Govt. of India
Ministry of Railways
CHITTARANJAN LOCOMOTIVE WORKS
P.O.: Chittaranjan, Dist.: Bardhaman (West Bengal) PIN-713331

NOTIFICATION FOR RECRUITMENT AGAINST "SCOUTS & GUIDES" QUOTA FOR THE YEAR: 2015-16

Employment Notice No. GMA/E-VII/Rectt/ S&G Quota: 2015-16 DATED-09/01/2016

Date of Issue: **09/01/2016** Closing Date**: 08-02-2016** Closing Time: 17.00 Hrs.
(For residents of Andaman-Nicobar & Lakshadweep and N.E - Closing Date: **15-02-2016**, Closing Time: 17.00 Hrs.**).**

1. Applications are invited from Indian nationals who are active members of Bharat Scouts & Guides for recruitment against Scout & Guides Quota in Chittaranjan Locomotive Works for the year 2015-16 for the vacancies indicated below:

Pay Band-I	Grade Pay	Total Vacancy
5200-20200/-	1900/-	01
	1800/-	02
Grand Total =		03

2. Candidates fulfilling the following eligibility conditions may apply:

Scouting/Guiding Qualifications: (Certificates should be of Bharat Scouts & Guides only).	a) Candidate should be a President's Scout/Guide/Ranger/Rover OR Himalayan Wood Badge (HWB)Holder any section. AND b) Should have been an active member of a Scouts Organization for at least 5(Five) years in the recent past and should continue to be active (The Certificate of Activeness' should be as per Annexure-I). AND c) Should have attended two events at National level OR All Indian Railways' level AND two events at State level.

3 . Minimum Prescribed Educational Qualification :

For candidates applying against Pay Band-I 5200-20200/- Grade Pay 1900/- (see Para-I above).	Passed 12th (+2 stage) or its equivalent examination with not less than 50% marks in aggregate. 50% marks is not insisted upon in the case of SC/ST/Ex. Servicemen/Persons With Disabilities (PWD) candidates. 50% marks is also not insisted upon in the case of candidates who possess qualifications higher than the essential minimum prescribed qualification. Educational Qualification must be from Recognized Institutions.
For candidates applying against Pay Band-I 5200-20200/- Grade Pay 1800/- (see Para-I above).	Candidates should possess the qualification of 10th Pass or ITI or equivalent. Candidates appearing /attending or awaiting results of the final examinations of 10th or ITI or equivalent on the date of application are not eligible to apply. Educational Qualification must be from Recognized Institutions.

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4. AGE LIMIT AND RELAXATION

Age as on **01-01-2016**	For the posts in Grade Pay 1,900/- UR: 18 – 29 Years., OBC: 18 – 32 years, SC/ST: 18 – 34 Years.
	For the posts in Grade Pay 1,800/- UR: 18 – 32 Years., OBC: 18 – 35 years, SC/ST: 18 – 37 Years.

NOTE1: The candidates should note that, only the Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the administration and no subsequent request for its change will be considered or granted.
NOTE2: The candidates should also note that, once a Date of Birth has been claimed by them and entered in the records of the Administration for the purpose of admission to the examination, no change will be allowed subsequently on any grounds whatsoever.

5. **RECRUITMENT PROCESS:**
The candidates, who apply in response to the Notification and are found eligible for consideration for appointment against Scout & Guides quota, will be assessed on the basis of following criteria:

A	**Written Test**	**50 Marks**
	The written test will consist of 40 objective type questions (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 will be as per **Para 6 below**.	
B	**Scouting- Skill Assessment**	**10 Marks**
	A Skill Assessment Committee will assess the practical ability of the Candidates .	
C	**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 Scout/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 (A)+(B)+(C)	**100 Marks**

NOTE3: The Written Test shall be held on **13-03-2015 at 11.00 hrs. for GP Rs.1900/- and 14.00 hrs.for GP Rs. 1800/-** at **D.V.(Girls')School/B.M, CLW/Chittaranjan**. Call Letters to the eligible candidates will be sent on short notice.
NOTE4: The candidates who qualify in the written test will only be called for **Scouting- Skill Assessment** & verification of certificates as mentioned at Item-5(B) (C) above.

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6 Syllabus:

History of Scouting/Guiding; Law and Promise; Organisation - Distt. & State Level; Training Center – 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 and 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 Centers 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?

7. HOW TO APPLY

i) Fill the application after carefully reading the employment notice.

ii) Candidates are required to submit the application form in the prescribed format in good quality **A-4** size white paper

iii) A candidate may submit one (01) application for the post in Grade pay Rs.1800/- and one(01) application for the posts in Grade Pay Rs.1900/-. The written exam for the posts in Grade Pay Rs. 1800/- & Grade Pay Rs. 1900/-will be held in a day (**1st Half & 2nd Half**) as the case may be.

iv) Application should be filled up by the candidate in his/her own handwriting in English/Hindi using blue/black ball point pen. Applications with typed entries and signature in capital letters will be summarily be rejected.

v) Applicant should give his/her full signature in running hand in the box of the application, at the specified place of the application form. Application with short signature and signature in capital letters and separate letters will be rejected.

vi) Applicant should write in his/her own handwriting, the sample declaration statement in the space provided in the application form. Applications without the written declaration will be rejected.

vii) Applicant should firmly affix on the application one recent colour passport size photograph revealing the full face(not to be pinned)without cap & without colored glasses(not older than three months). Applications with hazy, faded, unclear photo will be rejected.

viii) The applicant should keep **02 (two) more additional copy of same photograph** for future use, if required.

ix) Applicant should enclose with the application a set of legible Xerox copies of all certificates, in proof of Educational Qualification; Age, SC/ST/OBC status etc.

x) Certificate of active Scouts & Guides membership as mentioned at para-2(B) of above should signed by DOC, Scouts/Guides and countersigned by District Commissioner, Scouts/Guides of respective Scouts Districts.

xi) UR/OBC candidates should enclose application fee as explained at para-8 below without fail

xii) Applicant should fill all the columns in the application without fail.

xiii) Applicant should write on the top of the envelope containing the application as follows**,**
S & G Quota Application- (G.P. Rs.1800) or (G.P. Rs.1900) as the case may be

xiv) Application should reach 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.

xv) Serving Government Employees should intimate their employers that they are applying for the post of this notification. However, during the time of **Scouting- Skill Assessment**, they should produce the No Objection Certificate (NOC) from the present employer.

8. Application Fee :

UR and OBC candidates should submit with the application an **Indian Postal Order(IPO**) (issued after the date of this notification) for an amount of **Rs.100/-** drawn in favor of **FA & CAO, Chittaranjan Locomotive Works**. SC/ST, Ex-Servicemen, Physically Challenged, Women, Minority candidates (Muslims, Christians, Sikhs, Buddhists & Zoroastrians [Parsis]) and candidates belonging to economically backward classes(whose family income is less than Rs.50,000/-per annum) need not pay this fee.

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NOTE: 5. **Certificates** in proof of the respective categories as mentioned above, issued by the authorities authorized to issue such certificate, should be enclosed along with the applications form for getting exempted from paying this fee.

9. Addresses for Submitting Applications:

Candidates should send their applications through postal deptt. by '**Ordinary Post'** to- **Astt. Personnel Officer(Genl), Chittaranjan Locomotive Works, Chittaranjan, Dist: Bardhaman (West Bengal), PIN 713331 -OR** Candidates may drop their applications in the '**Drop Box'**, kept for the purpose, under the control of **Ch. O.S./GM(G)'s office**, Administrative Building, GM's office, CLW/Chittaranjan, in any working day during office hours.

10. OTHER TERMS AND CONDITIONS:

i) Applicant should possess requisite academic and Scouts & Guides and on the date of submission of Application.

ii) (a) The Matriculation for Grade Pay Rs.1800/-(b) Passed 12th (+2 stage) with not less than 50% marks in aggregate for Grade Pay Rs.1900/- or equivalent board Certificate in proof of minimum educational qualification /date of birth should be the one issued by a recognized Board or equivalent .

iii) Discrepancies in the particulars given in application/certificates submitted with the application would render the candidate ineligible any time during the selection as well as their applications will be also rejected for such discrepancies.

iv) **Schedules of Written Test/ Scouting- Skill Assessment ,www.clw.indianrailways.gov.in from time to time. Applicants are advised to visit the website regularly for getting the said information.**

v) Eligible applicants will be issued with call letters for written examination to their correspondence address. Change in dates/venue for **Written Test/ Scouting- Skill Assessment** etc. shall not be entertained under any circumstances. If any eligible candidate whose name figures in eligible list on the website does not receive call letter at least one week before the date of written examination, the candidate should collect duplicate call letter from the office of Chief Personnel Officer two days before the exam date, failing which he/she will not be allowed to sit in the written examination.

vi) SC/ST candidates will be eligible for free rail travel in second class for attending **Written Test/ Scouting-Skill Assessment**.

vii) Selected candidates have to pass the requisite medical standards prior to appointment.

viii) In the event of appointment as Office Clerks in Pay Band-I 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 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.

ix)There is no community reservation against Scouts & Guides 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.

x) Candidates should continue to serve the Scouts & Guides movement in the event of his/her selection.

xi) Applications not fulfilling any of the terms and conditions given in this notification shall be summarily rejected

xii) 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 any stage of the selection process.

xiii) Chittaranjan Locomotive works, reserves the right to cancel or modify recruitment process without reasons thereof. Decision of Chief Personnel Officer, Chittaranjan Locomotive Works in all matters relating to this recruitment shall be final.

xiv) Applicants are advised to check the list of applicants whose applications get rejected which will be published on Chittaranjan Locomotive Works website No. **www.clw.indianrailways.gov.in** other intimation of rejection would not be communicated to the candidates separately.

xv) The recruitment process is based purely on the merit of the candidates Canvassing in any form will attract disqualification.

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11.. INVALID APPLICATIONS:

Candidates are requested to read all instructions carefully before sending their applications otherwise their applications are likely to be rejected on one or more of the following reasons in terms of the notification.

(i) Applications received after the closing date and time.
(ii) Applications not in the prescribed format.
(iii) Candidates not having the required Educational/Scouting & Guiding **or** on the date of application.
(iv) The candidate is underage/overage as on **01-01-2016.**
(v) More than one application submitted by the same candidate for the same post.
(vi) Applications without latest photo not being pasted in the provided space.
(vii) Applications without the declaration being re-produced by the candidates in their own handwriting in the provided space in the application form.
(viii) Application without Signature (**in running hand**) or Signature in Capital Letters.
(ix) Copies of required enclosures not submitted as mentioned under para-8 of the Notification.
(x) Applications which are incomplete/illegible in any manner.
(xi) Candidates name figuring in debarred list.
(xii) Any other irregularity, considered by the Railway Administration that would render the application invalid/ Rejected.

12.. CAUTION:

Recruitment is purely merit based. Chittaranjan Locomotive Works have not appointed any agents or coaching centers 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 the **Chief Personnel Officer**, Chittaranjan Locomotive Works, P.O.: Chittaranjan, Dist.: Bardhaman (West Bengal), PIN – 713331. They can also inform to the **Chief Vigilance Officer**, Chittaranjan Locomotive Works, P.O.: Chittaranjan, Dist.: Bardhaman (West Bengal), PIN – 713331.

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For Chief Personnel Officer

CLW/CRJ

INDIAN RAILWAYS
CHITTARANJAN LOCOMOTIVE WORKS
PO:CHITTARANJAN,DIST:BURDWAN
PIN:713331(WEST BENGAL)

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For office use

Application form for Recruitment of candidate against Scouts and Guides Quota for the year 2015-16 for Group'c' posts in PB-1 Rs. 5200-20200 Grade Pay Rs.1900/- and erstwhile Group'D' posts in PB-1 Rs.5200-20200 Grade Pay Rs.1800/-

Notification No.GMA/E-VII/ Scouts & Guide Quota,2015,dated 09/01/2016

(Read the instructions carefully before you start filling up the Application Form)

Please affix/paste recent colour passport size photograph(not to be pinned)without cap & without colored glasses(not older than three months) duly attested by signing partially on application and partially on the photo

To
Astt. Personnel Officer(Genl)
CLW/Chittaranjan .
Po: Chittaranjan, Dist: Burdwan
Pin:713331(West Bengal)

Grade Pay applied for i.e.

Grade Pay Rs.1900/-	Grade Pay Rs.1800/-

(Only one Grade Pay should be mentioned)

1.Name Of The Candidate:_____
(Write In CAPITAL Letters, As Per Matriculation Certificate).
2.Father's Husband's name:_____
3.Date of Birth: Date:_____ Month _____Year_____
4.Nationality. :_____ 5. Religion. :_____
6.Address for Correspondence :_____
(write in CAPITAL Letters.) _____
STATE:_____PIN Code_____
7.Community :_____8. Gender :_____9.Nearest Railway Station:_____
10.Mobile Number:_____11.Email:_____
12.Details of Education Qualification:-

Examination passed	School/Institution/ Board/University	Year of Passing	Marks Obtained	%age of marks	Certificate No.	Class/division

13.Details of Scouting Qualification

a)Certificate No.& Year in which qualified for President Scout/Guide/Rover/Ranger OR Himalayan Wood Badge(HWB)Holder in any section	
b)Certificate of being an active member of a Scouts organization to be submitted in Annexure-I of this application	
c)Group of Unit to which candidate belongs	

d)Activities in Scouts organization for the last 05 years and also during the current year:-

Details	2010-11	2011-12	2012-13	2013-14	2014-15	Current year i.e 2015-16
National level						
State Level						
Dist.Unit Level						
13(a). List of events participated may be indicated in Annexure 'III' of this Application.						

Contd….P/2

14.Personal marks of identification (Scars , moles, or any other visible permanent marks on the body)	1.	
	2.	

15.Details of Present employment in Railways or any other government organization
(to be supported by attested copies of certificates)-

Designation	Pay Band Rs.	Grade Pay Rs.	Date of entry to present grade	Unit/Office/Divn/ Workshop

16. Whether belonging to the following categories(tick(√) the appropriate Box(to be supported by attested copies of certificate-

Ex-serviceman	Minority	Economically backward class	Widowed but not remarried	Divorced but not remarried	Judicially separated b not remarried

17. Details of IPO's Enclosed (Examination fee)-

IPO No.	Date	Amount

18. DECLARATION BY THE CANDIDATE:

I hereby declare that all the information furnished in this application are true and correct to the best of my knowledge and belief I understand that in the event of the information given herein being found false or incorrect, my candidature for the recruitment on Scouts/guides quota is liable to be rejected or cancelled in the event of my mis -statement /discrepancy in the particulars being detected after my employment my services are liable to be terminated without any notice to me.
I also declare that in the event of my selection against Scouts/guides Quota, I will actively participate regularly in the unit/group activities and contribute towards the service program/projects of the district/State Whether Called for I will serve the Scouts/guide movement for at least 05 years from the date of my appointment and this will be subject to review at the end of the every year based on the report of district commissioner concerned.

Place:

Date:

Left Hand Thumb impression (Must be clear and no smudged)	
(1)	(2)

Signature of the candidate

(Do not sign in the capital letter)

Annexure-I

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CERRIFICATE OF ACTIVENESS

Certificate No._____

This is to certify that, Shri/Smt./Kum._____ of

_____ State/District/Division is an active member of _____ Group

Since_____ Years duly registered with the State/District/Association.

Date:_____.

Place:_____.

(Name & Sign) Group Leader(G/G) (with seal)	(Name & Sign) DCOC(S/G) (With seal)	(Name & Sign) DC(S/G) (with seal)

Annexure-II

DECLARATION FOR APPOINTMENT

I_____s/o _____hereby declare that

1. I shall undergo Unit leader training within 01 year of my posting in the railway.
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 D&A rules

Place_____ ----------

Date_____ (Signature of the candidate)

CLW/CRJ

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Annexure-III

DETAILS OF EVENTS ATTENDED

Name of the Applicant:_____

Sl.No.	Name of The Event	Place	Date	
			From	To
Participation/Service Rendered in National Events/ National Jamboree(Including All Indian Railway Events)				
1				
2				
3				
4				
5				
6				
Participation/service rendered in state events/rallies				
1				
2				
3				
4				
5				
6				
Specialized Scouts/guides course organized at national /state/all Indian railways level				
1				
2				
3				
4				
5				
6				
Participation in district rallies				
1				
2				
3				
4				
5				
6				

(Attested photocopies of each certificate should be enclosed in serial order)

Signature of the candidate

Place:_____
Date_____

CLW/CRJ