RAILWAY RECRUITMENT CELL
EASTERN RAILWAY
56, C. R. Avenue/Kolkata – 700012
Website: www.rrcer.com-kolkata

Scouts & Guides Quota Notification No: RRC/ER/Scouts & GuidesQuota/2022-2023 (Open Advertisement)

Online Applications are invited from eligible candidates as per criteria given below for filling up the vacancies against Scouts & Guides Quota of Eastern Railway and Chittaranjan Locomotive Works (CLW) for the year 2022-2023 for Three (03) posts in Group 'C'/ Level-2 & for Ten (10) posts in Erstwhile Group 'D'/ Level-1 category. **The candidates having no Scouts & Guides Qualifications need not apply**. The details are given below:

1.0 SCHEDULE:

i)	Date of Publication of Notification on website 12/10/2022
ii)	Opening date and time of Online Applications 14/10/2022 at 10.00 hrs
iii)	Closing date and time of Online Applications 13/11/2022 at 18.30 hrs.
iv)	**Expected date of Written Exam - 17/12/2022**
v)	**DV call will be within 10 days from publishing of result of written examination.**
vi)	Date of Written Test and Other stages of recruitment process will be intimated from time to time through the website.

2.0 Details of Posts to be filled at Eastern Railway:

(Posting can be in any of the Units of ER)

Sl. No.	Category	Level In 7th CPC	GP Rs .	No. of post
1.	Gr. 'C'	2	1900/-	2
2.	Erstwhile Gr. 'D'	1	1800/-	8

2.1 Details of Posts to be filled at CLW :

Sl. No.	Category	Level In 7th CPC	GP Rs.	No. of post
1.	Gr. 'C'	2	1900/-	1
2.	Erstwhile Gr. 'D'	1	1800/-	2

3.0 ESSENTIAL EDUCATIONAL QUALIFICATION:

Category	ESSENTIAL QUALIFICATION (Minimum Educational Qualification & Scouting / Guiding Qualification)
Group 'C'	**1.** Passed 12th(+2 stage) or its equivalent Examination with not less than 50% marks in the aggregate, from govt. recognized Education Board/council/Institution etc.. 50% marks is not to be insisted upon in case of SC, ST, ESM and PWD candidates and candidates having higher qualification from UGC recognized University. **OR** 10th pass from recognized Board Plus Act Apprenticeship/ITI approved by NCVT (Diploma in Engineering is not considered as an alternative higher qualification). **2.** Scouting/Guiding Qualification as per Para 5.0.
Erstwhile Group 'D'	**1.** 10th pass from government recognized Board **OR** 10th pass from government recognized Board + ITI/Act Apprenticeship approved by NCVT **2.** Scouting/Guiding Qualification as per Para 5.0

4.0 The candidates may apply for Pay Level-2 or Pay Level-1 (7th CPC) or both. Candidates willing to apply for both the categories should fill forms separately for each category. Examination fee, as applicable, has to bepaid separately for both the categories.

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5.0 SCOUTING/GUIDING QUALIFICATION (FOR BOTH CATEGORIES) :

In addition to Essential Qualifications mentioned at para 2.0, the following qualification **of Scouts & Guides** will be applicable for both Level-2 and Level-1 posts (7th CPC):

a) A President Scout/Guide/Rover/Ranger OR Himalayan Wood Badge (HWB) holder in any section.

b) Should have been an active member of Scout Organization for the last 5 years. The 'Certificate of Activeness' should be as per Annexure – 'VIII'.

c) Should have attended two events at National level OR All Indian Railways' level AND two events at State Level.

6.0 Reservation :

This quota is open to all candidates and candidates belonging to SC/ST/OBC/ESM/PWD categories who apply against notification published for this quota be extended relaxation in age limit as admissible in a 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.

AGE LIMIT : (THE AGE WILL BE RECKONED AS ON 01.01.2023)

Category of Post	UR	OBC	SC / ST	Serving Rly. Employee, Ex-Servicemen, PWD/ Widow/ Divorced women/ women judicially separated but not re-married.
Level-2	18 to 30 yrs.	Relaxation up to 3 yrs. in upper age	Relaxation up to 5 yrs. in upper age	As per following criteria (7.i to 7.vi)
Level-1	18 to 33 yrs.			

7.0 Extent of Age Relaxation:

i. Serving Railway employees, including casual labourers, who have put in minimum three years of continuous service and substitutes, who have put in minimum three years of continuous service or minimum three years in broken spells in the Railways have following relaxation: Maximum Age – for Level-2, UR - 40yrs., OBC – 43 yrs., SC/ST – 45 yrs and for Level -1 UR - 43yrs., OBC – 46 yrs., SC/ST – 50 yrs.

ii. Widows / Divorced women and Women judicially separated but not re-married. Maximum age- UR - 35yrs., OBC-38 yrs., SC/ST-40 yrs.

iii. Persons with disabilities (PwBDs): Age relaxation of 10yrs. is applicable in addition to Para 7.0 (Subject to production of Disability Certificate to be issued by at least three (03) Members' committee of a Govt. Hospital).

iv. The Upper age limit is relaxable for Ex-servicemen up to the extent of service rendered in Defense 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 on Civil side after availing other benefits given to them as Ex-servicemen for further employment, cannot claim Ex-servicemen status for the purpose of this recruitment, such a person will be deemed to be civil employee and will accordingly be entitled to only such of the benefits like relaxation of age, etc. as admissible to Civil Employees, in the normal course in accordance with the existing instructions in this regard, subject to his fulfillment of the conditions governing the grant of such benefits.

v. The staff of Quasi-Administrative offices or organizations such as Railway Consumer Co- operative Societies, Canteens and Institutes etc. will be given relaxation in age limit to the extent of 05 years or service rendered in such organization, whichever is less.

8.0 RECRUITMENT PROCESS :

Candidates, who apply in response to the notification issued and found eligible after scrutiny, will assessed as follows:

i. **FOLLOWING STAGES WOULD BE INVOLVED THE RECRUITMENT PROCESS:**

STAGE-I

(A)	**Written Test**	**60 Marks**
	The written test will consist of 40 Objective type questions (40 marks) & 01 essay type question (20 marks) relating to Scouts & Guides Organization and its activities and General knowledge for Level-2 and Level-1 (7th CPC) . Duration of Written Test is 60 minutes. The syllabus for this will be as per - **Para-8.vi** **Only on qualifying Stage-I, the candidate would be eligible for Stage-II. However, for Stage-II, candidates would be called in the ratio of 1:3 of notified vacancy as per the merit order in Stage-I.**	**Minimum Qualifying percentage** **40%**

STAGE-II

(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 Scouts/Guides 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**

ii. The candidates must choose any one of the following Languages for the purpose of written examination only: **Hindi or English**.

iii. After clearing Stage-I and Stage-II and after recommendation of the Recruitment Committee, the candidate would be sent for medical examination at Railway Hospital as per MERIT ORDER in the ratio of 1:1 of Notified vacancies. It is mandatory for such a candidate to be declared fit in the prescribed medical category, by Railway Medical Authority, as applicable for the offered post.

iv. The time and venue of Written Examination, Verification of Scouts & Guides and Educational Qualification Certificates will be fixed by RRC and will be intimated to the eligible candidates in due course. No request for postponement of written examination/ Verification of Scouts & Guides and Educational Qualification Certificates will be entertained under any circumstances.

v. The call letter download facility for recruitment stages would be made available 15 days before the written test. Call letter will not be sent by post. Hence, candidate should check the website of RRC/ER regularly.

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vi. **SYLLABUS FOR THE WRITTEN EXAMINATION : LEVEL-1 (7TH CPC) AND LEVEL-2 (7TH CPC)**

History of Scouting/Guiding; Law and Promise; Organization - 'District & 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.

Organization at National Level; National Training Centers, WAGGGS/WOSM- Uprastrapati Award Competition; Prime Minister Shield Competition; Community Development Programmers; Aims and Methods of Scouting; How Scouting is useful in producing better citizens ?

9.0 EXAMINATION FEES

i. For all candidates except those mentioned in sub-para (9.ii) below - Rs. 500/- (Rupees five Hundred only) with a provision for refunding **Rs.400/** (Rupees four hundred) to those who actually appear in the written examination.

ii. For candidates belonging to SC, ST, Ex-servicemen, PWD, Women, Minorities and Economically Backward Classes, **Rs. 250/-** (Rupees Two hundred fifty) only with a provision for refunding the same to those who actually appear in the written examination. SC, ST, OBC, Economically Backward Classes and PWD, ESM Discharge certificates must be enclosed as per Annexure attached in the Notification.

iii. Candidates must upload relevant documents as per Para-9/ii of this notification and produce originals at the time of written examination.

iv. Examination fee should be paid online using Internet Banking or Debit Card or Credit Card (Service Charges for payment of fees will be borne by the candidates).

v. Examination Fees in Cash/Cheque/Money Order/Central Recruitment Fee Stamps/ Demand Draft will not be accepted and accordingly application will be rejected.

vi. Candidates should confirm if they wish to receive the refundable portion of examination fees (Rs. 400/- or Rs.250/- as applicable) on attending trials in the account from which they have made payment or alternatively, provide the beneficiary account in which they wish to receive the refund viz. beneficiary name, account number, name of Bank and its IFSC code. The refundable portion of examination fees shall be refunded duly deducting bank charges as applicable

Note: * Minority will mean Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians Parsi.

** Economically Backward Classes will mean the candidates whose family income is less than Rs. 50,000/- (Rupees Fifty thousand) per annum.

vii. The candidate should submit the Income Certificate issued from the authorities mentioned in Annexure – III and upload the same at the time of filling up of Online application.

10.0 HOW TO APPLY

i. Eligible candidates are required to go to the link provided for filling ONLINE application through website of RRC/ER (www.rrcer.com) & website of Eastern Railway (www.er.indianrailways.gov.in) and fill up the personal details/BIO-DATA carefully.

ii. Candidates are advised to indicate their personal mobile no. and personal valid E-mail IDs in the ONLINE application and keep them active during the entire recruitment process for communicating with them.

iii. Candidates should ensure that their Name/Spelling, Father's Name/Spelling, Community details, Educational Qualification and Date of Birth match with the entries recorded in Matriculation or equivalent certificate.
In case there is significant deviation/difference in the Name/Spelling/Dates etc. in the documents of the candidate then his/her candidature will be cancelled from the day the discrepancy is noticed. No claim would be entertained in this regard. Hence candidates are advised to thoroughly check their documents.

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11.0 Documents to be uploaded :

1. PHOTOGRAPH :

(a) It should be a color passport-size photograph with white/light color background. It should be of size 35mmX45mm or 320 x 240 pixels. It should be in JPG/JPEG format scanned with 100 DPI resolution. The size of the photograph should be between 20-50KB.

(b) The color photograph must have been taken on or after publication of web notice in a professional studio. Photographs taken using mobile and self composed portraits may result in rejection of application.

c) The photograph must match with the appearance of the candidate on the days of Written Test and document verification and Medical test.

(d) The photo should have clear front view of the candidate without cap and sunglasses.

(e) The face should occupy at least 50% of the area of the photograph with a full face view lookingat the camera directly. The main features of the face must not be covered by hair of the head any cloth or any shadow. Forehead, eyes, nose and chin should be clearly visible.

(f) In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.

(g) Photos of the candidates on all documents should be identical in all stages of recruitment process. Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use, asand when required during the recruitment process.

2. SIGNATURE AND LTI :

(a) The applicant has to sign and put LTI on white paper with Black Ink within a box of size 50 mmx 20 mm. The images should be in JPG/JPEG format scanned with 100 dpi resolution. Size of file should be between 10-40 KB.

(b)The signature and LTI must be of the applicant only and not of any other person otherwise it would be treated as impersonation/fraud. Candidate should then upload scanned photograph, Left Thumb Impression and signature in following manner.

(c) Signatures of the candidates on all documents should be identical in all stages of recruitment process. Signatures in different style at the time of Written Test, Document Verification, Medical examination etc. may result in cancellation of candidature.

(d) Signature should be either in Hindi or English and must not be in **Capital** or Disjointed letter.

3. OTHER DOCUMENTS

(a) Self-attested certificate in proof of educational qualification issued by Board/University/Institute as per para 3 should be uploaded along with the application form.

(b) Self-attested certificate in proof of age (Matriculation/10th certificate) as per para 6.

(c) Candidates claiming to be SC and ST communities are required to upload community certificates from the Competent Authority with the online application as per the Annexure-I.

(d) The OBC-NCL candidates should upload self attested community certificate from the Competent Authority with the online application as per Annexure-II.

(e) The OBC-NCL candidates should also submit self declaration as per Annexure-IIA indicating that the candidate does not belong to the Creamy layer.

(f) EBC Candidates: Candidates claiming to belong to EBC are required to upload Income Certificate from the Competent Authority in the prescribed format (Annexure - VII of this Notification).

(g) EWS Candidates: Candidates claiming to belong to EWS are required to upload Income Certificate from the Competent Authority in the prescribed format (Annexure - VI of this Notification).

(h) Minority Candidates: Candidates claiming to belong to Minority Community are required to upload a declaration for waiver of Examination fees. (Annexure - IX of this Notification).

(i) Disability Certificate as per Annexure-III,IV & V.

(j) Self-attested certificates in proof of Scouts & Guides achievements as per Notification.

(k) Certificates in languages other than English or Hindi should be accompanied by an attested translation in English / Hindi.

12.0 STEPS TO SUBMIT ONLINE APPLICATON:

i) Visit the website of RRC-ER: www.rrcer.com kolkata or website of Eastern Railway www.er.indianrailways.gov.in -> Railway Recruitment Cell. Click on "Online/E-Application for Scouts & Guides Quota /2022-23" link. Click on the "New Registration" link.

ii) Fill in the personal information viz. Name, Father's name, Date of Birth, Community, e-mail Address and Mobile number. On submission of required details an e-mail/SMS will be received in the registered e-mail ID/Mobile number. Open inbox of your registered e-mail/SMS and note the registration number and password.

iii) Login - using the Registration number & password sent in the e-mail/SMS.

iv) Follow the instructions and complete the registration process step-by-step.

a) Upload the scanned copy of photograph, Signature and LTI, self attested certificates in proof of date of birth, education/technical qualifications and caste i.e. SC/ST/OBC/EBC, income certificate, self declarations pertaining to the OBC candidates and minority community candidates and Scouts & Guides achievements.

b) Fill up the mandatory fields of Application form.

v) During submission of ONLINE application, a Unique Registration Number will be generated and issued to each candidate. Candidates are advised to preserve/note their Registration Number for further stages of recruitment process/ correspondence.

vi) To avoid last minute rush, candidates are advised in their own interest to register and submit ONLINE application much before the closing date since there may be a possibility of inability/failure to log on to the website of RRC concerned on account of heavy load on the internet or website during last days of online registration.

vii) Candidates should note that applications received directly at RRC will not be entertained.

viii) No change whatsoever will be entertained after final submission of on-line application and hard copy should be the same as submitted online.

ix) Submit the properly filled up application form. Take 2 copies of print out of properly filled up application form.

x) Candidates should have their own mobile number, valid & active personal email-id and should keep them active for the entire duration of recruitment as RRC shall send all recruitment-related communication only through SMS and email. RRC will not entertain any request for change of mobile number and email address at any stage.

xi) RRC does not accept any responsibility for the candidates not being able to register and/or submit their application within the last day on account of aforesaid reasons or any other reason.

xii) In case of any difficulty in filling up of online application, please call on the Help Line Numberand e-mail ID mentioned on the website of RRC/ER.

13.0 INVALID APPLICATIONS:

The applications having any of the following deficiencies, discrepancies or irregularities will besummarily rejected:

i. Applications sent manually and not registered ONLINE.
ii. Registration of more than one application by the same candidate.
iii. Applications received after closing date as per schedule.
iv. Application examination fee not paid or less fee.
v. Applications which are incomplete or illegible in any manner.
vi. Application without Date & Thumb impression, Unsigned and Signed in Block or Capital letters may be the cause of rejection of the application
vii. Application without proper scanned photograph, signature and LTI, other enclosures.
viii. Application without uploading proper certificates, in respect of Date of Birth, educational qualification and caste, obtained from the appropriate authority in the prescribed format as per Annexure.
ix. Candidate not possessing the prescribed educational, Scouts & Guides qualifications or Certificates at the time of submitting application.

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x. Over age or date of birth not filled or wrongly filled.

xi. Photograph not uploaded, black and white photo, photo with cap or sunglasses, disfigured,small size, full body, only one side view of the face or unrecognizable photo etc.

xii. LTI/Signature not uploaded PROPERLY or signature uploaded in capital letters.

xiii. Any other irregularities which are considered invalid by RRC. Note: - This list is only illustrative and not exhaustive. The applications will be rejected on any other irregularity /deficiency noticed by the RRC at any stage.

xiv. The application is liable to be rejected if any of the compulsory enclosure is not attached as indicated in the proforma of the application or the application is founddefective in any respect.

xv. No column should be left blank, which also may be the cause of rejection of theapplication.

xvi. Discipline should be mentioned in the application. Not mentioning the same may be the criteria of rejection of application.

14.0 IMPORTANT POINTS TO BE NOTED

i. The decision of the Administration in all matters relating to eligibility, acceptance orrejection of applications etc. will be final and no enquiry or correspondence will be entertained in this connection. The Administration does not undertake any responsibilityfor sending any reply to the candidates for not being selected or not called for in Written Test/Document Verification.

ii. Canvassing in any form will disqualify the candidature.

iii. As per the extant rules a 2nd Class journey Pass from Home Station to the place of Examination and back will be issued to SC/ST candidates for appearing in written test as well as Document Verification.

iv. Kindly ensure to bring original documents for Date of Birth, Educational Qualification, Scouts & Guides Achievements, Caste Certificates etc. on the date of Written Test etc., without which the candidate will not be allowed to appear in Written Test etc.

v. No TA/DA/Accommodation will be given for appearing in the selection Written Test etc.

vi. The candidates may be required to stay during the selection Written Tests for 2-3 days for which they have to make their own arrangements.

vii. The Railway administration reserves the right to fix any date and venue for Written Tests etc, change in venue or postponement of Written Tests etc. for its own convenience, which can also be cancelled due to unforeseen causes against which no request/claim will be entertained.

viii. Candidates who would be called for Written Test should prepare themselves to attend the same within short notice.

ix. Non-fulfillment of any of the criteria mentioned in this advertisement will make the application liable for rejection.

x. All or any of the terms/conditions in the notification can be modified/cancelled.

xi. Railway administration doesn't undertake any responsibility for sending reply to candidates not selected or not called for.

xii. Mere calling/appearing for Written Test etc. does not confer any right or claim for appointment.

xiii. Name of the successful candidates declared to be so by the competent authority will be published separately, whose candidature shall be provisional till completion of departmental verification of qualifications, certificates etc. and found genuine along with the completion of other formalities as per extant rules.

xiv. FURTHER DETAILS LIKE LIST OF CANDIDATES FOUND ELIGIBLE FOR ATTENDING WRITTEN TESTS, DATES AND VENUES OF WRITTEN TESTS AND OTHER NECESSARY INFORMATION RELATED TO THIS RECRUITMENT WILL BE AVAILABLE ON THE WEBSITE.

xv. Verification of all testimonials and certificates will also be mandatory condition forappointment.

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xvi. Place of Posting will be decided by the Appropriate Authority.

xvii. For Refund of Examination Fee candidate must produce the Caste Certificate, DeathCertificate of husband, Affidavit that she has not remarried since, copy of Decree from the Competent Court of Law, Discharge Certificate, No Objection Certificate and Bonafide Certificate from the employer along with the application form, where applicable.

xviii. The list of eligible/ineligible candidates will be published on the website of RRC.

xix. The eligible candidates can download their E-Call Letter/Admit Card from the RRC website in due course. Candidates are advised to visit RRC website regularly for various information of the stages of selection. RRC reserves the right to conduct the Written Test on various dates and locations as decided by the RRC.

xx. Candidature of the candidate is provisional at all stages of selection subject to fulfillmentof all eligibility condition and RRC reserves the right to cancel the candidature at any stageif found not eligible under the Rules/Instructions issued by the Railway Board from time totime.

xxi. Railway administration will not be held responsible for failure of candidates to check notices on RRC/ER's website.

xxii. Serving Govt. Employees should take NO OBJECTION CERTIFICATE from appropriate authority.

xxiii. Candidates who would be called for Written Test should prepare themselves to attend the same within short notice.

xxiv. Posting of selected candidates would depend on availability of vacancies, medical fitness and decision of Competent Authority.

xxv. PROHIBITION OF THE MOBILE/PHONES AND OTHER COMMUNICATION ELECTRONIC DEVICES. Possession/use of Mobile phones, Pagers, Communication/recording devices and any other electronic devices are strictly prohibited inside the premises where the Written Test is being conducted. Any violation of these instructions shall entail cancellation of the candidature without prejudice to other criminal/disciplinary action including debarment from future examinations.

xxvi. Candidates are also advised not to bring any valuable/costly items to the examination halls, as safe-keeping of these items cannot be assured. Administration will not be responsible for any loss in this regard

xxvii. LEGAL JURISDICTION: For any legal disputes, the jurisdiction will be Hon'ble Central Administrative Tribunal, Kolkata.

xxviii. CAUTION: Recruitment is purely merit based. Eastern 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 Sr. Deputy General Manager cum Chief Vigilance Officer, Eastern Railway, Kolkata and local police.

Sd/-
Chairperson
Railway Recruitment Cell
Eastern Railway

Annexure I – FORMAT OF SC/ST CERTIFICATE.
Annexure II - FORMAT OF OBC CERTIFICATE.
Annexure IIA - FORMAT OF OBC SELF – DECLARATION.
Annexure III, IV & V – FORMAT OF DISABILITY CERTIFICATE.
Annexure VI - FORMAT OF INCOME CERTIFICATE FOR EWS.
Annexure VII - FORMAT OF INCOME CERTIFICATE FOR EBC.
Annexure-VIII – FORMAT OF ACTIVENESS CERTIFICATE.
Annexure IX– FORMAT OF MINORITY CERTIFICATE.

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