GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

***

No. 2014-Sec (E)/RC-3/42 **New Delhi, Dated, 13.03.2018**

DIRECTIVE 34 (REVISED)

Sub : Procedure for recruitment in RPF / RPSF.

In exercise of the powers conferred under Rule 20 of RPF Rules 1987 read with section 8 of the RPF Act 1957, the undersigned hereby issues the following Directive in supersession of all previous Standing Orders and Directives on the subject of recruitment in RPF and RPSF.

1. DETERMINATION OF VACANCIES

i) Existing and anticipated vacancies up to 31st December of the following year shall be assessed by PCSCs for their respective Zones and PCSC/RPSF for RPSF. We should aim to achieve a target of 10% posts in the force to be manned by women.

ii) For the purpose of determination of vacancies, Production Units (Pus) shall be clubbed with zonal railways as under:

Production Unit	Concerned Railway
CLW/Chittaranjan and Metro Rail, Kolkata	Eastern Railway
DMW/Patiala, RCF/Rae Barelly and RCF/Kapurthala	Northern Railway
RWF /Yelahanka	South Western Railway
ICF/Chennai	Southern Railway
RWF/Bela and RCF/Harnaut	East Central Railway
DLW/Varanasi	North Eastern Railway

iii) Instructions of the Government for introduction and maintenance of "post based roster" shall be scrupulously followed.

2. COMPILATION OF VACANCIES

Each Zone shall calculate category-wise vacancy in accordance with Para 1(i) and forward it to the Security Directorate (DIG/Rectt. & Training)/Railway Board. Similarly, vacancies in RPSF shall be compiled by Force HQ of RPSF/Dayabasti and forwarded to Rly Board by IG/RPSF.

Zone-wise/Category-wise vacancies for RPF shall accordingly be consolidated by Security Directorate for notification of vacancies for recruitment of Constables and SIs as under-

Sl. No.	Zone	Male				Female				Ex-Servicemen				Total
		UR	SC	ST	OBC	UR	SC	ST	OBC	UR	SC	ST	OBC	
1	CR													
2	ER													
3	ECR													
4	EcoR													
5	NR													
6	NCR													
7	NER													
8	NFR													
9	NWR													
10	SR													
11	SCR													
12	SER													
13	SECR													
14	SWR													
15	WR													
16	WCR													
17	RPSF													
G Total														

3. CONSTITUTION OF CENTRAL RECRUITMENT COMMITTEES

After compilation of vacancies by Security Dte./Railway Board, Central Recruitment Committee (CRC), for conducting recruitment for the post of Constables/Sub-Inspectors, shall be constituted by DG/RPF as under:

Sl	Rank for which recruitment is to be conducted	Composition of Central Recruitment Committee (CRC)
1.	Sub-Inspector (Exe)/Sub-Inspector (Band)	**CRC-SI**- Four (4) IG/DIG *[Senior most member of the Committee shall act as Chairperson of Central Recruitment Committee for Sub-Inspectors (**CRC-SI**) and shall be responsible for expeditious completion of process].*
2.	Constable (Exe) / Constable (Ancillary)/ Constable (Band) / Driver Gr III	**CRC-CT**-Four (4) JAG/Senior scale officers *[Senior most member shall act as Chairperson of Central Recruitment Committee for Constable (**CRC-CT**)].*

Note: The Chairperson/CRC will exercise all the powers of Chairman RRB in respect of the recruitment process under this Directive.

For the purpose of incurrence of expenditure by the Chairperson, Central Recruitment Committee, the following co-ordinating PCSCs are nominated who will process the proposals in co-ordination with concerned PFA&CAOs for sanction of competent authority:

Sl	Rank for which recruitment is to be conducted	Co-ordinating PCSCs
1.	Sub-Inspector (Exe) /Sub-Inspector (Band)	*Chairperson of Central Recruitment Committee shall act as the Co-ordinating PCSC*
2.	Constable (Exe) / Const able (Ancillary)/ Constable (Band) / Driver Gr III	*The PCSC of the Zone, under whose territorial jurisdiction the Chairperson, Central Recruitment Committee is posted at the time of the notification of vacancies, shall act as the Co-ordinating PCSC*

4. CONSTITUTION OF ZONAL SUB COMMITTEES (ZSCs) FOR PET, PMT, TRADE TEST & DOCUMENT VERIFICATION:

i) All the Zonal railways and RPSF shall be responsible for the purpose of conducting Physical Efficiency Test/Physical Measurement Test/Trade Test/Document Verification in respect of vacancies in their respective Zones/RPSF.

ii) Composition of Zonal Sub-Committees shall be as under:

Sl.	Rank	Composition of Committee
1.	Sub-Inspector (Exe) / Sub-Inspector (Band)	4 JAG/Senior scale officers with senior most member as Chairperson.
2.	Constable (Exe) / Const able (Ancillary)/ Constable (Band) / Driver Gr III	-do-

5. REPRESENTATION OF DIFFERENT COMMUNITIES/EXPERTS IN CRC-SI, CRC-CT AND ZONAL SUB-COMMITTEES

i) Each committee, including Zonal Sub Committees, must have members to represent the SC/ST, OBC and Minority communities.

ii) For recruitment in band, one expert in music, and for recruitment of Driver Gr III, one mechanical engineer from any government organization, may be co-opted as a member of the Zonal Sub-Committee for the trade test.

iii) Members of Central Recruitment Committee shall not be members of such Zonal Sub-Committee(s).

iv) Officers of suitable/desired rank may be drawn by PCSCs for constitution of Zonal Sub-Committee from among officers available in their respective zonal railways/RPSF. In case an

officer of suitable/desired rank is not available from any of the communities, an officer of lower rank may be co-opted. In the event of non-availability of officers of specified community even in the lower rank, the PCSCs of the concerned Zone/RPSF will approach Railway Board for nomination of suitable officers.

v) All officers/staff involved in the recruitment process including Chairperson of CRC/ZSC will give an undertaking that they do not have interest in selection of any candidate appearing and none of their relatives have applied for the post for which recruitment is being done.

6. ELIGIBILITY OF CANDIDATES

i) Citizenship : Must be a citizen of India

ii) Educational Qualification and age :

Category	Educational Qualification	Age		Experience
		Min.	Max.	
Sub Inspector (Exe)	Graduate from a recognized university.	20	25	---
Sub Inspector (Band)	Potential Band Masters Course or equivalent	20	25 (subject to para (v) below)	---
Constable(Exe) / Ancillary	As provided in RPF Rules	18	25	---
Constable (Band)	As provided in RPF Rules	18	25	02 years' experience in specified musical instrument.
Driver Grade-III	Same as for Constable (Exe)	20	25	Heavy vehicle driving license which must be at least six months old.

Note: Degree from a recognized university for Sub-Inspector (Executive) and matriculation certificate for Constable (Executive/Ancillary), Driver Grade-III from a recognized Board shall only be valid.

iii) Date of birth mentioned in Matriculation or equivalent certificate alone shall be acceptable. Age will be counted as on 1st July of the year if notification is issued between January and June; and 1st January of next year if notification is issued between July & December. Advertisement must specify cut-off dates for eligibility, for example "born between 02.07.1990 and 01.07.1997 (both days inclusive)".

iv) Relaxation in Age (as per order of the Government of India) :

Sl.	Category	Age relaxation permissible beyond upper age limit
1.	SC/ST	5 years
2.	OBC	3 years
3.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 1st Jan 1980 to 31st Dec 1989. (Unreserved)	UR-5 years OBC-8 years SC/ ST-10 years

4.	Only for post of Sub Inspector: Central Govt. employees (Unreserved) other than ex-servicemen, who have rendered not less than 3 years of regular & continuous service on date of reckoning.	UR-5 years OBC-8 years SC/ST-10 years
5.	Widows, divorced women and women judicially separated from husband but not remarried.	UR-2 years OBC-5 years SC/ST-7 years

v) Special provisions for ex-servicemen: Definition of "Ex-serviceman" shall be included in notifications, clearly mentioning that it does not include retired/discharged personnel of Central Armed Police Forces (CAPF). Ex-Servicemen will be required to clearly indicate all required particulars including community in the ONLINE Application and produce all documentary proofs including Community certificates in the prescribed format during document verification. Age may be relaxed beyond upper limit by 03 years for UR, 6 years for OBC and 8 years for SC/ ST after deduction of military service rendered (minimum of 6 months after attestation) from actual age as on the date of reckoning.

vi) PHYSICAL MEASUREMENT

Category	**Height (in cms.)**		**Chest (in cms) (only for Male)**	
	Male	**Female**	**Unexpanded**	**Expanded**
UR / OBC	165	157	80	85
SC / ST	160	152	76.2	81.2
For Garhwalis, Gorkhas, Marathas, Dogras, Kumaonese, and other categories specified by Govt.	163	155	80	85

7. PUBLICATION OF EMPLOYMENT NOTICE

i) A single advertisement for recruitment for the post of Sub-Inspector shall be published by Chairperson of 'Central Recruitment Committee–Sub Inspectors' (**CRC-SI**). Tentative examination date may also be indicated in the advertisement with direction to the prospective candidates to visit the website frequently to know actual examination date and downloading of admit card.

ii) A single advertisement for recruitment for the post of Constable shall be published by Chairperson of 'Central Recruitment Committee–Constable' (**CRC-CT**). Tentative examination date may also be indicated in the advertisement with direction to the prospective candidates to visit the website frequently to know the actual examination date and downloading of admit card.

iii) It shall be clearly mentioned in the notification that those opting for RPSF (in the case of Sub-Inspectors as well as Constables) should have to serve for their entire career as Non Gazetted Officers in RPSF only.

8. ENGAGEMENT OF AGENCIES FOR PROCESSING OF APPLICATIONS AND CONDUCTING COMPUTER BASED TEST (CBT):

8.1 An agency, as per the norms adopted by RRBs, shall be engaged for processing of online applications. Another agency shall be engaged for conducting COMPUTER BASED

TEST (CBT). The same agency will not be given the work of processing of applications and conducting CBT. Scope of work which may be handled by Agencies are-

Agency for processing of application	Agency for online tests
• Processing of applications. • Candidate data upload for test center mapping and admit card generation based on data shared by Agency for CBT. • Accountal of money received and deposition as per the guidelines given by Chairperson-CRC. • Test center allocation to all candidates and provision of admit cards to candidate as per test schedule. • Intimation to candidates for downloading of hall tickets/ admit cards. • Refund of money to eligible candidates. • Uploading call letters for PET/PMT/Trade test/Document Verification. • Intimation to candidates for downloading of call letters for PET/PMT/Trade Test/Document Verification. • Provide helpdesk support, from 10 AM to 6 PM from the date of publication of advertisement till completion of CBT. • Any other task as decided by the Chairperson-CRC.	• Identification and finalization of test centers as per requirement and number of candidates. • Content creation (question papers for objective examinations) as per requirement. • Deployment of trained manpower and inventory setup at every test center for conduct of computer-based examination. • Frisking of candidates • Separate enclosures to frisk female candidates • Biometric Registration across all test centers. Capturing of candidate photo through webcam. • Secured (encrypted/VPN protected) downloading of the question paper at each test center and availability of questions on candidate machines. • Monitoring of the whole examination through command center. • CCTV surveillance at test centers. • Matching the candidate responses with the correct keys. • Final result processing after evaluation of objective exams. • Sharing of results and other exam related data such as audit trails, attendance, etc. with CRC. • Provide support with examination related data for handling RTI queries. • Any other task as decided by Chairperson-CRC.

The scope of work mentioned above is indicative and not exhaustive. The Chairperson- CRC may add/alter/omit/change the scope as per administrative requirements.

Chairperson-CRC-SI/CT may also constitute a Recruitment Cell for expeditious processing of the recruitment matters.

9. MODE OF FILLING UP OF APPLICATIONS, OPTING OF ZONE/RPSF BY APPLICANT AND OTHER CONDITIONS

i) Candidates shall be required to apply only through <u>ONLINE</u> mode. No other mode for submission of application shall be allowed. Each candidate shall fill only one application. Any attempt by a candidate to submit more than one application shall result in disqualification and debarment. Chairperson – CRC – SI/CT shall finalise the format of online application incorporating all features in consultation with the agency engaged for processing of online application. First 2 – 4 alphabets of Roll No. should indicate Zone/RPSF opted by the candidate, next 2 alphabets should indicate category of the candidate and then numerics shall indicate allotted number.

ii) The notification shall clearly mention that each applicant can apply against the vacancy of only one zone or RPSF. He cannot apply in the same form for more than one zone or RPSF together. It should be emphasised that Constable/SI shall serve only in the Zone/RPSF opted by him/her, if selected. However, selected candidates may be liable to serve anywhere in the country.

iii) Application to more than one Zone or zone and RPSF together will lead to rejection of all the applications of the candidate.

iv) For Ancillary category vacancies, a candidate can apply for **one trade** only and not for all trades.

v) Candidates appointed to RPSF will be posted in any of the following 15 Battalions of RPSF -

Battalion No.	Bn. Headquarter
1st	Lumding, Assam
2nd	Gorakhpur, U.P
3rd	Lucknow, U.P
4th	New Jalpaiguri, W.B.
5th	Trichy, Tamilnadu
6th	Dayabasti, Delhi
7th	Moula Ali, Secunderabad, A.P.
8th	Chittaranjan, W.B.
9th	Jagadhari, Haryana
10th	Dhanbad, Jharkhand
11th	Garhara Yard, Bihar
12th	Thakurali Mumbai, Maharashtra
14th	New Coochbehar, West Bengal
15th	Udhampur, J&K
16th	Asansol, West Bengal

vi) To check multiple filling up of applications by candidates, "Minimum Educational Qualification (MEQ)", "Educational Board", "Roll Number", "Year of passing of MEQ" shall be the compulsory fields for the purpose of filling up of online application form. Format shall have features not to accept more than one application when all these fields match.

vii) Every notification must mention that vacancies are provisional and may increase or decrease as per actual requirements, and that the administration reserves the right to cancel the notified vacancies at its discretion. Notification must also mention that posts of Sub-Inspector (Exe), Sub Inspector (Band), Constable (Exe), Constable (Band), Driver Grade-III and Const (Ancillary) have not been identified as suitable for persons with disabilities by the Ministry of Social Justice and Empowerment.

viii) In the event of cancellation of notified vacancies, the examination fee will not be refunded.

ix) A copy of Notification should also be endorsed to the Vigilance Dte., Railway Board.

x) The notice shall clearly indicate the 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. Reasons for rejection of applications, as specified in **Para 11.3** must be clearly mentioned in the notification.

xi) The proposed recruitment should be given wide publicity. Employment notice may be issued by Chairperson of 'Central Recruitment Committee (CRC-SI/CT)' through Employment News/Rozgar Samachar. Brief indicative advertisements may also be given in local/national daily newspapers for wide coverage.

xii) Chairperson-CRC-SI/CT will send copies of Employment Notices to all zonal Railways, Production Units, employment exchanges & offices concerned with rehabilitation of Ex-Servicemen, as well as to the Directorates of Employment of J&K, each North Eastern state and Andaman & Nicobar Islands separately for wide publicity.

xiii) Application should be filled by candidates only in English or Hindi.

xiv) The onus shall be upon the candidates to prove that all the information filled in/ submitted by him/ her in the application are true.

xv) Candidates shall be asked to go to the link provided for filling ONLINE application and fill up the requisite details, fee paid etc. carefully.

xvi) Facility of free travel authority: SC/ST candidates who want to avail the facility of free travel authority (Second Class Railway Pass) for ONLINE examination/PET shall be advised to also upload their caste certificate issued from the competent authority. At the time of obtaining reservation and traveling, the Reservation Clerk and/or Ticket Checking Staff will ask for the original SC/ST certificate for verification of genuineness of the candidate.

xvii) Impersonators shall be liable for prosecution and their candidature shall be cancelled.

10. EXAMINATION FEE:

Candidates applying for the posts of Constable/Sub Inspector shall be liable to pay the prescribed fee as per their category detailed below:

SL	Candidate category	Fee
1	For all candidates except the fee concession categories mentioned below at Sl No 2	As prescribed for unreserved Group C posts by RRB from time to time
2	For Candidates belonging to SC / ST / Ex-Serviceman / Female / Minorities / Economically backward class.	As prescribed for reserved/exempted

	This fee shall be refunded duly deducting bank charges as applicable, on appearing in CBT	category Group C posts by RRB from time to time

10.1 <u>MODES OF PAYMENT OF FEE:</u>

i) ONLINE fee payment through internet banking or debit/credit cards.

ii) OFFLINE fee payment through

- SBI Bank Branch for Challan Payment mode.
- Post Office Challan Payment mode in any branch of computerized Post Office.

iii) All applicable service charges shall be borne by the candidate. If the fee is paid through off line mode, the receipt should be preserved. The same should be produced on demand at the time of Document Verification (DV).

iv) Minorities include Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians (Parsis) subject to revision/deletion/inclusion if any received till the closing date of notification. Minority candidates claiming waiver of examination fee will be required to furnish, at the time of DV, 'Minority Community Declaration' affidavit on non-judicial stamp paper that they belong to any of the above minority communities, failing which their candidature will be rejected.

v) Economically Backward Class (EBC) candidates are those whose annual family income is less than Rs. 50,000/-. Such candidates should have valid Income Certificate in the prescribed format or on the letterhead of the Issuing Authority to this effect. The certificate details should be filled in the online application and same should be submitted at the time of DV. Candidates having BPL card are also eligible for fee concession under EBC and all these candidates seeking fee concession should fill in the relevant details in the ONLINE application.

vi) For those Exam Fee Refundable Candidates who have appeared in CBT, the exam fee paid by them through online payment (Debit Card, Credit Card and Net Banking) shall be refunded duly deducting bank charges to the same account from which the online payment was made. The candidates who have made payment through SBI Challan or Post office Challan Mode should provide details of beneficiary account in which they would like to receive the refund viz. Beneficiary name, Bank name, Account Number and IFSC Code.

vii) Applications not accompanied with examination fee, wherever applicable, will be summarily rejected.

NOTE-I: - Candidates shall be advised to indicate their option of Railway Zone or RPSF very carefully. Option of the railway Zone/RPSF once exercised in the ONLINE application shall be final and no request for change shall be entertained at later stage. Therefore, candidates shall be advised to be careful in exercise of option for Railway Zone/RPSF.

NOTE-II: - Candidates shall be advised to ensure that their Name, Father's Name, Date of Birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also to debarment. In case any candidate has formally changed the 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. However, other details should match with the matriculation certificate.

NOTE-III: - Candidates shall be advised to indicate their mobile no. and valid e-mail IDs in the ONLINE application and keep them active during the entire recruitment process. Any request for change of mobile no. and e-mail address shall not be entertained.

NOTE- IV:- No print-out/hard copy of application and/or SC/ST certificate is to be sent by candidates.

11. <u>HOW TO APPLY</u>: Steps to submit ONLINE Application-

11.1 Click on the ONLINE application link for the recruitment of Constable/Sub-Inspector and carry out the following:

a. Confirm that you have read and understood the instructions clearly by clicking the check box.

b. Enter your name, Date of Birth and Father's name, Mother's Name, Aadhar number, State/UT, Community, Education Board, SSLC/Matric Roll number, year of passing SSLC/Matric, mobile number and email-id and then submit for registration. Before submitting for registration, ensure and confirm that all the information furnished above are correct as the details furnished for registration cannot be changed later.

c. On submitting registration form, the registration number and password shall be displayed to the candidate. Also, OTPs (One Time Password) shall be sent to the registered mobile number and email along with the registration details. The candidate should retrieve the OTPs from email and mobile and then login to proceed with the filling up of application and to make payment. Candidate should note and preserve their registration number for later reference during the recruitment process and CRC-SI/CT will not entertain any request seeking registration number.

d. The online format of application will have the fields for Educational qualification, Community, Gender, Religion, Ex-SM, Minority, Economically backward class, Age relaxation eligibility category as applicable and other details. Select the post 'Constable' (Ct) or 'Sub Inspector' (SI) as the case may be.

e. On completion of application details as above, the candidate will be directed to the payment page to choose payment mode i.e Bank (online->net banking/credit card/debit card & offline->Other Modes->Bank Branch for challan) or Post Office Challan and complete the payment process. Please note the last date and time specified for each mode of payment and submit the application well in time.

f. In case of online payment, candidate will be automatically directed to Part II of application for filling up additional details. Those paying through Bank-offline mode, the payment confirmation may take about an hour and hence they have to again login after 60 minutes and look for confirmation of payment status. The time period for payment confirmation shall vary from 24hrs to 48 hrs in case of Post Office payment. On getting the confirmation status, the candidate can start filling remaining part (part III) of the application. Candidates eligible for examination fee refund who have chosen payment through SBI Challan or Post office Challan should provide the details of beneficiary account in which they would like to receive the refund viz. Beneficiary name, Bank name, Account Number and IFSC Code in the online application.

Part III of application should have following fields: Detailed Educational Qualification, choice of Zone/RPSF/both, choice of exam language for CBT etc :-

<u>Choice of Zone/RPSF</u>: Candidate shall opt for a zonal railway or RPSF. Once Zone or RPSF is opted, candidate will be considered against the vacancies of that particular Zone/RPSF only.

<u>Choice of Exam Language for CBT for candidates opting only for 'Zonal Railway'</u>: English is the default language. Such candidates will have language options as given in Para 15.1. Accordingly, candidate shall give his/her language option and preference for 3 States for CBT in order of preference.

<u>Choice of Exam Language for CBT for candidates opting only for 'RPSF'</u>: English is the default language. Such candidates will have all the language options as given in Para 15.1. Accordingly, candidate shall give his/her language option, Cluster and three States falling in that cluster in order of preference for CBT.

g. Uploading of color Photograph: Select the Upload Photo tab and upload your colour photograph. The photograph should comply with the following requirements,

- The Colour passport photograph with white/light color back ground.
- Photograph of size 35mmX45mm with name and date printed on it.
- It should be in JPG/JPEG format scanned with 100 DPI.
- The size of the photograph should be between 15-40 KB
- The color photograph may be developed in a professional studio. Photographs taken using mobile and self composed portraits may result in rejection of application.
- The photo should have clear front view of the candidate without cap and sunglasses.
- The face should occupy at least 50% of the area of the photograph with a full face view looking at the camera directly.
- he main features of the face must not be covered by hair of the head, any cloth or any shadow.
- Fore head, eyes, nose and chin should be clearly visible.
- In case the candidate wears glass, then the photograph should not have any glare on glasses.
- The Photograph must match with the candidate appearance on the day of various stages of CBTs and DV.

h. Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use as and when required during the recruitment process.

i. Candidates belonging to SC/ST have to upload scanned copy of their SC/ST certificates (JPG/JPEG format, 50kb – 100kb) also for availing the facility of free travel authority (Second Class Railway Pass).

j. In the end, candidates have to confirm the declaration "I hereby declare that I have gone through the eligibility criteria for the post(s) applied for and meet all the requirements therein, that all the details furnished by me in the application are true and complete to the best of my knowledge & belief and nothing has been concealed or suppressed. I also understand that in case, any of the details furnished is found untrue during any stage of recruitment or thereafter Railway Administration shall disqualify me for the post(s) applied for and /or I shall be liable for any other action under the extant rules". After confirming the above declaration and submission of the application, the entire application shall be displayed for confirmation once again and on confirmation, the candidate may take the print of the application and preserve it for reference and record.

11.2 MODIFICATION OF APPLICATION:

a. After final submission of ONLINE application, in case the candidates wish to make minor changes to correct inadvertent errors in the application, the correction of data other than State, email and mobile number can be done by paying the modification fee of Rs.250/- (Non-Refundable). The modification fee shall be applicable to all candidates including fee concession categories and this fee is not refundable for any category. The modification to the registration and application details can be done twice only.

b. Candidates are cautioned to ensure that if they wish to modify their application, they are advised to do the same sufficiently well in advance of the closing date and time of the filling up of online application. In case, due to last minute congestion, if the modification attempt fails at any stage, and the modification carried out have not been saved or not submitted in time, the earlier information furnished in the application shall be considered and no correspondence on this subject shall be entertained.

c. The Registration number, email id and mobile number cannot be changed.

d. The procedure for modification of the application shall be as below

- Go to the "ONLINE/E-Application" link.
- Click on the 'Modify Application' link.
- Login using Registration Number and Password.
- Pay modification fee through any of the modes available for actual examination fee payment. Ensure payment is done well within the date and time prescribed.
- After making payment, login using Registration Number and Password, then proceed with the changes intended as per instructions given and submit the application. Preserve the print out of latest application for record.

11.3 INVALID APPLICATIONS / REJECTIONS:

Online applications are liable for rejection on the following grounds amongst others:

a. Invalid photos on account of Black and White photo, photo with cap or wearing goggles. photos which are disfigured, small size, full body, only one side view of the face, unrecognizable photos, photostat copy of photo, group photo, photos without name and date and online application without photo among others.

b. Multiple applications. In such case, all applications will be rejected and such candidates will be debarred from future exams.

c. Any other irregularities which are observed and considered as invalid by CRC.

d. In case the application is rejected, candidates will be able to view their status ONLINE on the website along with the reason(s) for rejection(s) which is final and binding and no further correspondence shall be entertained on the subject. No refund of examination fee will be made on account of rejection of application. SMS and e-mail alerts shall also be sent to the candidates on their registered mobile numbers and e-mail IDs, as indicated in their ONLINE application. Candidates will not be intimated by post.

11.3.1 Other grounds:

- Any wrong information in application form,
- Non-fulfilment of any eligibility criteria,
- Declarations not given by candidate at appropriate place in application,
- Incomplete application,
- Under age/over age candidates (as per declaration in the form),
- Candidates not having requisite educational qualification on the closing date of submission of application,
- For ex-servicemen, date of discharge should not exceed the last date of submission of application.

Reasons for rejection of ineligible/rejected applicants will be recorded clearly at appropriate place/in appropriate form by the official/person concerned under his/her signature.

Separate lists of (a) fit and (b) rejected candidates with reasons for rejection, will be uploaded in the specified website.

11.4 HALL TICKET (e-call letter) FOR CBT:

11.4.1 Candidates can verify their eligibility status from the website. SMS and email messages will be sent to all eligible candidates about the e-call letter upload details.

11.4.2 Photographs shall be scanned in colour and printed on the call letter. Eligible candidates can download e-call letter from the websites about 10 days before the date of the CBT.

11.4.3 No call letter will be sent to candidates by post. Candidates should read the instructions on the e-call letter carefully and follow them scrupulously.

11.4.4 Failure to comply with the instructions may lead to cancellation of their candidature. In case of SC/ST candidates who have uploaded the details of their community certificate for availing the benefit of free travel authority (Sleeper Class Railway Pass), the e-call letter for CBT will contain the free travel authority and such candidates will be allowed to book ticket on submission of self attested photo copy of e-call letter and SC/ST certificate. During the journey, these candidates should carry original SC/ST certificate and one original prescribed proof of identity for undertaking journey failing which they will be treated as travelling without ticket and charged accordingly.

11.4.5 Candidates must bring their e- call letters along with a valid Photo ID (viz. Voter Card, Aadhaar Card, printout of e-Aadhaar, Passport, Identity Card issued by the employer in case the candidate is a Govt. Employee, School / College / University Photo ID card in ORIGINAL to the examination hall, failing which candidates shall NOT be allowed to appear for the CBT.

11.4.6 Candidates must also bring one colour photograph (of size 35mm x 45mm) which was uploaded in the application, with clear front view of the candidate without cap and sunglasses, for appearing in the CBT. Candidates should leave the spaces provided in the downloaded e-call letter for writing self declaration paragraph, signature and Left Thumb Impression (LTI) unfilled while coming for the exam. Candidates will have to write the paragraph of self declaration, sign and affix LTI at the venue of the CBT in the presence of the Invigilator at the Examination Hall ONLY and hand over the same to the Invigilator before the conclusion of the examination.

11.4.7 CRC SI/CT will not entertain any request for any change in examination centre, date and session allotted to candidate(s).

11.4.8 SMS and email messages will be sent to all eligible candidates about the e-call letter upload details. Candidates should keep their mobile numbers and emails active till the end of document verification. CRC will not entertain any request for change of mobile number and e-mail address at a later stage.

NOTE- I: Scanned documents JPEG format to be kept ready before filling the application: In order to ensure speedy filling up of application by the candidates, they should keep ready the following documents in digital form before logging in to the application page.

- **Candidate Photograph in color: JPEG image of size 15 to 40KB**
- **SC/ST Certificate (Only for candidates seeking free travel pass): JPEG image of size 50 to 100KB**
- **Photograph in color: JPEG image of size 15 to 40KB**

NOTE-II: - To avoid last minute rush, candidates shall be advised in their own interest to submit ONLINE application much before the closing date since there may be inability/possibility of failure to log on to the website, on account of heavy load on the internet or website jam during last days.

NOTE-III: - CRC-SI/CT shall not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

12. CANDIDATES TO ENSURE THEIR ELIGIBILITY BEFORE APPLYING:

Candidates applying for the post shall be advised to ensure that they fulfill all eligibility conditions prescribed for the post/examination. Admission of the candidates for the CBT for the posts notified would be 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 his/her ONLINE 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, his/her candidature will be cancelled forthwith.

NOTE-II:- Requisite data and documents shall be kept in premises which are secure from fire, theft, damage by dampness / wetting, insects etc.

13. IMORTANT INFORMATION FOR CANDIDATES:-

(i) Computer based test (CBT) shall be held simultaneously for all zonal railways and RPSF.

(ii) Their admission to the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions.

(iii) Mere issue of e–Call Letter to candidates will NOT imply that their candidature has been finally accepted by the CRC.

(iv) CRC shall conduct verification of eligibility conditions, with reference to original documents, only after candidates have qualified in all the stages of examination. CRC may reject the applications of candidates at any stage of recruitment process in case the candidates are not fulfilling the requisite criteria, and if appointed, such a candidate(s) are liable to be summarily removed from service.

(v) Candidates should ensure that they have requisite Educational/Trade qualifications from recognized Board/University as on the date of submission of the application for the Centralized Employment Notice. **Those awaiting results of the final examination for the prescribed qualification shall not be eligible and hence NEED NOT apply.**

(vi) Candidates submitting more than one application with different particulars like name/ Father's Name/ Community/photo (face)/ educational qualification will be summarily rejected.

14. Setting up of Helpldesk- In case any candidate face problem in downloading/obtaining his/her call letter, he/she may be advised to contact the telephone no. of Helpdesk published in the Advertisement. A helpline no. may be provided in the Advertisement for this purpose which may remain functional till completion of CBT.

15. RECRUITMENT PROCESS

The recruitment shall be held in the following phases:

PHASE I- : COMPUTER BASED TEST (CBT)
PHASE II- : PHYSICAL EFFICIENCY TEST (PET) & PHYSICAL MEASUREMENT TEST (PMT)
PHASE III- : TRADE TEST (For Drivers/Ancillary staff/Band)
PHASE IV- : DOCUMENT VERIFICATION

Note: The phase IV shall be completed immediately after PET/PMT in case of Const (Exe)/SI (Exe) and immediately after Trade Tests in case of other categories at the location where PET/PMT & Trade Tests are being conducted.

15.1 PHASE - I- COMPUTER BASED TEST (CBT)

i) Date and time for CBT shall be fixed by Chairperson-CRC-SI/CT. CBT shall be held at different centers across the country simultaneously for all the zonal railways/RPSF.

ii) For the purpose of providing language option for CBT, zonal railways have been divided into four clusters. Candidates who opt for a particular Zone will have following language options to choose one language for CBT. Examination center in a particular cluster will be allotted to the candidate opting for RPSF based on the language option selected by such candidates -

Cluster	**Railways concerned/RPSF**	**States & Union Territories where centres may be located**	**Language Options**
1	**2**	**3**	**4**
A	SR, SWR, SCR & RPSF	Tamil Nadu, Kerala, Karnataka, Andhra Pradesh, Telangana, Goa, A&N Islands, Lakshadweep, Puducherry.	**Common Language-** Hindi, English and Urdu **Optional Language-** Tamil, Telugu, Konkani, Malayalam, Kannada,
B	CR, WR, WCR, SECR & RPSF	Maharashtra, Gujarat, Madhya Pradesh, Chhattisgarh, Daman & Diu, Dadra & Nagar Haweli.	**Common Language-** Hindi, English and Urdu **Optional Language-** Marathi, Gujarati
C	ER, ECR, SER, ECoR, NFR & RPSF	Bihar, Jharkhand, West Bengal, Assam, Odisha, Sikkim, Manipur, Tripura, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland	**Common Language-** Hindi, English and Urdu **Optional Language-** Bengali, Oriya, Assamese, Manipuri,
D	NR, NER, NWR, NCR & RPSF	Uttar Pradesh, Uttarakhand, Delhi, Himachal Pradesh, Punjab, Haryana, Rajasthan, Jammu & Kashmir, Chandigarh.	**Common Language-** Hindi, English and Urdu **Optional Language-** Punjabi

iii) The standard of examination for Sub Inspectors will be graduation level and for other categories, 10^{th} level.

iv) It will be necessary to obtain 35% marks (30% marks by SC and ST candidates) to qualify in the CBT.

v) Agency assigned will be responsible for conducting CBT, arranging all logistical support required for conducting CBT and for ensuring fairness and transparency of CBT.

vi) Chairperson-CRC-SI/CT may issue detailed instructions for conducting CBT and the precautions to be observed, similar to the system followed by RRBs.

vii) Centres for CBT shall be, as far as practically possible, located in such a manner that candidates from all States and Union Territories get opportunity to attend the CBT at the nearest possible location.

viii) Details of time allowed and no. of questions for CBT shall be decided by the CRC. For the purpose of guidance, however, the following can be followed -

	Time allowed (In minutes)	**No. of questions**	**General Awareness**	**Arithmetic**	**General Intelligence & reasoning**
Sub Inspector (Exe)	90	120	50	35	35
Constable	90	120	50	35	35
Constable (Ancillary)	45	60	20	20	20
Driver Gr III	45	60	20	20	20

Note: There shall be no CBT for the post of Constable (Band) and Sub-Inspector (Band).

ix) The CBT questions will be designed as under:

a. **General Awareness :** Questions will be aimed at testing the candidate's general awareness of the environment around him and its application to society ; to test knowledge of current events and such matters of everyday observation and experience as may be expected of any educated person. The test will also include questions relating to Indian History, Art & Culture, Geography, Economics, General Polity, Indian Constitution, Sports, General Science, etc.

b. **Arithmetic :** Questions on Number systems, whole numbers, decimal and fractions and relationships between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interest, profit and loss, discount, use of table and graphs, mensuration, time and distance, ratio and proportion etc.

c. **General Intelligence & reasoning :** Questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.

x) Candidates will be required to answer all questions and shall be awarded 01 (one) mark for each correct answer. 1/3 mark will be deducted for each incorrect answer (negative marking). No mark shall be awarded or deducted for questions not attempted.

xi) The question paper will be in English, Hindi, Urdu and local languages as indicated in **Para 15.1 (ii).**

xii) Concerned PCSCs will make available officers and staff required to be deputed for smooth conduct of the CBT.

xiii) Agency responsible for conducting CBT shall arrange seating arrangements carefully to prevent use of any unfair means. CBT shall be held in such a manner that adjacent candidates get different sets of question papers.

xiv) Agency assigned will ensure that admission of candidates is properly regulated, so that there is no impersonation. Call letters will be checked before candidates are allowed to enter the hall / room. **No candidate will be allowed to enter the examination hall beyond 10 minutes after commencement of the CBT.**

xv) Candidates allowed to enter the examination hall / room will be required to mark presence as prescribed, which will form the basis for the absentees' statement. Signatures and biometric thumb impressions of both thumbs of all candidates will be obtained as proof of appearing in the written test.

xvi) After entering respective halls / rooms, candidates will take their allotted seats. Candidates will be strictly prohibited from bringing into examination halls / rooms any book or part of book, paper, calculator, mobile phones, gadgets of any description; or from communicating from each other or from communicating with any person outside the examination hall / room. CCTV surveillance/Videography of every hall / room of the centre should be conducted in such a manner that the face of the candidate is captured during the examination to obviate the possibility of impersonation.

xvii) Candidates will fill their roll numbers and other particulars as specified, at the appropriate places provided for this purpose.

xviii) No candidate will be allowed to leave the hall / room till the conclusion of the examination. After the examination is over, necessary follow-up action shall be ensured by Agency concerned as per instructions received from Chairman, Central Recruitment Committee.

15.1.2 <u>FINALISATION OF PROCESS AFTER COMPUTER BASED TEST</u>:

i) After holding of CBT, result will be expeditiously compiled by the Agency. Merit list for each category shall be separately prepared for each Zone and RPSF. Candidates opting for a particular Zone will be included in the merit list of that particular Zone. Candidates opting for RPSF will be included in the merit list of RPSF.

ii) CRC-SI and CRC-CT shall check all the details before publication of the CBT result and ensure that all norms stipulated in this Directive have been properly followed. After completing all checking, CRC-SI and CRC-CT will authorize publication of results of CBT, Zone-wise/RPSF/category-wise. The result should be published in the ascending order of roll numbers so that merit is not revealed at this stage.

iii) All candidates who qualify in the CBT for the posts of Constable (Ancillary) and Driver Grade III shall be called for PET and PMT.

iv) For posts of Constables (Exec) and Sub-Inspectors (Exec), candidates to the extent of 10 times the number of vacancies in each category shall be called for PET and PMT.

v) Result of CBT shall be duly uploaded in the designated website with direction to candidates to frequently visit the site for downloading call letters for PET/PMT/Document verification.

vi) All candidates for Constable (Band) and Sub-Inspector (Band) will be called for PMT directly i.e. without CBT.

vii) Call letters for PET/PMT/Trade Test/Document verification shall be uploaded in the website at least 3 weeks prior to tests. "Instructions to candidates" will be provided with call letters and will include instructions to the candidates to come prepared for PET/PMT/TRADE TEST/DOCUMENT VERIFICATION and for stay at their own expense and arrangement for a few days at the venue. It shall also be specified that the Railways will not be liable to compensate the candidate in any way in case he/she suffers any injury during PET. The call letter should further clearly state that use of false certificates will attract criminal prosecution in addition to disqualification of candidature / subsequent dismissal from service if appointed. No separate call letters shall be sent for document verification as it will be conducted immediately after PET/PMT or trade test as the case may be.

15.2 PHASE II : PHYSICAL EFFICIENCY TEST (PET) & PHYSICAL MEASUREMENT (PMT)

i) On receipt of requisite data/records from Central Recruitment Committee, concerned PCSC of the Zone/RPSF will get the process of PET/PMT/Trade test/Document Verification initiated for their respective Zones/RPSF.

ii) PCSCs of the Zone/RPSF will be responsible for smooth and timely completion of the process of PET/PMT/Trade Test/Document verification for their respective Zones/RPSF. The roll number wise list of candidates in each category to be called for PET/PMT of the respective Zones/RPSF shall be submitted by the Chairperson- CRC to the concerned PCSC who will be responsible for completion of rest of the recruitment process.

iii) Zonal Sub Committees/SI & Zonal Sub Committees/CT will ensure timely initiation and completion of process of PET/PMT/Trade Test (wherever applicable) immediately followed by document verification for their respective clusters at the designated venue.

iv) The qualifying criteria of PET shall be as under:

Category	1600 mtrs	800 mtrs	Long Jump	High Jump
Sub Inspector (Exe)	6 min 30 secs	---	12 ft	3 ft 9 inch
Sub Inspector female (Exe)	---	4 mins	9 ft	3 ft
Constable	5 min 45 secs	--	14 ft	4 ft
Constable female	---	3 min 40 secs	9 ft	3 ft
Constable Band	---	3 min 40 secs	9 ft	3 ft
Ancillary Staff	---	3 min 40 secs	9 ft	3 ft
Driver Gr III	6 min 30 secs	---	12 ft	3 ft 9 inch

NOTE: Ex-servicemen shall be exempted from PET. However, they will have to undergo

PMT.

A Candidate must qualify in all Tests as per above norm to be eligible for consideration.

v) The member who has conducted measurements/tests shall affix his signature to authenticate the result.

vi) The work of conducting PET and PMT may be distributed amongst the members by the Chairperson of Zonal Sub Committee.

vii) Signatures and digital impressions of both thumbs of all candidates appearing for PET and PMT will be obtained. The entire process of PET and PMT will be video-graphed in such a manner that the face and chest number of the candidates are clearly discernible.

viii) Digital thumb impressions taken during PET/PMT will be matched with corresponding digital thumb impression taken during CBT to eliminate impersonation.

ix) For 1600 / 800 mtrs event only one chance will be given; for the remaining events viz. long jump and high jump, the candidates will be given up to 2 chances each.

x) 1600/1800 mtrs event will be conducted first followed by Height/Chest measurement followed by other 2 events (Long Jump/High Jump). The 1600/1800 mtrs. Race will be conducted using RFID technology. The height measurement shall be conducted using laser height measurement machines.

xi) All candidates qualifying in 1600 mts/800 mts will be measured for eligibility with respect to height and chest. Chest measurements will be taken only for male candidates. If a male candidate's unexpanded chest measurement is below eligibility limit, expanded measurement shall not be taken and he shall be treated as disqualified.

Candidates who do not have minimum height, chest (unexpanded/expanded) shall not be eligible for consideration.

xii) Candidates failing in PET/PMT shall be sent out of the venue after putting an indelible ink mark on the index finger of the left hand. Their call letters shall be collected.

xiii) **PET/PMT is qualifying in nature. No marks are to be awarded.**

xiv) A Grievance Redressal Cell will be constituted by the PCSC concerned. Candidate must represent within 03 days of the date of the test to the concerned PCSC. This must be mentioned in the employment notice and the call letter for PET and PMT. The Grievance Redressal Cell will receive and redress grievances of candidates regarding PMT. Details of complaints received shall be recorded in a register indicating action taken. Receipt of the complaint should be promptly acknowledged and the complaint disposed off within 2 days by the concerned PCSC, whose decision shall be final.

xv) The results of the PET and PMT shall be recorded on the PET Sheet immediately after the tests / measurements.

xvi) After completion of the entire PET and PMT process, only qualified candidates shall be considered for Trade Test (wherever required) and document verification at the venue itself.

xvii) The list of qualified candidates for a particular Zone will consist of qualified candidates who opted for that particular Zone. Similarly, list of qualified candidates for RPSF will consist of qualified candidates who opted for RPSF.

15.3 PHASE III : TRADE TEST (Wherever required)

i) PET/PMT shall be followed by Trade Test for recruitment to the posts of Sub Inspector (Band), Constable (Band), Constable (Ancillary) and Driver Gr. III and all candidates who qualify in PET and PMT shall undergo the Trade Test.

ii) Digital impressions of both thumbs of candidates and their signatures will be obtained on an Attendance Sheet as proof of appearance in the Trade Test.

iii) Trade Test, to be conducted out of 40 marks, will be the principal determinant for selection to the categories of Sub Inspector (Band), Constable (Band), Driver Grade III and Ancillary staff. Candidates must score a minimum of 40 % (35 % for SC/ST candidates) to qualify for further stages of the selection process.

iv) Each page of the record of Trade Test will be signed by each member of the Zonal Sub Committee.

v) Candidates for the categories of Constable (Barber, Cobbler), Sub Inspector (Band) and Constable (Band) shall bring their own tools/instruments for their Trade Test.

vi) Trade test will consist of the following :

Sl.	Trade	Tests
1	Barber	Handling of tools, Hair Cutting, Shaving
2	Sweeper	Cleaning of septic tank, Sweeping, Cleaning of toilets, Cleaning of Bathrooms, mopping floor, etc.
3	Washerman	Washing, folding and Ironing of clothes.
4	Water carrier	(a) Washing & cleaning of vessels, (b) Kneading of Atta and making chapatis, Cutting of vegetables, and (c) Any one of the following: Cooking Rice / Vegetable / Dal / Sambar / Meat / Fish / Kheer.
5	Gardener	Any two of the following : (i) Transplantation, (ii) Making grafts, (iii) Maintenance of plants, knowledge of seeds and their sowing season, fertilizers and indigenous manures.
6	Tailor	Any two of the following : (i) Taking measurement and stitching of shorts, (ii) Capability to carry out minor repairs, maintenance & trouble-shooting of sewing machine, (iii) knowledge of tools / machines used in cutting, tailoring, etc.
7	Cobbler	Knowledge of shoe repair, Shoe polishing, punching neat holes in leather.

vii) Driver Grade-III : Candidates will be asked to (i) make a figure of '8' in reverse gear with a light motor vehicle, and (ii) reverse a heavy vehicle into a designated garage size space

only with the help of rear / side-view mirrors. They will also be tested for tyre changing, fuse replacement, checking of various lubricants in the vehicle (steering oil, gear oil, differential oil, brake oil, etc.) and checking of coolant and battery fluid.

viii) Sub-Inspector Band : All candidates will be tested by the Committee for command and conduct of the band. The candidate should be able to select music, develop performance programme, set musical standard for the group, and play any instrument of his choice from the list of instruments enclosed.

ix) Constable Band : All candidates will be tested by the expert in the Committee on their instrument of choice from the list of instruments enclosed.

15.4 PHASE IV : DOCUMENT VERIFICATION

FORMAT OF CERTIFICATES

i) The following documents in original, as well as their self-attested photocopies, will be required for verification in respect of candidates who qualify in PET/PMT/Trade test.

- **a.** Matriculation Certificate as proof of age,
- **b.** Graduation / Matriculation Certificate as proof of educational qualification,
- **c.** Caste Certificate (for SC, ST & OBC candidates) in the format prescribed for employment under Central Government
- **d.** Discharge Certificate for ex-Servicemen,
- **e.** Two copies of self- attested colour photograph,
- **f.** No Objection Certificate (NOC) from the present employer in case of serving Govt. Employees,
- **g.** Domicile certificate wherever applicable,
- **h.** Driving License, Trade / experience certificates where applicable,

ii) Those candidates who do not appear for document verification will not be considered in the final selection, irrespective of their performance in written examination and PET / PMT.

iii) Zonal sub-committee conducting document verification will obtain digital impressions of both thumbs of the candidates and their signatures on an Attendance sheet as proof of their appearance.

NOTE-I: - Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit the requisite/relevant certificate in original from the competent authority, in the prescribed format at the time of Document Verification. Otherwise, their claim for SC/ST/OBC/Ex-SM status will not be entertained and their candidature/ applications will be considered under General (UR) category, if eligible. Certificates obtained in any other format will not be accepted.

NOTE-II: - All Certificates should be either in English or in Hindi only. Where certificates are not in English / Hindi, self attested translated version (In Hindi /English) should be produced wherever /whenever required.

NOTE-III: - Minorities mean Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians (Parsis) (further revision if any received till the closing date of this Centralized Employment Notice). Minority candidates claiming waiver of examination fee will be required to furnish

'minority community declaration' affidavit at the time of document verification to the effect that they belong to any of the above minority communities. If the certificate is not produced at the time of document verification, the candidature will be rejected. Economically Backward Classes have to submit income certificate at the time of document verification in the prescribed format on the letter head of the issuing authority.

NOTE-IV:- Further, in case of OBC candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Column.3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/ 93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/ 2004-Estt. (Res) dated 09.03.2004, and further revision if any received till the closing date of this Centralized Employment Notice.

NOTE- V:- Failure to produce required documents will lead to disqualification of the candidate, except for Caste Certificate, in which case the candidate will be treated as unreserved. No extension of time for production of original certificates shall be given, except in cases where the Caste certificate has been produced in a format other than prescribed, or where any certificate is claimed to have been lost / stolen (claim supported by FIR), in which case the candidate will be allowed a time extension of four (4) weeks.

vii) Zonal Sub Committee shall prepare a Broad Sheet consisting of columns for Roll no., Name, Father's Name, Category, Date of Birth, Height and Chest (unexpanded/ expanded), 1600 / 800 mtrs run, Long jump and High jump, indicating whether the candidate has qualified or not. The Broad sheet shall contain names of all candidates called for PET/PMT/Trade Test.

16. COMPILATION OF RESULT

i) SUB-INSPECTOR-

After completion of PET/PMT/Trade Test/Document verification, each Zonal Sub-Committee shall compile a Consolidated Broad sheet for each category, for each Zone/RPSF according to roll number, indicating the status and performance of all candidates who were called for Document Verification.

The broad-sheet shall be submitted by the Zonal Sub-Committee to the Chairperson- CRC for preparation of panel.

(a) The following chart shows the marks required for inclusion in the initial merit list:

Category	**No. of marks in Written Examination**		**No. of marks in Trade Test**		**Remarks**
	Total	Qualifying	Total	Qualifying	
SI (Exe)	120	UR/OBC = 42 SC/ST = 36	0	0	
SI (Band)	0	0	100	UR/OBC = 60 SC/ST = 50	

(b) Preparation of SELECT PANEL LIST:

For Zonal Railway: A final merit list for the zone will be prepared in the descending order of marks obtained. A select panel list, limited to the number of vacancies for a particular Zone in each category, will be prepared from the final merit list. List will show qualified candidates in each category. A reserve panel in each category, of those candidates who couldn't find place in the panel, shall be shown separately to fill up vacancies arising due to candidates not appearing and/or not qualifying in medical test.

For RPSF: A final merit list for RPSF will be prepared in the descending order of marks obtained. A select panel list, limited to the number of vacancies for RPSF in each category, will be prepared from the final merit list. A reserve panel in each category, of those candidates who couldn't find place in the panel, shall be shown separately to fill up vacancies arising due to candidates not appearing and/or not qualifying in medical test.

Candidates from SC, ST and OBC categories, selected purely on merit without availing any relaxation available to them, shall be counted against unreserved vacancies. If more than one candidate has obtained the same mark, the one who is senior in age will be placed above the one junior in age. In case the date of birth also happens to be the same they will be placed in ascending alphabetical order (a to z).

(c) The Zonal Sub-Committee for SIs shall draw up the proceedings of the PET/PMT/trade test (wherever applicable) and Document verification along with broad sheet and submit them to the Chairperson, Central Recruitment Committee who will prepare the panels and reserve panels for each Zone and RPSF. The Chairperson, Central Recruitment Committee will submit the panels along with proceedings to the competent authority for his approval.

(d) The select panel list, once approved by the competent authority, shall be immediately released and placed on the Indian Railways' official website, published in the leading newspapers and Employment News / Rozgar Samachar.

(ii) **CONSTABLE-** After completion of PET/PMT/Trade Test/Document verification, each Zonal Sub-Committee shall compile a Consolidated Broad sheet for each category, for each Zone/RPSF according to roll number, indicating the status and performance of all candidates who were called for Document Verification.

(a) The following chart shows the marks required for inclusion in the initial merit list

Category	**No. of marks in Written Examination**		**No. of marks in Trade Test**		**Remarks**
	Total	Qualifying	Total	Qualifying	
Constable (Exe)	120	UR/OBC = 42 SC/ST = 36	0	0	
Ancillary	120	UR/OBC = 42 SC/ST = 36	40	UR/OBC = 16 SC/ST = 14	
Constable (Band)	0	0	100	UR/OBC = 60 SC/ST = 50	
Driver Gr III	60	UR/OBC = 21 SC/ST = 18	40	UR/OBC = 16 SC/ST = 14	

(b) Preparation of SELECT PANEL LIST: The marks obtained in CBT, by candidates declared successful in PET-PMT, Trade test (if any) and document verification, will be shared by the Chairperson, Central Recruitment Committee along with a proceeding with the Chairperson of Zonal Sub-Committee after completion of Document verification. Based on the marks received from Chairperson, CRC, the Zonal Sub-Committee shall draw up the final merit list. Subsequently, the procedure mentioned in 16 (i) (b) shall be followed.

(c) Candidates from SC, ST and OBC categories, selected purely on merit without availing any relaxation available to them, shall be counted against unreserved vacancies. If more than one candidate has obtained the same mark, the one who is senior in age will be placed above the one junior in age. In case the date of birth also happens to be the same they will be placed in ascending alphabetical order (a to z).

(d) The Zonal Sub-Committee for Constables shall draw up the proceedings of the PET/PMT/trade test (wherever applicable) and Document verification, enclose the proceeding received from Chairperson, Central Recruitment Committee along with broad sheet, merit list and panels and submit them to the competent authority (PCSCs concerned) for approval.

(e) The select panel list, once approved by the competent authority i.e. PCSC shall be immediately released and placed on the Indian Railways' official website, published in the leading newspapers and Employment News / Rozgar Samachar.

17. GENERAL INSTRUCTIONS

i) Signatures of the candidates on prescribed places at the time of CBT, PET, PMT and Document verification should be identical, either in English or Hindi, and must be in running hand and not in block/capital or disjointed letters. Signatures in different style or language, at the time of CBT, PET, PMT and Document verification may result in cancellation of candidature.

ii) It should be made clear that Name, Father's Name and Date of Birth as recorded by candidates in the Matriculation/High School Examination Certificate or an equivalent Certificate as on the date of submission of applications will be accepted.

iii) In case candidate has changed his 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 application. However other details should match with the Matriculation or equivalent certificate. Date of such change should be prior to the date of application.

iv) Selection by CRC shall not confer upon candidates any right of appointment in the RPF/RPSF. The function of the CRC is to recommend names of selected candidates to competent authority who in turn shall direct the candidates for training subject to candidates being found medically fit and satisfying all eligibility criteria.

v) Selected candidates will have to undergo initial training.

vi) Free Sleeper Class Railway Pass admissible to SC/ST candidates will be part of e-call letter when they are called for various stages of selection viz. CBT/PET/ DV (as applicable) as per the details of valid caste certificate furnished in ONLINE application. At the time of obtaining reservation and travelling, the Reservation Clerk and/or Ticket Checking Staff will ask for the original SC/ST community certificate for verification of genuineness of the candidate. Any attempt to misuse this travelling authority shall lead to rejection of candidature at any stage of the selection process including debarment for future examinations.

vii) The number of vacancies indicated in Centralized Employment Notice are provisional and may increase or decrease or even become NIL depending upon the actual needs of the Railway Administration. The Administration also reserves the right to cancel the notified

vacancies at its discretion and such decision will be final and binding on all. In the event of cancellation of notified vacancies, the examination fee paid by the candidates will not be refunded.

viii) Any subsequent change(s) in the terms and conditions of the Centralised Employment Notice as per extant rules will stand good. CRC shall reserve the right to incorporate any subsequent changes/modifications/ additions in the term & conditions to recruitment under the Centralised Employment Notice as necessitated and applicable.

ix) **Warning to be published with advertisement:**

Warning 1- Beware of touts and job racketeers trying to deceive by false promises of securing job either through influence or by use of unfair and unethical means. RPF 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 CRC directly or indirectly shall be disqualified and legal action can be initiated against them.

Warning 2- Candidates are advised to consult only the official website for information. Also they should beware of FAKE websites put-up by unscrupulous elements / touts.

x) Details of abbreviations used may be duly indicated in the notification as under

: CR = Central Railway, ER = Eastern Railway, ECoR = East Coast Railway, ECR = East Central Railway, MR = Metro Railway, NR = Northern Railway, NCR = North Central Railway, NER = North Eastern Railway, NFR = North East Frontier Railway, NWR = North Western Railway, SR = Sothern Railway, SCR = South Central Railway, SER = South Eastern Railway, SECR = South Eastern Central Railway, SWR = South Western Railay, WR = Western Railway, WCR = West Central Railway, CLW = Chittaranjan Locomotive Works, DLW = Diesel Locomotive Works, DMW = Diesel Loco Modornization Works, ICF = Integral Coach Factory, RCF = Rail Coach Factory, RDSO = Research Design & Standard Organisation, RWF = Rail Wheel Factory, UR = Un Reserved (General), SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Classes, E.SM = Ex-Servicemen, etc.

18. GENERAL PRECAUTIONS

i) Zonal railways will project adequate budget in the financial year for conduct of recruitment, based on the number of vacancies.

ii) All Members of Central Recruitment Committee / Zonal Sub-committees will be responsible for correctness of all documents pertaining to selection, which will be prepared carefully to avoid any future complication.

iii) Alterations / corrections must be avoided. All broadsheets, initial merit list and select panel list must be signed by all members of the Central Recruitment Committee/Zonal Sub Committee, who will also initial any alterations made therein.

iv) Chairman and the members of the Central Recruitment Committee / Zonal Sub-committees will be jointly and severally responsible to ensure that no malpractice or undesirable method is adopted in the recruitment.

v) Overall responsibility for the smooth/fair/transparent conduct of CBT will rest with the Agency. Chairman-CRC-SI/CT will standardize the formats of broadsheets and other documents. PCSCs of the concerned Zones/RPSF will be responsible for smooth and expeditious completion of process for PET/PMT/Trade Test/Document verification. Zonal Sub-Committees shall prepare digital/computerized broadsheets so that the data may be easily stored, retrieved, compiled and used.

vi) To ensure smooth and uninterrupted process of recruitment, relatives of candidates and Force personnel not associated with the recruitment will not be allowed access to the venues of tests.

vii) Recruitment will be done in a manner so as to prevent impersonation. The recruitment process should be as transparent as possible.

viii) Invigilators will be strictly briefed to report to the Chairman Central Recruitment Committee / Zonal Sub Committee about candidates suspected of adopting unfair means so that such candidates may be disqualified.

ix) Members of Central Recruitment Committee / Zonal Sub Committee will be entitled to claim payment for examination duties viz. conduct of PET, invigilation / supervision duty and physical measurement as per rates admissible to Railway officials.

x) Progress of recruitment will be intimated to Security Directorate/Railway Board at every stage.

xi) Entire record of recruitment will be kept preserved by Chairman-CRC-SI/Constable and Chairman Zonal Sub-Committee-SI/Constable or an officer designated by him for the purpose. The time limit for disposal of old records shall be as per extant instructions of Railway Board.

19. Medical Examination: Concerned PCSCs shall arrange for medical examination of selected candidates at railway hospitals.

20. Character and antecedent verification of candidates in the Select Panel List will be ensured by concerned PCSCs expeditiously. A blank attestation form shall be sent along with The call letter for medical examination and the candidates will be asked to report for medical examination along with filled attestation forms to expedite the process.

20. DG RPF may modify / alter any of the above instructions to meet circumstantial exigencies. DG may also give dispensation to conduct recruitment for the residents of a particular region to ensure adequate representation of that region.

21. All members of CRC/ZSC shall strictly adhered to the guidelines issued from CVC from time to time on the above subject.

DA:

Annexure A (Format for cast certificate for SC/ST)
Annexure B (Format for cast certificate for OBC)
Annexure C (Format for declaration by OBC candidates
on creamy layer)
Annexure D (Format for fee waiver for economically backward classes)
Annexure E (Format for fee waiver by minority classes)
Annexure F (List of musical instruments for Band)

DA: As above

13/3/18

(Dharmendra Kumar)
Director General/RPF

Copy to:

Chief Security Commissioners/RPF, All Zonal Railways, ICF, KRCL, CORE, Construction, RDSO & RPSF.

Director/JR RPF Academy, Lucknow & Maula Ali

All Officers, Secuity Dte., Railway Board and all Branches/Security Dte.

ANNEXURE-A

RAILWAY PROTECTION FORCE
FORM OF CASTE CERTIFICATE FOR SC/ST

A Candidate who claims to belong to one of the scheduled castes or scheduled tribes should submit in support of his/her claim, a self attested copy of a certificate in the form given below from the district magistrate or the sub-divisional officer or any other officer as indicated below of the district in which his/her parents (or surviving parents) ordinarily reside and who has been designed by the State Government concerned as competent to issue such a certificate. If both the parents are dead, the officer signing the certificate should be of the district in which the candidate himself/herself resides otherwise than for the purpose of his/her own education. Wherever, photograph is an integral part of the certificate, the RPF would accept only self attested photocopies of such certificates and not any other attested or true copy.

(The Form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India)

This is to certify that Shri
/Shrimati/Kumari*_____
Son/Daughter* of _____of Village/
Town*_____
in district/Division*_____ of State/Union Territory*
_____
belongs to the_____ _____Caste/Tribe * which is recognized as Scheduled Caste/ scheduled Tribe * under :-

the Constitution (Scheduled Caste) Order, 1950 * the Constitution (Scheduled Tribes) Order, 1950 *
the Constitution (Scheduled Castes) *(Union Territories) Order, 1951*
the Constitution (Scheduled Caste)*(Union Territories), Order, 1951 *
(as amended by the Scheduled 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 and the North Eastern Areas (Reorganization) Act, 1971) and the Scheduled Castes, Scheduled Tribes Orders (Amendment) Act 1976.
the Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956*
the Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment Act, 1976*)
the Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962*
the Constitution (Pondicherry) Scheduled Castes Order, 1964*
the Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967*
the Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968*
the Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968*
the Constitution (Nagaland) Scheduled Tribes Order, 1970*
Shri/Shrimati/Kumari* _____ and or his/her*
family, reside(S) in village/town*
_____of_____

District/Division* of the State/ Union Territory of

_____.

Signature _____

**Designation _____

(with seal of office) State/Union Territory*

Place _____

Date _____

* Please delete the words which are not applicable. @ Please quote the specific presidential order.

Note :- The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of Peoples Act, 1950.

** Officers competent to issue Caste/ Tribe certificates:

**District Magistrate/ Additional District Magistrate/ Collector/Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/ City Magistrate/ Sub- Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate/Revenue Officers not below the rank of Tehsildar/Sub-Divisional Officer of the area where the candidate and / or his family normally reside(s).

Note: ST Candidates belonging to Tamilnadu State should submit caste certificate ONLY from the REVENUE DIVISIONAL OFFICER

ANNEXURE B

RAILWAY PROTECTION FORCE
FORM OF CASTE CERTIFICATE FOR OBC

This is to certify that _____

Son/Daughter of Shri _____

of Village/Town _____

District_____ in _____ State belongs to _____Community which is recognized as a backward class under :- (indicate the Sub Caste above)

1) **Resolution No. 12011/68/93-BCC @ dated 10th September, 1993 published in the Gazette of India Extraordinary Part -1. Section –1. No. 186, dated the 13th September, 1993.**
2) **Resolution No. 12011/9/94-BCC dated 19th October, 1994 published in the Gazette of India Extraordinary Part -1. Section –1. No. 163, dated the 20th October, 1994.**
3) **Resolution No. 12011/7/95-BCC dated 24th May, 1995 published in the Gazette of India Extraordinary Part -1. Section –1. No. 88, dated the 25th May, 1995.**
4) **Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part -1. Section –1. No. 210, dated the 11th December, 1996.**
5) **Resolution No. 12011/68/93-BCC published in the Gazette of India Extraordinary No. 129, dated the 8th July, 1997.**
6) **Resolution No. 12011/12/96-BCC published in the Gazette of India Extraordinary No. 164, dated the 1st September, 1997.**
7) **Resolution No. 12011/99/94-BCC published in the Gazette of India Extraordinary No. 236, dated the 11th December, 1997.**
8) **Resolution No. 12011/13/97-BCC published in the Gazette of India Extraordinary No. 239, dated the 3rd December, 1997.**
9) **Resolution No. 12011/12/96-BCC published in the Gazette of India Extraordinary No. 166, dated the 3rd August, 1998.**
10) **Resolution No. 12011/68/93-BCC published in the Gazette of India Extraordinary No. 171, dated the 6th August, 1998.**
11) **Resolution No. 12011/68/98-BCC published in the Gazette of India Extraordinary No. 241, dated the 27th October, 1999.**
12) **Resolution No. 12011/88/98-BCC published in the Gazette of India Extraordinary No. 270, dated the 6th December, 1999.**
13) **Resolution No. 12011/36/99-BCC published in the Gazette of India Extraordinary No. 71, dated the 4th April, 2000.**

Shri _____and / or his family ordinarily reside(s) in the _____District/Division of the ----------State. 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 and Training O.M. No. 36033/3/2004-Estt. (Res) dated 09-03-2004.

Place _____

Date _____

DISTRICT MAGISTRATE, DEPUTY COMMISSIONER ETC.

*Strike out whichever is not applicable

(With Seal of Office)

NB: (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950. (b) The Authorities competent to issue caste certificate 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) (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officers not below the rank of Tehsildar, and (iv) Sub-Divisional Officer of the area where the candidate and / or his family normally reside(s).

OBC Certificate should not be older than one year from the date of closure of the Employment Notice.

ANNEXURE C

RAILWAY PROTECTION FORCE

Proforma for declaration to be submitted by Other Backward Class Candidates along with the application while applying for the posts against Employment Notice No. ....."I _____Son/Daughter of Shri _____ resident of Village/Town/City_____District_____Stat e _____ hereby declare that I belong to the_____ (indicate your sub caste) Community which is recognized 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 (O.M.) dated 08.03.1993 and Office Memorandum (O.M.) No. 36033/3/2004-Estt. (Res/) dated 09.03.2004."

Place:

Date:

Signature of the Candidate

Name of the Candidate

ANNEXURE D

FORMAT OF INCOME CERTIFICATE TO BE ISSUED ON LETTER HEAD OF ISSUING AUTHORITY
FOR WAIVER OF EXAMINATION FEES FOR RPF EXAMINATION
(Economically backward classes only)

1. **Name of the Candidate :**

   .....

2. **Father's Name :**

   .....

3. **Age :**

   .....

4. **Residential Address :**

   .....

5. **Annual Family Income :**

   .....

   (in words and Figures)

6. **Date of Issue :**

   .....

7. **Signature :** ..... **Name** .....

8. **Stamp of Issuing Authority :**

   .....

NOTE: Economically Backward classes will mean the candidates whose family income is less than Rs. 50,000/- per annum. The following authorities are authorized to issue income certificate for the purpose of identifying economically backward classes.

1. **District Magistrate or any other Revenue Officer upto the level of Tehsildar.**
2. **Sitting Member of Parliament (Lok Sabha) for person of their own constituency.**
3. **BPL Card or any other certificate issued by Central Government under a recognized poverty alleviation programme for Izzat MST issued by Railways.**
4. **Union Minister may also recommend to Chairman/ RPF Recruitment Committee for any person from anywhere in the country.**
5. **Sitting Member of Parliament (Rajya Sabha) for person of the district in which the MP normally resides.**

ANNEXURE E

RAILWAY PROTECTION FORCE

Proforma for declaration to be submitted by Minority Candidates along with the application for the posts against Centralized Employment Notice No ...../2018.

"I_____Son/Daughter of Shri _____ resident of Village/Town/City_____District_____ _____State _____ hereby declare that I belong to the_____ (indicate your religion), which is notified as minority community by the Central Government.

Place:

Date:

Signature of the Candidate

Name of the Candidate

List of musical instruments for Band

ANNEXURE F

1. Flute /Piccolo
2. EB Clarinet
3. Alto Saxophone
4. Tenor Saxophone
5. Tenor/Slide Trombone
6. Brass Slide Trumpet
7. French Horn / Horn
8. Euphonium
9. Cornet
10. Eb Bass
11. Side Drum/ Snare
12. Bass Drum
13. Oboe
14. Cymbal
15. Bagpipe
16. Brass Bass
17. Tuba