



Govt. of India
Ministry of Railways

CHITTARANJAN LOCOMOTIVE WORKS

P.O.: Chittaranjan, Dist.: Bardhaman (West Bengal) PIN-713331

Employment Notice No. GMA/MR/Rectt/S&G Quota/2013-14

Date of Issue: **20-09-2013** Closing Date: **21-10-2013** Closing Time: 17.00 Hrs.
(For residents of Andaman-Nicobar & Lakshadweep- Closing Date: **31-10-2013**, Closing Time: 17.00 Hrs.)

Recruitment against Scouts & Guides Quota for the Year 2013-2014.

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 2013-14 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 eligible conditions may apply:

Scouting/ Guiding Qualifications: (Certificates should be of Bharat Scouts & Guides only).	<p>a) Candidate should be a President's Scout/Guide/Ranger/Rover OR Himalayan Wood Badge Holder OR A Pre-HWB trained Scout Leader/Advanced Trained Guide Leader/ Captain.</p> <p style="text-align: center;">AND</p> <p>b) Should have been an active member of a Scouts Organisation for at least 3(Three) years in the recent past and should continue to be active (Certificate of active membership should be signed by DOC, Scouts/Guides and countersigned by District Commissioner, Scouts/Guides of respective Scouts Districts).</p> <p style="text-align: center;">AND</p> <p>c) 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.</p>
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3. Educational Qualification :

For candidates applying against Pay Band-I ` 5200-20200/-Grade Pay ` 1900/- (see Para-I above).	Pass in Matriculation or its equivalent from a recognized board. (50% marks in the aggregate will be required for NTPC categories 50% marks are not required for SC/ST candidates and for candidates having higher qualification)
For candidates applying against Pay Band-I ` 5200-20200/-Grade Pay ` 1800/- (see Para-I above).	Pass in Matriculation or ITI OR its equivalent from a recognized Board.
4. Age as on 01-01-2014	For the posts in Grade Pay ` 1,900/- UR: 18 – 30 Years., OBC: 18 – 33 years, S/ST: 18 – 35 Years.
	For the posts in Grade Pay ` 1,800/- UR: 18 – 33 Years., OBC: 18 – 36 years, S/ST: 18 – 38 Years.

	Item	Marks
5. Selection procedure – Assessment of Eligible candidates:	i) Written Test : Consists of 50 objective type questions relating to Scouts & Guides organization and its activities as per syllabus given at para-6 below (There will be negative marking of 1/3 marks for each wrong answer)	50
	ii) Personality test/ interview	15
	iii) Scouts / Guides Qualifications: Over and above the minimum prescribed as eligibility conditions.	35
	Total Marks :	100

N.B.: The candidates who qualify in the written test will only be called for Personality Test/Interview as mentioned at Item-5(ii) (iii) above.

6.(i) Syllabus for Pay Band-I ` 5200-20200/-Grade Pay ` 1900/- : History of Scouting /Guiding Law & Promise, Organisation – District & State Level, Training Centre – 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 occasion; 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/SOMN-Uprashtrapati Award Competition; Prime Minister Shield Competition; Community Development Programmes; Aims and Methods of Scouting; How scouting is useful in producing better citizens ?

(ii) **Syllabus for Pay Band-I ` 5200-20200/-Grade Pay ` 1800/-** History of Scouting /Guiding, Law & Promise, Organisation – District & State Level, Training Centre -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.

7. **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.40/-** drawn in favour of FA & CAO, Chittaranjan Locomotive works.

SC/ST, Ex-Servicemen, Physically Challenged, Women, Minority candidates (Muslims, Christians, Sikhs, Buddhists & Zorastrians [Parsis]) and candidates belonging to economically backward classes(whose family income is less than Rs.50,000/-per annum) need not pay this fee.

NOTE:

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.

8. **Addresses for submitting applications:** Candidates should send their applications by post to Chief Personnel Officer, Chittaranjan Locomotive Works, Chittaranjan, Dist: Barddhaman(West Bengal), PIN 713331.

Alternatively, candidates can drop their applications directly in Drop Box placed under Ch. OS/GM(G)'s office/CLW during the office hours.

9. **How to apply:**

- i) Fill the application after carefully reading the employment notice.
- ii) Submit the application in the format prescribed at Annexure-I & II on good quality A-4 size white paper.
- iii) A candidate may submit one application for the post in Grade pay Rs.1900/- and one application for the posts in Grade Pay Rs.1800/-. 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 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 clear passport size photograph revealing the full face. 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) above should signed by DOC, Scouts/Guides and countersigned by District Commissioner, Scouts/Guides of respective Scouts Districts.
- xi) UR/OBC candidates should enclosed application fee as explained at para-7 above 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, "**Application against Scouts & Guide Quota Recruitment for the Year 2013-14**".
- 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 personality test/interview, they should produce the No Objection Certificate (NOC) from the present employer.

10. Other terms and conditions

- i) Applicant should possess requisite academic and Scouts & Guides qualifications on the date of submission of Application.
- ii) The Matric or equivalent board Certificate in proof of minimum educational qualification./date of birth should be the one issued by a recognized Board or equivalent from a recognized institution.
- 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 their applications will be also rejected for such discrepancies.
- iv) **Schedules of Written Test/Personality test/Interview etc. would be notified on Chittaranjan Locomotive Works website 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/Personality test/Interview etc. shall not be entertained under any circumstances. If any 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/Interview.
- 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.
- ix) There is no community reservation against Scouts & Guides quota 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 at 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 other intimation of rejection would be communicated to such candidates.
- xv) The recruitment process is based purely on the merit of the candidates Canvassing in any form will attract disqualification.

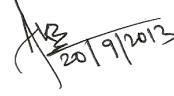
11. INVALID APPLICATIONS:

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.

- (i) Applications received after the closing date and time.
- (ii) Applications not in the prescribed format or which are incomplete/illegible in any manner.
- (iii) Candidates not having the required Educational/Scouting & Guiding qualifications on the date of application in terms of the stipulation of notification.
- (iv) The candidate is underage/overage as on **01-01-2014** in terms of the stipulation of notification.
- (v) More than one application submitted by the same candidate for the same post.
- (vi) Applications without latest photo not being pasted in the Space Provided.
- (vii) Applications without the declaration being re-produced by the candidates in their own handwriting in the space provide 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-9 of the Notification.
- (x) Candidates name figuring in debarred list.
- (xi) 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 of coaching centres 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.

Handwritten signature and date: 20/9/2013

For Chief Personnel Officer

APPLICATION FORM

Employment Notice No. GMA/MR/Rectt./S&G Quota/2013-14, Dated: 20.09.2013.

Post Applied for (Para 1 of Notification)		Please paste your recent passport size colour photo, not more than three months old, without cap & sunglasses.
1. Pay Band & Grade Pay Rs.5200-20200/-, G.P. Rs.1900/- Or Rs.1800/- Candidate to please indicate one G.P.	District	
2	Name of candidate(in Block letters):	
3	Father's Name	

4	Date of Birth		
	DD	MM	YYYY
6	Community (Tick)		
	SC	ST	OBC

5	Age as on 01.01.2014		
	Year	Month	Days

7. Address for Communication:

		8	Nationality		
			9	Religion	
				10	Sex (M/F)
			11		Marital Status (Married/Single)
		PIN -			
12	Nearest Railway Station (in English only for issue of free Railway Pass for SC/ST Candidate)				
13	Visible marks of Identification (Moles./Cut marks etc on your body)	i.			
		ii.			

14	a. Education Qualification Details			
	Qualifications	University/Board	Year of passing	% of Marks/Grade
	Matriculate /10th Class			
	Higher Secondary/ XII			
	Degree & Above			
	b. Scouting & Guiding Achievements			
	Details of the Certificate obtained by the Candidate	Yes / No	Year	Certificate Enclosed
	i) President's Scout/Guide/Ranger/Rover OR Himalayan Wood Badge Holder OR A Pre-HWB trained Scout Leader/Advanced Trained Guide Leader/ Captain.			
	ii) Active member of a Scouts Organisation for at least 3(Three) years in the recent past (Certificate of active membership duly signed by DOC, Scouts/Guides and countersigned by District Commissioner, Scouts/Guides of respective Scouts Districts).			
	iii) Attended at least one event at National level and one or two events at State level OR have a good record of participation in Scouts/Guides activities at Unit/District level.			

15.	<p>Declaration by the candidates(copy the passage in the box below in your running hand writing of the candidate)</p> <p>I do hereby declare that all the particulars given above by me in regards to my Age, Educational Qualifications, Scouting & Guiding Achievements, etc. are true and to the best of my knowledge. I am aware that in the event of any information furnished by me is found false/incorrect at any stage, even after my selection/posting, my candidature will be rejected summarily and I am also liable for criminal action.</p>

Place:

Contact / Phone Number

Date:

Signature of Candidate(running hand)