



Railway Recruitment Cell, South Central Railway,
1st floor, 'C' Block, Rail Nilayam, Secunderabad- 500 071
Website:- www.SCR.indianrailways.gov.in

Employment Notice No. RRC/SCR/S&G Quota/02/2024

Dt. 23.11.2024

RECRUITMENT AGAINST SCOUTS & GUIDES QUOTA
(OPEN ADVERTISEMENT) FOR THE YEAR 2024-25

Opening Date/Time of Online Application	Closing Date/Time of Online Application
23 -11-2024/17:00 hrs	22 -12-2024/23:59 hrs

Website: www.scr.indianrailways.gov.in (RRC Web Page)

Important Instructions:

- Please read all the instructions in this notification carefully and ensure that you are eligible to apply before filling the Online application form available on the RRC/SC webpage of South Central Railway website www.scr.indianrailways.gov.in
- **For registration Candidates should belong to States/districts with proof of residence, valid Aadhaar Number, E-mail ID and Mobile number which has to be maintained till the completion of Engagement process for receiving information/Alerts about the Recruitment .**
- 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.
- The candidates having NO Scouts & Guides Qualifications need not apply.
- In case the Candidates do not have a VALID personal e-mail ID and mobile number he/she should create his / her e-mail ID and obtain Mobile Number before applying online application and must maintain that e-mail ID/Mobile Number till the end of Engagement process.
- *Candidates should be in possession of own Aadhaar Card at the time of registration. Candidates have to fill 12 digit Aadhaar Card number in the ONLINE application. The candidates not having Aadhaar number and have enrolled for Aadhaar but have not received Aadhaar Card can enter 28 digit Aadhaar enrolment ID printed on the Aadhaar Enrolment slip.*
- **Candidates should visit only RRC/SC webpage of South Central Railway website www.scr.indianrailways.gov.in regularly for further updates.**
- Online Applications are invited from eligible Indian Nationals for recruitment to the following posts on South Central Railway against Scouts & Guides Quota through Open Advertisement with the following details for the year 2024-25 in South Central Railway:

1. Details of the Posts:

Sl. No.	Post	Scale of Pay	No. of posts	Distribution of posts
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1	Group 'C'	Level – 2 (7 th CPC) (Rs.19,900-63,200)	02 (Two)	Anywhere on South Central Railway
2	Erstwhile Group 'D'	Level –1 (7 th CPC) (Rs.18,000-59,200)	12 (Twelve)	02 (Two) Posts each for Secunderabad, Hyderabad, Vijayawada, Guntakal, Nanded Guntur Divisions

Note: 1) A candidate should apply separately for Level -1 and Level -2 posts.

2) These post are open to all communities and there is no reservation for any community

2.ESSENTIAL EDUCATIONAL AND SCOUTING /GUIDING QUALIFICATIONS REQUIRED:

Post	Educational qualification	Scouts and Guides Qualifications
Group 'C' Level – 2 (7 th CPC) (Rs.19,900-63,200)	i) 12 th (+ 2 stage) or its equivalent examination with not less than 50% marks in the aggregate from a recognised Board. 50% marks are not required for SC/ST/Ex-servicemen OR where the candidates possess higher qualification i.e. Graduation/Post Graduation etc. from a Recognised University. Note: Persons if appointed to the category of Clerk-Cum-Typist should 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 their appointments to this category will be provisional.	i. A President Scout / Guide / Rover /Ranger OR Himalayan Wood Badge (HWB) holder in any Section. ii. Should have been an active member of a Scouts Organization for the last 5 (Five) years i.e. 2019-20 on wards. No one can be a member of two State Associations at the same time simultaneously. The Certificate of Activeness should be as per the Annexure 'A' enclosed And
Erstwhile Group 'D' Level –1 (7 th CPC) (Rs.18,000-59,200)	For Civil Engineering , Mechanical, Electrical and Signal & Telecom Department :- 10 th pass plus National Apprenticeship Certificate (NAC) granted by NCVT or 10 th pass plus ITI: For other departments:- Matriculation (10 th pass) or ITI or its equivalent or national Apprenticeship Certificate (NAC) granted by NCVT.	iii. Should have attended two events at National Level OR All Indian Railways' level and Two events at State level as per Annexure-J

Note: In terms of railway boards letter No.E(NG)II/2023RR-2/1 date d 10.04.2024 candidates with provisional certificates of a President Scout/Guide/Rover/Ranger or Himalayan Wood Badge (HWB)

holder, are provisionally allowed to participate in the selection procedure. However their empanelment/appointment will be regulated as per procedure laid down in Para I (ii) of Board's instructions dated 07.02.2000.

3. AGE LIMIT: (As on 01/01/2025)

Posts/Categories	Age Group	Upper Date of Birth			Lower Date of Birth for all	Remarks
		UR	OBC	SC/ST		
Level – 2 (7 th CPC) (Rs.19,900-63,200)	18 to 30 (For Genl.) plus 5 year for SC/ST 3 years for OBC	02.01.1995	02.01.1992	02.01.1990	01.01.2007	Age relaxation for categories listed in below Para 4 as indicated against each will be applicable
Level –1 (7 th CPC) (Rs.18,000-59,200)	18 to 33 (For Genl.) plus 5 year for SC/ST 3 years for OBC	02.01.1992	02.01.1989	02.01.1987	01.01.2007	

Note:- The date of birth limits for SC/ST and OBC-NCL given in this table includes community age relaxation.

4. Extent of Age Relaxation: (Subject to uploading the requisite certificates only)

Sl.No	Subject	Maximum Upper age Limit			
4.1	SC/ST Candidates	Level-1	38 Years		
		Level-2	35 years		
4.2	OBC- Non Creamy Layer candidates	Level-1	36 years		
		Level-2	33 years		
	Categories	UR	OBC-Non Creamy Layer	SC/ST	
4.3	Persons with Disability (40% & above)	Level-1	43 years	46 Years	48 Years
		Level-2	40 years	43 years	45 years
4.4	Candidates ordinarily been domiciled in the State of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989		38 years	41 years	43 years
4.5	Candidates who are serving Group-C and erstwhile Group-D Railway Staff, Casual Labour and Substitutes in railways who have put in minimum of 3 years service (continuous or in broken spells)		40 years	43 years	45 years

4.6	Candidates who are working in Quasi-Administrative offices of the Railway organisation such as Railway Canteens, Co-operatives Societies and institutes	33 years +length of service rendered (or) 5 years whichever is lower	36 years +length of service rendered or 5 years whichever is lower	38 years +length of service rendered or 5 years whichever is lower
4.7	Women candidates , who are widowed divorced or judicially separated from husband but not remarried. Both Level-2 and Level-1 same age is applicable.	35 years	38 years	40 years
4.8	Course completed Act Apprentices applying for the posts for which minimum qualification is ITI/Course Completed Act Apprenticeship.	33 years+ extent of Apprentice Training	36 years+ extent of Apprentice Training	38 years+ extent of Apprentice Training
4.9	Candidates who are Course Completed Act Apprentice under Apprenticeship Act before attaining the age of 25 years.	35 years	38 years	40 years
4.10	Ex-Servicemen candidates who have put in more than 6 months service after attestation	33 years + Defence service +3years	36 years + Defence service +3years	38 years + Defence service +3years

5. How to apply and make ONLINE fee payment :-

5.1 Visit the website of the SCR – www.SCR.indianrailways.gov.in

5.2 The path is as follows:- About Us ⇨ Railway Recruitment Cell ⇨ Scouts & Guides notification ⇨ Notification for Scouts & Guides Recruitment in Level-1 and Level-2 posts(2024-25) Click on “New Registration” for Registration Number.

5.3 Login with Registration Number and Password.

5.4 Fill up details and upload the latest/recent photograph, signature, documents (i.e. Educational Qualification, certificate for proof of Date of birth, Scouts & Guides Certificates, caste certificate , etc certificates should be self attested).

5.5 Click on “Examination Fee” and continue to pay

- Select Payment Category and enter all the required information and Click on “Next”.
- Verify the payment details and click on “Next”.
- Choose the payment option from the available options and perform the transaction.
- 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 and may be secured till recruitment process is completed.
- If the online transaction is not successfully completed, please make payment online again.**

6. Documents to be uploaded along with application form:-

6.1 Passport size colour photograph.

SCANNED PHOTOGRAPH/SOFT COPY OF PHOTOGRAPH - Candidates are required to upload their color photograph (which should not be older than three months

from the date of application, JPG/JPEG format, size of the file should be less than **50 kb**) with clear front view of the candidate without cap and sunglasses. Candidates may note that RRC/SCR 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. Candidates are advised to keep two additional copies of the same photograph ready with them for bringing at the time of Document Verification, later.

6.2 Signature.

SCANNED SIGNATURE/SOFT COPY OF IMAGE OF SIGNATURE- Candidates are also required to upload their signature and LTI size of the file should be between 20 kb to 50 kb. Scanned signature in block / capital or disjoined letter may be rejected.

6.3 Aadhar Card.

6.4 10th certificate in proof of Date of Birth, if Date of Birth is not mentioned in the 10th Certificate, Date of Birth certificate should be upload mandatory.

6.5 Certificates for Fee exemption/ Age relaxation i.e. SC/ST/OBC/EBC/ Minorities/Physically Handicapped certificate etc. (Annexure- B/C/D/E/E-1/E-2/F/G/H/I)

6.6 Certificate in proof of academic qualification as per para 2 of this notification shall be uploaded in **Single PDF**

6.7 Certificate in proof of Scouts and Guides Qualifications as per para 2 of this notification. (Annexure-A & B) shall be uploaded in **Single PDF**

6.8 Fee receipt of successful payment should be downloaded.

7. Examination fee:-

7.1 The examination fee is Rs.500/- (Rupees Five Hundred only) for all candidates except those mentioned in sub-para 7.2 below with a provision for refunding Rs.400/- to those who are found eligible as per the notification and who actually appear in the written exam after deducting the bank charges.

7.2. The examination fee is Rs.250/- (Rupees Two Hundred Fifty only) for candidates belonging to SC/ST/Ex-servicemen/Persons with Disabilities (PWDs)/Women/Minorities and Economic Backward Classes with a provision for refunding the same to those who are found eligible as per the notification and who actually appear in the written exam after deducting the bank charges.

7.3 While applying, the candidates claiming fee exemption must submit necessary certificates i.e. SC/ST/EBC/Disability/Minorities/Ex-servicemen, in the format as prescribed (i.e. **Annexure-B/C/D/E/E-1/E-2/F/G/H/I**) in the Central Government order.

7.4. If proof is not enclosed such candidates will be considered as General candidates, subject to payment of Rs.500/- towards the fee.

7.5. Fee should be paid ONLINE using internet banking or debit/credit cards (service charges apply for all banks which will be borne by the candidates).

7.6. Applications not accompanied with examination fee, wherever required, will be summarily rejected.

7.7. Economically backward candidate means those candidates whose annual family income is less than Rs. 50000/-. They have to upload income certificate as given in **Annexure-D**.

7.8. Minorities mean Muslim / Sikh / Christian / Buddhist / Jain / Zoroastrians (Parsis).

7.9. Persons with disability – Only those candidates would be eligible for reservation in

services / posts who suffer from not less **than 40% of relevant disability.**

- 7.10. 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 7.1 & 7.2 above after deducting bank charges. Fee in respect of candidates who are found ineligible and eligible candidates who does not attended for written examination shall not be refunded.
- 7.11 Candidates applying for posts both in Level-1 and Level-2 (7th CPC) have to pay the fees separately.
- 7.12. SC/ST Candidates are required to obtain and upload caste certificates in the proper Pro-forma (**as per Annexure-B**) from the appropriate authority and produce the original certificate at the time of Document Verification, failing which he/she may be disqualified. This is strictly required as per Chapter –XI of the Brochure (published by Govt. of India, Ministry of Personnel , Public Grievance & Pensions Department of Personnel Training New Delhi) on verification of the claims of Schedule castes and Schedule Tribes.
- 7.13 OBC Candidates are required to upload Caste Certificate with Non-Creamy layer certificate valid for the current year **2024-2025** in Central Government format (as per Annexure-C issued on or after **01.04.2024** by the Competent Authority 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 certificate in Central Government format (as per Annexure-C) issued by the Competent Authority and are also required to invariably fill and upload the Self-declaration form regarding current status of Non-Creamy Layer as per Annexure-D.

- 7.14 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 WES for benefit of reservation for EWS. The income e shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:
- 5 acres of agricultural land and above;
 - Residential flat of 1000 sq.ft and above;
 - Residential plot of 100 sq.yards and above in notified municipalities;
 - 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. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure -I** shall only be accepted as candidate’s claim as belonging to EWS:

The candidates claiming for EWS benefit must possess Income and Asset Certificate as on closing date of registration of application for this Notification. Accordingly, they have to fill up the certificate number, date of issue of the certificate, issuing authority, district and state of issue in the online application. Further, these candidates are also required to produce valid Income and Asset Certificate during 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).

7.15. Candidates belonging to community/categories in the table at para 4.2 shall be eligible for age relaxation and at para 5.1 for claiming exemption in examination fee as applicable on uploading of requisite valid certificates only. (see para 8.6)

7.16. The upper age limit for Persons with Disabilities (PWDs) is relaxable by 10 years on uploading of PWD certificate (as per Annexure-‘E’) irrespective of the fact whether the post is reserved or not, provided the post is identified as suitable for Persons with Disability (PWD) candidates.

7.17. If a candidate is eligible for relaxation of age on more than one ground, he/she would be accorded the highest of the age relaxations (not cumulative) for which he/she is eligible.

7.18. The candidates should note that, only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the administration and no subsequent request for its change will be considered or granted.

8. Invalid Applications/Rejections:-Candidates are requested to read all instructions thoroughly before submitting ONLINE application. Otherwise their applications are likely to be rejected on one or more of the following reasons. Applications with the following lacunae and irregularities will be summarily rejected:-

- (i) Applicants who are not fulfilling norms for recruitment as per para 2 and para 3 of this notification.
- (ii) Over age or under age.
- (iii) Certificates not uploaded/uploaded certificate are not readable as per para 6 of this notification.
- (iv) Any other irregularities which are considered invalid by RRC.

The candidature of candidate may also be rejected if (i) the candidate submits multiple applications for the same post and category; (ii) the candidate submits multiple applications with different community for the same post & category; (iii) the candidate submits multiple applications with different photo (face) for same post & category and (iv) the candidate submits multiple applications with different documents for the same post & category

In case the application is rejected, candidates will be able to view their status ONLINE on the website of SCR along with the reasons for rejection(s). SMS and e-mail alerts shall also be sent to the candidates on their registered mobile numbers and e-mail IDs, if indicated in their ONLINE application. Candidates will not be intimated by post regarding the reason(s) of rejection.

9. RECRUITMENT PROCESS:

The candidates, who apply in response to the Notification and are found eligible for consideration for appointment against Scouts and Guides Quota, shall 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 Organisation and its activities and General Knowledge for Level-2 & Level-1.	
(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 certificates	07 Marks
	• Three certificates	10 Marks
	Total	100 Marks

- NOTE :-**
- Written Examination will be conducted in both Hindi and English language.
 - There will be separate Written Examination for Level-2 and Level-1.
 - All certificates should have been issued on or before the date of issue of Notification. (i.e. 00.11.2024)

SYLLABUS OF WRITTEN TEST {For Level-2 and Level-1 both}

Sl.No	Topics	Sl.No	Topics
1	History of Scouting/Guiding	15	Proficiency Badges, How these are earned
2	Law & Promise	16	Stages in Scouting/Guiding
3	Organization—District & State Level	17	Thinking Day
4	Training Center -- District & State Level	18	Progressive Training of Scouts/Guides/Rovers/Rangers
5	Knowledge of Books	19	Pioneering
6	Scouting for Boys/Guiding for Girls in	20	Handicrafts

	India		
7	Motto left hand shake	21	Indian Railway Jamborette
8	Salute	22	National Jamboree
9	Prayer	23	Jamboree on the Air
10	Flag Song	24	Organization at National Level
11	National Anthem	25	National Training Centres, WAGGGS/WOSM- Uprashtrapati Award Competition
12	Know the National & Scouting flags	26	Prime Minister Shield Competition
13	Social Services at various occasions	27	Community Development Programmes;
14	Hiking;	28	Aims and Methods of Scouting
		29	How Scouting is useful in producing better citizens

10. IMPORTANT INSTRUCTIONS:

- 10.1. The candidates should ensure that they fulfil all eligibility conditions prescribed for the Scouts & Guides quota. Eligibility of the candidates for the post notified in this notification would be decided on the basis of the information furnished by them in the ONLINE application. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in the application is false/incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post(s), his/her candidature will be cancelled forthwith.
- 10.2. Candidates should be in readiness to appear in the written test and document verification etc. at short notice. Information regarding call letter will be sent through SMS and e-mail alerts on their registered mobile numbers and e-mail IDs, indicated in their ONLINE application.
- 10.3. Candidates belonging to the categories mentioned in **Para 3 & 4** seeking age relaxation/Fee exemption have to produce requisite original certificates as given in Annexures at the time of document verification, otherwise their candidature will be summarily rejected.
- 10.4. The candidates already employed in Central/State/PSUs including Railways should produce No Objection Certificate (NOC) from the employer during document verification otherwise their candidature will be summarily rejected.
- 10.5. Candidates recommended for appointment will have to pass the requisite Medical Fitness Test, as per the standards prescribed for the selected post.
- 10.6. Canvassing in any form shall disqualify the candidature.
- 10.7. Candidates are required to obtain caste certificates in the proper Proforma from the appropriate authority and produce the original certificate at the time of document verification, failing which he/she may be disqualified. This is strictly required vide Chapter XI of the Brochure (published by Govt. of India, Ministry of Personnel, Public Grievance & Pensions Department of personnel Training, New Delhi). It has been observed in previous recruitments that large number of candidates are producing certificates issued by authority different from appropriate authority, they are advised to strictly comply with the instructions.

- 10.8. Caste Certificate issued by the Competent Authority, should not be below the rank of Tahsildar, in case of SC/ST/OBC Candidates. OBC candidates shall also submit OBC Non-Creamy-Layer Certificate in Central Government format issued within one year on the closing date of application by the Competent Authority to get the benefit of age relaxation. Certificates should contain Religion, Caste, Date of Issue etc. and bear the Seal of the Issuing Authority, if not the candidature will be rejected.
- 10.9. Before applying to the post, candidate should ensure that he/she fulfils the all eligibility conditions prescribed in the Notification and he/she is required to check and upload all necessary documents mentioned in para-6 along with his/her online application. No any other document shall be entertained at the further stage of recruitment and **RRC/SCR reserves rights to reject any application, not fulfilling the eligibility condition/conditions, at any stage of recruitment.**
- 10.10. Candidates must bring certificates of Date of Birth, Educational Qualification, the Certificates pertaining to Scouts and Guides and other relevant documents, all in original, on the day of Document verification, without which they shall not be permitted to appear for the Document verification .
- 10.11. No TA/DA/Accommodation will be provided during Document verification. A candidate may have to stay for 2-3 days during selection for which he/she has to make his/her own arrangements. The Railway Administration has right to determine a valid date, postpone Document verification, change the place or cancel the Document verification due to unforeseen reasons and this cannot be challenged by any candidate.
- 10.12. The successful candidates will be posted at the discretion of the Competent Authority anywhere on the South Central Railway subject to availability of vacancies and they cannot seek transfer outside the South Central Railway for the period of 05 years.
- 10.13. 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.
- 10.14. **Certificates in languages other than English or Hindi should be submitted by an attested translation in English/Hindi.**
- 10.15. 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.
- 10.16. RRC reserves the right to conduct additional written examination/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 Notification without assigning any reason thereof.
- 10.17. 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/document verification, allotment of examination centers, selection, allotment of posts to selected candidates etc., will be final and binding on the candidates and no enquiry or correspondence in this regard will be entertained by the Railway Recruitment Cell/Railway Administration.
- 10.18. Railway Recruitment Cell will not be responsible for any inadvertent errors.
- 10.19. Specific category in Level-2 and, Level-1 and place of posting will be decided by the Appropriate Authority after finalization of panel.
- 10.20. The candidates admission at all stages of the recruitment will be purely provisional subject to fulfilling the prescribed eligibility conditions and instruction of notification. Selection will be conducted separately for Level-2 and Level-1. Dates for written Examination will be notified only on SCR websites www.scr.indianrailways.gov.in.
- 10.21. Admit card can be downloaded from SCR website www.scr.indianrailways.gov.in.
- 10.22. The selection of the candidate by the Railway Administration does not confer any

prescriptive right on the candidate for the post.

10.23. The Railway Administration is not responsible for any postal delay or wrong delivery.

10.24. The Railway administration reserves rights to rectify inadvertent error or omission at any stage of recruitment and an erroneously appointed candidate shall be liable to be summarily removed from Railway Service.

11. Document verification:

11.1. The eligible candidates who qualify in the Written Test will be called for Document Verification.

11.2 Production of original documents of Date of birth , Educational Qualification, Scouts and Guides Discipline and Caste Certificate , relevant certificates for relaxation in age limit and exemption in fees along with one set of self – attested photo copies of all certificates , 2 recent passport size (self attested on reverse). Photographs on the day of Document Verification/ Assessment of Certificates is mandatory failing which he /she may be disqualified and will not be allowed to appear in the Document Verification/Assessment of Certificates.

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

11.4.OBC candidates who have uploaded their existing OBC caste certificate in central Government format (as per Annexure-C) issued by the Component Authority and also have uploaded the Self-declaration form regarding current status of Non-Creamy-Layer as per Annexure-‘D’ should invariably produce the Latest OBC certificate with non-creamy layer certificate valid for the current year 2022-2023 in Central Government format (as per Annexure-‘C’) at the time of Document Verification, failing which he/she may be disqualified.

11.5 Candidates serving (including those undergoing induction training/probation) in any Central/State Government Department including Railways or Public Sector Undertakings may apply directly to the RRC-SCR duly informing their Employer. Shortlisted candidates should produce NOC from the employer on the date of his/her DV failing which their candidature will be cancelled.

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

11.6 Candidates are advised to take a printout of their application and fees receipt which may be required to be produced at the time of Written Test / Document verification.

11.7 No additional time will be given to the candidates not producing their original certificates on their date of Written Test/ Document Verification and the candidature of such candidates is liable to be cancelled.

11.8 Any deviation found in the Original documents and uploaded documents during Document Verification will lead to cancellation of candidature and also debarment for future examinations conducted by Railways. In case the candidate has changed his/her name then Gazette Notification or any other legal document as applicable should be submitted at the time of Document Verification. Such candidates should indicate their changed name in the ONLINE application. However, other details should match with the HSC/SSC or equivalent certificate. Date of such change should be prior to the date of submission of application.

11.9 The short listed eligible candidates may be required to stay for more than 1 day at the examination and Document Verification/Assessment of Certificates venue for the selection procedure for which they will have to make their own arrangements.

11.10 There will be no Interview

11.11 RRC-SCR will publish the roll numbers of only successful candidates at every stage.

12. INVALID APPLICATIONS/REJECTIONS:-

Applications with the following short comings/lacunas/irregularities will be rejected:-

- (i) Applications without scanned signature/scanned signature in Capital letters.
- (ii) Applications without scanned photograph.
- (iii) Application with scanned photo but wearing sunglasses or with cap or with wig or coloured glasses or disfigured / small size or unrecognizable photo.
- (iv) Not possessing the prescribed Academic and Scouts and Guides Discipline Qualification along with Certificate of Activeness as per Annexure "A" 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) Not having 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 not filled in 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) Any other form of irregularities as observed and considered as invalid by RRC-SCR.

13. Impersonation/Suppression of facts/warning:-

13.1. 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 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.

13.2. 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 02 years and legal action may be initiated, if warranted,

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.

14. **LEGAL MATTERS:** Any legal matter arising out of this Employment Notification shall fall within the legal jurisdiction of Central Administrative Tribunal, Hyderabad only.

15. **ABBREVIATIONS**

- (a) SC -Scheduled Caste
- (b) ST- Scheduled Tribe
- (c) OBC- Other Backward Classes
- (d) EBC-Economically Backward Classes
- (e) RRC - Railway Recruitment Cell
- (f) SCR – South Central Railway

22/11/24.
Chairman

Railway Recruitment Cell
South Central Railway, Secunderabad

DA: Annexure 'A', 'B', 'C', 'D', 'E', E-1, E-2, 'F', 'G', 'H', 'I', J (Are available at link given at www.SCR.indianrailways.gov.in as per para 5.2 of the notification.)

CERTIFICATE OF ACTIVENESS

Certificate No. _____

Date: / /24

This is to certify that Sri/Smt _____
Of _____ State/District/Division is an
active member of Group since last 05(five) (2019-20, 2020-21,2021-22,2022-23,2023-24)years duly registered
with the State/District Association from _____ - _____

Sign.of Group Leader
(Scout/Guide)

Name: _____

Date: _____

Rubber Stamp:

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

Name: _____

Date: _____

Rubber Stamp:

Sign. Of District Commissioner (Scout/Guide)

Name : _____

Date: _____

Rubber Stamp:

ANNEXURE 'B'

FORM OF CASTE CERTIFICATE FOR SC/ST CANDIDATES The format of the certificate to be produced by Scheduled Castes or Scheduled Tribes candidates applying for appointment to posts under the Government of India.

1. This is to certify that Shri/Smt/Kum* of village /town*
Son/Daughter* of Shri /Smt of state/Union Territory*
..... District/Division* belongs to the Caste/Tribe * which is recognized as Scheduled
Caste/Schedule Tribe* under:
The Constitution (Scheduled Castes/Scheduled Tribes) order , 1950
The Constitution (Scheduled Castes/ Scheduled Tribes) (Union Territories) order, 1951 [as amended by the
Schedule Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act 1960, the
Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Area
(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976].
The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956.
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes order, 1959 @ as amended by the Scheduled
Castes and Scheduled Tribes Order (Amendment) Act, 1976.
The Constitution (Dadra and Nagar Haveli) Scheduled Caste order, 1962
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order, 1962@
The Constitution (Pondicherry) Scheduled Caste order, 1964@
The Constitution Scheduled Tribes (Uttar Pradesh) order, 1967@
The Constitution (Goa, Daman and Diu) Scheduled Caste order , 1968@
The Constitution (Goa, Daman and Diu) Scheduled Tribes order , 1968@
The Constitution (Nagaland) Scheduled Tribes order, 1970@
The Constitution (Sikkim) Scheduled Castes order, 1978@
The Constitution (Sikkim) Scheduled Tribes order, 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes order, 1989@
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Act, 1991@
The Constitution (ST) orders (Second Amendment) Act, 1991@
The Constitution (ST) orders (Amendment) Ordinance 1996

2. Application in the case of Scheduled Caste/Scheduled Tribe Persons who have migrated from one State/Union
Territory Administration
This certificate is issued on the basis of Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt/*
..... Father/Mother of Shri /Smt./Kum* of
village /town* District/Division*
..... of state/Union Territory* who belongs to the
..... Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in State/Union
Territory* issued by the dated

3. Shri/Smt/Kum* and/ or his/her * family, ordinarily reside(s) in village/town*
..... of District/ Division* of the State/Union Territory* of
.....

Signature

Designation
(With seal of office)

Place

Date

- (*) 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.

** List of authorities empowered to issue Caste/Tribe certificates:

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

Note: ST candidates belonging to Tamilnadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

OBC-NCL Certificate Format

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL)
APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTIONS (CEIs), UNDER
THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum _____ Son/Daughter of
Shri/Smt. _____ of Village/Town _____ District/Division _____ in the
State/Union Territory _____ belongs to the _____ community that is recognized as
a backward class under Government of India, Ministry of Social Justice and Empowerment's
Resolution No. _____ dated _____.

Shri/Smt./Kum. _____ 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 O.M.No.36012/22/93-Estt.(SCT) dated 08/09/93 which is modified
vide OM No.36033/3/2004 Estt.(Res.) dated 09/03/2004, further modified vide OM
No.36033/3/2004-Estt.(Res.) dated 14/10/2008, again further modified vide OM
No.36036/2/2013-Estt(Res) dtd.30/05/2014.

**District Magistrate /
Deputy Commissioner/
Any other Competent Authority**

Dated:

Seal :

- * Please delete the word(s) which are not applicable.
** As listed in the Annexure (for FORM-OBC-NCL)
*** The authority issuing the certificate needs to mention the details of Resolution
of Government of India, in which the caste of the candidate is mentioned as
OBC.

NOTE:

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the
Representation of the People Act, 1950.
(b) The authorities competent to issue Caste Certificates are indicated below:
(i) District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional
Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/
Sub-Divisional magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant
Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii) Revenue Officer not below the rank of Tehsildar' and
(iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

DECLARATION

Pro-forma for declaration to be uploaded by Other Backward Class Candidates
who have applied for the post against
Employment Notice No.RRC/SCR/S&G Quota/02/2024

"I, _____ son/daughter of Shri _____ resident of
Village/Town/City _____ district _____ State hereby declare that I belong to
the (indicate your sub caste) community which is recognised as a backward class by the
Government of India 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
08.03.1993 and its subsequent revisions through O.M.No.36033/1/2013-Estt. (Res) dated
27.05.2013 and 13.09.2017.

(Signature of the candidate)

Name of the candidate

Place: _____

Date: _____

Form-V**Certificate of Disability**

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case 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 _____ Date of
Birth (DD/MM/YY) _____ 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:

- loco motor disability
 - dwarfism
 - blindness
- (Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) he/she has _____ % (in figure) _____ percent (in words)
permanent loco motor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per
guidelines (..... number and date of issue of the 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 and Seal of Authorised Signatory of
notified Medical Authority)

Signature/thumb
impression of the person in
whose favour certificate of
disability is issued

Form-VI

Certificate of Disability

(In cases of multiple disabilities)

[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 _____ we have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ 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 Multiple Disability. His/her extent of permanent physical impairment /disability has been evaluated as per guidelines(.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the table below:

SR. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in%)
1.	Loco motor disability	@		
2.	Muscular Dystrophy			
3.	Leprosycured			
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.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the 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..... years months, and therefore
This certificate shall be valid till-----

(DD) (MM)(YY)

@ e.g. Left/right/both arms/legs#

e.g. Single eye

£ 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

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued.

Form-VII**Certificate of Disability****(In cases other than those mentioned in Forms V and VI)****(Name and Address of the Medical Authority issuing the Certificate) (See rule 18(1))**

Certificate No. _____

Date: _____

This is to certify that I have carefully examined Shri/Smt/Kum_____

son/wife/daughter of

Shri _____ Date of Birth (DD/MM/YY) _____

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 he/she is a case of _____ disability. His/her extent of percentage

physical impairment/disability has been evaluated as per guidelines (_____ number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

S.No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability(in%)
1.	Loco motor 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.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above 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 _____ years _____ months, and therefore this certificate shall be valid till (DD/MM/YY) _____

@- eg. Left/Right/both arms/legs#-

eg. Single eye/both eyes

€- eg. 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

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned
{Counter signature and seal of the
Chief Medical Officer/Medical Superintendent/Head of
Government Hospital, in case the Certificate is issued
by a medical authority who is not a Government
servant (with seal)}

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.

Declaration for Minority Community Candidates

It is declared that I,..... belong to the..... Religion which is Minority Community. Therefore, I seek exemption from the payment of Examination Fee. I hereby undertake to submit the **"Minority Community Declaration"** affidavit on non-judicial stamp paper at the time of verification of the documents, in case I am found suitable.

Signature of the Candidate

Name: _____

Date: _____

Place: _____

**FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD AS PER
PARA 3 OF THE LETTER No. E (RRB)/2009/25/21 dated 28/10/2009.**

**Income certificate for waiver of examination fees for examinations for
Economically Backward Classes (E.B.C.).**

1. Name of candidate : _____
2. Father's / Husband's name : _____
3. Age : _____
4. Residential Address : _____
5. Annual Family Income
(in figures and in words) : _____

Date of issue :

Signature of Issuing Authority

Name of Issuing Authority

Stamp of issuing authority

DECLARATION FOR APPOINTMENT

I _____ (Name), S/o _____
hereby declare that :

1. I shall undergo Unit Leader Training within 1 year of my posting in the Railways;
2. I shall open and/or run a Unit effectively.
3. I shall undergo progressive training from time to time.
4. I shall assist Railway Scout Administration, as and when required.

In the event of violation of any of the above, I may be taken up under the D&A Rules.

Place : _____

Date : _____

(Signature)
(Name)

Government of _____

(Name & Address of the authority issuing the certificate)

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

Certificate No. _____

Date: ___ / ___ /20

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 _____ PinCode _____ 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 1000sq.ft. and above;
 - III. Residential plot of 100sq.yards and above in notified municipalities;
 - IV. Residential plot of 200sq.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 Photo graph of the Applicant

***Note1:** 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 18years.

*****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.

DETAILS OF EVENTS ATTENDED

Name of the Event/Course	Details of Certificates uploaded	
(i) Participation/Service rendered in National Events/National Jamboree (including All Indian Railway Events) :		
First Two certificates (i.e. minimumeligibility qualification)	A-1	
	A-2	
One additional event	A-3	
Two or more additional events	A-4	
	A-5	
	A-6	
	A-7	
(ii) Participation/Service rendered in State Events/Rallies		
First Two certificates (i.e. minimumeligibility qualification)	B-1	
	B-2	
One additional event	B-3	
Two or more additional events	B-4	
	B-5	
	B-6	
	B-7	
(iii) Specialized Scout/Guides course organised at National/State/All Indian Railways level:		
One course	C-1	
Two or more Courses	C-2	
	C-3	
	C-4	
	C-5	
(iv) Participation in District Rallies :		
One certificate	D-1	
Two certificates	D-2	
Three certificates	D-3	
	D-4	
	D-5	

Total Certificates uploaded -

Signature of Candidate