Rail Sadan, Chandrasekharpur, 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.

Sl. No.	Attributes	Marks
(A)	Written Test: 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 Group-C and erstwhile Gr.D posts. <i>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.</i> Written test shall be of duration of 60 minutes.	50
(B)	Scouting Skill Assessment: A Skill Assessment Committee will assess the practical ability of the candidates.	10
(C)	Marks on certificates	40
	(i) Participation/Service rendered in National events/National Jomboree (including All Indian Railway Events): <ul style="list-style-type: none"> • First Two certificates (i.e. minimum eligibility qualification) • One additional event (07 marks) • Two or more additional events (10 marks) 	10
	(ii) Participation/Service rendered in State events/Rallies: <ul style="list-style-type: none"> • First Two certificates (i.e. minimum eligibility qualification) • One additional event (07 marks) • Two or more additional events (10 marks) 	10
	(iii) Specialized Scout/Guide course organized at National/State/All Indian Railway level: <ul style="list-style-type: none"> • One Course (07 marks) • Two or more Courses (10 marks) 	10

(iv) Participation in District Rallies:	10
<ul style="list-style-type: none"> • One certificate (Nil) • Two certificates (07 marks) • Three certificates (10 marks) 	
Total	100

4.2 SYLLABUS FOR THE WRITTEN TEST (FOR BOTH THE POSTS having Pay in Level-1 and Level-2 of RS(RP) Rules 2016):

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 Jamboree; 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. 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 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(Recrt.) 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.
- (xi) Written test will be conducted for the eligible applicants applying against the post for Group-C and for the erstwhile Gr.D posts separately.
- (xii) Candidates may download recruitment notification and application form available on East Coast Railway website address 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.

PRINCIPAL CHIEF PERSONNEL OFFICER