

# EAST CENTRAL RAILWAY

**General Manager (P), East Central Railway, Hajipur  
Recruitment under Scout & Guide Quota for the year 2023-24**

**Emp. Notice No. ECR/HRD/Rectt/Scout & Guide Quota/2023-24**

**Date of Publication : 16.12.2023 Closing Date: 15.01.2024**  
(Closing Date for applicants of Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, J&K, Andman & Nikobar & Lakshadweep islands, Lohail & Spiti District and Pangri sub-division of Chamba district of Himachal Pradesh and candidates residing abroad - 30.01.2024)

Applications are invited for the following posts for Headquarter and divisions of E.C.Railway for Recruitment against Scout & Guide Quota of 2023-24 :-

<b>Headquarter Office of E. C. Railway</b>	<b>02 (Two) Group 'C' posts</b>	<b>Pay Level-2, Basic pay ₹ 19900</b>
5 Divisions of E.C.Railway i.e. Dhanbad, Danapur, DDU, Sonpur & Samastipur	10 (Ten) erstwhile Group 'D' posts 02 (Two) post for each division	Pay Level-1, Basic pay ₹ 18000

**2. Minimum Qualification :-**

(i) (a) For Group 'C' (Pay Level-2, Basic Pay- ₹19900) :- 12th (+2stage) or its equivalent examination with not less than 50% marks in the aggregate from a recognized Board. 50% marks are not required for SC/ST/Ex-servicemen/Persons with Benchmark Disabilities (PwBD) candidates or where are candidates possess higher qualification i.e. Graduation/Post Graduation etc. from a Recognized University.  
**Note:-** Persons if appointed to the category of Clerk-cum-Typist should acquire Typing proficiency in English or 25 w.p.m. in Hindi within a period of two years from the date of appointment and till such time their appointments to this category will be provisional.

OR

10th pass Plus Course Completed Act Apprenticeship/ITI approved by NCVT/SCVT for Technician Grade-III in Level of Pay Matrix of 7th CPC. No other qualification including Diploma in Engineering will be accepted as an alternative qualification.

(b) For erstwhile Group 'D' (Pay Level-1, Basic Pay- ₹18000) :- 10th pass from recognized Board OR ITI OR equivalent OR National Apprenticeship Certificate (NAC) granted by NCVT.

(ii) (a) A President Scout/Guide/Rover/Ranger OR Himalayan Wood Badge Holder in any section; (b) Should have been an active member of a Scouts organization for the last 05 years. The 'Certificate of Activeness' should be as per Annexure-'A'; and (c) Should have attended two events at National Level OR All Indian Railways' level AND Two events at State Level.

3. Age: For Group 'C' (Pay Level-2, Basic Pay- ₹19900) :- 18 to 30 years For erstwhile Group 'D' (Pay Level-1, Basic Pay- ₹18000) :- 18 to 33 years [Age will be reckoned on 15.01.2024]

(Upper age relaxation of 05 years for SC/ST, 03 years for OBC and 10 years for Persons with Benchmark Disabilities (PwBD)).

4. Examination Fee :- The examination fee detailed below to be paid through Indian Postal Order, date of issue of Indian Postal Order should not be before the date of issue of this Employment notice :-

- (i) For all candidates [except those mentioned in sub-para (ii) below] ₹ 500/- (Rupees Five Hundred Only). ₹ 400/- (Rupees Four Hundred Only) will be refunded to candidates actually appearing in the written examination.
- (ii) For candidates belonging to SC/ST/Ex-servicemen/Persons with 40% or above Disabilities (PwBDs), Women, Minorities and Economic Backward Classes". ₹ 250/- (Rupees Two Hundred Fifty Only). ₹ 250/- (Rupees Two Hundred Fifty Only) will be refunded to candidates actually appearing in the written examination.

Refund of Examination Fee will be made through Bank Account, hence candidate must submit RTGS form (as shown in annexure-'B').

\*Economically Backward Class candidates means whose family income is less than ₹50,000 per annum. They have to produce income certificate in the prescribed format as shown in annexure-'C'.

IPO (Indian Postal Order) should be pledged in favour of 'PFA, East Central Railway' and payable at Hajipur. Except as stated above, examination fee is not refundable under any circumstances.

**5. How & When to Apply :-**

(i) The given format should be neatly typed or hand written either in English or Hindi on a A-4 size paper and should be filled in own hand writing. One recent passport size photographs in full Scout/Guide uniform duly signed to be pasted on the application form.

(ii) Candidates should send the application alongwith necessary certificates/documents to General Manager (Personnel), Recruitment Section, E.C.Railway Headquarter Office, Hajipur, Distt.- Vaishali, Bihar, PIN-844101 by ordinary post so as to reach on or before the last date mentioned above. The candidate may also drop the application in the drop-box provided for the purpose in the above mentioned office up to 18.00 Hrs. on or before the last date. No acknowledgement of the application will be given. Applications from other sources will not be accepted.

Neither application will be accepted after the closing date in any circumstance, nor enclosure will be received separately after the receipt of application for attachment with application.

(iii) Candidates are advised to send separate application for Group 'C' and erstwhile Group 'D' posts. Application for Group 'C' and erstwhile Group 'D' posts in a single Application will be rejected for both categories.

(iv) The envelope containing the application with all enclosures should clearly be superscribed "Application against Scout & Guide Quota", "Employment Notice No. ECR/HRD/Rectt/Scout & Guide Quota/ 2023-24" and "Pay Level/Basic pay" on the top of the envelope. More than one application in one envelope will be rejected.

(v) The following enclosures should be attached with the application-  
(a) Two similar passport size photographs (same as affixed in the application form duly signed on the top) should be clipped along with the Application Form,  
(b) Indian Postal Order of prescribed amount (in favour of 'PFA, East Central Railway' payable at Hajipur).

(c) RTGS form and necessary proof for claiming fee refund.  
(d) The 'Certificate of Activeness' as at Annexure 'A' in original duly signed by authorities as mentioned therein (Date of issue of 'Certificate of Activeness' should not be before the date of issue of this Employment notice).

(e) Self attested copies of certificates in support of age, educational qualification, and Scouting/Guiding events/courses, Annexure- D may also be filled up and attached.

(f) Self attested copy of caste certificate in case of SC/ST candidates and current non-creamy layer certificate in case of OBC candidates, (valid for Central Government Service) issued by the competent authority.

(g) In case of serving employee "No Objection Certificate" from the employer should be attached.

**6. Procedure for Recruitment :-**

(i) The candidate, who apply in response to above employment notice issued against Scout & Guide Quota and are found eligible for consideration for appointment, will be assessed on the basis of Written Test and Scout & Guide Qualification over above the minimum prescribed eligibility condition. Distribution of Marks is given below:-

Sl. No.	Particulars of Test and Scout & Guide Activity	Maximum Allotted Marks
(A)	<b>Written Test</b> The written test will consist of 40 objective questions (40 marks) & 1 essay type question (20 marks) relating to Scouts and Guides Organization and its activities and General knowledge for Pay Level-2, Basic pay ₹19900/- and Pay Level-1, Basic pay ₹18000/- The syllabus for this will be as per para 8 of the notification. Objective questions will be with four optional answers and 1/3rd marks will be deducted for each wrong answer/deemed wrong answer.	<b>60 Marks</b>

**(B) Marks on certificates**

(i) Participation/Service rendered in National Events/ National Jamboree (including All Indian Railway Event) (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 Scout/Guides course organized at National/State/All Indian Railways level (10 Marks) :-

- One Course :- 07 marks
- Two or more Course :- 10 marks

(iv) Participation in District Rallies (10 Marks) :-

- One Certificate :- Nil
- Two Certificate :- 07 marks
- Three Certificate :- 10 marks

**Total Marks 100 Marks**

(ii) Separate Written Test will be organized for Group 'C' and erstwhile Group 'D' posts.

**7. Minimum Qualifying Marks :-**

(i) In Written Test, the candidate who will obtain 40% marks out of 60, will be eligible to be called for next stage of test i.e. Evaluation of Achievement Certificates.

(ii) The number of candidates to be called for next stage of test will be equal to 5 times of the number of vacancies of Scout/Guide. If more than one candidate will obtain equal marks as lowest cut-off marks among five times, all such candidates will be called for next stage of test.

(iii) 40% marks in aggregate (100 Marks) will be minimum qualifying marks for empanelment. The panel will be formed purely on merit basis.

The selected candidates against erstwhile Group 'D' posts (Pay Level-1, Basic Pay- ₹18000) may be posted in any of the 05 divisions of E.C.Railway. No choice for the posting will be entertained.

**8. Proposed Syllabus for recruitment under Scout & Guide Quota for Group 'C' and erstwhile Group 'D' posts :-**

History of Scouting/Guiding; Law & Promise; Organisation- 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.

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?

**9. Important Instructions:**

Date, venue and time of written examination will be intimated to the eligible candidate by post and will also be posted on our website. Candidates are advised to keep track on our website.

The decision of Railway Administration in connection with formation of panel will be final. For non-empanelment of the candidate, no correspondence will be entertained. The Railway Administration will not be responsible for any postal delay or wrong delivery. Canvassing in any form will disqualify the candidate. The application which suffer from material irregularities such as unsigned, signed in capital letters, LTI not clear, without date, declaration not copied/copied in capital/block letters, incomplete, illegible, without requisite & self attested enclosures, without desired fee (in the form of IPO), not in prescribed format, without self attested copies of certificate/testimonials and the application which in the opinion of Railway Administration are otherwise invalid will be rejected at any stage.

Subsequent guidelines received from Railway Board shall also be applicable for this Employment notice.

For any legal action arising out of the above, jurisdiction shall be High Court/Patna.

The above Employment notice is also available on our website

[www.ecr.indianrailways.gov.in](http://www.ecr.indianrailways.gov.in) → Hajipur HQ → Personnel → Recruitment/Notification  
Asstt. Personnel Officer (ESM)  
E.C.Railway/Hajipur

**PR/01730/HQ/PER/N/23-24/1425**  
**Application format for Recruitment against Scout & Guide Quota for the year 2023-24**  
**Employment Notice No. ECR/HRD/Rectt/Scouts & Guides Quota / 2023-24.**

Control No. ....  
(For office use only)  
(To be filled in Hindi / English by the candidate in his / her own handwriting)

To,  
The General Manager (Personnel)  
Recruitment Section  
E.C. Railway, Head Quarter Office,  
Hajipur Distt.- Vaishali, Bihar.  
PIN-844101

Affix passport size recent photograph in full Scout/Guide Uniform duly signed by candidate.

I hereby apply for recruitment for the post as mentioned below in response to employment notice No. ECR/HRD/Rectt/Scouts & Guides Quota/2023-24.

1. Post applied for (Group 'C' or Erstwhile Group 'D') : .....
2. Details of Indian Postal Order :

Name of Post Office	Details of IPOs	Date of issue	Value

3. Name of the candidate (In English, in Block Letters) : .....
4. Name of the candidate (in Hindi) : .....
5. Father / Husband's Name: .....
6. Full Postal address (with Pin Code No.): .....
7. Permanent address (with Pin Code No.): .....
8. Community (UR/OBC/SC/ST) : ..... 9. Sex : (Male/Female) : ..... 10. Nationality : .....
11. Whether Physically Handicaped (if YES, certificate must be enclosed) : .....
12. Religion : ..... 13. Telephone/Mob. No. ....
14. Name of nearest Railway Station: .....
15. Date of Birth : ..... 16. Age as on 01.01.2024 : ..... Year ..... Month ..... days (in Christian era)
17. Two marks of Identification: (i) ..... (Excluding Black or Colored Spot) (ii) .....
18. Educational Qualification:

Examination Passed	Board / University	Year of Passing	Division	% of Marks

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19. Details of participation in Scouts & Guides for their eligibility: .....
20. Details of certificate enclosed: (i) ..... (ii) .....
- (iii) ..... (iv) .....
- (v) ..... (vi) .....

**21. Declaration (Candidate must write the following declaration in his own running handwriting in the space provided below):**

I, hereby declare that all the statements made above in the Application are true, complete and correct to the best of my knowledge and belief. If they are found false or incorrect at any stage, my candidature is liable to be cancelled and even after appointment my appointment is liable to be terminated.

Full Signature of the candidate (In English) : .....

(Not in capital letter)

(In Hindi) : .....

Place : .....

Date: .....



ANNEXURE - A  
Certificate No. ....

**CERTIFICATE OF ACTIVENESS**

This is to certify that Mr./Mrs./Miss. .... of .....  
State/District/Division is an active member of ..... Group since ..... year  
duly registered with the State/District Association.  
Date:

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

(Name & Sign)  
DOC (S/G)

(Name & Sign)  
DC (S/G)

ANNEXURE- B

**Real Time Gross Settlement (RTGS)/National Electronic Fund Transfer (NEFT)  
Model-Mandate Form**

Investor/customer/vendor's option to receive payment through RTGS/NEFT mechanism  
Name of the Scheme and periodicity of payment

1. Investor/customer/vendor's name:  
2. Particulars of Bank account:  
A. Name of the Bank:  
B. Name of the branch:  
Address:  
Telephone No. :  
C. IFSC code:  
D. 9-Digit code number of the bank and branch appearing on the  
MICR cheque issued by the bank:  
E. Type of the account (S.B., Current or Cash Credit)  
with code (10/11/13)  
F. Ledger and Ledger folio Number:  
G. Account number (as appearing on the cheque book)

(In lieu of the bank certificate to be obtained as under, please attach a bank canceled cheque or photocopy of a cheque or front page of savings bank passbook issued by your bank for verification of the above particulars)

3. Date of effect:  
I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

Date: ..... Signature of the Investor/customer/vendor's

Certified that the particulars furnished above are correct as per our records

Bank Stamp  
Date

Signature of authorized Official of the Bank

ANNEXURE - C

**INCOME CERTIFICATE FOR CLAIMING REFUND OF EXAMINATION FEE  
FOR ECONOMICALLY BACKWARD CLASSES**

1. Name of Candidate : .....
2. Father's Name : .....
3. Age : .....
4. Residential Address : .....
5. Annual Family Income : .....
6. Date of Issue : .....
7. Signature of issuing authority : .....
- Name : .....
8. Stamp of issuing Authority : .....

Note : 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 class :

- (i) District Magistrate or any other Revenue officer upto 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 Central Government under a recognized poverty alleviations programme or Izzat MST issued by Railways.  
(iv) Union Minister may also recommend for any persons from anywhere in the country.  
(v) Sitting member of Parliament of Rajya Sabha for persons of the district in which these MPs normally reside.

ANNEXURE - D

Details of Events attended

Name of Applicant: .....

Sl. No.	Name of Event	Place	Date	
			From	To
(i) Participation/Service rendered in National Events/National Jamboree (including All Indian Railway Event):				
1.				
2.				
3.				
4.				
(ii) Participation/Service rendered in State Events/Rallis:				
1.				
2.				
3.				
4.				
(iii) Specialized Scouts/Guides course organized at National/State/All Indian Railways level:				
1.				
2.				
3.				
4.				
(iv) Participation in District Rallis :				
1.				
2.				
3.				
4.				

Date :

Place:

EN 38/1

Signature of Applicant