

(IV) Participation in District Rallies	10 Marks
• One certificate	Nil
• Two certificates	07 Marks
• Three certificates	10 Marks
TOTAL	100 Marks

EMPLOYMENT NOTICE No. RRC-03/S&G/2023-24 Dated: 20.01.2024

RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA FOR THE YEAR 2023-24

1.0. Applications are invited from Indian Citizens, for recruitment in Level - '2' & Level - '1' Posts, as indicated below, in Southern Railway, against Scouts & Guides quota for the year 2023 - 2024.

QUOTA	PAY LEVEL	No. of Posts
Southern Railway	LEVEL - 2	02 (TWO)
	LEVEL - 1	12 (2 Posts for each Divisions, viz., Chennai, Tiruchchirappalli, Madurai, Palakkad, Thiruvananthapuram and Salem).
ICF	LEVEL - 2	01 (ONE)
	LEVEL - 1	02 (TWO)

Note:- Application and Examination fees should be submitted separately in case any candidate is applying under different quota viz., Scouts and Guides -Level '2' Posts and Scouts and Guides Level - '1' Posts.

Important:

Opening Date and Time	20/01/2024 @ 09.00 hrs.
Closing Date and Time	20/02/2024 @ 23.59 hrs.

- Please read all the instructions in this Notification carefully and ensure that you are eligible to apply before filling the application form online. Detailed instructions for filling up online application available on 'www.rrcm.as.in'
- Candidates are advised to visit the website frequently for regular updates. Candidates are advised in their own interest to submit Online Application much before the closing date to avoid possibility of any failure to submit application due to heavy load on.
- In case the candidates does not have a Valid Personal e-mail ID he/she should create his/her e-mail ID before applying online and must maintain the same mail ID & Mobile number should be active till the end of the recruitment process. The mobile number and E-mail ID should not be changed by the candidates till completion of selection and administration will not be responsible for non-receipt of communication if mobile number and e-mail ID are changed in between. No request in this regard will be entertained by the administration under any circumstances.

2.0. SCOUTS AND GUIDES QUOTA FOR LEVEL '2' AND LEVEL '1' POSTS

2.1. QUALIFICATION FOR SCOUTS & GUIDES QUOTA

- A President's Scout / Guide / Rover / Ranger (or) Himalayan Wood Badge (HWB) Holder in any section
- Should have been an active member of a Scouts organisation for the last 5 years. The 'Certificate of Activeness' should be as per Annexure-I (enclosed); and
- Should have attended two events at National Level or All Indian Railway's level and Two Events at State Level

Explanatory Note:

@ Atleast Five years in the recent past i.e. during 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 and should continue to be active, i.e during 2023-24 (till date).

\$ Certificate should contain the 'List of Events attended by Candidate'

2.2. PROCEDURE FOR RECRUITMENT FOR SCOUTS & GUIDES QUOTA

The candidates, who apply in response to this notification and are found eligible for consideration for appointment, will be assessed on the following basis.

(A)	Written Test	60 Marks
	The Written test will consist of 40 objective questions (40 marks) & 1 essay type question (20 marks) relating to Scouts & Guides organization and its activities and General Knowledge for Level - 2 and Level - 1. The syllabus for this will be as per syllabus outlined below.	
	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
(B)	(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) Specialised Scout / Guides course organised at National / State / All Indian Railways level	10 Marks
	• One course	07 Marks
	• Two or more courses	10 Marks

2.3. SYLLABUS FOR SCOUTS & GUIDES QUOTA — FOR LEVEL 1 AND LEVEL 2 POSTS

History of Scouting / Guiding; Law & Promise; Organisation - 'Dist. & State Level; Training Centre - Dist. & 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. Organisation at National Level; National Training Centres; WAGGGS / WOSM- Uparashtrapati Award competition; Prime Minister Shield Competition; Community Development Programmes; Aims and Methods of Scouting; How Scouting is useful in producing better Citizens?

2.4. The Written Examinations will be conducted for Level-2 and Level-1 separately.

3.0. POSTS AND EDUCATIONAL QUALIFICATION

3.1. FOR LEVEL - '2' POSTS-NON-TECHNICAL POPULAR CATEGORIES (NTPC): 12th (+2 stage) or its equivalent examination with not less than 50% marks in the aggregate. 50% marks is not to be insisted upon in case of SC/ST/ Ex. servicemen. (Authority: Railway Board's letter No. E(NG)II/2012/RR-1/16/Pt.A dated: 17.12.2014) RBE No.145/2014

3.2. **FOR LEVEL - '2' POSTS - TECHNICIAN CATEGORIES:** Matriculation/SSLC plus Course completed Act Apprenticeship / ITI. No other qualification including Diploma in Engineering will be accepted as an alternative qualification. Act Apprenticeship / ITI Certificate must be approved by SCVT/ NCVT. (Authority : RBE No. 13/2019).

3.3 **FOR LEVEL - '1' Posts - Matriculation / SSLC pass Or ITI Or equivalent Or National Apprenticeship: Certificate (NAC) granted by NCVT.** (Authority : Railway Board's letter No. E(NG)II/2017/RR-1/1/12 (3192238) dated: 28.02.2018) RBE No. 31/2018.

3.4 Specific Categories in Level - '2' post, Level - '1' post and place of posting will be decided by the Southern Railway administration at the time of offering appointment to the selected candidates.

4.0 AGE LIMIT

4.1 AGE (AS ON 01-01-2024)

Posts & Age up to	UR	OBC	SC/ST
Level - '2'	18 to 30 Years	18 to 33 Years	18 to 35 Years
Level - '1'	18 to 33 Years	18 to 36 Years	18 to 38 Years

4.2 EXTENT OF AGE RELAXATION

4.2.1 Serving Railway employees who have put in three years of continuous service and substitutes who have put in three years of continuous service or Three Years in broken spells in the Railways:

Posts & Age up to	UR	OBC	SC/ST
Level - '2' & Level - '1'	40 years	43 years	45 years

4.2.2. Widows / Divorced women and women judicially separated but not remarried:

Posts & Age up to	UR	OBC	SC/ST
Level - '2' & Level - '1'	35 years	38 years	40 years

4.2.3 Persons who had ordinarily domiciled in the Kashmir Division of the state of Jammu and Kashmir during the period from 1st January 1980 to 31st December 1989 by 5 Years.

4.2.4 Staff of Quasi Administrative Offices of Railway Organizations: Relaxation of age will be to the extent of 5 years (or) service rendered by them in such organization's, whichever is less.

4.2.5 **EX-SERVICEMEN CANDIDATES:** Relaxation of age will be to the extent of service rendered by them in Defence Services plus 3 years provided they have put in a minimum of 6 months service after attestation and up to the age of 40 years for reservists not employed in Government Service.

4.2.6 PERSONS WITH DISABILITY:

Posts & Age up to	UR	OBC	SC/ST
Level - '2'	40 years	43 years	45 years
Level - '1'	43 years	46 years	48 years

5.0 EXAMINATION FEES:

5.1 Candidates applying for the posts in this Employment Notice have to pay the prescribed fee payable online as per below table.

Sl. No.	Candidate Categories	Fee
1	For all candidates except the fee concession categories mentioned below at Sl.No.2. * Rs.400 will be refunded to those who are found eligible as per notification and actually appear in the Written Test / Computer Based Test (CBT)after deducting bank charges.	Rs.500/-
2	For Candidates belonging to SC/ST / Ex-Serviceman / PWDs / Female / Transgender / Minorities / Economically backward class. * Rs.250 will be refunded to those who are found eligible as per notification and actually appear in the Written Test / Computer Based Test (CBT)after deducting bank charges.	Rs. 250/-*

5.2 FEE EXEMPTIONS:

SC/ST Candidates, Ex-Servicemen, Persons with Disabilities, Women Candidates, Minority* Candidates and candidates belonging to Economically Backward Classes** are exempted from payment of Examination Fees.

NOTE:

* Minorities will mean Muslims, Christians, Sikhs, Buddhists and Zorastrians (Parsis).

For claiming exemption/refund from the examination fee, Minority candidates **should upload 'self declaration'** at the time of filling up of online application (format available in RRC website). At the time of document verification such candidates claiming exemption of examination fee will also be required to furnish 'Minority community declaration' affidavit on non-judicial stamp paper that he/she belongs to any of the above minority community. If the affidavit is not produced during Document Verification, their candidature will be rejected.

** Economically backward classes will mean the candidates whose family income is less than 50,000/- per annum.

The Income certificate issued by the authorities mentioned below would have to be in the format prescribed which is available on RRC Chennai website. This would have to be issued on the letter head of the issuing authority and should be **uploaded** at the time of filling up online application by the candidates belonging to EBC and the same should be produced in original at the time of Document verification

Authorities competent to issue income certificates for the purpose of identifying economically backward classes.

- District Magistrate or any other Revenue Officer up to the level of Tahsildar.
- Sitting Member of Parliament of Lok Sabha for persons of their own constituency.
- Below Poverty Line (BPL) Card or any other Certificate issued by Central Government under a recognised poverty alleviation programme of Izzat MST issued by Railways.
- Union Minister may also recommend for any Persons from anywhere in the country.
- Sitting Member of Parliament of Rajya Sabha for Persons of the district in which these MPs normally reside.

NOTE: Candidates claiming 'Fee Exemptions' shall enclose a copy of the Certificate in the prescribed format ("Proforma" is available in the website.)

5.3 Fee payment will have to be made online only through payment gateway as part of online application process.

5.4 After ensuring the correctness of the particulars in the application form, candidates are required to pay fees through the payment gateway which has been integrated with the online application.

5.5 The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.

5.6 On successful completion of the transaction, e-receipt with the date entered by the candidate will be generated which should be saved / printed and retained by the candidate.

5.7 If the online transaction is not successfully completed, please make payment online again.

5.8 Candidates should provide the correct details of beneficiary Bank Account in which they would like to receive the refund viz. beneficiary name, Bank name, Account number and IFSC Code while filling up the application form to facilitate refund of fees to the eligible candidates as per Para 5.1 above after deducting bank charges.

5.9 Fee in respect of candidates who are found ineligible shall not be refunded.

5.10 Refunds as per para 5.1 above will be made after deducting bank charges only to those candidates who are found eligible as per notification and actually appear in the Written Test / Computer Based Test (CBT).

5.11 Applications received with Cash/Cheque/Central Recruitment Fee Stamps or Money Order will not be accepted and will be rejected.

5.12 The processing fee is not refundable/transferable/adjustable under any circumstances.

6.0 COMMUNITY CERTIFICATE:

6.1 No Post is exclusively reserved for OBC and SC/ST Candidates.

6.2 The Candidates claiming to belong to OBC and SC/ST communities are required to produce Community Certificate from the competent Authority in the prescribed format ('Proforma' is available in the website) and enclose a copy of the same with the Application.

6.3 **The Community Certificates produced by OBC Candidates should specifically indicate that the Candidate does not belong to Persons / Sections of creamy layer.**

7.0 MEDICAL EXAMINATION:

Candidates recommended for appointment will have to pass the Medical classification of Bee Two and above for the Posts to be identified by the Southern Railway / ICF Administration.

8.0 CHOICE OF LANGUAGE FOR QUESTION PAPER:

The candidates must choose any one of the following languages only and indicate the same in the Application Form.

Hindi or English.

9.0 GENERAL INSTRUCTIONS:

9.1 The candidates applying in response to this notification shall ensure that he/she fulfills all eligibility conditions at the time of submission of Application.

9.2 Photo: One Passport Size Photograph (not older than One Month) in Scout / Guide uniform should be uploaded on the application form, at the space specified.

9.3 Enclosures: Self-attested copies of the Certificates in support of Age, Community, Educational Qualifications and Scouting Qualifications, etc. Further necessary proof for claiming fee exemption, etc. should be uploaded when filling the online Application.

9.4 Certificates in Languages other than English or Hindi should be accompanied by an attested translation in English / Hindi.

9.5 Serving Employee and Staff of Quasi Administrative Offices of Railway Organizations: 'No Objection Certificate' and 'Bonafide Certificate' giving the length of regular service etc. from the employer should be attached.

9.6 Divorced / Judicially Separated Women: Copy of Decree from the competent court of law for having Divorced / Judicially separated along with an Affidavit that she has not remarried since should be enclosed.

9.7 Widow: Death Certificate of her husband together with an Affidavit that she has not remarried since should be enclosed.

9.8 Ex-Servicemen: Discharge certificate should be enclosed.

9.9 Persons with Disability: Disability Certificate issued by Medical Board of the appropriate Government in the prescribed format ('Proforma' is available in the web site) should be enclosed.

9.10 Candidates belonging to Minority Community and Economically Backward Classes shall enclose documentary proof in support of their claim.

9.11 Original Certificates / Documents:

It is the responsibility of the Candidates to produce Original Certificates / Documents at the time of Document Verification, without fail. Failure to produce the Original Certificates / Documents will result in rejection of the candidature.

9.12 The Candidates' admission at all stages of the recruitment will be purely provisional subject to satisfying the prescribed eligibility conditions.

9.13 In written Examination, there will be negative marking for wrong answers.

9.14 All the candidates are advised to browse www.rrcmas.in to know their Application status ,i.e. Eligible / Ineligible status when it is uploaded.

9.15 The Candidate shall attend the Written Examination / Documents Verification / Interview / Personality Test / Medical Examination at the Date, Time and Venue specified by Railway Administration.

9.16 Any request for change of Date, Time and Venue will not be entertained.

9.17 Travel Expenses: SC/ST Candidates alone will be issued with II - Class Free Pass for their Journey from their nearest Railway Station to the Venue of Written Examination / Document Verification / Medical Examination. Others will have to make their own arrangements. No reimbursement of travel expenses will be made on any account.

9.18 Accommodation: All the candidates will have to make their own arrangements for their accommodation while coming for Written Examination, Document verification and Medical Examination. They must also come prepared to stay for few days, if required. RRC will not make any arrangement for providing accommodation.

9.19 Mere issue of call letter to the candidate will not imply that his / her candidature has been finally cleared.

9.20 Railway Administration reserves the right to alter the stages of examination or conduct re-examination or cancel part or whole of any recruitment process at any stage without assigning any reason.

9.21 Decision of Railway Administration in all matters relating to recruitment will be final and binding on the candidates. It will not be possible to entertain any enquiry or correspondence while the recruitment process is going on.

10.0 HOW TO APPLY:

10.1 Eligible candidates can apply online through the link available in the RRC Chennai Website.

11.0 MISCONDUCT

11.1 Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling up the Application Form.

11.2 Candidates shall not bring or attempt to bring any political or other influence to further his/her interest in respect of recruitment. Any such violation, at any stage, will result in disqualification of the Candidature even if the candidate is otherwise eligible.

11.3 Candidates may note that if they are found guilty of any one of the following during / after the recruitment process, his/her Candidature / Appointment is liable to be Cancelled / terminated without any Notice at any stage. Further, such candidates are liable for criminal prosecution.

11.4 Submitting fabricated / forged Certificates or Documents which have been tampered for getting selected or avail free travel facilities.

11.5 Impersonating or procuring impersonation by any person.

Misbehaving with officials at any point of time during the Recruitment Process.

12.0 DOCUMENTS TO BE UPLOADED:

Candidates are required to upload the following **ELIGIBLE DOCUMENTS:-**

12.1 Scanned copy of Scouts and Guides Qualifications as per para 2.1 of this notification.

12.2 Scanned self-attested copy of ESSENTIAL MINIMUM PRESCRIBED EDUCATIONAL QUALIFICATION mark sheet / certificate or its equivalent as prescribed in para 3 of the Notification.

12.3 Scanned self-attested copy of **certificate for proof of Date Of Birth** (Standard 10th OR its equivalent certificate OR mark sheet indicating date of birth or School Leaving Certificate indicating date of birth).

12.4 Scanned self-attested copy of **Caste Certificate** (as per prescribed format) issued by the Competent Authority for **SC/ST/OBC** candidates, wherever applicable.

12.5 Self-attested / attested copies of relevant certificates in **proof of claiming age relaxation** and for **claiming exemption in examination fee.**

SCANNED PHOTOGRAPH / SOFT COPY OF PHOTOGRAPH

Candidates are required to upload their colour photograph (size 3.5 cm x 3.5 cm, which should not be older than three months from the date of application in colour, JPG/JPEG format, 100 DPI, size of the file should be between 50 kb and 100 kb) in scout / guide uniform with clear front view of the candidate without cap and sunglasses.

SCANNED SIGNATURE / SOFT COPY OF SIGNATURE

Candidates are also required to upload their signature (size 3.5 cm x 2.5 cm, JPG / JPEG format, 100 DPI, size of the file should be between 20 kb and 30 kb). Scanned signature should be, either in English or Hindi, and in running hand and not in BLOCK / CAPITAL or disjointed letter.

13.0 INVALID APPLICATIONS

Candidates must ensure that their application is complete in all respects. Applications which suffer from the following deficiencies will be summarily rejected.

13.1 Applications without scanned signature or signed in CAPITAL letters.

13.2 Applications without scanned photograph.

13.3 Application with scanned photo but wearing Goggles or with cap or with wig or coloured glasses or disfigured / small size or unrecognizable photographs.

13.4 Applications of over-aged or under-aged candidates or Date of Birth certificates uploaded are illegible or Date of Birth field filled in with wrong date.

13.5 Not enclosing Caste Certificate in favour of SC/ST/OBC issued by competent authority for candidates claiming to belong to SC/ST/OBC. Candidates belonging to OBC but not producing community certificates indicating that the candidate does not belong to Persons / Sections of creamy layer.

13.6 Not enclosing relevant Certificates in support of age, Educational Qualifications, Scouting Qualifications, Claiming Fee Exemption, Age Relaxation, etc. along with the Application Form.

13.7 **Applications with copies of certificates not self-attested as mentioned in paras-12.1 to 12.5.**

13.8 Incorrect / Incomplete applications in any form, is liable to be rejected.

13.9 The Application of the Candidates who fail to comply with the instructions contained in this Notification will be summarily rejected.

13.10 Any other form of irregularities as observed and considered as invalid by RRC-CHENNAI.

IMPORTANT ADVISORY

Beware of Job-racketeers trying to deceive the Candidates by false promises of Securing Job in Railways either through influence or by use of unfair and unethical means. Southern Railway has not appointed any agents or training agencies. All Recruitments by Southern Railway are purely MERIT BASED

ANNEXURE - I

Certificate No.:

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)

CHAIRMAN / RRC / CHENNAI