

SOUTH WESTERN RAILWAY



Headquarters Office
Personnel Department
Hubli Dt. 21.09.2012

Employment Notice No.01/ 2012-13 (Scouts & Guides)

RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA IN SOUTH WESTERN RAILWAY FOR THE YEAR 2012-13.

Date of issue: 20. 10. 2012

Closing date: 20.11. 2012

1. The South Western Railway invites applications from the citizens of India in the prescribed format from eligible and meritorious Scouts & Guides candidates for filling up **02(Two) posts in Group ‘C’ category in Pay Band-1 Rs.5200-20200 with Grade Pay Rs.1900/- and 06(Six) posts in erstwhile Group ‘D’ in Pay Band-1 Rs.5200-20200 with Grade Pay Rs.1800/-** against Scouts & Guides quota for the year 2012-13. The posts are open to all regardless of Community (UR, SC, ST & OBC).

Details of posts to be filled in:

Sl. No.	Post	Scale of Pay	No. of posts	Quota/distribution
1.	Group ‘C’	Pay Band-1 Rs.5200-20200 with Grade Pay Rs.1900/-	02 (Two)	Over South Western Railway.
2.	Erstwhile Group ‘D’	Pay Band-1 Rs.5200-20200 with Grade Pay Rs.1800/-	06 (Six)	02 posts each for Hubli, Bangalore and Mysore division.

2. ESSENTIAL QUALIFICATION:

(a) Minimum Educational Qualification:

Sl. No.	Post	Educational qualification.
1	Group ‘C’ in Pay Band-1 Rs.5200-20200 with Grade Pay Rs.1900/-	Passed Matriculation or its equivalent from a recognized board with not less than 50% marks in aggregate. Minimum percentage of 50 % in aggregate is not applicable to SC/ST candidates and to those candidates who possess qualifications higher than matriculation such as HSC/Intermediate/Graduation/Post Graduation.
2	Erstwhile Group ‘D’ in Pay Band-1 Rs.5200-20200 with Grade Pay Rs.1800/-	10 th passed or ITI or equivalent.

(b) Scouts and Guides Qualifications: (For both Group “C” & Erstwhile Group “D” posts)

- (i) A President’s Scout/Guide/Rover/Ranger (OR) Himalayan Wood Wadge Holder (OR) A Pre HWB Trained Scout leader/Advanced Trained Guide/ Leader/ Captain. and
- (ii) Should have been an active member of a Scouts Organization for at least 3 years in 2009-10, 2010-11, 2011-12 & till present. and
- (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/Guides activities at Unit/District level (At least one National level event is compulsory & is minimum eligibility).

3. AGE LIMIT: (As on 01-01-2013):

Posts/Categories	UR	OBC	SC/ST
Group ‘C’ posts in Pay Band-1 Rs.5200-20200 with Grade Pay Rs.1900/-	18 to 30	18 to 33	18 to 35
Erstwhile Group ‘D’ posts in Pay Band-1 Rs.5200-20200 with Grade Pay Rs.1800/-	18 to 33	18 to 36	18 to 38

Extent of Age Relaxation:

- (a) Serving Railway employees who have put in a minimum of 03 years continuous service will be given relaxation of age, subject to the age limit of 40 years for UR, 43 years for OBC and 45 years for SC/ST.
- (b) For those Quasi-Administrative offices of the Railway organization such as Railway Canteens, Co-operative Societies and institutes, the relaxation in upper age limits will be up to the length of service rendered subject to maximum 05 years.
- (c) Widows/Divorced women and women judicially separated but not remarried: UR- up to 35 years, OBC- up to 38 years, SC/ST- up to 40 years.
- (d) Persons with disability: (i) For group 'C' posts: UR- 40 years, OBC- 43 years and SC/ST- 45 years.
(ii) For erstwhile group 'D' posts: UR- 43 years, OBC- 46 years and SC/ST- 48 years.
- (e) Persons who had ordinarily domiciled in the state of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989: up to 35 years.
- (f) **Ex-Servicemen candidate:** Relaxation of age will be to the extent of service rendered by them in Defence Service plus 3 years provided they have put in a minimum of 06 months service after attestation and up to the age of 40 years for reservists not employed in Government Service.

4. EXAMINATION FEE:

- (a) The examination fee for Unreserved and OBC candidates is Rs.40/-. The examination fee should be paid in the form of Indian Postal Order from any Post office or demand draft from any Nationalized Bank drawn in favour of and payable at as follows:

Posts applied for Group "C" in respect of SWR Zonal quota: FA & CAO, South Western Railway, Hubli and payable at Hubli.

Posts applied for erstwhile Group "D" for:

- (A) Hubli division quota: Sr.DFM, Hubli & payable at Hubli.**
- (B) Bangalore division quota: Sr.DFM, Bangalore & payable at Bangalore.**
- (C) Mysore division quota: Sr.DFM, Mysore & payable at Mysore.**

- (b) Remittance of examination fee in any other form except Demand Draft/Indian Postal Order will not be accepted.
- (c) IPOs/DDs issued before the date of issue of Employment notice or after the closing date will not be accepted and the application will be rejected.
- (d) The particulars of Bank Draft/Indian Postal Order submitted as examination fee should also be indicated at the prescribed place in the application form.
- (e) Candidates must write their name, full address at the space provided in the Indian Postal Order/Demand Draft.
- (f) The examination fee is not refundable/transferable/adjustable under any circumstances.

5. FEE EXEMPTIONS: SC/ST candidates, Ex-Servicemen, Women candidates, Persons with disabilities, Minority candidates*, and candidates belonging to Economically Backward Classes** are exempted from payment of examination fees.

*** Minorities 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.**

The following authorities are authorized to issue income certificate for the purpose of identifying economically backward classes: (i) District magistrate or any other revenue officer up to the level of Tehsildar. (ii) Sitting Member of Parliament of Lok Sabha for persons of their own constituency. (iii) BPL card or any other certificate issued by the central government under a recognized poverty alleviation programme or Izzat MST issued by Railways.(iv) Union Minister may also recommend for any persons from anywhere in the country. (v) Sitting members of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside. The income certificate issued by the authorities mentioned above would have to be on Annexure-III which is available on South Western Railway Website. This would have to be issued on the letter head of the issuing authority.

6. HOW TO APPLY:

Candidates should carefully read all the instructions given in the employment notification before filling the application form. Application as per the format given below shall be submitted on A-4 size good quality paper. **The application format should be in English/Hindi language only and the application should be filled in English/Hindi language only. The applications submitted in other than English/Hindi languages will be rejected summarily.** The application should be filled in by the candidate in his/her own handwriting and signed. The candidate has to affix one recent passport size photograph (recently taken) duly attested by a Gazetted Officer on the application in the space provided for the purpose. The candidate

is also required to attach one extra passport size photograph along with the application. Serving government employees should send their application through proper channel duly forwarded by their controlling officials. The last date will not be extended on account of delay in transmission of the application by the concerned office. However an advance copy of the application can also be submitted.

7. WHOM TO APPLY:

Application complete in all respects should be sent in a cover addressed as follows:

In respect of Group “C” posts of SWR Zonal quota: Assistant Personnel Officer/HQ, Personnel department, South Western Railway Headquarters, 1st Floor, Zonal Headquarters Building, Opposite to Rail Nagar, Gadag Road, Hubli-580 020.

For Erstwhile Group “D’ posts (A) Hubli Division: Sr. Divisional Personnel officer, DRM’s Office Compound, Personnel Branch, S.W.Railway, Hubli Division, Hubli-580 020.

(B) Bangalore Division: Sr. Divisional Personnel officer, DRM’s Office Complex, 2nd Floor, Personnel Branch, S.W.Railway, Bangalore Division, Bangalore-560 023.

(C) Mysore Division: Sr. Divisional Personnel officer, DRM’s Office complex, Personnel Branch, S.W. Railway, Irwin Road, Mysore- 570 021.

NOTE: The applications should reach on or before 20.11.2012. For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spriti districts and Pangi sub-division of Chamba district of Himachal Pradesh, Andaman, Nicobar and Lakshadweep islands and the candidates residing abroad, the closing date for receipt of applications by post will be 05.12. 2012.

The cover containing the application must be super-scribed “Application for Scouts/Guides-2012-13(group C/D)” (HQrs/Division) for which the candidate is applying.

8. RECRUITMENT PROCESS:

The recruitment will be based on written test and interview. The candidates, whose applications are found eligible in all respects, will be assessed on the following basis. The eligible candidates will be called for written test and those who qualify in written test will be called for viva-voce.

(I) Written Test

50 Marks

The Written Test consists of 50 objective type questions relating to Scouts and Guides organization and its activities as per syllabus outlined below.

(II) Scouts/Guides Qualifications over and above the minimum prescribed as eligibility condition

	:	35 Marks
(a) Participation in International event (One event – 5 marks, two or more events – 7 marks)	:	07 Marks
(b) Participation in National Events/National Jamboree (No marks for first event. The same being the minimum eligibility condition: First additional event – 5 marks; Two additional events or beyond – 7 marks)	:	07 Marks
(c) Participation in Jamboree on the Indian Railways (One event – 5 marks; two or more events – 7 marks)	:	07 marks
(d) Events/Rallies attended at State level (One event-5 marks; two or more events – 7 marks)	:	07 marks
(e) Specialized Scouts/Guides Course Pioneering/ Mapping and standard judging Course/Vocational Craft Course (One course – 5 marks, two or more courses – 7 marks)	:	07 marks

(III) Personality Test/Interview

: 15 marks

Total

: 100 marks

(IV) SYLLABUS FOR RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA FOR GROUP 'C' POSTS (Pay Band-1 Rs.5200-20200 with Grade Pay Rs.1900/-)

History of Scouting/Guiding : Law & Promise ; Organization—District & State Level; Training Center -- 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 Jamboree; National Jamboree; Jamboree on the Air.

Organization at National Level: National Training Centers, WAGGGS/WOSM – Rashtrapati Award Competition; Prime Minister Shield Competition; Community Development Programmes; Aims and methods of Scouting; How Scouting is useful in producing better citizens?

(V) SYLLABUS FOR RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA FOR ERSTWHILE GROUP 'D' POSTS (Pay Band-1 Rs.5200-20200 with Grade Pay Rs.1800/-)

History of Scouting/Guiding : Law & Promise ; Organization—District & State Level; Training Center -- 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 Jamboree; National Jamboree; Jamboree on the Air.

9. GENERAL CONDITIONS:

Before applying to the post, the candidate should ensure that he/she fulfils the eligibility norms.

(a) The candidates already employed in Central/State/PSUs including Railways should submit their applications through proper channel duly submitting service certificate and no objection certificate from the employer.

(b) The decision of the Railway Administration in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, and mode of selection shall be final and binding on the candidates.

(c) Candidates recommended for appointment will have to pass the requisite medical fitness standards prescribed for the selected post.

(d) Canvassing in any form shall disqualify the candidate.

(e) The candidates should be in readiness to appear for the written test at short notice after the last date is over.

(f) The candidate are required to obtain caste certificates in the proper proforma from the appropriate authority and produce the original certificate at the time of verification, failing which he/she may be disqualified. This is strictly required vide Chapter 13 of the Brochure (published by Govt. of India, Ministry of Personnel, Public Grievance & Pensions Department of personnel Training, New Delhi). As large number of candidates are producing certificates issued by authority different from appropriate authority, they are advised to strictly comply with the instructions. **(Format of Caste Certificate for SC/ST/OBC candidates is available on SWR Website: www.swr.indianrailways.gov.in)**

10. ENCLOSURES:

The following enclosures should be firmly attached along with the application form. **(If the certificates are in a language other than English/Hindi, translation in English/Hindi should also be enclosed, duly attested by a gazetted officer)**

(a) Attested copy of Certificate in proof of academic qualification and experience.

(b) Attested copy of Certificate in proof of age.

(c) Attested copy of Certificate in proof of Scouts & Guides qualification and cultural activities

(d) Attested copy of latest community certificate issued by competent authority if he/she belongs to SC/ST/OBC.

(e) Attested copy of Discharge certificate if he/she is an Ex-serviceman.

(f) Attested copy of necessary proof for claiming age relaxation and fee exemption under para 3 and 5.

(g) Crossed Indian Postal Order(s)/Demand Draft as indicated at para No.4.

(h) Extra passport size photograph.

11. INVALID APPLICATIONS:

Applications with the following lacunae and irregularities will be summarily rejected.

- i.** Applications which are incomplete unsigned and are not in the prescribed format.
- ii.** Applications which are not in English/Hindi language.
- iii.** Applications without attested copies of certificates in proof of age, qualification, community etc.
- iv.** Enclosed attested copies of certificates which are not in English/Hindi language (or enclosures not translated to English/Hindi if the certificates are in other than English/Hindi language)
- v.** Applications without examination fee wherever applicable. (Indian Postal Orders/Demand Draft)
- vi.** Applications without photographs affixed and attested.
- vii.** Applications received after closing date.
- viii.** Application without addressing to the concerned office/officer as indicated at para 7.

Railway Administration is not responsible for any postal delay.

**(Detailed Notification and Application form can be downloaded from SWR website:
www.swr.indianrailways.gov.in)**

**For Chief Personnel Officer
South Western Railway**