

## EAST COAST RAILWAY

Office of the Chief Personnel Officer, Rail Sadan, Bhubaneswar, Odisha - 751017.

### Employment Notice No. ECoR /Pers/S&G/2013-14

**Date of issue: 30.11.2013 Closing Date: 30.12.2013 Closing Time: 17.00 Hrs.**

(For residents of Andaman, Nicobar & Lakshadweep: Closing Date: **14.01.2014** Closing Time: 17.00 Hrs.)

### Recruitment against Scouts & Guides quota for the year 2013-14

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 2013-14 for the vacancies indicated below:

Pay Band-1	Grade Pay Rs.	Unit / No. of vacancies				Total
		ECoR Hqs	WAT	KUR	SBP	
Rs.5200-20200/-	Rs.1900/-	2	--	--	--	<b>2</b>
	Rs.1800/-	--	2	2	2	<b>6</b>
<b>Grand Total</b>		<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>8</b>

2. Candidates fulfilling the following eligibility conditions may apply:

<b>Scouting / Guiding Qualifications:</b> (Certificates should be of Bharat Scouts & Guides only)	<p>a) Candidate should be a President's Scout / Guide / Ranger /Rover. <b>OR</b> Himalayan Wood Badge Holder. <b>OR</b> A Pre-HWB trained Scout Leader/Advanced Trained Guide/Leader/Captain.</p> <p style="text-align: center;"><b>AND</b></p> <p>b) Should have been an active member of a Scouts Organization for at least 3(Three) years in the recent past and should continue to be active. (Certificate of active membership should be signed by DOC, Scouts/Guides and countersigned by District Commissioner, Scouts/Guides of respective Scouts Districts.)</p> <p style="text-align: center;"><b>AND</b></p> <p>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/Guides activities at Unit/District level.</p>
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### 3. Educational Qualification:

For candidates applying against Pay Band-1 Rs.5200-20200/- Grade Pay Rs.1900/- (See Para-1 above)	Pass in Matriculation or its equivalent from a recognized board. (50% marks in the aggregate will be required for NTPC categories. 50% marks are not required for SC/ST candidates and for candidates having higher qualification.)
For candidates applying against Pay Band-1 Rs.5200-20200/- Grade Pay Rs.1800/- (See Para-1 above)	Pass in Matriculation or ITI or its equivalent from a recognized board.

<b>4. Age as on 01.01.2014 :</b>	For the posts in Grade pay Rs.1,900/-: UR: 18 – 30 Years ; OBC: 18 – 33Years ; SC/ST: 18 - 35 Years
	For the posts in Grade pay Rs.1,800/-: UR: 18 – 33 Years ; OBC: 18 – 36 Years ; SC/ST: 18 - 38 Years

	Item	Marks
<b>5. Selection procedure – Assessment of Eligible candidates:</b>	<b>i) Written Test:</b> Consists of 50 objective type questions relating to Scouts and Guides organization and its activities as per syllabus given at para-6 below.	50
	<b>ii) Personality test/ interview</b>	15
	<b>iii) Scouts / Guides Qualifications:</b> Over and above the minimum prescribed as eligibility condition.	35
	<b>Total marks</b>	<b>100</b>

**6. (i) Syllabus for Pay Band-1 Rs.5200-20200/- Grade Pay Rs.1900/-:** History of Scouting/Guiding, Law & Promise, Organisation – 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 & 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?

**(ii) Syllabus for Pay Band-1 Rs.5200-20200/- Grade Pay Rs.1800/-:** 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 & 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.

**7. Examination Fee:** The examination fee is non-refundable. **UR and OBC** male candidates should submit an **Indian Postal Order(IPO)** (issued after the date of this notification)with the application for an amount of **Rs.40/-** as detailed below:

Candidates applying for posts indicated against unit (See Para-1 above)	IPO should be drawn in favour of	Payable at
ECoR Hqs	FA&CAO, East Coast Railway	Bhubaneswar
KUR	Sr.DFM, Khurda Road Division, East Coast Railway	Jatni
SBP	Sr.DFM, Sambalpur Division, East Coast Railway	Sambalpur
WAT	Sr.DFM, Waltair Division, East Coast Railway	Visakhapatnam

SC/ST, ex-servicemen, physically challenged, women, minority candidates (Muslims, Christians, Sikhs, Buddhists & Zorastrians [Parsis]) and candidates belonging to economically backward classes (whose family income is less than Rs.50,000/- per annum) need not pay this fee.

**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 exempted from paying this fee.

**8. Addresses for submitting applications:** Candidates should send their applications by Post to the address mentioned against each unit below. Candidates intend to apply for a particular unit should send their applications to the respective office address only. Applications pertaining to a particular unit received at the address of other units will be summarily rejected. Alternatively, candidates can drop their applications directly in Drop Box placed at the respective office premises.

Srl No.	Unit	Whom the application should be addressed & sent to
1	ECoR Hqs	The Assistant Personnel Officer(Recruitment), 2nd Floor, South Block, Rail Sadan, PO-Mancheswar, Bhubaneswar, Odisha – 751017.
2	KUR	The Sr.Divisional Personnel Officer, East Coast Railway, Khurda Road Division, Po-Jatni, Distt-Khurda, Odisha – 752050.
3	SBP	The Divisional Personnel Officer, East Coast Railway, Sambalpur Division, Po-Modipara, Sambalpur, Odisha – 768002.
4	WAT	The Sr.Divisional Personnel Officer, East Coast Railway, Waltair Division, Po-Dondaparthi, Visakhapatnam, Andhra Pradesh – 530004.

**9. How to apply:**

(i) Candidates should carefully read the instructions in this Employment Notice 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 published in the Employment Notice.

(ii) The candidates have 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 by any person other than the applicant 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-21 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 provide 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 fore head 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 & Guides Quota recruitment for the year 2013-14.”

(ix) A candidate should submit only one application for the posts in Grade pay Rs.1,900/- and one application to one of the units mentioned at para-8 above for the posts in Grade pay Rs.1,800/-, as the written exam for the posts in Grade pay Rs.1,800/- will be held simultaneously for all the units.

(x) Application should reach the address shown at para-8 above on or before the closing date and time mentioned at the top of this notification. 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 Certificates is to be considered.

(xii) Only international numerical like 1,2,3 etc should be used.

(xiii) Candidate should write his/her name, father’s name / husband’s name in capital letters as given in educational Certificate. Each letter should be filled in one box as shown below. One box should be left blank between each part of the name:

V	I	J	A	Y		K	U	M	A	R	
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(xiv) Candidates should indicate Religion, Sex(Male/Female), Marital Status, Community(UR/SC/ST/OBC), Serving Employee, Serving railway Casual labour/substitutes, judicially separated woman / widow etc. in the relevant column of the application form.

(xv) Selected candidates are likely to be posted anywhere on East Coast Railway after successful completion of all pre-appointment formalities, including training wherever prescribed.

(xvi) 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.

(xvii) Serving Government Employees should send applications through proper channel only i.e. through their office.

(xviii) Those candidates who are debarred from appearing in any of the RRB/RRC exams need not apply unless their debarment period expires by the closing date of this Employment Notification. Their application shall not be entertained.

(xix) 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.

(xx) UR / OBC candidates should enclose application fee as explained at para-7 above without fail.

(xxi) Certificate of active Scouts & Guides membership as mentioned at para-2(b) above should be signed by DOC, Scouts/Guides and countersigned by District Commissioner, Scouts/Guides of respective Scouts Districts. This should be taken in column-20 of the Application form given at Annexure-II.

(xxii) Applicant should fill all 24 columns in the application without fail.

#### **10. Other terms and conditions:**

(i) Applicant should possess requisite academic and Scouts & Guides qualifications on the date of submission of application (ii) The Matric or equivalent board Certificate in proof of minimum educational qualification / date of birth should be the one issued by a recognised Board or equivalent from a recognized institution. (iii) Discrepancies in particulars given in application / certificates submitted with the application would render the candidate ineligible any time during the selection. (iv) Schedules of Written Test/Personality test/Interview etc. would be notified on East Coast Railway website [www.eastcoastrail.indianrailways.gov.in](http://www.eastcoastrail.indianrailways.gov.in) from time to time. Applicants are advised to visit the website regularly for such information. (v) Eligible applicants will be issued with call letters to their correspondence address. Change in dates/venue for Written Test/Personality test/Interview etc. shall not

be entertained under any circumstances. (vi) Candidates may note that the written exam and personality test/interview etc. will be conducted by the zonal headquarter for vacancies notified for Pay Band-1 Rs.5200-20200/-, Grade Pay Rs.1900/- and for vacancies notified for Pay Band-1 Rs.5200-20200/-, Grade Pay Rs.1800/-, the selection will be conducted by the respective division/unit. (vii) SC/ST candidates will be eligible for free rail travel in second class for attending Written Test/interview. (viii) Selected candidates have to pass the requisite medical standards prior to appointment. (ix) In the event of appointment as Office Clerks in Pay Band-1 Rs.5200-20200/-, Grade Pay Rs.1900/- 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 the appointment will be provisional. (x) There is no community reservation against Scouts & Guides quota recruitment. SC/ST and OBC candidates seeking age relaxation should submit latest copy of community certificate issued by competent designated officers in the format prescribed for appointments to posts under the Government of India. (xi) Candidates should continue to serve the Scouts & Guides movement in the event of his/her selection. (xii) Applications not fulfilling any of the terms and conditions given in this notification shall be summarily rejected. (xiii) Railway administration will not be responsible for any postal delay/wrong postal delivery of applications or call letters or any other recruitment related correspondence whatsoever at any stage of the selection process. (xiv) East Coast Railway, Bhubaneswar reserves the right to cancel or modify recruitment process without assigning reasons thereof. Decision of Chief Personnel Officer of East Coast Railway in all matters relating to this recruitment shall be final. (xv) Applicants are advised to check the list of applicants whose applications get rejected which will be published on East Coast Railway website address [www.eastcoastrail.indianrailways.gov.in](http://www.eastcoastrail.indianrailways.gov.in) after the closing date of this notification. No other intimation of rejection would be communicated to such candidates. (xvi) The recruitment process is purely based on the merit of the candidates. Canvassing in any form will attract disqualification.

**11. Caution:** Recruitment is purely merit based. East Coast Railway have not appointed any agents or coaching centres 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 you come across any such persons/agencies, please do inform Chairman, Railway Recruitment Cell, Personnel Department, 2nd Floor, South Block, Rail Sadan, Chandrasekharpur, PO-Mancheswar, Bhubaneswar, Odisha -751017. They can also inform the Sr.DGM cum Chief Vigilance Officer, Rail Sadan, Chandrasekharpur, Bhubaneswar, Odisha - 751017.

**CHIEF PERSONNEL OFFICER**