

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

No.88/Sec(E)/RC-3/6

New Delhi, dated 16.09.2004

STANDING ORDER NO.69

Sub: Recruitment of Sub-Inspectors in RPF/RPSF – Procedure regarding.

In supersession of all the existing Standing Orders on the subject, the following instructions are issued with regard to the direct recruitment of SIs in RPF/RPSF.

The recruitment of SIs in the RPF /RPSF shall be made by a departmental committee consisting of four Chief Security Commissioners nominated by the DG/RPF. Senior most among the Members shall be the Chairman of the Committee. The Committee shall be assisted by Zonal Sub-Committees consisting of one CSC and 2 JAG/Sr. Scale officers for conducting measurement and PET. CSCs heading the Zonal Sub-Committee shall be the "Convenor" of the Zonal Sub-Committee.

Recruitment shall be conducted in accordance with the provisions contained in the RPF Rules 1987, as amended from time to time.

1. DETERMINATION OF VACANCIES:

The number of existing vacancies and anticipated vacancies upto 31st December of the next year for each zone should be assessed by the respective CSCs for their zones and CSC/RPSF for RPSF. CSCs will project their vacancies Category-wise.

Post-based reservation for the purpose of determining the vacancies to be filled up in the reserved categories may be followed. Instructions of the Government for introduction and maintenance of post-based roster shall be scrupulously followed.

2. ELIGIBILITY :

(a) Educational Qualification: Graduate from a recognized university.



(b) **Age:** Not less than 18 and not more than 25 years as on 1st January of the year in case the vacancies are advertised in the first half of the year or as on 1st July of the year if the vacancies are advertised in the second half of the year. Relaxation as per extant instructions will be admissible to SC/ST/OBC/Ex-Servicemen.

(c) Must be a Citizen of India.

(d) **Physical Measurement: -**

Category	Height (cms.)	Chest (cms.) (Unexpanded)
UR/OBC	165	80
SC	160	76.2
ST	160	76.2

Note: - A minimum expansion of 5 cm. in chest is essential.

3. **PUBLICITY :**

An employment notice should be issued by the Chairman of the Committee indicating the Community-wise break-up of the vacancies to be filled up. The notice should clearly indicate the proforma of application form and call letter (Annexure 'A'), eligibility, age limits, physical standards, educational qualifications, total emoluments at the minimum of the scale of pay and the nature of outdoor and indoor tests to be conducted for such selection. Relaxation applicable to SC/ST and OBCs as per extant instructions should also be indicated in the employment notice. It should be clearly mentioned in the Employment Notice that the selected candidates are liable to serve anywhere in the country in the RPF or RPSF and may be allotted to any Zonal railway/RPSF after selection. It should also be specified that those higher up in the merit list would be allotted to the RPF and those following them or lower in order of merit would be allotted to RPSF.

Publicity about recruitment should be given as per extant instructions on the subject. Employment notice issued by the Chairman of the Recruitment Committee will be advertised in the Employment News/Rozgar Samachar giving full details, including the format of the application. Brief indicative advertisements will be given in at least two local newspapers and two national daily newspapers for wider coverage. The indicative advertisements will be to draw attention to the detailed advertisement published in the Employment News/Rozgar Samachar of a particular date. The indicative advertisements will

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not appear in more than one issue of the same newspaper. The indicative advertisements will invariably be issued in both Hindi and English. The Employment Notice will also be published in local Hindi and Urdu newspapers in the educationally backward minority concentration districts listed in Annexure B. Copies of the employment notice should be sent to the employment exchanges, SC/ST organisations and the District Sainik Board located at places where such recruitment is proposed to be held. The employment notice should also give the format which the candidates have to complete and submit at the venue of recruitment.

An application fee (non-refundable) of Rs.40/- will be collected in the form of Crossed Postal Order payable in favour of Financial Advisor and Chief Accounts Officer of the concerned Railway. However, no fee will be charged from candidates belonging to the Scheduled Caste and Scheduled Tribe communities.

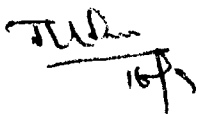
While advertising the vacancies, it should be made clear that candidates must come to the venue of recruitment along with:-

- i. Application form, duly filled in duplicate.
- ii. Crossed Postal Order for the prescribed fee, payable in favour of "The Financial Advisor and Chief Accounts Officer" of the concerned Railway i.e. the railway coordinating the recruitment for the State.
- iii. Original and attested photocopies of matriculation certificate as proof of age.
- iv. Certificate indicating required educational qualification
- v. Original and attested Caste certificates issued by the District authorities (SC/ST/OBC) on the prescribed proforma.
- vi. Ex-Servicemen to produce the discharge certificate.

Original certificates may only be seen and checked. They should not be retained. Only photocopies be retained.

The Notice may also forewarn the prospective candidates that in the event of their failure to produce the essential documents indicated, their candidature is liable to rejection. Documents relating to higher qualifications/sports/technical qualifications may be checked at the time of viva-voce only.

It should be publicized that candidates should come prepared to stay upto one week for recruitment and they will have to make their own arrangements for boarding and lodging.


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It should be brought to the notice of all candidates that production of false certificates is an offence and will lead to disqualification of candidature/dismissal from service if appointed and prosecution. It will be the responsibility of the Chairman of the Recruitment Committee to ensure that all the certificates produced are got verified properly.

4. Method of Recruitment:

The recruitment shall be held in three phases:

Phase I - Measurement and PET – This will be qualifying in nature.

Phase II – Written – Those qualifying in the phase I shall be called for written test at various centres

Phase III: Viva-Voce – Those qualifying in Phase II shall be called for viva voce at venues decided by the Chairman of the Committee.

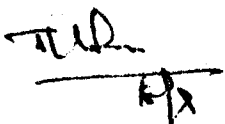
5. Phase I - Measurement and PET:

The measurement and PET shall be conducted by Zonal Sub-Committees consisting of CSC assisted by 2 JAG/Sr. Scale officers of the Railway. The officers may be co-opted from other Railways also with the prior approval of DG/RPF. There will be one venue in each railway where the measurement and PET will be held. The venues shall be geographically spread. Recruitment centres in metros/large cities and towns be avoided.

6. SCRUTINY OF APPLICATION FORMS/ALLOTMENT OF ROLL NUMBERS/ISSUE OF CALL LETTERS:

The venue, date and time of recruitment shall be fixed and advertised by the Chairman of the Recruitment Committee. All candidates who report at the venue before 16 hrs. on the day of recruitment shall be admitted and registered. To avoid the possibility of the same candidate appearing at different venues, the date and time for registration shall be the same for all venues.

The recruitment Sub- Committee may set up more than one counter, or as many as are felt necessary for the registration of candidates on the first day. Separate and more than one counter be set up for each category of candidates. The services of other members of the force may be taken for the purpose. A record of the persons assigned to register the candidates be kept.



Candidates whose forms are found in order will be allotted a "Roll Number". Roll Number will be stamped on the application form and call letter. The second copy of the application form should be treated as "Call Letter". As it may not be possible to scrutinize and dispose off all candidates who turn up on the same day, the committee may formulate and set its own time table. Accordingly, the candidates may be called for measurement and tests on days following the day of registration. On any single day about 1000 candidates may be called.

Application forms of candidates found incomplete/without attested copies of required documents or Indian Postal Order (except in case of SC/ST) should be rejected. Candidates found under age/overage or not having the required physical measurements as per their declaration in the form shall also be rejected. All candidates whose applications forms have been rejected would be orally informed on the spot about the rejection of their candidature. Rejected applicants shall be escorted out and not allowed to loiter around in the ground/venue. The reasons for rejection should be recorded on the application form and the same shall be kept for record. Rejected forms should be neatly tied in bundles. A list of candidates whose forms have been rejected should be prepared. (Annexure - C) This may be done after the recruitment process at the venue is over. They should be so arranged that they can be recruited when required.

The Postal order shall be detached from the application form and accounted for. A list of Postal orders be prepared. The Postal orders be segregated denomination-wise and submitted to FA&CAO subsequently.

7. CHECKING OF PHYSICAL MEASUREMENTS :

Candidates, whose application forms have been found in order, will be put through physical measurements by the Zonal Sub-Committee. This will comprise checking of their height and chest as prescribed. Height should be measured first and if candidate is found fit in height, then only his chest and chest expansion should be measured. The measurements shall be recorded on the application form itself. The member who has measured a candidate shall put his signatures to authenticate the measurements recorded.

A group of 25 candidates found fit after physical measurement should be formed. One test sheet for each group of 25 should be prepared which should indicate their physical measurements and performance in each event indicating whether they have qualified in the event or not, on the proforma enclosed as Annexure 'D'.

All rejected candidates shall be escorted out of the venue after putting indelible ink-mark on the index finger of the left hand. Their call letters shall be collected.

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8. PHYSICAL EFFICIENCY TESTS :

Those candidates who fulfill the prescribed physical standards relating to height and chest will be subjected to Physical Efficiency Tests consisting of the following events. The minimum qualifying standards for each event are indicated against each:

Sl. No.	Events	Minimum qualifying standards
1.	1500 mtrs.	5 mins.40 secs.
2.	200 Mtr. Race	32 secs.
3.	High Jump	3' 6"
4.	Broad Jump	13'
5.	Shot Put (weight 16lbs)	20'

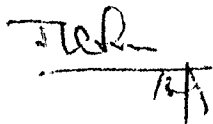
Only one chance will be given for 1500 mtrs. race which will be the first event. A candidate failing to qualify in the same will be declared 'failed' and will not be allowed to take further tests.

For 200 meters race only one chance will be given. For the remaining items viz. high jump, broad jump and shot put candidates will be given 2 chances each. Candidates who fail to qualify in 3 out of 5 events including 1500m race will be declared failed

After the PET the candidates be allowed to leave. Those who have qualified be called subsequently for the written test at a date and venue decided by the Chairman of the Committee. Call letters of failed candidates be collected. Call letters of those who qualify for the written be allowed to be kept by the candidates. It should be stamped and signed "Qualified PET and Measurement". The candidates should be asked to bring this for the written test when called for the same.

All members of the Committee need not conduct all the tests together. The work of conducting PET may be distributed amongst the members. Members may conduct tests separately in accordance with the work distribution made by the Convener of the Zonal Sub-Committee.

All CSCs will send the particulars of those found fit in measurements and also having qualified the PET to the Chairman of the Recruitment Committee who shall consolidate the same and draw up a list of candidates category wise. The particulars of the candidates shall be prepared using Excel (MS office) Worksheet. Hard copy and soft copy be furnished to the Chairman as per



proforma placed at Annexure -E. The Chairman shall specify the time limit for submission of the records by the CSCs.

9. WRITTEN TEST : (80 marks)

All those who qualify in the PET shall be called for the written test. The written tests shall be of graduation standard.

Call letters will be dispatched to the candidates at least four weeks in advance of the examination. Besides the Photograph of the candidate (duly signed) on the Call letter, the rubber stamp of Chairman of the Committee will also be affixed covering the photograph partially on the call letter. Photographs can also be printed on the call letter by computer scanning, instead of pasting. Call letters, which does not bear the stamp of the Chairman of the Committee is to be treated as invalid. In respect of SC/ST candidates, the call letter will be issued with an additional endorsement for free rail travel from the station of residence to the station of examination centre and back, wherever necessary. These passes will be accounted for and a summary sent to the concerned Traffic Accounts office.

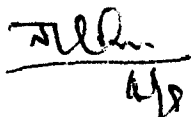
"Instructions to candidates" will also be enclosed with call letters. These instructions should, amongst other instructions, incorporate guidelines on how to fill up Roll Nos. for computerized reading by OMR. In addition, a sample OMR answer script, printed on plain paper, should be also sent.

A random check of the details of the Call letters, such as date, venue of the examination and the name of examination centre, will be carried out by staff of concerned CSC or other gazetted officer nominated by him. Thereafter each letter will be put in a window type envelope after checking the name of the candidate and address, which should tally with those furnished in the Application form.

No call letters will be issued to such of the candidates, who have sent fewer copies of photographs than the number asked for in the employment notice. In such cases, only when the candidates approach the office for a call letter with a duplicate photo, a call letter will be issued after cross checking with the original photo on the application.

Computer Agency engaged for pre-examination work should be different from the agency engaged for evaluation work. Computer agencies should be engaged with due care, after Chairman has satisfied himself of their antecedents and he is confident that the work done by these computer agencies will remain confidential.

The written test shall be held at the nine training centres on a fixed date and time under the supervision of the Zonal CSCs. In case the zonal training centre cannot accommodate all the candidates directed to a particular centre, a



suitable place/ a college/school be hired for the purpose. The written test shall be of 3 hours' duration and consist of an objective test of 2 hrs. duration and a language test of one hour. Question papers shall be bi-lingual.

Objective Test (Two hrs.) : 200 objective type questions will be given covering general knowledge, current affairs, general intelligence, mental ability and arithmetic. Each question will carry $\frac{1}{4}$ marks. Maximum marks for objective test will be 50.

Language Test (One hour):- English Grammar/Hindi Grammar, ability to understand and answer questions on English/Hindi composition syntax , essay etc. Maximum marks for the language test shall be 30.

10. Conduct of Examination:

- (i) The question paper shall be set by the Chairman of the Committee. Four or Five question papers shall be prepared, having the same questions but in different serial orders; The sets shall be marked A,B,C,D.

The Answer sheet for the objective test be printed in duplicate using carbonless paper (1+1.) It should be an OMR answer script.

Separate answer sheet be used for the language test.

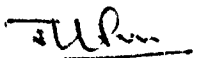
Objective and language answer sheets should be serially numbered

- (ii) For printing the Question paper and Answer books, the Chairman of the Committee, should get the job executed from presses which generally, undertake such secret jobs, after fully satisfying himself of the adequacy of the security arrangements. The printed question papers and answer booklets should be obtained from Printing Press in sealed packets of 25/10, or as convenient. Each packet shall be passed with a 'seal certificate' on top. These packets should be repacked inside boxes or cartons and sealed again. Chairman, Recruitment Committee should obtain the question papers and answer books, duly packed and sealed, centre-wise from the press itself. In order to ensure proper packing, an assessment should be made, of the requirements of each centre and detailed packing instructions should be given to the press.
- (iii) While sending the question paper and answer books to the Chairman Recruitment Committee, the press should prepare a list of contents of each carton/box in three copies – including a copy which should be pasted on the carton/box before dispatch. Chairman shall retain one of the two copies received by him and hand over the cartons/boxes to the concerned CSC or his representative along with a copy of the packing list of each

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carton/box handed over. Samples of seals affixed on the packets within the sealed boxes/sealed cartons should be handed over separately to the concerned CSC / his representative..

- (iv) The concerned CSC should open the cartons/boxes in the presence of at least two candidates and compare the contents with the packing list. In case there is more than one centre in a town, a Gazetted officer may be made incharge of the second centre who shall also be present while opening the boxes. In the event of any discrepancy between the contents and packing list, it should be brought to the notice of Chairman of the Recruitment Committee on phone/fax. The carton/boxes should not be opened more than half-an-hour before the commencement of examination.
- (v) List of supervisors and invigilators should be drawn up by the CSC Incharge who shall outline the responsibilities entrusted to them. In case there is more than one centre the Gazetted officer, incharge of the other centre in the town, should be fully responsible for the efficient, smooth and total conduct of the examination at the center under his charge.
- (vi) Seating plan of the candidates will be displayed at the entrance of the institution where examination is being conducted, showing the distribution of roll numbers in each room/hall. The roll numbers will also be displayed in front of each room/hall. Provision of drinking water and other facilities as required will be invariably made.
- (vii) The CSC Incharge will ensure to make suitable seating arrangements including marking of roll numbers of the candidates on the desks on the day previous to the day of the examination. The seating arrangements will be carefully planned so as to prevent copying and the use of any unfair means. The question paper and answer books shall be distributed in such a manner that adjacent candidates do not get the same question paper.
- (viii) The CSC Incharge/Centre Supervisor with the invigilators should ensure that admission of the candidates is properly regulated, so that there is no impersonation. CSC Incharge should go around to oversee that proper checks are carried out.
- (ix) Entry into the examination hall will not be allowed until 15 minutes before the commencement of the examination. No candidate shall be allowed entrance to the examination hall greater than 10 minutes after the commencement of the examination. The call letters will be checked by the invigilators concerned before the candidates are allowed to enter the hall/ room. No candidate will be allowed to leave the hall/room during the examination and if anyone leaves, he will not be allowed to return to the hall.


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- (x) After entering the respective halls/rooms, the candidates will take their allotted seats. Candidates will be strictly prohibited from bringing into examination halls/rooms any part or part of book, paper, calculator, gadgets of any description of manuscripts or from communicating with or copying from each other or from communicating with any person outside the examination hall/room.
- (xi) No candidates are allowed to take away their question books nor any copy of the answer script. Invigilators shall ensure this.
- (xii) Candidates allowed to enter the examination hall/room will be required to fill in the roll call sheets(annexure-F) which has provision for entering the particulars such as Serial No, Answer Sheet No. for objective and language test, Roll No. as per the call letter, name of the candidate in block letters and the signature of the candidate. The roll call sheet will form the basis for the absentees statement.
- (xiii) The question paper and answer books should be obtained from the printing agency duly packed and sealed, venue-wise. Envelopes shall contain books in suitable numbers approximately corresponding to the number of candidates to be seated in each hall so that the required number of envelopes can be given to each invigilator, who shall open the seals of envelopes only in the presence of candidates as prescribed.
- (xiv) All envelopes shall be serially numbered. The CSC Incharge shall hand over sealed envelopes of question papers and answer booklets to each invigilator as per his requirement under clear acknowledgement indicating the envelope numbers.
- (xv) Each envelop shall bear a certificate of seal as per format and annexure 'F' indicating that the envelope, with seals intact, was opened in the presence of those signing it.
- (xvi) Invigilators shall obtain the signatures of two candidates on the sealed certificates in the examination halls. The candidate shall write their roll numbers and names also in addition to affixing their signatures. The invigilator shall also sign the seal certificates. Thereafter, he will open the packets and distribute the question paper and answer booklets amongst the examinees present in his hall.
- (xvii) The candidates will first check the question paper and answer booklet and if these are found in defective conditions, they will get them exchanged. They will then write the roll numbers and any other particulars as specified, at the appropriate places provided for this purpose and not anywhere else in the question paper or the answer booklet. The candidates must be informed that this shall lead to their disqualification.

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- (xviii) After about 15 minutes of the commencement of the examination the CSC/Centre Incharge will take a round of each room and collect the unused question paper and answer sheets. It must be ensured that no extra question paper or answer booklet is retained with any invigilator or with anybody else. The question paper and answer booklets on receipt will be counted and packed in a separate sealed covers and returned to the Chairman of the Recruitment Committee. Each such cover will bear a certificate signed by the CSC/Centre Incharge indicating the number of unused question papers and answer booklets contained therein.
- (xix) After about 30 minutes of the commencement of the examination, the CSC/Centre Incharge will collect roll call sheets and prepare the absentee statements showing the number of candidates present and absent.
- (xx) After the exam is over the question paper and answer booklets will be brought by each invigilator to the CSC/Centre In charge's room, checked and counted.
- (xxi) The original answer sheet and the duplicate answer sheet of the objective test be separated. Original papers be sealed for the evaluating agency. Duplicate papers be sealed for the Chairman. The language test papers be kept and sealed in separate envelopes. Separate coloured envelopes be preferably used for easy identification. All answer sheets be sent by special courier to the Chairman of the Committee.
- (xxii) The seal cover containing the answer sheets will also have a certificate signed by the CSC/Centre In charge certifying the roll numbers of the answer sheets contained in the cover.
- (xxiii) The objective type answer sheets should be readable on OMR equipment. These answer sheets may be got evaluated through reputed computer agency/agencies who can ensure complete secrecy of operations. Chairman of the Committee and other members will carry out a random check of the evaluated answer sheets by manually marking some of the answer sheets to verify the correctness of the computerized evaluation. The minimum extent of random check, which must be invariably ensured is given below:-

Total number of answer scripts evaluated	Minimum extent of random check
Less than 100	3 scripts of each series i.e. 12 in case of 4 series of question papers.
100 to 500	4 scripts of each series.
501 to 1000	5 scripts of each series
Over 1000	10 scripts of each series

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- (xxiv) Language test answer sheets shall be examined by the other three members of the Recruitment Committee excluding the Chairman. The answer sheets shall be coded by the Chairman before they are handed over to the other members of the Committee for examination. Each answer sheets must clearly bear the name and signature of the examiner who has examined the full answer sheet or a part thereof. On receipt of the answer sheets from the different centres they shall be mixed up before being coded.

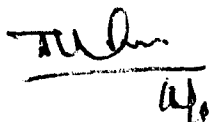
11. VIVA VOCE (20 MARKS) :

A merit list in order of total marks obtained in the written test shall be prepared and number of candidates called for interview shall be restricted to three times the number of vacancies in each category. Call letters for interview will be dispatched to the individual candidates at least 4 weeks ahead of the date of interview, under certificate of posting and will require the candidates appear for the interview at a specified time, date and place along with their original certificates for verifications. In respect of SC/ST candidates, the call letter will be issued with an additional endorsement for free rail travel from the station of residence to the station of examination centre and back, wherever necessary. These passes will be accounted for and a summary sent to the concerned Traffic Accounts office.

Original documents of such candidates should be checked before allowing them to appear for viva-voce test. During the viva voce, the following marks will be awarded for their Educational and Sports qualifications as indicated against each: -

a)	Educational/ qualifications/Sports/NCC	(Max. marks - 7)
i)	Graduation	= 3
ii)	Post Graduate/LLB	= 4
iii)	NCC 'C' Certificate	= 4
iv)	NCC 'B' Certificate	= 2
v)	Represented India at International meets	= 5
vi)	Represented State at Inter State Sports	= 3
vii)	Represented University at Inter-University Sports	= 2
viii)	Participated in National School games	= 2

Note: Maximum of 7 marks will only be awarded even if a candidate gets more than 7 marks for his additional educational/sports/NCC qualifications.



The candidate will be interviewed for assessing his general awareness, power of comprehension, expression, personality, experience etc. The marks will be awarded by the Committee generally by consensus. If there is any difference of opinion within the interview committee, each member of the committee will make his own assessment out of the total marks meant for interview. The mean of the marks awarded by the different members will be taken out and entered by the Chairman as the marks obtained. Record of interview will be maintained only in one copy – one available with the Chairman of the Committee and the other copies of the list available with the other members will be collected by the Chairman and destroyed in the presence of the members, immediately after the interview. The record of the interview will be signed jointly by the Chairman and the members of the Committee on each page. Any alterations made in the marks allotted in the interview will be initialed jointly by all the member of the Committee. While assessing the candidates during their viva voce test the members shall not consider or be influenced by the candidates performance in the written examination. To prevent the members from being influenced, the candidates need not be called for viva in order of their merit at the written examination. They may be called accordingly to their Roll Nos. or in alphabetical order.

12. PREPARATION OF BROAD SHEET AND MERIT LIST :

A broad sheet for each category according to roll number indicating the status of all candidates who were called for the written test, indicating their performance be prepared. Thereafter based on the performance of the candidates in the Written & Viva-voce final merit list will be prepared for each Category and submitted to the DG/RPF for his approval. Broad sheet and merit lists must be signed by all members of the Committee.

(Annexure - G...)

Candidates from SC, ST and OBC categories selected purely on merit shall not be counted against vacancies reserved for such categories. If more than one candidate has obtained the same mark they should be arranged in the order of their dates of birth. Those senior in age will be placed above those junior in age. In case the date of birth also happens to be the same they may be placed in order of the marks obtained by them in the Viva-Voce (20 marks).

Reservation for ex-servicemen will be 10% of the vacancies under the appropriate category (UR, SC, ST and OBC).

Only those vacancies will be filled up as have been advertised. No waiting list will be published. However, if any candidate is found unfit in the medical examination or police verification, the candidate next in the relevant merit list may be considered for appointment.

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The Zonal allotment will be done after the initial training at RPF Academy, Lucknow by taking into account the marks obtained in the recruitment exam and the final examination after the initial training at RPF Academy, Lucknow. The allotment will be made by DG/RPF. Those at the bottom of the list will be allotted to RPSF.

13. CUSTODY OF THE DOCUMENTS :

All documents relating to the (measurement/PET) shall be kept by the respective zonal CSCs conducting such tests. They should be so arranged that they can be easily retrieved. Documents relating to written/viva voce shall be in the custody of the Chairman.

Entire record of recruitment will be kept preserved by the Zonal CSC/Chairman concerned for one year from the publication of the result for verification of complaints, if any, and for other administrative purposes. Thereafter, all the documents will be weeded out.

This may also be done with old documents relating to earlier recruitments, if any and where no enquiry/departmental proceeding/court case is pending.

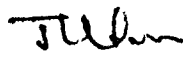
14. APPROVAL OF THE PANEL :

The Director General/RPF on receipt of the proceedings may consider the same and accept the proceedings or call for clarifications from the Committee, if required, before accepting. In case DG/RPF decides not to approve the proceedings, reasons for the same should be recorded in writing. If the proceedings are accepted, the result shall be announced and a copy of the result put up on the notice board in the offices of the CSCs and DSCs and at important Railway stations including the venues of recruitment without delay. Result should also be declared in the newspapers. Selected candidates be individually intimated.

After approval of the panel Security Directorate will send the panel for each Zone to the CSCs concerned and for RPSF to CSC/RPSF for further necessary action.

15. MEDICAL EXAMINATION

CSCs concerned shall arrange for the medical examination of the empanelled candidates. The empanelled candidates will be called for medical examination at the railway hospitals. In case the number of candidates is large the candidates may be directed to different railway hospitals for medical examination.



Attestation Forms be handed over to those candidates who are found fit in the medical examination.

16. POLICE VERIFICATION

The empanelled candidates found fit in medical examination will, thereafter, fill up the 'Attestation Form' duly affixing the photographs thereon and make over the same to the Officer nominated by the CSC for the purpose who in turn will arrange to get their 'Character and Antecedents' verified by the Police/Civil Authorities concerned.

17. OTHER INSTRUCTIONS

i) The Chairman of Recruitment Committee will oversee the entire process of recruitment and deal with the complaint of any candidate. All documents pertaining to selection will be prepared carefully to avoid any complication at a later stage and will be signed by all the Members of the Recruitment Committee who will be responsible for their correctness. Alterations/corrections be avoided. However, if any correction is essential it should be authenticated by all members. The Chairman and the members will be jointly and severally responsible to see that no malpractice or undesirable method is adopted in the recruitment.

ii) To ensure smooth and uninterrupted process of recruitment, the relatives accompanying the candidates and Force personnel not associated with the recruitment will not be allowed access to the venue of recruitment. No RPF officer on leave should be allowed to enter the venue of recruitment to meet any member of the Committee or any person connected with the recruitment.

iii) The recruitment will be done in such a manner as to reduce chances of impersonation and eliminate all such candidates who are unfit, at the initial stage itself.

iv) The process of recruitment should be as transparent as possible.

v) Procedural arrangements for conducting the recruitment quickly and with ease may be thought of by Committee members and adopted. The Committee shall deploy adequate manpower as required depending on the expected number of candidates for maintenance of order. CSC of the Railway in whose jurisdiction recruitment is being held will ensure provision of manpower for the smooth conduct of recruitment and for the assistance of the Committee.

vi) The progress of recruitment be intimated to the Security Directorate/Railway Board from time to time.


(A.K. Singh)
Director General/RPF

List of Annexures

1. Annexure – A - Proforma of Application Form and call letter.
2. Annexure – B - List of Educationally Backward Minority concentration Districts.
3. Annexure – C - List of Application Forms rejected after scrutiny.
4. Annexure – D - Test sheet for physical measurement and PET
5. Annexure – E – Detailed particulars of candidates found fit in Measurement and having qualified PET
6. Annexure – F – Roll Call Sheet.
7. Annexure – G – Broad Sheet for performance in physical measurement, written test and viva-voce.

**RAILWAY PROTECTION FORCE
(MINISTRY OF RAILWAYS)**

Application Form
(To be submitted in duplicate at the venue of recruitment)

Roll No -----

(To be filled in Hindi/ English by the candidate in his own handwriting clearly and carefully as per proforma)

Note: The declaration printed in column 1(a) must be copied in candidate's own handwriting provided space in column 1(b) otherwise, his candidature shall be rejected.

To,

The Chief Security Commissioner/RPF,
..... Railway,
.....

Affix here a signed copy
of your recent passport
size photo without cap &
coloured glass.

(Put your Signature in box)

I, hereby, apply for recruitment for the post of Sub-Inspector in RPF/RPSF in response to Employment Notice No.

1.(a) "The declaration" given below must be copied in running hand by the candidate in his handwriting with blue or black ball pen in the space given in 1(b):

"I hereby, declare that all the statements made below in the application form are true, complete and correct to the best of my knowledge and belief. If they are found false or incorrect, my candidature is liable to be cancelled and even after appointment, my appointment is liable to be terminated without information to me."

1. (b)

.....
Signature of candidate

2(a) Name of the Candidate (in English) : _____

(b) Name of the Candidate (in Hindi) : _____

3. Father's/Husband's Name : _____

4. Date of Birth (as on):Days.....Months.....Years.....

5.(a) State community/classifications you belong to. Mention "Yes/No" clearly :

SC	ST	OBC	UR	Ex.-SM	Entitled for age relaxation

Note: Candidates belonging to OBC but coming in the Creamy Layer and thus not being entitled to OBC reservation should indicate their Community as UR. The claim of the Candidate to belong to SC/ST/OBC categories should be accompanied by the certificate issued by the competent authority. Candidates who claim to belong to Ex-servicemen category should produce proof of their past service from the competent authority. Application forms not accompanied by the necessary documents shall be summarily rejected).

6. Height : C.M.

Chest : Unexpanded:.....C.M.; Expanded.....C.M.

7. Details of Postal Order(s)

Name of the Post Office	IPO(s)	Date of issue	Value

8. Full Postal Address : _____
(In Block Letters) _____

9. Permanent Address : _____

10. Name of the nearest Railway Station: _____

11. Educational Qualification:

Examination passed	Board/ University	Place of passing	Year of passing	% of marks	Subjects taken
Matric					
Higher Secondary /I.A./I.COM./I.Sc.					
Graduation					
Post Graduation					

12. Nationality:.....

13. Two Identification Marks : (a)

(b)

14. For Ex-Serviceman candidates :

(a) Total Service rendered :

(b) Personnel No. :

(c) Rank :

(d) Date of enrolment :

(e) Date of retirement/discharge :

(f) Name of arms/services :

(g) Reason for retirement/discharge:

(h) Medical Category at the time :
of discharge

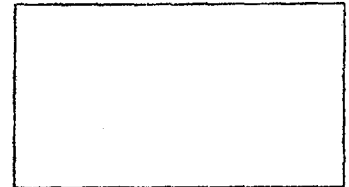
15. Have your ever been arrested or convicted : _____
In a criminal case ? _____
If yes, give details . _____

16. Full signature of the Candidate :

(i) In Hindi

(ii) In English (not in capital letter)

18. Full left Thumb Impression of Candidate
In the box :



Place :

Date :

Enclosures :

1. Postal orders of Rs.40 (2) Single attested copies of :- (a) Proof of Date of Birth from School/Board ((b) Caste certificate in case of SC/ST/OBC on prescribed proforma (c) document in proof of your claim to belong to ex-servicemen category, if applicable, educational qualification (Graduation).

Annexure - E

**Particulars of candidates found fit in measurement and having qualified
PET**

Category - UR/SC/ST/OBC

S.No.	Roll No.	Name	Father's Name with complete address	Date of Birth	Educational qualification	Height	Chest Unexpanded	Chest expanded

Test sheet for physical measurement and PET

Annexure--D

S.No.	Roll No.	Name	Father's Name	CAT	HT	CHEST		1500m race	HJ	IJ	SP	200 m race
						Expanded	Unexpanded					