

NORTHEAST FRONTIER RAILWAY
RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA FOR THE YEAR 2016-17
EMPLOYMENT NOTICE No. 03/2016

Closing Date & Time: 19.09.2016 (17:30 hours)

In order to fill up 2 posts in GP Rs. 1900 and 10 posts in GP Rs. 1800 against Scouts & Guides quota for the year 2016-17, applications are invited from eligible candidates having Scout/Guide qualifications, as prescribed below (The candidates having no Scouts and Guides qualification cannot apply) :-

Sl. No.	Grade Pay	Pay Band	No. of Posts	Qualification & Eligibility Conditions (as on 01.01.2017)		
				Age Limit as on 01.01.2017	Educational Qualification	Scout & Guide Qualification
1	Rs. 1900	Rs. 5200-20200	2	(in years) UR: 18 to 29 OBC: 18 to 32 SC/ST: 18 to 34	For posts viz. Ticket Collector, Commercial Clerk, Jr. Clerk cum Typist, Accounts Clerk cum Typist, Trains Clerk in PB- 1 Rs. 5200-20200/- with corresponding Grade Pay Rs. 1900. 12 th (+ 2 stage) or its equivalent examination with not less than 50% marks in the aggregate. Typewriting Proficiency of 30 wpm in English or 25 wpm in Hindi is essential for considering to the post of Jr. Clerk cum Typist/Accounts Clerk cum Typist, based on vacancy. [50% marks are not to be insisted upon in case of ST/SC/Ex- Servicemen and where candidate possess qualifications higher than HSC, such as Graduation/Post Graduation] For the Post of Technician Gr. III in PB- 1 Rs. 5200-20200/- with corresponding Grade Pay Rs. 1900: Matriculation/10 th or its equivalent.	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 (five) years (i.e. from 01.04.2011 onwards) . The 'Certificate of Activeness' should be as per Annexure- 'C'; and c) Should have attended two events at National Level OR All Indian Railways' level AND two events at State level.
2	Rs. 1800	Rs. 5200-20200	10 *	(in years) UR: 18 to 32 OBC: 18 to 35 SC/ST: 18 to 37	Matriculate or ITI or equivalent	

* 2 (two) posts per Railway Division viz., Tinsukia, Lumding, Rangiya, Alipurduar & Katihar.

The selection for Group 'C' (Grade Pay Rs. 1900) and erstwhile Group 'D' (Grade Pay Rs. 1800) shall be conducted separately. A candidate may apply both for Grade Pay Rs. 1900 and Grade Pay Rs. 1800, but should apply vide separate application.

1. CONDITIONS AND PROCEDURE:

- (i) Necessary testimonials concerning Scouts & Guides activities up to the date of application, along with copies of certificates regarding age, qualification, etc. – all duly attested by a Gazetted Officer should be enclosed along with the application.
- (ii) Two self-addressed envelopes (size 24cm x 10cm) with Rs. 6/- postage stamp affixed on each envelope and sent along with the application. (SC/ST candidates need not send such envelopes.)

- (iii) **PHOTOGRAPHS:** Three copies of recent passport size photographs in proper uniform duly signed on the front side top – one should be pasted on the application and two copies (also signed on top) should be clipped along with the application form.
- (iv) There is no provision of community-wise reservation against Scouts & Guides quota recruitment. The selection is open to all candidates and candidates belonging to SC/ST/OBC categories who apply against notification should enclose necessary certificates for upper age relaxation as admissible and future benefit of reservation subject to their appointment on the Railway. OBC candidates should submit certificate that they do not belong to the 'creamy layer' as per **Annexure – 'F'**.
- (v) Applications are to be made only in the specific form as given below. Items No. 1 to 10 should be filled in English only.
- (vi) Candidates found suitable and appointed on the Railway shall have to undergo training as specified and applicable to the particular post.
- (vii) Higher fixation of pay will not be admissible to candidates appointed against Scouts & Guides quota.

2. **WHOM TO ADDRESS:**

- (a) For post & in GP Rs. 1900 & GP Rs. 1800: Asstt. Personnel Officer (Recruitment), N. F. Railway HQ, Maligaon, Guwahati – 781 011, District Kamrup, Assam. If applied for both post, separate application to be made.
- (b) Application for post in GP Rs. 1900 & GP Rs. 1800 (in the prescribed format) with necessary enclosures should be sent **by ordinary post only** OR be dropped by hand in the APPLICATION BOX kept in the Recruitment Section, CPO's Office, NF Railway HQ, Maligaon, Guwahati.
- (c) Application must reach the proper address by 17:30 hours on or before **19.09.2016**. (Last date for candidates residing in Andaman & Nicobar Islands, Jammu & Kashmir, Lahaul & Spiti Districts, Pangi Sub-Division in Chamba District of Himachal Pradesh, Lakshadweep and abroad, is 29.09.2016)
- (d) The top of the envelope containing the application should clearly indicate **"APPLICATION AGAINST SCOUTS & GUIDES QUOTA, E. N. No. _____, GP & COMMUNITY:"**

3. **PAYMENT OF EXAMINATION FEE:**

(i) **For all candidates except those mentioned in sub-para (ii) below: Rs. 500/- (Rupees Five Hundred) only.** The IPO should be drawn in favour of **FA&CAO/NF Railway**, and payable at **Maligaon Post Office, Guwahati – 781011**. Candidates must write their names & full address in the IPO. The examination fee is not refundable under any circumstance.

(ii) **For candidates belonging to SC/ST/Ex. Servicemen/Persons with Disabilities (PWDs), Women, Minorities and Economic 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.**

(iii) **'Minority'** means Muslims, Christians, Buddhists, Zoroastrians (Parsis) & Sikhs. **Economically backward classes** will mean those candidates whose family income is less than Rs. 50,000/- per annum. The following officials are authorized to issue income certificate for the purpose of identifying economically backward classes:

- (a) District Magistrate or any other Revenue Officer up to the level of Tehsildar.
- (b) Sitting MP of Lok Sabha for persons of their own constituency.
- (c) BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme or Izzat MST issued by Railways.
- (d) Union Minister may also recommend for any persons from anywhere in the country.
- (e) Sitting MP of Rajya Sabha for persons of the District in which the MP normally resides.

The income certificate issued by the authorities mentioned in Para - 13(iii) above must be as per format given at **Annexure-B** enclosed herewith. This will have to be issued on the letterhead of the issuing authority.

(iv) A candidate applying for more than one event must submit **separate applications with separate IPOs** and complete documents for each event.

4. **PROCEDURE OF RECRUITMENT:** The Candidates, who apply in response to the Notification and are found eligible for consideration for appointment against Scout & Guide quota, should be assessed on the basis of following criteria:

DISTRIBUTION OF MARKS:

SN	PARTICULARS OF TEST AND SCOUT & GUIDE ACTIVITY	Marks
A	Written Test	50
	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 Grade pay Rs. 1900/- and Grade Pay Rs. 1800/-. The syllabus for this is as per Para -13	
B	Scouting Skill Assessment	10
	A Skill Assessment Committee will assess the practical ability of the candidates.	

C	Marks on certificates	40
(i)	Participation/Service rendered in National Events/National Jamboree (including All Indian Railway Events):	10
	• First Two certificates (<i>i.e. minimum eligibility qualification</i>)	Nil
	• One additional event	07
	• Two or more additional events	10
(ii)	Participation/Service rendered in State Events/Rallies:	10
	• First Two certificates (<i>i.e. minimum eligibility qualification</i>)	Nil
	• One additional event	07
	• Two or more additional events	10
(iii)	Specialized Scout/Guides course organized at National/State/All Indian Railways level:	10
	• One Course	07
	• Two or more Courses	10
(iv)	Participation in District Rallies:	10
	• One certificate	Nil
	• Two certificates	07
	• Three certificates	10
Total Marks		100

5. The number of candidates to be called for Personality Test/Interview will be equal to 5 times the number of vacancies. All candidates who score equal marks at the lowest cut-off mark (within the five times limit) will be called for Personality Test/Interview.
6. The selection for Group 'C' (Grade Pay Rs. 1900) and Group 'D' (Grade Pay Rs. 1800) shall be conducted separately. A candidate may apply both for Grade Pay Rs. 1900 and Grade Pay Rs. 1800.
7. A written declaration will be obtained from all the candidates who finally qualify for appointment as per **Annexure- 'D'**. If the candidate violates any of the said declarations furnished by him/her, he/she should be taken up under DA&R by the concerned CPO/Sr. DPO on the recommendation of State Chief Commissioner/District Chief Commissioner, as the case may be.
8. The persons appointed against Scouts & Guides quota to the category of Clerks will be required to acquire proficiency in typing within a period of two years from the date of appointment, and their appointment will be provisional subject to the prescribed typing qualification within the stipulated period. In case of non acquisition of typing skill within the prescribed period, no additional time will be given and services of such candidate(s) will be summarily terminated.
9. **MEDICAL EXAMINATION:** Final appointment of duly selected candidates will be subject to their fitness in the medical examination by Railway Medical Authority prior to their appointment.
10. **COMPULSORY ENCLOSURES:** Attested photocopies of (i) Age proof certificate, (ii) Educational/technical qualification, (iii) Scout/Guide qualification, (iv) SC/ST/OBC Certificate, (v) Event Participation Certificates & (vi) Other qualification certificates.
11. **IMPORTANT INSTRUCTIONS:**
 - (i) The decision of the NF Railway Administration in all matters relating to the eligibility, acceptance or rejection will be binding on the candidates and no enquiry or correspondence will be entertained in this connection.
 - (ii) Spellings of name, father's name and other details in the application form must be as per the original certificates. If any discrepancy is found, the application can be rejected at any stage of the selection.
 - (iii) The applicant should clearly indicate the post applied for i.e. GP 1900 or GP 1800, otherwise candidature will be cancelled.
 - (iv) Application which is not as per format (Annexure-A) will be rejected.
 - (v) Unsigned applications OR signature in block letters OR incomplete applications will be rejected.
 - (vi) If left hand thumb impression not affixed/blurred/smudged on the application form, the application will be rejected.
 - (vii) The application will be rejected if the applicants are found over aged, under aged, date of birth unfilled or wrongly filled.
 - (viii) IPO issued before the date of issue of this Employment Notice will not be accepted and the application will be rejected.

- (ix) Candidates must write their name and address on the IPO and enclose it with the application form with one self-addressed stamped (worth Rs. 6/-) envelope (size 24x10 cm).
- (x) IPO should be drawn in favour of FA&CAO/MLG and payable at Maligaon Post Office only, otherwise application will be rejected.
- (xi) Applications received with cash/cheque/Central Recruitment Stamp OR money order will not be accepted.
- (xii) Only attested copies may be sent with application form. Original Certificates should be produced only at the time of selection/interview.
- (xiii) Selected candidates will be liable to serve on any post/department anywhere in N.F. Railway subject to training courses, if any so prescribed.
- (xiv) Selected candidates will be required to undergo medical examination as per the prescribed norms for different posts.
- (xv) Candidates already employed should submit their application through proper channel or “No Objection Certificate” from the employer should be attached.
- (xvi) For any legal dispute the jurisdiction will be of Central Administrative Tribunal/Guwahati.

12. CANVASSING: Canvassing in any form, misbehavior, misconduct on the part of the candidate is prohibited and indulgence of such practice will be viewed seriously. The candidature of such candidates will be summarily rejected and no correspondence will be entertained in the matter. The decision of the Competent Authority in the matter shall be final and cannot be questioned in any forum.

13 PROPOSED SYLLABUS FOR SELECTION UNDER SCOUTS & GUIDES QUOTA FOR GROUP 'C' AND GROUP 'D' 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.

Organization at National level; National Training Centre, WAGGGS /WOSM - Uprashtrapati Award Competition; Prime Minister Shield Competition; Community Development Programmes; Aims and Method of Scouting; How Scouting is useful in producing better Citizens?

NB: The above notification and application forms are also available in our official website www.nfr.indianrailways.gov.in.

Abbreviations used: 1. GP= Grade Pay, 2. SC= Scheduled Caste, 3. ST= Scheduled Tribe, 4. OBC= Other Backward Classes, 5. BPL= Below Poverty Line, 6. MST= Monthly Seasonal Ticket.

**ASSTT. PERSONNEL OFFICER (RECRUITMENT)
N.F.RAILWAY/ MALIGAON
GUWAHATI -781011**

14. Educational Qualification:

Exam. passed	Board/ University	Year of passing	Division/Class	% of Marks

15. Scouting/ Guiding Qualification {**minimum eligibility qualification** (attested photocopies to be enclosed)} Successfully Completed President's/ Rashtrapati Award:

Name of the Course	Year	Certificate No.	Date
Scouts/Guide			
Rover/Ranger			
OR Himalayan Wood Badge			

16. Member of Group Date Date

From To

17. Position held: As from to

Warrant No Date

18. Participation/Service rendered in National Events/National Jamboree (including All Indian Railway Events). **First two certificates are for minimum eligibility qualification.**

Sl. No.	Name of Event	Place	Date
1			
2			
3			

19. Participation/Service rendered in State Events/Rallies. **First two certificates are for minimum eligibility qualification.**

Sl. No.	Name of Event	Place	Date
1			
2			
3			

20. Specialized Scout/Guides course organized at National/State/All Indian Railways level.

Sl. No.	Name of Event	Place	Date
1.			
2.			
3.			

21. Participation in District Rallies:

Sl. No.	Name of Event	Place	Date
1			
2			
3			

22. Have you been active member of Scout/Guide organization for last five years? If yes, please furnish supporting documents (**minimum eligibility qualification**).

Year	Nature of activity	Name of Events
01.04.2011 – 31.03.2012		
01.04.2012 – 31.03.2013		
01.04.2013 – 31.03.2014		
01.04.2014 – 31.03.2015		
01.04.2015 – 31.03.2016		
01.04.2016 – till date of notification		

N.B.: Candidates may attach separate sheets if the space is not adequate.

23. Other Qualifications/ Extra Curricular activities
(attach attested photocopies of certificates).

24. Details of Indian Postal Order.

Name of Post Office	Indian Post Order No.	Date of issue	Value	Drawn in favour of	Payable at

25. (a) Name of A/C holder : _____

(b) Savings A/C No. :

(c) Name of the Bank : _____

(d) Branch Name : _____

(e) Branch Code :

(f) IFSC Code :

** For refund of Rs. 250/- to candidates belonging to SC/ST/Ex. Servicemen/PWDs/Women/ Minorities and Economic Backward Classes those who will actually appear in the trial.*

DECLARATION: I hereby declare that the statements made in this application are true and correct. I also understand that if any statement furnished or documents attached is/are found false or incorrect, it should disqualify my candidature and if detected after my appointment, my service will be liable to be terminated without notice.

Full signature of the candidate (In English) : _____
(not in capital letter)

(In Hindi) : _____

Place : _____

Date : _____

Left hand thumb
impression of the
candidate

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**FORMAT FOR INCOME CERTIFICATE FOR ECONOMICALLY BACKWARD CLASSES FOR
RECRUITMENT EXAMINATIONS**

(To be issued on the official letter-head of the issuing authority)

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 :

CERTIFICATE OF ACTIVENESS

This is to certify that (name) of
State/District/Division is an active member of Group since
years duly registered with the State/District Association.

Date:

(Name & Sign)
Group Leader (S/G)

(Name & Sign)
DOC (S/G)

(Name & Sign)
DC (S/G)

DECLARATION FOR APPOINTMENT

I (name), S/O
Hereby declare that:

1. I shall undergo Unit Leader Training within 1 year of my posting in the railways;
2. I shall open and/or run a Unit effectively.
3. I shall undergo progressive training from time to time.
4. I shall assist Railway scout administration, as and when required.

In the event of violation of any of the above, I may be taken up under the D&A Rules.

Place:

Date:

(Signature)

(Name)

FORMATS FOR CERTIFICATES FOR RAILWAY RECRUITMENT EXAMINATION

Annexure – ‘E’

CASTE CERTIFICATE FOR SC/ST

A candidate who claims to belong to one of the scheduled caste or scheduled tribe should submit in support of his/her claim a self-attested copy of a certificate in the form given below from the district magistrate or the sub-divisional officer or any other officer as indicated below of the district in which his/her parents (or surviving parents) ordinarily reside and who has been designated by the State Government concerned as competent to issue such a certificate. If both the parents are dead, the officer signing the certificate should be of the district in which the candidate himself/herself resides otherwise than for the purpose of his/her own education. Wherever, photograph is an integral part of the certificate, the Zonal Railway would accept only self-attested photocopies of such certificates and not any other attested or true copy.

(The Form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India)

This is to certify that Shri/Shrimati/Kumari * son/daughter of *
..... of Village/Town* in District/Division*
..... of State/Union Territory* Belongs to the

Caste/Tribe* which is recognized as Scheduled Caste/Tribe* under:-

The Constitution (Scheduled Castes) Order, 1950*

The Constitution (Scheduled Tribes) Order, 1950*

The Constitution (Scheduled Castes) (Union Territories) Order, 1951*

The Constitution (Scheduled Tribes) (Union Territories) Order, 1951*

(As amended by the Scheduled Castes and Scheduled Tribes Lists (modification) Order, 1956, the Bombay Re-organisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970 and the North Eastern Area (Re-organisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976)

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 ©

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 © as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976 ©

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ©

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ©

The Constitution (Pondicherry) Scheduled Castes Order, 1964 ©

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 ©

The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ©

The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ©

The Constitution (Nagaland) Scheduled Tribes Order, 1970 ©

The Constitution (Sikkim) Scheduled Castes Order, 1978 ©

The Constitution (Sikkim) Scheduled Tribes Order, 1978 ©

Shri/Shrimati/Kumari* and /or his/ her * family, reside(s) in village /town* of* District/Division* of the State/Union Territory* of

Signature

Place:

*Designation

Date:

(with seal of office) State/Union Territory*

Please delete the words which are not applicable.

© Please quote the specific presidential order.

Note: The term “ordinarily reside(s)” ** used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

** Officers competent to issue Caste/Tribe certificates:

** District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate/Revenue Officers not below the rank of Tahsildar/ Sub-Divisional Officer of the area where the candidate and /or his/her family normally reside(s).

Note: ST candidates belonging to Tamilnadu State should submit caste certificate ONLY from the REVENUE DIVISIONAL OFFICER.

FORMATS FOR CERTIFICATES FOR RAILWAY RECRUITMENT EXAMINATION

Annexure- 'F'

OBC CERTIFICATE

CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kum. * son/ daughter* of
Shri of Village/Town District
..... in State belongs to community which is
recognized as Backward Class under: (indicate the Sub Caste above).

1. Resolution No. 12011/68/93-BCC dated 10th September 1993, published in the Gazette of India - Extraordinary - part 1, Section 1, No. 186 dated 13th September 1993.
2. Resolution No. 12011/9/94-BCC, dated 19th October 1994, published in the Gazette of India - Extraordinary - part 1, Section 1, No. 163, dated 20th October 1994.
3. Resolution No. 12011/7/95-BCC, dated 24th May 1995, published in the Gazette of India - Extraordinary - part 1, Section 1, No. 88, dated 25th May 1995.
4. Resolution No. 12011/44/96-BCC, dated 6th December 1996, published in the Gazette of India - Extraordinary - part 1, Section 1, No. 210, dated 11th December 1996.
5. Resolution No. 12011/68/93-BCC, published in the Gazette of India - Extraordinary No. 129, dated the 8th July 1997.
6. Resolution No. 12011/12/96-BCC, published in the Gazette of India - Extraordinary No.164, dated the 1st September 1997.
7. Resolution No. 12011/99/94-BCC, published in the Gazette of India - Extraordinary No.236, dated the 11th December 1997.
8. Resolution No. 12011/13/97-BCC, published in the Gazette of India - Extraordinary No.239, dated the 3rd December 1997.
9. Resolution No. 12011/12/96-BCC, published in the Gazette of India - Extraordinary No.166, dated the 3rd August 1998.
10. Resolution No. 12011/68/93-BCC, published in the Gazette of India - Extraordinary No.171, dated the 6th August 1998.
11. Resolution No. 12011/68/98-BCC, published in the Gazette of India - Extraordinary No.241, dated the 27th October 1999.
12. Resolution No. 12011/88/98-BCC, published in the Gazette of India - Extraordinary No.270, dated the 6th December 1999.
13. Resolution No. 12011/36/99-BCC, published in the Gazette of India - Extraordinary No.71, dated the 4th April 2000.

Shri/Smt./Kum.* and /or his/her family ordinarily reside(s) in the District of the State.

This is also to certify that he/she does not belong to the persons/sections (Creamy layer) mentioned in column 3 (of the Schedule to the Government of India, Department of Personnel & training O.M. No. 36012/22/93-Estt (SCT), dated 8.9.1993) and modified vide Government of India, Department of Personnel and Training O.M. No. 36033/3/2004-Estt. (Res) dated 09.03.2004.

Place:

Date:

District Magistrate / Dy. Commissioner etc.

***Strike out whichever is not applicable
(with seal of Office)**

NB: (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act 1950. (b) The Authorities competent to issue caste certificates are indicated below: (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub- Divisional Magistrate / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate) (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar, and (iv) Sub-Divisional Officer of the area where the Candidate and or his family resides.