

Standing order No.68

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

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

New Delhi, Dated 13.08.2004.

Chief Security Commissioners/RPF.

Central Railway, Mumbai
Eastern Railway, Kolkata
East Central Railway, Hajipur
East Coast Railway, Bhubaneswar
Northern Railway, New Delhi
North Central Railway, Allahabad
North Eastern Railway, Gorakhpur
Northeast Frontier Railway, Guwahati
North Western Railway, Jaipur
Southern Railway, Chennai
South Central Railway, Secunderabad
South Eastern Railway, Kolkata
South East Central Railway, Bilaspur
South Western Railway, Hubli
Western Railway, Mumbai
West Central Railway, Jabalpur

Chief Security Commissioner/RPSF,
Rail Bhavan, New Delhi.

Sub: Standing Order No.68-Policy/Procedure for recruitment of
Constables in RPF/RPSF.

Please find enclosed herewith a copy of Standing Order No.68 on the
subject mentioned above for necessary action.

Kindly acknowledge the receipt.

Hindi version will follow.

C.S.RAY
(C.S.RAY)
DIG/Admn,
Railway Board.

DA: As above.

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

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

New Delhi, dated: 12-8-2004

STANDING ORDER NO. 68

Sub: Recruitment of Constables 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 Constables in RPF/RPSF.

The recruitment of Constables in RPF /RPSF shall be made by a departmental committee consisting of four Security Commissioners/Sr. Security Commissioners nominated by the Chief Security Commissioner of the zonal railway/RPSF. Senior most among the Members shall be the Chairman of the Committee.


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

1. DETERMINATION AND ALLOTMENT OF VACANCIES TO DIFFERENT STATES/UTs :

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

CSC of the concerned railway may fill in a certain percentage of vacancies by recruiting lady constables depending on the requirement of the railway.

Vacancies of each zone/RPSF will be earmarked for each State/UT in proportion to the route kilometer (RTKM) of railway track under its jurisdiction



traversing through the particular State/UT. However, there will be no earmarking of vacancies for States/UTs having less than 100 kms. The RTKMs of such States/UTs mentioned under column 'A' of Table-I shall be clubbed with the RTKMs of the States/ UTs indicated under column B of table-I, under jurisdiction of the concerned railways, and passing through States mentioned in column 'B' of table-I.

Table-I

Sl.No.	Column 'A'	Column 'B'
1.	Arunanchal Pradesh	Assam
2.	Goa	Karnataka
3.	Jammu & Kashmir	Punjab
4.	Manipur	Assam
5.	Mizoram	Assam
6.	Nagaland	Assam
7.	Tripura	Assam
8.	Chandigarh	Haryana
9.	Pondicherry	Tamilnadu

(Illustration: I - Goa has only 69 kms. of route kms. track under S.W. Railway. Hence, for the purpose of calculating vacancies of Karnataka for S.W. Railway, said Railway will add 69 kms. to route km. track of Karnataka under S.W. Railway.)

(Illustration-II: Karnataka and Goa have 2,974 and 69 route kms. track respectively. Hence, for the purpose of calculating vacancies of Karnataka for RPSF route km. track of Karnataka shall be treated as $2,974+69= 3,043$.)

2. ELIGIBILITY :

(a) Only those candidates who have passed matriculation from the particular State/UT would be eligible for applying against the vacancies arising in that State. However, matriculates from States/ UTs mentioned in Column 'A' of table-II below having no or less than 100 route-kms railway track will be eligible to apply against vacancies of State mentioned in the column 'B' of table-II.



Table-II

Sl#	Column 'A'	Column 'B'
1.	Andaman & Nicobar Islands	West Bengal
2.	Lakshdweep	Kerala
3.	Daman & Diu	Gujarat
4.	Dadar & Nagar Haveli	Gujarat
5.	Tripura	Assam
6.	Sikkim	West Bengal
7.	Meghalaya	Assam
8.	Arunachal Pradesh	Assam
9.	Goa	Karnataka
10.	Jammu & Kashmir	Punjab
11.	Manipur	Assam
12.	Mizoram	Assam
13.	Nagaland	Assam
14.	Tripura	Assam
15.	Chandigarh	Haryana
16.	Pondicherry	Tamilnadu

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 may be scrupulously followed.

- (b) Age: Not less than 18 and not more than 25 years as on 1st July of the year in which the vacancies are advertised. Relaxation as per extant instructions will be admissible to SC/ST/OBC/Ex-Serviceman.
- (c) Must be a Citizen of India.



(d) Physical Measurement: -

(i) For male candidates: -

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.

(II) For female candidates: -

Height – 157 cms. for all categories (A relaxation of 2 cm. for Garhwalis, Gorkhas, Kumaonese, Dogras, Marathas and for such other categories as may be specified by the Central Government)

3. COMMENCEMENT AND COMPLETION OF RECRUITMENT PROCESS :

The recruitment shall be held State-wise. The process shall commence every year in the month of August. All CSCs shall intimate category-wise vacancies earmarked for different States/UTs or portions thereof under their jurisdiction to respective co-coordinating CSCs in the first week of July. Recruitment process shall be completed within two months.

4. PUBLICITY :

An employment notice should be issued by the coordinating CSCs mentioned in Para-4 below for different States/UTs indicating the State-wise and Community-wise break-up of the vacancies to be filled up. The notice should clearly indicate the proforma of application form and call letter (as per Annexure 'A'), eligibility, age limits, physical standards, educational qualifications and the nature of outdoor and indoor tests to be conducted for such selection. The fact that candidates from some States/UTs (mentioned in column 'A' of table-II) are eligible to apply against vacancies of certain States as mentioned in column 'B' of table-II above should be highlighted. Relaxation applicable to certain categories 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.

Publicity about recruitment should be given as per extant instructions on the subject. Wide publicity be given through newspapers/Radio/TV. Copies of the employment notice should be sent to the employment exchanges 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. Original and attested Caste certificates issued by the District authorities (SC/ST/OBC) on the prescribed proforma.
- iv. Ex-Servicemen to show discharge certificate.

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

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.

In order to avoid huge rush at the venue of recruitment it is advised that different dates for different district/districts should be specified in the notification.

In large States like U.P., Bihar, West Bengal more than one centre may be set up. It may be specified in the advertisement that only candidates from specified districts may attend on any particular day. For instance, in U.P., districts of West U.P. may be assigned one date.

Before the Committee moves to a new venue for recruitment, all the lasts (measurement, PET, Written, Viva-Voce) for a particular group of candidates attending at a venue be completed. The merit list shall however only be drawn up only after the process at all the centres in a State is complete.

5. **COORDINATING CSCs :**

CSCs mentioned in column 'A' of table-III below will be called "Coordinating CSC" for recruitment for vacancies of RPF/RPSF earmarked for States/UTs mentioned in column 'B' of table-III.

Table-III

Sl#	Column 'A'	Column 'B'
1.	CSC/SECR,Bilaspur	Chattisgarh
2.	CSC/WCR,Jabalpur	Madhya Pradesh
3.	CSC/NCR,Allahabad	Uttar Pradesh
4.	CSC/ECR,Hajipur	Bihar
5.	CSC/ER,Kolkata	West Bengal, Andaman & Nicobar Islands, Sikkim
6.	CSC/SER,Kolkata	Jharkhand
7.	CSC/ECOR,Bhubneshwar	Orissa
8.	CSC/NR,New Delhi	Himachal Pradesh, Punjab, Haryana, Delhi, Jammu & Kashmir, Chandigarh
9.	CSC/NER	Uttaranchal
10.	CSC/NFR,Maligaon	Assam, Tripura, Meghalaya, Arunachal, Manipur, Mizoram, Nagaland, Tripura
11.	CSC/SCR,Secunderabad	Andhra Pradesh
12.	CSC/SWR,Hubli	Karnataka,Goa
13.	CSC/SR,Chennai	Kerala, Tamil Nadu, Lakshadweep, Pondichery
14.	CSC/NWR,Jaipur	Rajasthan
15.	CSC/WR,Mumbai	Gujrat, Daman & Diu, Dadar & Nagar Haveli
16.	CSC/CR,Mumbai	Maharashtra,

Each coordinating CSC will be responsible for recruitment for State/UT allotted to him. They shall also be responsible for publicity for recruitment, deciding venues for recruitment and providing necessary facilities to the Committee in coordination with CSCs having jurisdiction over the place of recruitment if the same does not fall under their own jurisdiction. They shall maintain proper liaison and



coordination with local police to ensure maintenance of law and order at the venue of recruitment.

6. RECRUITMENT COMMITTEES :

In order to avoid dislocation of normal and routine working of the force due to engagement of DSCs/Sr.SCs in recruitment work, only six committees drawing officers from different Zones and RPSF shall be constituted by the CSCs.

The names of Officers who would be available for the regional recruitment committees would be suggested by the Security Directorate. Each coordinating CSC will nominate the committee for conducting recruitment for the vacancies of the particular State.

These committees shall conduct recruitment for various zones and RPSF mentioned in Column 'A' for vacancies earmarked for different States and UTs mentioned in column 'B'.

The Chairman of the recruitment Committee will fix the dates for recruitment in the different States assigned to a particular committee in consultation with the coordinating CSC's.

The Chairman of the Committee will draw members of the force for assisting the Committee from the various States/Railways where it is supposed to conduct recruitment. The CSC's shall make available such staff as are requested by the Recruitment Committee. The Committee may retain the same set of persons for assisting them in recruitment in the different States if they so desire. Operational RPSF Coys or Training Coys shall be made available for maintaining order at the venue of recruitment by CSC/RPSF.

A. Committee No.1 (for Central region)

Sl.#	(Column 'A')	(Column 'B')
1.	ECoR, ECR, SECR, RPSF	Chattisgarh
2.	CR, NCR, SCR, SECR, WCR, RPSF	Madhya Pradesh
3.	ECR, NCR, NER, NR, RPSF	Uttar Pradesh

B. Committee No.2 (for Eastern region)

Sl.#	(Column 'A')	(Column 'B')
1.	ECR, ER, NEFR, NER, RPSF	Bihar
2.	ER, NEFR, SER, RPSF	West Bengal
3.	ECR, ER, RPSF	Jharkhand
4.	ECoR, SECR, SER, RPSF	Orissa

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C. Committee No.3 (for Northern region)

Sl.#	(Column 'A')	(Column 'B')
1.	NR, RPSF	Himachal Pradesh
2.	NR, RPSF	Punjab
3.	NR, RPSF	Uttranchal
4.	NR, NWR, NCR, RPSF	Haryana
5.	NR, RPSF	Delhi

D. Committee No.4 (for North Frontier region)

Sl.#	(Column 'A')	(Column 'B')
1.	NFR, RPSF	Assam

E. Committee No.5 (for Southern region)

Sl.#	(Column 'A')	(Column 'B')
1.	ECoR, SCR, SR, SWR, RPSF	Andhara Pradesh
2.	CR, SCR, SR, SWR, RPSF	Karnataka
3.	SR, RPSF	Kerala
4.	SR, SCR, SWR, RPSF	Tamilnadu

F. Committee No.6 (for Western region)

Sl.#	(Column 'A')	(Column 'B')
1.	WCR, NCR, NR, NWR, RPSF	Rajasthan
2.	WR, RPSF	Gujrat
3.	SECR, SWR, CR, SCR, WR, RPSF	Maharashtra

Note: - As already mentioned in Para 2, no vacancies are earmarked for States/UTs having no track or having less than 100 route kms. of track. Such States/UTs are clubbed with adjoining States as explained therein.

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

The venue, date and time of recruitment shall be fixed and advertised. All candidates who report at the venue before 16 hrs. on the day of recruitment shall be admitted and registered.



The recruitment Committee may set up more than one Centre, or as many 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 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 recruitment. 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 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. This may be done after the recruitment process at the venue is over.

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.

8. CHECKING OF PHYSICAL MEASUREMENTS :

Candidates, whose application forms have been found in order, will be subjected to the physical measurements by the Recruitment 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. For lady constables only the height as prescribed is to 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 for recording their physical measurements and the marks obtained in PET on proforma enclosed as Annexure 'B'.

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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.

9. PHYSICAL EFFICIENCY TESTS (40 MARKS) :

a) For Male Constables (40 Marks) :

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

Maximum marks = 40

Sl#	Events	Minimum qualifying standards	Marks		Marks
1.	1500 mtrs.	5 mins.40 secs.	8		
2.	200 Mtr. Race	32 secs. <i>28 sec</i>	8		
3.	High Jump	3' 6" <i>3' 9"</i>	4	Above 4' 6"	8
4.	Broad Jump	13'	4	Above 17'	8
5.	Shot Put (weight 16lbs)	20'	4	Above 30'	8

Only one chance will be given for 1500 mtrs. 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, board jump and shot put candidates will be given 2 chances each. Candidates who fail to qualify in 3 out of 5 events including Mile race will be declared failed. Minimum qualifying marks in the Physical Efficiency Test (PET) will be 16 marks. Higher marks will be awarded for better performance in high jump, long jump and shot put.

b) For Female Constables :

Those found fit in height will be subjected to PET consisting of : -

- i) 400 mts. - 3 mins.
- ii) Long jump - 8 ft.

The events are compulsory and the candidate must qualify in both.

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Candidates failing in mile race/PET shall be escorted out of the venue after putting indelible ink-mark on the index finger of his left hand. Their call letters shall be collected.

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 done by the Chairman for the PET.

10. WRITTEN TEST (20 MARKS) :

Candidates who qualify in the PET shall be subjected to a written examination. The written tests shall be of matriculation standard. The written test will consist of two parts as given below: -

- | | | |
|-----|--|--------------|
| i) | Dictation | 8 = 10 marks |
| ii) | Objective type (20 General Knowledge questions of ½ mark each) | = 10 marks |

The dictation shall be of 200 words in English/Hindi only/local language (one of the languages recognized in the Constitution). The criterion for awarding marks shall be linked to the number of spelling mistakes made by the examinee. 0.5 marks shall be deducted for each mistake. Thus if a candidate makes 20 or more mistakes, he/she shall be awarded zero marks in Dictation. For the purpose of dictation a paragraph taken from any of the local newspapers/periodicals of the same day be adopted by the Committee members.

The second part of the written test shall consist of 20 objective type questions. No question paper will be set in advance. The Committee members will jointly decide on 20 questions to be asked. The questions will be dictated/announced over the P.A. System, one question at a time and the examinees will be expected to write the answer. The questions should be specific and such which can be answered in one or two words. Such questions which may have more than one answer should not be asked. The Committee shall make use of a question bank to ensure that there is no repetition of question(s) asked by it at its various centres. The objective type questions may be answered in English/Hindi only.

For the expeditious and speedy completion of the recruitment process, all members of the Committee, including the Chairman, shall evaluate the answer sheets. The Committee may co-opt with the approval of Coordinating CSC, an officer, preferably ASC/Inspector, for dictation in the local language and correcting the same in case the local language is not known to any of the Committee members.

All answer sheets shall clearly indicate the name of the person evaluating a particular answer sheet or a portion thereof.



The candidates must secure at least 50% marks (40% for SC and ST candidates) to qualify in the written test. The answer sheets shall be evaluated centrally where all the members of Recruitment Committee shall remain present.

11. VIVA VOCE (20 MARKS) :

A merit list in order of total marks obtained in PET and written test shall be prepared and number of candidates called for interview shall be restricted to three times the number of vacancies. 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/Sports/Technical qualifications as indicated against each: -

a) Educational qualifications (Max. marks – 05)

i)	Matriculate	= 2
ii)	Inter/Higher Secondary (10+2)	= 3
iii)	Graduation	= 4
iv)	Post Graduation	= 5

b) Additional marks for Sports (Max. marks – 05)

i)	NCC 'B' Certificate	= 2
ii)	NCC 'C' Certificate	= 5
iii)	Participated in National School games	= 2
iv)	Represented University at Inter-University Sports	= 3
v)	Represented State at Inter State Sports	= 4
vi)	Represented India at International meets	= 5

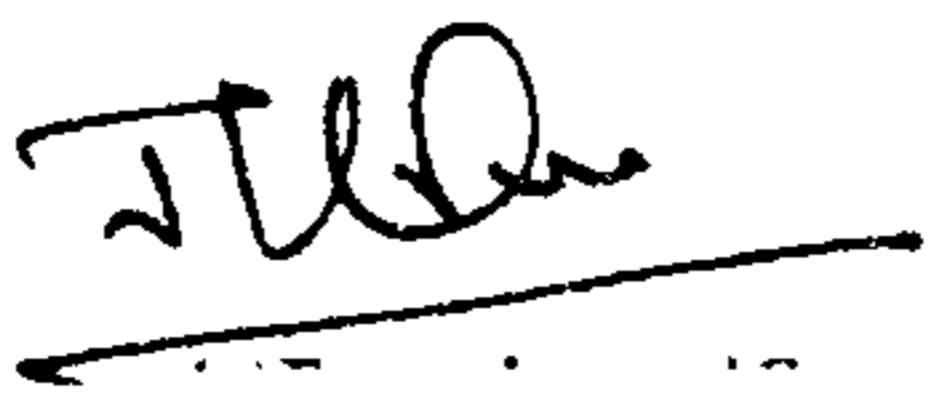
c) Technical Qualification (Max. marks – 03)

(For categories like Stenographers, Typist, knowledge of Computer, Driver, Mechanic, Electricians, Carpenter, Tailor master, etc. – One mark be awarded for each trade provided he possesses a certificate from a govt. recognized institute or a driving license. Diploma holders from ITI will be awarded 03 marks.)

d) Height (Max. marks – 05)

(I) For Male Candidates-

i)	Above 165 cms. upto 170 cms.	= 2
ii)	Above 170 cms. upto 177 cms.	= 3
iii)	Above 177 cms. upto 183 cms.	= 4
iv)	Above 183 cms.	= 5



(II) For Female Candidates-

- | | | |
|-------|---|-----|
| i) | Above 157 cms. upto 162 cms. | = 2 |
| ii) | Above 162 cms. upto 167 cms. | = 3 |
| iii) | Above 167 cms. upto 175 cms. | = 4 |
| viii) | Above 175 cms. | = 5 |
| e) | Personality : (two specific questions be asked) | = 2 |

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 measured, whether fit or unfit, indicating their performance at various stages of the test be prepared. Thereafter based on the performance of the candidates in the process of recruitment (PET, Written & Viva-voce) merit list will be prepared for each Category and submitted to the coordinating CSC for his approval. Broad sheet and merit lists must be signed by all members of the Committee.

The merit list of the State/Category shall indicate the Zone allotted to the empanelled candidates. The committee shall follow an alphabetical roster for Zonal allotment. For example, if the total number of vacancies in SC category are 21 in the State of UP (NR-5, NER-4, NCR-5, ECR-3 and RPSF-4). The Zonal allotment will be done as under. For the purpose of allotment the Zones in the State will be arranged in alphabetical order. For example in the case of UP, it shall be: -

- | | |
|------|------|
| i) | ECR |
| ii) | NR |
| iii) | NCR |
| iv) | NER |
| v) | RPSF |

The 21 candidates empanelled against the vacancies for the SC category will be allotted in the following manner: -

- | | | |
|-------|------|----|
| i) | ECR | -1 |
| ii) | NR | -1 |
| iii) | NCR | -1 |
| iv) | NER | -1 |
| v) | RPSF | -1 |
| vi) | ECR | -2 |
| vii) | NR | -2 |
| viii) | NCR | -2 |
| ix) | NER | -2 |
| x) | RPSF | -2 |



- xi) ECR -3
- xii) NR -3
- xiii) NCR -3
- xiv) NER -3
- xv) RPSF -3
- xvi) NR -4
- xvii) NCR -4
- xviii) NER -4
- xix) RPSF -4
- xx) NR -5
- xxi) NCR -5

Similar procedure may be followed for other categories.

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).

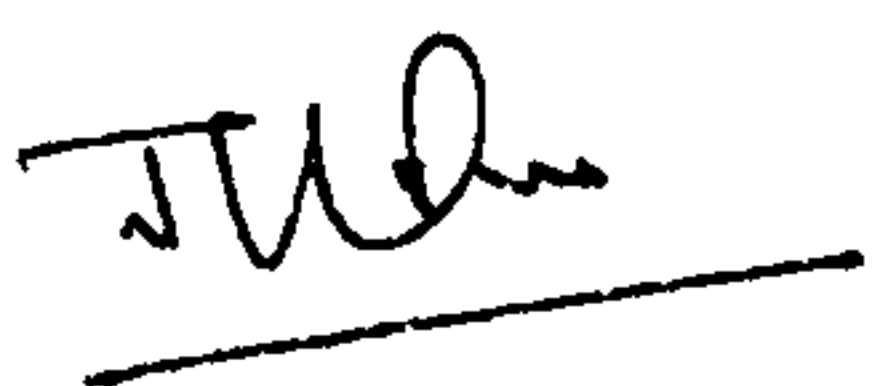
Only those vacancies will be filled up as have been advertised. No waiting list will be published. However, if any candidate is found unfit in the medical examination or police verification, the candidate next in the relevant merit list may be considered for appointment.

13. CUSTODY OF THE DOCUMENTS :

All documents viz. broad-sheet, merit list, application forms of candidates who appeared in viva-voce, answer-sheets, test sheets and news-paper from which dictation was given etc. will be handed over to an officer nominated by CSC concerned in sealed boxes bearing signatures of all members on the seal card. Application forms of all other candidates will be kept in sealed gunny bags/boxes and so arranged that they can be easily retrieved.

Entire record of recruitment will be kept preserved by the Coordinating CSC 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 Coordinating CSCs, 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 Coordinating CSCs decide not to approve the proceedings, reasons for the same should be recorded in writing. In case the CSC does not accept the proceedings, he will forward the same to DG/RPF with his comments for orders which shall be final. 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 CSC and DSCs and at important Railway stations including the venues of recruitment without delay. Result should also be declared in the local newspapers.

List of candidates recommended for empanelment for different States/UTs, irrespective of the Zone/RPSF allotted, will be approved by respective coordinating CSCs. After approval of the panel coordinating CSCs will send list for each Zone to CSCs concerned and for RPSF to CSC/RPSF for further necessary action.

15. MEDICAL EXAMINATION

CSC's 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 personally supervise the entire process of recruitment and deal with the genuine complaint of any candidate on the spot itself. 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 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.Suri),
DG/RPF

1. (b) Name of the candidate (In English): Shri/Smt./Km.-----
(In block letter) -----

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 1.7.2004):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/Technical Qualifications:

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					
Technical Qualification					

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 you participated in National School Games /Inter University Games/Represented State/Represented India in sports: Yes/No

If yes, indicate name of sport/event :-----

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

17. 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.

