



North Western Railway
Railway Recruitment Cell
Power House Road,
Jaipur-302006
Website : www.rrcjaipur.in



**NOTIFICATION FOR RECRUITMENT AGAINST SCOUTS AND GUIDES QUOTA
ON NORTH WESTERN RAILWAY FOR THE YEAR 2023-24**

Employment Notice No. 06/2023 (S&G quota/RRC/NWR) Date 14.12.2023

Online applications are invited from eligible Citizens of India for filling up 10 posts against (8 for Level-1 & 2 for Level-2) Scouts & Guides Quota for the year 2023-24 over North Western Railway. **The candidates having Educational & Professional (Scouts & Guides) qualification (mentioned in para-2 below) can only apply.** Candidates may apply by clicking on the link provided on Railway Recruitment Cell, Jaipur's Website www.rrcjaipur.in.

Date of Publication of Notification	14/12/2023
Opening date of online application	15/12/2023
Closing Date and time of online application	14/01/2024 @ 23.59 hrs.

Important :

- 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 applications are available on the RRC – NWR, Jaipur's website- <https://www.rrcjaipur.in>
- 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/jam on website.
- Candidates are advised to fill up personal e-mail ID & Mobile No. in online application. 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 application and must maintain that e-mail ID & Mobile number active till the end of the recruitment process. The Railway Administration is not responsible for any delay in delivery of e-mail or SMS. Candidates should also check their spam e-mail folder.
- Candidates are advised to visit the website of RRC, NWR, Jaipur (i.e. <https://www.rrcjaipur.in>) frequently for regular/further updates.

1. Details of vacancies to be filled in:-

Sr. No.	Post	Pay Level	No. of Posts	Distribution of Posts Over
01	Gr "C" Non Technical Popular Category (NTPC)	Level-2 of 7 th CPC Pay Matrix (Pay band 5200-20200 GP 1900/- of 6 th CPC)	02 (Two)	North Western Railway
02.	Erstwhile Gr "D" Technical/ Non Technical	Level-1 of 7 th CPC Pay Matrix (Pay band 5200-20200 GP 1800/- of 6 th CPC)	08 (Eight)	02 post each for Ajmer, Bikaner, Jaipur & Jodhpur Divisions of North Western Railway.

Note :- (i) Separate online application should be filled up for Level-2 (Grade Pay Rs 1900/-) and Level-1 (Grade Pay 1800/-).

(ii) These posts are open to all communities and there is no reservation for any Community.

2. Eligibility Conditions:-

2.1 Minimum Educational Qualification:

S. No	Post	Minimum Educational Qualification
1	Level- 2	12 th (+2stage) or equivalent examination with not less than 50% marks in the aggregate. <u>50% marks in the aggregate will be required for NTPC categories.</u> 50% marks is not required for SC/ST/Ex-servicemen candidates and candidates those who possess higher qualification like Graduation/Post Graduation
2	Level- 1	(i) 10 th pass from a recognized Board with National Apprenticeship Certificate granted by NCVT or 10 th pass from a recognized Board with ITI for appointment in Civil Engineering, Mechanical, Electrical, S&T and Catering departments. (ii) 10 th pass or ITI or equivalent from a recognized Board for appointment in other departments.

2.2 Scouts and Guides Qualifications: (For level 2 and level 1 both)

- A President Scout/Guide/Rover/Ranger OR Himalayan Wood Badge (HWB) holder in any Section;
- Should have been an active member of a Scouts Organization for the last 5 (Five) years i.e. 2018-19 onwards. The “Certificate of Activeness” should be as per the Annexure-8 enclosed, and
- Should have attended two events at National Level OR All Indian Railways’ level AND Two events at State level as per Annexure-9.

Note:- Marks will be given for additional certificates attached as per para 11 in the notification.

3. Age Limit:-

3.1 For Level 2 :-

Age group	Upper Date of Birth			Lower Date of Birth for all	Remarks
	UR	OBC	SC/ST		
18 to 27+3=30 (for UR) Plus 5 years for SC/ST 3 years for OBC	02-01-1994	02-01-1991	02-01-1989	01-01-2006	Age relaxation for categories listed in below Para 4.1 to 4.4 as indicated against each will be applicable.

3.2 For Level 1:-

Age group	Upper Date of Birth			Lower Date of Birth for all	Remarks
	UR	OBC	SC/ST		
18 to 30+3=33 (for UR) Plus 5 years for SC/ST 3 years for OBC	02-01-1991	02-01-1988	02-01-1986	01-01-2006	Age relaxation for categories listed in below Para 4.1 to 4.5 as indicated against each will be applicable.

Note:- 1. The date of birth of candidates should be between the dates given 3.1 & 3.2 above table (both days inclusive)

- 10th/Matriculations Certificate/Equivalent Educational Certificate/Educational Certificate/School Leaving Certificate indicating date of birth are mandatory for D.O.B (Date of Birth) otherwise application will be rejected.

* **The lower and upper age limit will be reckoned on 01/01/2024.**

4. Extent of Age Relaxation

The upper age limit prescribed above in para 3.1 & 3.2 will be relaxable as under:-

- 4.1 The upper age limit for Ex-Servicemen is relaxable upto the extent of service rendered in defence plus 03 years, provided they have put in more than 6 months service after attestation.
- 4.2 By 10 years for UR persons with disabilities (PWD), 13 years for OBC Persons with Disabilities and 15 years for SC/ST Persons with Disabilities (PWD).
- 4.3 Upper age limit in case of widows, divorced women and women judicially separated from husband but not remarried shall be 35 years for Unreserved, 38 years for OBC and 40 years for SC/ST candidates.
- 4.4 For serving Group-C and erstwhile Group-D Railway Staff, Casual labour and substitutes in Railways who have put in minimum of 03 years service (continuous or in broken spells), the upper age limit will be up to 40 years for Unreserved candidates, 45 years for SC/ST candidates and 43 years for OBC candidates.
For those working in Quasi-Administrative Offices of the railway organization such as Railway Canteens, Co-operative Societies and Institutions, the relaxation in upper age limit will be up to the length of service rendered subject to maximum of 5 years.
- 4.5 Age relaxation to the candidates who have Course Completed Act Apprentices for Level-1.

Categories	UR	OBC-Non Creamy Layer	SC/ST
Course Completed Act Apprentices applying for the posts for which minimum qualification is ITI/Course Completed Act Apprenticeship	33 years of age plus extent of Apprentice Training undergone by them under the Apprentice Act 1961 subject to maximum three years.	36 years of age plus extent of Apprentice Training undergone by them under the Apprentice Act 1961 subject to maximum three years.	38 years of age plus extent of Apprentice Training undergone by them under the Apprentice Act 1961 subject to maximum three years.
Candidates who are course Completed Act. Apprentices under Apprenticeship Act before attaining the age of 25 Years.	35 Years	38 Years	40 Years

5. Examination Fee

5.1 Fee payable:-

(I)	For all candidates except the fee concession categories mentioned below at Sl.No.II Out of this fee of Rs 500 an amount of Rs 400 shall be refunded in due course duly deducting bank charges as applicable on appearing in the Written examination.	₹ 500/- (Rupees Five Hundred Only)
(II)	For candidates belonging to SC/ ST/ Minority Communities* / Economically Backward Class** and PwBD*** / Female /Transgender/ Ex-Servicemen candidates This fee of Rs 250 shall be refunded in due course duly deducting bank charges as applicable on appearing in the Written examination.	₹ 250/- (Rupees Two Hundred Fifty only)

While applying the candidates claiming fee exemption/refund must Submit necessary certificate i.e. SC/ST/Ex SM/minorities/EBC/PwBD in the prescribed format.

* Minorities means Muslims, Christians, Sikhs, Buddhists, Zoroastrian (Parsis) and Jains.

** Economically Backward candidate (EBC) means those whose annual family income is less than Rs. 50,000/-

*** Persons with benchmark disability (PwBD)–Only those candidates would be eligible for reservation in services/posts who suffer from not less than 40 percent of relevant disability.

5.2 **Separate application with separate examination fee shall be submitted in case of candidate applying for both the Level-2 and Level-1 posts.**

5.3 For claiming exemption/refund from the examination fees, Minority candidates should upload ‘self declaration’ as mentioned in Annexure-5 at the time of filling up of online application. At the time of document verification such candidates claiming exemption fee will also be required to furnish ‘Minority community declaration’ on affidavit (non-judicial stamp paper). **If the affidavit is not produced during DV, their candidature will be rejected & Examination Fees will not be refunded.**

5.4 For claiming exemption/refund from the examination fees, Economically Backward income certificate in the prescribed form as given in Annexure-4/BPL/Izzat MST issued by any of the issuing authority with their seal/stamp below should be uploaded at the time of filling up online application by the candidate belonging EBC and the same should be produced at the time of DV

Authorities competent to issue income certificate:-

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

5.5 After ensuring the correctness of the particulars in the application form, candidates are required to pay fees through the payment gateway on RRC-NWR website which has been integrated with the online application. Online fee payment through Net Banking or debit/credit card will be available upto 14/01/2024 till 23.59 hrs. No change/edit will be allowed thereafter.

5.6 The payment can be made by using Debit card/Credit card/Net Banking/UPI etc by providing information as per the instructions on the computer screen. Transaction charges levied by the Bank for online payment, if any, will be borne by the candidates.

5.7 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. The same should be produced on demand at the time of Document verification.

5.8 In case after completing the Registration process, the online transaction is not successfully completed, please make the online payment again. Duplication in payment, if any will be refunded on verifying the same.

5.9 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.

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

5.11 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.

6. Community Certificate:-

- 6.1 **The posts against Scout & Guide quota are open to all categories and candidates belonging to SC/ST/OBC categories who apply against Scout & Guide quota will be extended relaxation in age limit as admissible in general open market recruitment.**
- 6.2 Candidates claiming to belong to SC/ST candidates are required to obtain and upload community certificates from the competent Authority (para 6.5) in the prescribed format (prescribed for Central Government employment) as per Annexure – 1 respectively and produce the original certificate at the time of DV, failing which he/she may be disqualified.
- 6.3 OBC candidates are required to upload caste certificate with non-creamy layer certificate valid for the current year 2023-24 in Central Government format (as per Annexure-2) issued on or after 01.04.2023 by the Competent Authority (para 6.5). Certificates should contain Caste, Date of Issue etc. and bear the Seal of the Issuing Authority

OR

OBC candidates who have applied for latest OBC certificate with latest Non Creamy Layer certificate are required to upload the existing OBC caste certificate in Central Government format (as per Annexure-2) issued by the Competent Authority (para 6.5) and are also required to invariably fill and upload the Self-declaration form regarding current status of Non-Creamy-Layer (as per Annexure-3).

6.4 EWS(Economically Weaker Section) Reservation

Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family gross annual income is below Rs 8 Lakh (Rupees eight lakh) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. For this financial year will be 2023-2024 as the closing date of registration is 14.01.2024. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

The term “Family” for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority {Para 6.5 (1) to (4)}. The Income and Asset Certificate issued by any one of the authorities {Para 6.5 (1) to (4)} in the prescribed format as given in Annexure 7 shall only be accepted as candidate’s claim as belonging to EWS.

The candidates applying against the vacancies reserved for EWS must produce valid Income and Asset Certificate issued by competent authority as per Annexure-7 on the date of Document Verification. In case of non compliance to these stipulations, their

claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions for General (UR) category, will be considered under General (UR) vacancies only.

6.5 **List of Authorities empowered to issue caste certificate**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Ist Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
3. Revenue Officers not below the rank of Tehsildar.
4. Sub Divisional Officer of the area where the candidate and / or his/her family normally reside (s).
5. Certificates issued by Gazetted Officer of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator / Secretary to Administrator (Laccadive, Minicoy and Admindivi Islands).

7. NOC for Serving Employees:-

Candidates serving (including those undergoing induction training/probation) in any Centre/State Government Department including Railways or Public Sector Undertaking may apply through online directly duly informing their Employer. Shortlisted candidates should produce NO OBJECTION CERTIFICATE from the employer on the date of DV, failing which their candidature will be cancelled.

NOTE :-Candidates should note that in case a communication is received from their employer by the RRC, NWR withholding permission of the candidates applying for/appearing at the examination, their application/candidature will be liable to be rejected/cancelled.

8. General Instructions:-

- 8.1 Before applying for any level, the candidates should ensure that he/she fulfills all the eligibility norms. The candidates should have the requisite Educational/Technical qualifications from the recognized board/NCVT as on the date of submission of the application. Those awaiting results of the final exams need not apply. RRC may reject the application of candidates at any stage of recruitment process in case the candidates are not fulfilling the requisite criteria. If appointed, such candidates are liable to be removed from service summarily.
- 8.2 Candidates who have been debarred for life from all RRB/RRC examinations or candidates who have been debarred for a specified period which is not yet completed need not apply in response to this employment notice. Their candidature will be rejected during any stage of recruitment as and when detected. If appointed, such candidates are liable to be removed from service summarily.
- 8.3 Selection by RRC does not confer upon candidate any right of Appointment in the Railway.
- 8.4 Selected candidates will have to undergo training wherever training is prescribed for the post.
- 8.5 Emoluments on initial appointment will be minimum pay of the Level, plus other allowances admissible at that time. During training period only stipend will be paid as applicable. Candidates may have to give security deposit and execute indemnity bond wherever necessary.

- 8.6 Free Second Class Railway Pass as admissible will be issued to candidates belonging to SC/ST communities when they are called for Written Examination/Marks on Certificates/ Document Verification, provided they submit valid caste certificate.
- 8.7 Any subsequent changes in the terms and conditions of the Employment Notice as per extant rules will stand good. RRC reserves the right to consider/incorporate any subsequent changes/ modification/ additions/ cancellation in the terms & conditions to recruitment under this Employment Notice as and when applicable.
- 8.8 Verification of all testimonials and certificates will also be a mandatory condition for appointment. Candidates are required to produce original documents at the time of document verification.
- 8.9 In case candidates are selected for Clerical category, they shall have to pass the proficiency in Typing with minimum speed of 30 w.p.m in English or 25 w.p.m in Hindi, within a period of 02 years from the date of appointment, for which they may get maximum three chances only, no additional time will be given and failing which service of such candidates will be summarily terminated.
- 8.10 The date, venue and time of the Written Examination/ Marks on certificates/ Document Verification will be published on our website www.rrcjaipur.in. The decision of North Western Railway in all matters relating to eligibility, acceptance or rejection of application and allotment of venues will be final and binding on the candidates.
- 8.11 The candidates are liable to be called at short notice for various stages of the recruitment process.

9. Documents to be uploaded:-

Candidates are required to upload the following legible scanned Documents:-

- 9.1 Scanned Self-attested copy of Essential Minimum Prescribed Educational Qualification mark sheet/certificate or its equivalent as prescribed in para 2.1 of the Notification.
- 9.2 Scanned self-attested copy of certificate of Essential Professional (Scout & Guide) Qualification as prescribed in para 2.2 of the Notification.
- 9.3 Scanned self-attested copy of certificate for proof of Date Of Birth (Standard 10th/Matriculation Certificate/ Equivalent Educational Certificate/Educational Certificate /School Leaving Certificate indicating date of birth.
- 9.4 Scanned self-attested copy of Caste Certificate (as per Annexure – 1 & 2) issued by the Competent Authority for SC / ST / OBC candidates as Self-declaration form regarding current status of Non-Creamy-Layer (as per Annexure-3), wherever applicable.
- 9.5 Scanned self-attested copy of Income Certificate (as per Annexure-‘4’) issued by the Competent Authority for EBC candidates.
- 9.6 Scanned Self-attested copies of relevant certificates in proof of claiming age relaxation under para 4 and for claiming exemption in examination fee under para 5.
- 9.7 Scanned Self-attested copies of being a President Scout/Guide/Rover/Ranger OR Himalayan Wood Badge (HWB) holder in any Section.
- 9.8 Scanned Self-attested copies of the “Certificate of Activeness” as per the Annexure-8 enclosed.
- 9.9 Any certificate, photograph etc. sent separately after uploading of Application Form, will not be entertained.
- 9.10 Scanned self-attested copy of Aadhar Card.
- 9.11 Scanned Photograph, Scanned Signature.

NOTE :-

(i) Scanned Photograph/ Soft Copy of Photograph

- a) 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 color, JPG/JPEG format, 100 DPI, size of the file should be between 20 kb and 70 kb) with clear front view of the candidate without cap and sunglasses.
- b) The color photograph must have been taken on or after publication on web notice in a professional studio. Photographs taken using mobile and self composed portraits may result in rejection of application.
- c) The photograph must match with the appearance of the candidate on the days of Written Examination/ Marks on certificates/Document Verification and Medical test.
- d) In case the candidate wears glasses, then the photograph should not have any glare/reflections on glasses and eyes should be clearly visible.
- e) Candidates may note that RRC, NWR may; at any stage, reject the applications for uploading old/unclear photograph or for any significant variations between photograph uploaded in the Application Form and the actual physical appearance of the candidate.
- f) Candidates are advised to keep 08 (eight) additional copies of the same photograph ready with them for further use, as and when required during the recruitment process.

(ii) Scanned Signature/Soft Copy of Image 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.

10. Invalid Applications/ Rejections:-

Applications with the following short comings will be rejected :-

- i. Applications without scanned signature/ photograph.
- ii. Application with scanned signature but in BLOCK/capital or disjointed letter.
- iii. Application with scanned photo but wearing goggles or with cap (**Scouts and Guide uniform's cap is also not allowed**) or with wig or colored glasses or disfigured/ small size or unrecognizable.
- iv. Not possessing the prescribed Educational/Technical and Professional (Scout & Guide) Qualification for the post on the date of submission of application.
- v. Application without valid Community certificate in the proper Pro-forma from the appropriate authority.
- vi. Without relevant certificates as proof for claiming age relaxation or fee relaxation if any wherever claimed.
- vii. Applications without proof of age.
- viii. Applications of over-aged or under-aged candidates and also where date of birth certificates uploaded are illegible, date of birth not filled or wrongly filled.
- ix. Incorrect/Incomplete applications in any form, is liable to be rejected.
 - x. Multiple Applications with minor changes of information and / or facts or varied details for same post.
- xi. Applications without examination fee of Rs. 500/- or Rs. 250/-, wherever applicable or less fee.
- xii. Candidates name figuring in the debarred list.
- xiii. Any other form of irregularities as observed and considered as invalid by RRC,NWR, Jaipur.

11. Procedure for Recruitment for Scouts & Guides quota (FOR BOTH LEVELS):

The candidates, who apply in response to the notification and are found eligible for consideration for appointment against Scouts & Guides quota, will be assessed on the basis of following criteria.

(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 and Guides Organization and its activities and General Knowledge for Level-2 and Level-1. The Syllabus for this will be as per para 12. There will be negative marking in the written test and 1/3 rd of marks allotted for the objective type Question will be deducted for every wrong answer. Written test shall be of duration of 60 minutes. Question paper will be bi-lingual (Hindi & English). Candidates can attempt written examination in Hindi or English.	
(B)	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 organised 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 certificate	07 Marks
	➤ Three certificates	10 Marks
	Total	100 Marks

Note:- Minimum 40% marks will be required in written examination to become eligible for next stage. Relaxation of marks for reserved category will be applicable as per Railway Boards Rules. Based on the merit of the candidates in the exam, candidates shall be called for next stage ie Marks on Certificates 5 times the total of vacancy of the post notified.

12. Syllabus of Written Test (for both levels) :-

History of Scouting/Guiding; Law & Promise; Organization—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.

Organization 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?

13. Medical Fitness :-

Candidates recommended for appointment will have to pass requisite medical examination in the prescribed medical standard by Railway medical Authority to ensure that the candidates

are medically fit to carry out the duties connected with the post. Visual Acuity Standard is one of the important criteria of medical fitness of Railway Staff.

Note:- Candidates qualifying in examination(s) for these posts but failing in prescribed medical examination(s) will not under any circumstance be considered for any alternative appointment.

14. Whom To Apply:-

Application should be submitted online on Website www.rrcjaipur.in.

15. How to Apply:-

15.1 First-of-all candidates must carefully read/go through all the instructions given in this notification and follow the same. Candidates are advised to keep scanned copy in JPG/JPEG format of Following Documents ready with them :

- a) Passport size colour photograph (20 to 70 KB)
- b) Scanned Signature (20 to 30 KB)
- c) Copy of self attested certificate in proof of date of birth, educational/Technical/Professional (Scouts & Guide) qualification, Caste (SC/ST/OBC/EWS)
- d) Copy of self attested any other requisite certificate/Document for claiming age relaxation and exemption Fees/Refund.

15.2 Visit the website of RRC, NWR, Jaipur www.rrcjaipur.in

15.3 Click on the notification for Scouts & Guide Quota 2023-24 link

15.4 Click on New Registration link.

15.5 Fill in your personal information, E-mail ID and Mobile No.(Please give your personal E mail ID/Mobile No. as all recruitment related information will be provided on registered E Mail ID/ Mobile No.)

15.6 On submission of required details, E-mail/sms and note the registered E-mail ID/Mobile NO.

15.7 Open inbox of your registered Email/sms and note the registration no. and password.

15.8 Login using the registration no. and password.

15.9 Follow the instructions and complete the registration process step by step.

15.10 Upload the scanned copy of photograph, signature, self attested copies of requisite certificates as detailed at 15.1 (a) to (d) above.

15.11 Candidates will be directed to payment gateway to make payment.

15.12 Submit the application and save or print out of application.

15.13 Candidates are advised to mention the following details:

- (a) Participation/Service in National Events/National Jamboree (including All Indian Railway Events)
- (b) Participation/Service in State Events/Rallies
- (c) Specialized Scouts/Guides Course Organised at National/State/All Indian Railways Level
- (d) Participation in District Rallies

These certificates are required to be produced at the time of Document Verification.

16. Miscellaneous:-

16.1 RRC reserves the right to reject the candidature of any applicant at any stage of the process of recruitment, if any irregularity/deficiency is noticed in the application.

16.2 RRC reserves the right to conduct additional written examination/Marks on certificates/document verification at any stage. RRC also reserves the right to cancel part or whole of any recruitment process at any stage for any of the categories notified in the Employment Notice without assigning any reason thereof.

- 16.3 The decision of RRC in all matters relating to eligibility, acceptance or rejection of application, issue of free Rail Passes, penalty for false information, mode of selection, conduct of written examination, allotment of examination centers, selection, allotment of posts to the selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence will be entertained by the Railway Recruitment Cell in this regard.
- 16.4 Candidates finally selected are liable to be posted anywhere on N.W. Railways.
- 16.5 Railway Recruitment Cell will not be responsible for any inadvertent errors.
- 16.6 For any Legal Dispute, the Jurisdiction will be Central Administration Tribunal, Jaipur only.
- 16.7 **Specific category in Level-2 and, Level-1 and place of posting will be decided by the Appropriate Authority after finalization of panel.**
- 16.8 The candidates' admission at all stages of the recruitment will be purely provisional subject to fulfilling the prescribed eligibility conditions and instruction of notification.
- 16.9 Dates for written Examination/ Marks on certificates/Document Verification will be notified only on RRC website www.rrcjaipur.in.

17. Impersonation/Suppression of facts/warning:-

- 17.1 No candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Such candidates will be debarred for life time from appearing in all RRB/RRC examinations as well as debarred from any appointment in Railways; in addition, legal action may also be taken against the candidate.
- 17.2 Any material suppression of facts or submitting of forged certificates/caste certificate by a candidate for securing eligibility and/or obtaining privileges, including free travel for appearing in the examination shall lead to rejection of his/her candidature for the particular recruitment for which he/she has applied. Further, he/she will also be debarred from all examinations conducted by all RRB/RRC over the country for a period of 2 years and legal action may be initiated, if warranted.
- 17.3 A candidate will be debarred from examinations of all RRB/RRC for a specified period/lifetime if (i) the candidate submits multiple applications with different community for the same post & category;(ii) the candidate submits multiple applications with different photo (face) for same post & category and (iii) the candidate submits multiple applications with different documents for the same post & category.

WARNING: Beware of Touts and job racketeers trying to deceive by false promises of securing job in Railways either through influence or by use of unfair and unethical means. RRC has not appointed any agent(s) or coaching centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence RRC directly or indirectly shall be disqualified and legal action may be initiated against them.

ABBREVIATIONS

(1)	SC – Scheduled Caste	(7)	RRB – Railway Recruitment Board
(2)	ST – Scheduled Tribe	(8)	DV – Document Verification
(3)	OBC – Other Backward Classes	(9)	PwBD- Person with Benchmark Disability
(4)	UR – Unreserved	(10)	EBC- Economically backward candidate
(5)	RRC – Railway Recruitment Cell	(11)	EWS-Economically weaker section
(6)	NWR – North Western Railway	(12)	NOC - No Objection Certificate

**Chairman/RRC
North Western Railway**

DA: Annexure- 1,2,3,4,5,6(A),6(B),6(C),6(D),7,8 & 9.

The candidates 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 Grievances & Pensions Department of Personnel Training, New Delhi). As large number of candidates are producing certificates issued by authority different from the appropriate authority, they are advised to strictly comply with the instructions.

Annexure – 1

FORMAT OF CASTE CERTIFICATE FOR SC/ST CANDIDATES

(Form of certificate to be produced by Candidate applying for appointment to Post under the Govt. of India SC/ST)

This is to certify that Shri/Smt./Kum*_____Son/Daughter* of _____Of _____village/town*_____ District/Division*_____Of State/Union Territory* _____ belongs to the _____Caste/Tribe* which is recognized as a Scheduled

Caste/Scheduled Tribe* under:

1. The Constitution (Scheduled Caste) order, 1950
 2. The Constitution (Scheduled Tribes) order, 1950
 3. The Constitution (Scheduled Caste) (Union Territories) order, 1951
 4. The Constitution (Scheduled Tribes) (Union Territories) order, 1951(as amended by the Scheduled Caste and Scheduled Tribes Lists Modification), Order, 1956 the Bombay Reorganisation Act 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Re-organisation Act, 1971, and the Scheduled Tribes Order (Amendment) Act, 1976.
 5. The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
 6. The constitution (Jammu and Kashmir) Scheduled Tribe Order 1956
 7. The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amendment by the scheduled tribes caste and scheduled amendment act 1976.
 8. The Constitution (Dadra and Nagar Haveli)Scheduled Castes Order, 1962
 9. The Constitution (Dadra and Nagar Haveli)Scheduled Tribes Order, 1962
 10. The Constitution (Pondicherry) Scheduled Castes Order, 1964
 11. The Constitution Scheoduled Tribes (Utttar Pradesh) order, 1967
 12. The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
 13. The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
 14. The Constitution (Nagaland) Scheduled Tribes Order, 1970
 15. The Constitution (Sikkim) Scheduled Caste Order, 1978
 16. The Constitution (Sikkim) Scheduled Tribes Order, 1978
 17. The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989
 18. The Constitution (Scheduled Castes) Order(Amendment) Act, 1990
 19. The Constitution (Scheduled Tribes) Order(Amendment) Ordinance, 1991
 20. The Constitution (Scheduled Castes) Order(Second Amendment) Act, 1991
 21. The Constitution (Scheduled Tribes) Order(Amendment) Ordinance, 1996
2. Shri / Smt / Kum.*----- and of his/her* family ordinarily reside(s) in village/town* -----of-----District/Division of State/Union Territory of-----

Place----- Signature-----
date----- Designation(with seal of office) -----

(* Please delete the words which are not applicable *)

Please quote specific presidential order (*). Delete the Paragraph which is not applicable.

Note: The term * **Ordinarily resides*** used will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

OBC CERTIFICATE

Form of Certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India.

This is to certify that Shri/Smt./ Kumari son/daughter of of village/town..... District/Divisionin the State/ Union Territory..... belongs to thecommunity which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No dated *Shri/Smt/Kumari and/or his/her family ordinarily reside(s) in the District/Division of the State/ Union Territory. This is also to certify that he/she does not belong to the persons/sections (**Creamy Layer**) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM NO.36012/22/93 -Estt (SCT), dated 8.9.1993**

Dated:

**District Magistrate/
Dy. Commissioner etc.
(with Seal of Office)**

Seal

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** -As amended from time to time.

Note : The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act., 1950.

**NON-CREAMY LAYER DECLARATION TO BE SUBMITTED BY OBC
CANDIDATES**

Performa for declaration to be submitted by Other Backward Class Candidates alongwith the application form.

DECLARATION

"I son/daughter.....
Resident.....of.....Village/town/city
.....district.....State..... hereby declare that I belong to the (indicate your sub caste) community which is recognized as a backward class by the Government of Indian for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 08.09.1993. It is also declared that I do not belong to persons/sections (creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.09.1993 and its subsequent through O.M. No. 36033/3/2004-Estt.(Res) dated 09.03.2004."

Place :

Signature of the Candidate

Date :

Name of the candidate

**INCOME CERTIFICATE TO BE SUBMITTED BY ECONOMICALLY
BACKWARD CANDIDATE FOR WAIVING EXAMINATION FEES**

1. Name of candidate :
2. Father's Name :
3. Age :
4. Residential Address :
5. Annual Family Income :
(In words & Figures)
6. Date of Issue :
7. Signature : _____
(Name)
8. Stamp of Issuing Authority :

Note – Economically backward classes will mean the candidates whose family income is less than Rs. 50000/- per annum. The following authorities are authorized to issue income certificates for the purpose of identifying economically backward classes:-

- (i) District Magistrate or any other Revenue Officer upto to 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 alleviation programme or Izzat MST issued by Railways.
- (iv) Union Minister may also recommend to RRC 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-5

Proforma for declaration to be submitted by Minority Candidates along with the application for the posts against Employment Notice No. 06/2023 (S&G/RRC/NWR)

“I.....son/daughter of Shri resident.....
of.....Street.....Village/Town/City.....
District..... State..... hereby declare that I belong to the
..... (indicate minority community notified by Central Government i.e.
Muslim/Sikh/Christian/Buddhist/Jains/Parsis).

Place :

Signature of the Candidate

Date :

Name of the Candidate

Note: At the time of document verification such candidates claiming waiver of examination fee will be required to furnish 'Minority Community Declaration' affidavit on Non Judicial Stamp paper that he/she belongs to any of the minority. Community notified by Central Government (i.e. Muslim/Sikh/Christian/Buddhist/Parsis)

FORM-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport Size Attested Photograph (Showing face only) Of the person with disability
--

Certificate No.....Date.....

This is to certify that I have carefully examined

Shri/Smt/Kum.....son/wife/daughter

of Shri.....Dath of Birth.....

(DD/MM/YYYY) Age..... Years, Male/Female.....

Registration No.....Permanent Resident of House

No.....Ward/Village/Street.....Post

Office.....District.....

State.....whose photograph is affixed above, and am satisfied that:

(A) He/She is a case of:

*Locomotor Disability

*Dwarfism

*Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is.....

(1) He/She has% (in figure).....percent (in words) permanent

Locomotor disability/dwarfism/blindness in relation to his/her.....(part of body)

As per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

Signature of Document/Thumb Impression of the person in whose favour disability certificate is issued
--

(Signature and Seal of Authorized Signatory of notified Medical Authority)

FORM-VI**Certificate of Disability**
(In cases of multiple disabilities)

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No.....Date:.....

1.This is to certify that we have carefully examined Shri/Smt./Kum.....

.....son/wife/daughter

Of Shri.....Date of Birth.....(DD/MM/YYYY)

Age.....years, Male/Female.....Registration No.....Permanent

Resident of House No.....Ward/Village/Street.....whose photograph is affixed

Above and are satisfied that:

Recent Passport
Size
Attested
Photograph
(Showing face only)
Of the person with
disability

(A) He/She is a case of Multiple Disability. His/Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S.No.	Disability	Affected Part Of Body	Diagnosis	Permanent Physical Impairment/Mental Disability
1	Locomotors Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's Disease			
19	Hemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as Follows:

In figures.....percent, In words:percent

1. This condition is progressive/non-progressive/likely to improve/not likely to improve.

2. Reassessment of disability is;

i) Not necessary, Or

ii) Is recommended/after.....Year.....months, and therefore this certificate shall be valid till.....(DD/MM/YYYY)

@e.g. Left/Right/both arms/legs; # e.g. Single eyes/both eyes; £e.g. Left/Right/both ears

3. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

4. Signature and seal of the Medical Authority

--	--	--

Name and seal of Member

Name and seal Member

Name and seal of the Chairperson

Signature of
Document/Thumb
Impression of the person
in
whose favour disability
certificate is issued

Certificate of Disability
(In cases **other than those mentioned in Forms V and VI**)

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No.....Date:.....

1.This is to certify that we have carefully examined Shri/Smt./Kum.....

.....son/wife/daughter

Of Shri.....Date of Birth.....(DD/MM/YYYY)

Age.....years, Male/Female.....Registration No.....Permanent

Resident of House No.....Ward/Village/Street.....whose photograph is affixed

Above and I am satisfied that He/She is a case of Disability. His/Her extent of permanent

physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities

ticked below and shown against the relevant disability in the table below:

Recent Passport
Size
Attested
Photograph
(Showing face only)
Of the person with
disability

S.No.	Disability	Affected Part Of Body	Diagnosis	Permanent Physical Impairment/Mental Disabilit
1	Locomotors Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Hemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(A) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures.....percent. In words:percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is;

i) Not necessary, Or

ii) Is recommended/after.....Year.....months, and therefore this certificate shall be valid till.....(DD/MM/YYYY)

@e.g. Left/Right/both arms/legs; # e.g. Single eyes/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

Countersigned [(Countersignature and seal of the CMO/Medical Supdt.) Superintendent/Head of Government Hospital in case the certificate is issued by a authority who is not a government servant (with seal)]	
---	--

Signature of Document/ThumbImpression of the person in whose favour disability certificate is issued
--

Note: In case this certificate is issued by a medical authority who is Not a government servant, it shall be valid only if countersigned by The Chief Medical Officer of the District. The principal rules were Published in the Gazetted of India vide notification number S.O.908 (E), dated the 31 st December, 1996.
--

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by cerebral palsy/muscular dystrophy/candidates with locomotor disability (one arm)/ Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe.

PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate.....
2. Roll No.....
3. Name of CBT Center.....
4. Qualification of Candidate.....
5. Disability Type.....
6. Name of the Scribe.....
7. Date of Birth of the Scribe.....
8. Father's Name of the Scribe.....
9. Address of the Scribe :
 - (a) Permanent Address.....
 -
 -
 - (b) Present Address.....
 -
 -
10. Educational Qualification of the Scribe.....
-
-
11. Relationship, if any, of the Scribe to the Candidate.....
12. DECLARATION:

Paste here recent colour Passport size Photograph of the SCRIBE of size 3.5cm X 4.5 cm (The colour photograph should not be more than 3 months old.

Signature of SCRIBE in the above box below the photograph

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have/been read out the instructions of the Railway Recruitment Cell regarding conduct of the candidates assisted by Scribe/Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iii) We declare that the scribe has not acted/wil not act as Scribe to any other candidate of this examination.

..... (Signature of the Candidate) (Signature of the Scribe)
---------------------------------------	-------------------------------------

<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 40px;"></div> <p>Left thumb impression of the Candidate in the box given above</p>	<div style="border: 1px solid black; width: 80%; margin: 0 auto; height: 40px;"></div> <p>Left thumb impression of the Scribe in the box given above</p>
---	--

Signature of the Invigilator

Government of _____

(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS (EWS)**

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"*** is below Rs. 8lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of
Office _____
Name _____
Designation _____

**Recent Passport size
Attested Photograph of
the Applicant**

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc

****Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

CERTIFICATE OF ACTIVENESS

Certificate No _____

Date : / /2023

This is to certify that Sri/Smt _____
Of _____ State/District/Division is
an active member of Group since last 05 (five) years duly registered with the
State/District Association.

**Sign. of Group Leader
(Scout/Guide**

**Sign. of Distt. Org.
Commissioner (Scout/Guide**

Name : _____

Name : _____

Date : _____

Date : _____

Rubber Stamp :

Rubber Stamp :

Sign. of District Commissioner (Scout/Guide

Name : _____

Date : _____

Rubber Stamp :

Details of Events attended

Name of Applicant : _____

Sr. No.	Name of the Event	Place	Date	
			From	To
Participation/Service in National Events/National Jamboree (including All Indian Railway Events)				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Participation/Service in State Events/Rallies				
1				
2				
3				
4				
5				
6				
7				
8				
Specialized Scouts/Guides Course Organised at National/State/All Indian Railways Level				
1				
2				
3				
4				
5				
6				
7				
Participation in District Rallies				
1				
2				
3				
4				
5				
6				
7				

Note :- Specialized Course should be organized at State or National Level and Certificate should also be issued by State/National HQ.

Declaration :- "The above information has been filled by me and I am aware that if any of it is found incorrect at any stage, my candidature is likely to be cancelled."

Signature of candidate

Date :

Place :