

Superseded by letter dated 25/2/2005.

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

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

New Delhi, dated 09.10.2004

STANDING ORDER NO.71

Sub: Recruitment of Ancillary Staff in RPF/RPSF – Procedure regarding.

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

The recruitment of Ancillary staff in the RPF /RPSF shall be made by a departmental committee consisting of four JAG/Sr. Scale officers of RPF nominated by the CSC/RPSF one each belonging to the General, SC/ST, OBC and Minority communities. Recruitment of ancillary staff may be done every alternate year. Senior most among the Members shall be the Chairman of the Committee. CSC/RPSF may nominate officers from other Railways in case suitable officers of a particular category are not available in RPSF with the approval of DG/RPF.


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

1. DETERMINATION OF VACANCIES:

Recruitment of ancillary staff will be done by CSC/RPSF for all Railways. The number of existing vacancies and anticipated vacancies upto 31st December of the next year for each zone should be assessed by the respective CSCs for their zones and CSC/RPSF for RPSF and intimated to CSC/RPSF by the 10th of January each year. Soon after CSC/RPSF shall initiate the process of recruitment. CSCs will project their vacancies Category-wise for each trade. The different trades included in the group of ancillary staff includes Water Carrier, Safaiwala, Barber, Washerman, Tailor, Cobbler and Mali.

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

CSC/RPSF will from his existing strength transfer willing staff to the zonal railways as far as possible, keeping in view the choice of railway exercised


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by the ancillary staff and the available vacancies. (However, staff for the railways would be made available only after new recruits join the RPSF). CSC/RPSF would then calculate the net vacancies in RPSF and the resultant vacancies in the Zonal Railways and issue an employment notice accordingly.

2. ELIGIBILITY :

(a) Educational Qualification : Passed Matriculation or an equivalent examination from a recognized university.

(b) Age: Not less than 18 and not more than 25 years as on 1st January of the year
Relaxation as per extant instructions will be admissible to SC/ST/OBC.

(c) Must be a Citizen of India (Only male citizens are eligible).

(d) Physical Measurement: -

Category	Height (cms.)	Chest (cms.) (Unexpanded)
UR/OBC	165	80
SC	160	76.2
ST	150	76.2

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

3. PUBLICITY :

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


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allotted, taking into account the choice of the candidates selected, their position in the merit list and the available vacancies in the particular Zone and category.

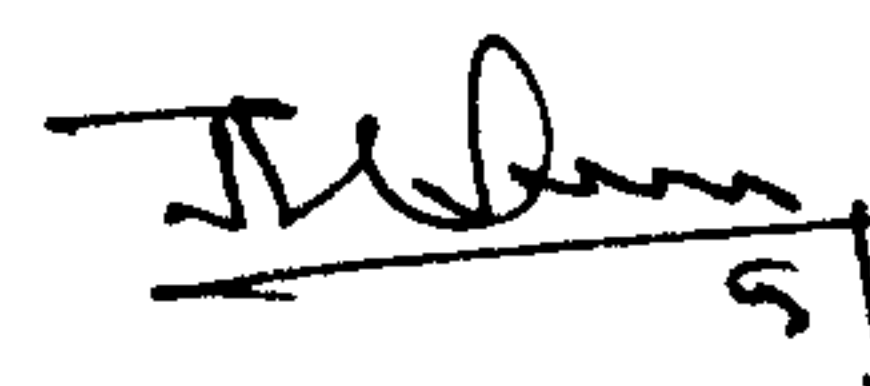
Publicity about recruitment should be given as per extant instructions on the subject. Employment notice issued by the CSC/RPSF will be advertised in the Employment News/Rozgar Samachar giving full details, including the format of the application. Brief indicative advertisements will be given in at least two local newspapers and two national daily newspapers for wider coverage. The indicative advertisements will be to draw attention to the detailed advertisement published in the Employment News/Rozgar Samachar of a particular date. The indicative advertisements will not appear in more than one issue of the same newspaper. The indicative advertisements will invariably be issued both in Hindi and English. Copies of the employment notice should be sent to the employment exchanges, SC/ST organizations and the District Sainik Boards 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.

Applications on the prescribed proforma should be submitted to the Commanding Officer nominated by CSC/RPSF. No application will be accepted directly, by hand. The last date of receipt of applications be specified.

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. This should be sent along with the application.

While advertising the vacancies, it should be made clear that candidates must submit along with the application form attested photocopies of the following documents:-

- i. Matriculation certificate indicating age and qualification.
- ii. Caste certificates issued by the District authorities (SC/ST/OBC) on the prescribed proforma.
- iii. Discharge certificate (for ex-serviceman)
- iv. Two attested photographs
- v. Two self addressed envelopes of 27.5x12.5 with five rupee postal stamps affixed on each of them.


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The envelope containing the application must be superscribed in bold letter as “**application for the post of(WC/WM/Cob/Tailor/SW etc.) in RPSF/RPF**” on the top of left side corner.

Original certificates be checked at the time of viva-voce . Documents relating to higher qualifications/sports/technical qualifications may also be checked at the time of viva-voce only.

The Notice may also forewarn the prospective candidates that in the event of their failure to submit the essential documents indicated, their candidature shall be liable to rejection.

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.

4. Method of Recruitment:

The recruitment process shall consist of :


Stage I - Measurement

Stage II –Trade Test (15 marks)

The measurement and tests may be conducted at 4-5 venues (North, South, East, West and Central India) which may be decided by the Committee.

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

CSC/RPSF shall nominate a team for the screening of the applications headed by an Asstt. Commandant. All application forms received be screened. The staff screening the applications must affix his name (Stamp) and clear signature on the application while declaring it fit or unfit. A time table be specified for the screening of applications. Efforts should be made to screen the applications within 30 days of the closing date.


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Application forms of candidates found incomplete/without attested copies of required documents or Indian Postal Order (except in case of SC/ST) should be rejected. Candidates found under age/overage or not having the required physical measurements as per their declaration in the form shall also be rejected. The reasons for rejection should be recorded on the application form and the same shall be kept for record. A list of candidates whose forms have been rejected should be prepared. The rejected form should be so kept that that they can be retrieved when required.


Candidate's name, father's name, address and community of each candidate should be entered in a computer along with any other information considered relevant. Either the railways' own computers may be used for this purpose or an outside agency can be engaged, if required.

Roll Nos. may be generated on the computer and call letter may also be generated through the computer. The call letters should be posted under certificate of posting, at least one month before the date of recruitment, as per programme of recruitment finalized by the Recruitment Committee to those candidates whose applications are found to be in order. On any given day candidates who have applied for a particular trade and belonging to a particular category be called. A list of fit candidates after screening, duly entered in the computer, be provided to the Chairman of the Committee.

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

A random check of the details of the Call letters, such as date, venue of the recruitment will be carried out by the Chairman of the Recruitment Committee. Thereafter each letter will be put in a window type envelope after checking the name and address of the candidate, which should tally with those furnished in the Application form.

Computer agencies, if at all necessary, should be engaged with due care, after Chairman has satisfied himself of their antecedents and he is confident that



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the work done by these computer agencies will remain confidential. The work of such agencies should be personally monitored by an authorized officer. As far as possible, the work should be handled by the agencies in the Railway/Security premises.

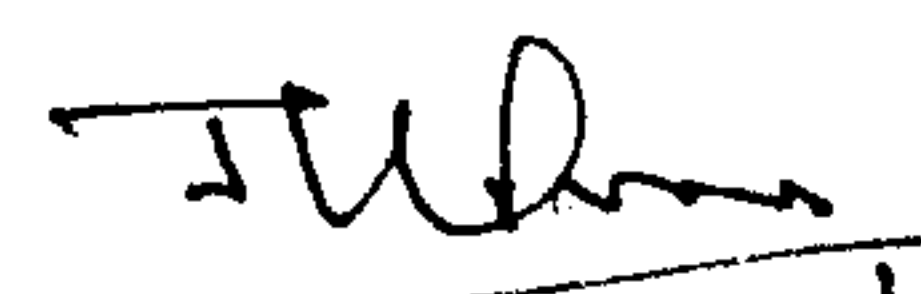
The Postal order shall be detached from the application form and accounted for. A list of Postal orders be prepared. The Postal orders be segregated denomination-wise and submitted to FA&CAO subsequently.

6. CHECKING OF PHYSICAL MEASUREMENTS AND TRADE TEST:

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

A group of 25 candidates found fit after physical measurement should be formed. One test sheet (Annexure – B) for each group of 25 should be prepared which should indicate their physical measurements and performance in the trade test indicating whether they have qualified in the event or not.

Trade test shall be designed to test the knowledge of the candidate regarding his proficiency in the trade, he has applied for. The candidate as part of the trade test will also be questioned about his knowledge and skills of the trade in which he has applied. The marks will be awarded by the Committee generally by consensus. If there is any difference of opinion within the committee, each member of the committee will make his own assessment out of the total marks meant for trade test. The mean of the marks awarded by the different members will be taken out and entered by the Chairman as the marks obtained. Record of trade test will be maintained only in one copy – one available with the Chairman of the Committee and the other copies of the list available with the other members will be collected by the Chairman and destroyed in the presence of the members, immediately after the interview. The record of the trade test will be signed jointly by the Chairman and the members of the Committee on each page. Any alterations made in the marks allotted in the trade test will be initialed jointly by all the members of the Committee.


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Original documents of each candidates should be checked at the time of trade test. During the trade test 03 (three) marks will be awarded to those candidates possessing Certificate from ITI or any technical institute recognized by the Government of India or the State in the trade applied for. Maximum marks for trade test will be 15.

7. PREPARATION OF BROAD SHEET AND MERIT LIST :

A broad sheet for each trade and category according to roll number indicating the status of all candidates who appeared, indicating their performance be prepared. Thereafter based on the performance of the candidates in the trade test final merit list will be prepared for each Category and submitted to CSC/RPSF for his approval. Broad sheet and merit list must be signed by all members of the Committee.

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 alphabetically.

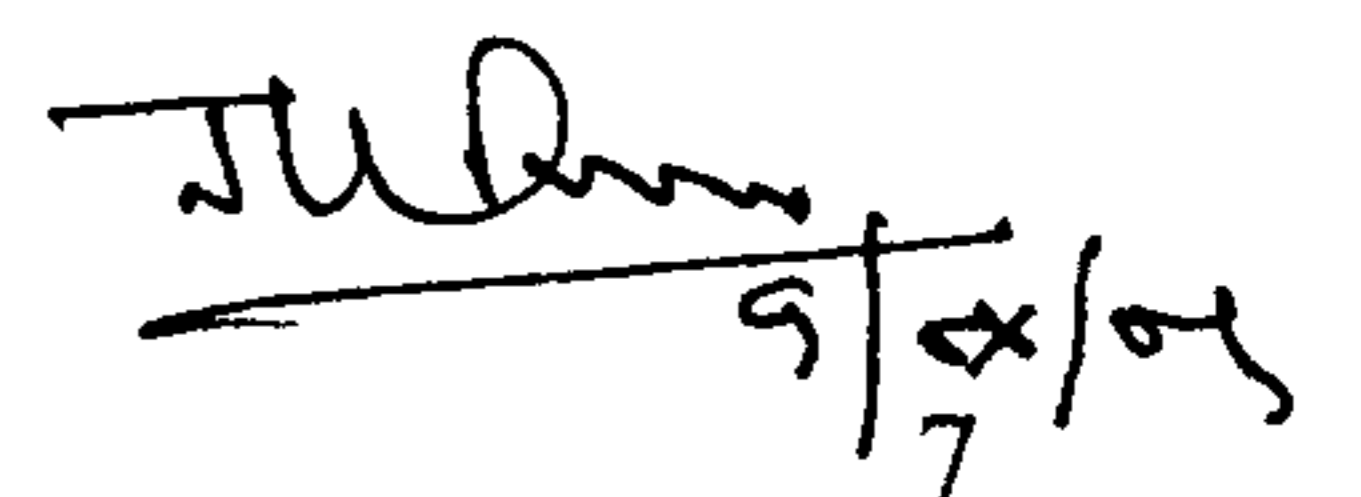
Reservation for ex-servicemen will be 10% of the vacancies under the appropriate category (UR, SC, ST and OBC).

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. For this purpose a "stand-by" list may be kept confidentially, which shall not be notified.

The Zonal allotment will be done after adjustments in the vacancies are made by CSC/RPSF by transferring ancillary staff to the railways from the RPSF. Zones will be allotted to the candidates based on the vacancy for each trade in the zone, the category to which the vacancy belongs, position of the candidate in the merit list and the choice exercised by him. Those at the bottom of the list will be allotted to RPSF.

8. CUSTODY OF THE DOCUMENTS :

All documents relating to the recruitment shall be kept by the CO of the Battalion receiving the applications. They should be so arranged that they can be


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easily retrieved. Test sheets relating to trade test, office copies of Broad Sheet and the merit list and the "stand-by" list shall be kept under sealed cover.

Entire record of recruitment will be preserved 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 with the approval of CSC.

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

9. APPROVAL OF THE PANEL :

The CSC 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 CSC decides not to approve the proceedings, reasons for the same should be recorded in writing and the matter referred to the DG/RPF. If the proceedings are accepted, the result shall be announced and a copy of the result put up on the notice board in the offices of the CSCs and DSCs and at important Railway stations including the venues of recruitment without delay. Result excluding the "stand-by" list should also be declared in the newspapers. Selected candidates be individually intimated.

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

10. MEDICAL EXAMINATION

CSCs concerned shall arrange for the medical examination of the empanelled candidates shall be held for fitness in the B-1 category. 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.

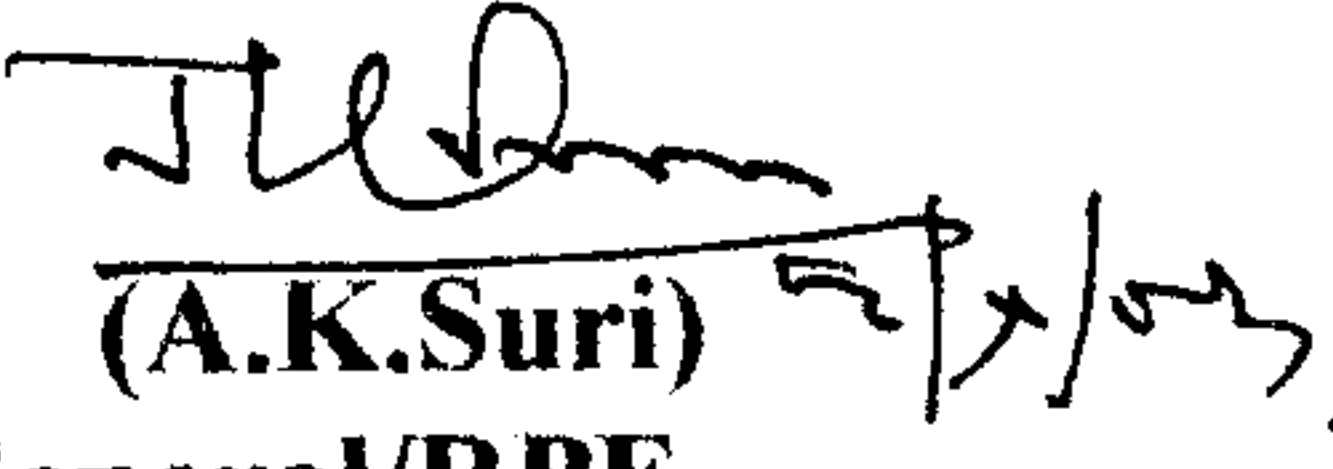
11. POLICE VERIFICATION

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.


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12. OTHER INSTRUCTIONS

- i) The Chairman of Recruitment Committee will deal with the complaint of any candidate and try to ensure that justice is done. All documents pertaining to selection will be prepared carefully to avoid any complication at a later stage and will be signed by all the Members of the Recruitment Committee who will be responsible for their correctness. Alterations/corrections be avoided. However, if any correction is essential it should be authenticated by all members. The Chairman and the members will be jointly and severally responsible to see that no malpractice or undesirable method is adopted in the recruitment.
- ii) To ensure smooth and uninterrupted process of recruitment, the relatives accompanying the candidates and Force personnel not associated with the recruitment will not be allowed access to the venue of recruitment. No RPF officer on leave should be allowed to enter the venue of recruitment to meet any member of the Committee or any person connected with the recruitment.
- iii) The recruitment will be done in such a manner as to reduce chances of impersonation and other malpractices.
- iv) The process of recruitment should be transparent and fair.
- v) Procedural arrangements for conducting the recruitment quickly and with ease may be thought of and adopted by Committee members. The Committee shall deploy adequate manpower as required depending on the number of candidates called for tests each day 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)
Director General/RPF,
Railway Board.

DA: Annexure A to D (Four Sheet)

List of Annexures

1. Annexure – A - Proforma of Application Form.
2. Annexure – B - Test sheet for physical measurement and Trade test.
3. Annexure – C - Broad Sheet of candidates called for the test.
4. Annexure D – Proforma for Cast Certificate (SC/ST/OBC)

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Candidate's name, father's name, address and community of each candidate should be entered in a computer along with any other information considered relevant. Either the railways' own computers may be used for this purpose or an outside agency can be engaged, if required.

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Computer agencies, if at all necessary, should be engaged with due care, after Chairman has satisfied himself of their antecedents and he is confident that the work done by these computer agencies will remain confidential. The work of such agencies should be personally monitored by an authorized officer. As far as possible, the work should be handled by the agencies in the Railway/Security premises.

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.

Handwritten signature and date: 25/02/2014

While advertising the vacancies, it should be made clear that candidates must submit along with the application form attested photocopies of the following documents:-

- i. **Certificate indicating age and educational qualification, from a recognised School, Board, University..**
- ii. Caste certificates issued by the District authorities (SC/ST/OBC) on the prescribed proforma.
- iii. Discharge certificate (for ex-serviceman)
- iv. Two attested photographs
- v. Two self addressed envelopes of 27.5x12.5 with five rupee postal stamps affixed on each of them.

The envelope containing the application must be superscribed in bold letter as "**application for the post of(WC/WM/Cob/Tailor/SW etc.) in RPSF**" on the top of left side corner)

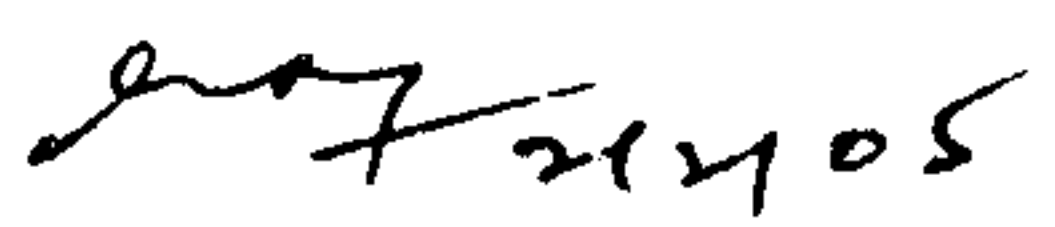
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It should be publicized that candidates should come prepared to stay upto one week for recruitment and they will have to make their own arrangements for boarding and lodging.

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.

This may be treated as an amendment to paras 2 & 3 of the Standing Order No. 71 issued on 09.10.2004


(C.S.RAY)
DIG/Administration.
Railway Board.

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

Application Form

(For Water Carrier/Safaiwala/ Barber/ Cobbler/ Washerman/ Tailor, and Mali)

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

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

To,

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

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

(Put your Signature in box)

I, hereby, apply for recruitment for the post ofin RPF/RPSF in response to Employment Notice No.....

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

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

1. (b)

2(a)

.....
Signature of candidate

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

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

3. Father's Name :

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

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

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

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

6. Height :C.M.

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

7. Details of Postal Order(s)

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

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

9. Permanent Address :
.....
.....
.....

10. Name of the nearest Railway Station:

11. Educational Qualification:

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

12. Nationality:.....

13. Two Identification Marks : (a)
(b)

14. For Ex-Serviceman candidates :

- (a) Total Service rendered : -----
- (b) Personnel No. : -----
- (c) Rank : -----
- (d) Date of enrolment : -----
- (e) Date of retirement/discharge : -----
- (f) Name of arms/services : -----
- (g) Reason for retirement/discharge: -----
- (h) Medical Category at the time : -----
of discharge

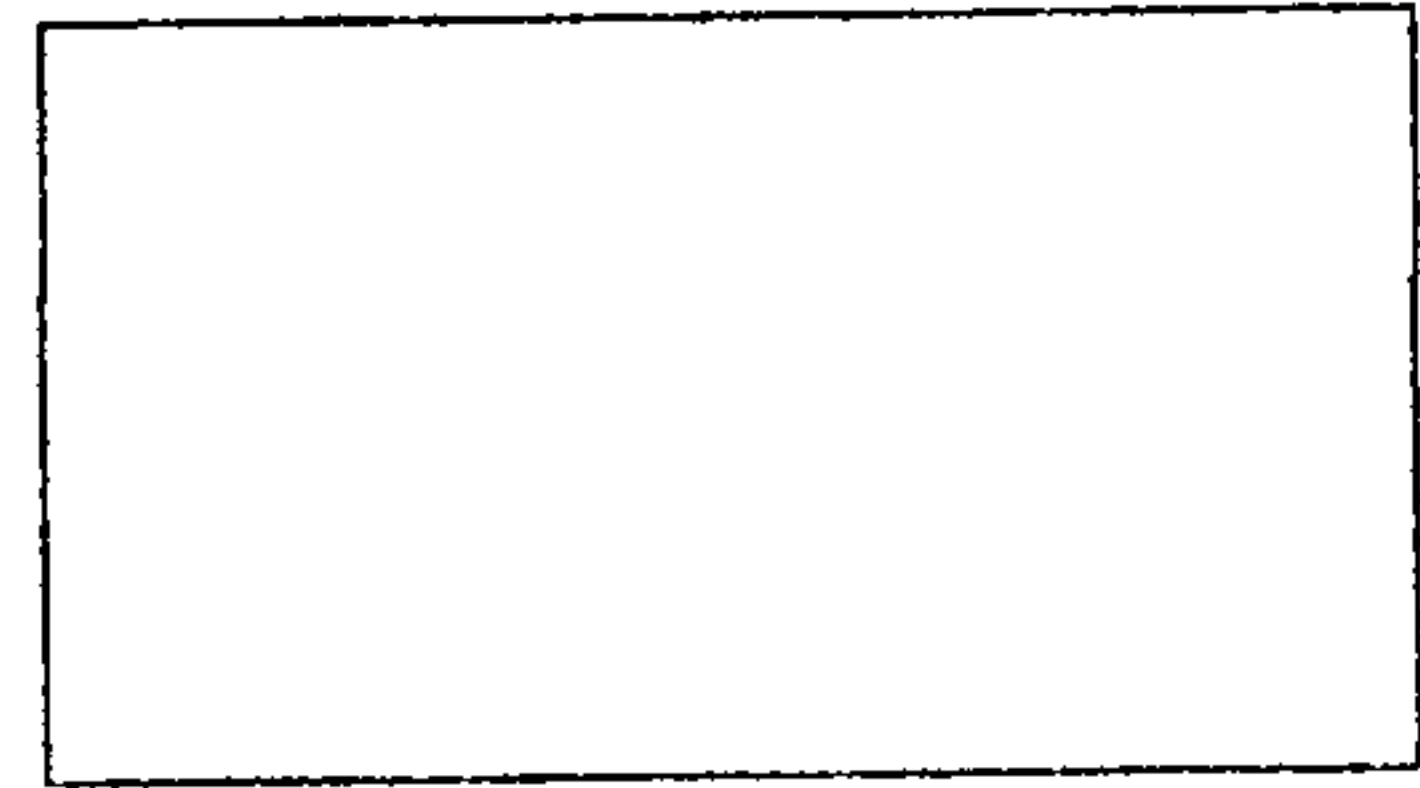
15. Have your ever been arrested or convicted : -----
In a criminal case ? -----
If yes, give details . -----

16. Full signature of the Candidate :

(i) In Hindi

(ii) In English (not in capital letter)

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



Place :

Date :

Enclosures :

1. Postal orders of Rs.40 (Except SC/ST) (2) Single attested copies of :-
(a) Proof of Date of Birth ((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, (d) Certificate of having
passed Class VIII.

Broad Sheet

Category: UR/SC/ST/OBC

Trade:

S.No.	Roll No.	Name	Father's Name with complete address	Date of Birth	Educational qualification	Height	Chest Unexpanded	Chest expanded	Trade Test (10 marks)	Viva (10 Marks)	Total

*** It should include names of all candidates who appeared for measurement).**

**THE FORM OF THE CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTE
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 the 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 Tribes) (Union Territories), Order 1951*

as amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970 and the North Eastern Areas (Reorganisation) 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*

2. Shri/Shrimati/Kumari* _____ and
or his/her* family ordinarily reside(s) in village/town* _____

_____ of _____

District/Division* of the State/Union Territory of _____

Signature _____

Designation _____

(with seal of office)
State/Union Territory*

Place _____

Date _____

* Please delete the words which are not applicable.

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

** Officers competent to issue Caste/Tribe certificates:

i) 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 Magistrate Commissioner.

* not below the rank of 1st Class Stipendiary Magistrate.

ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

iii) Revenue Officers not below the rank of Tehsildar.

iv) Sub-Divisional Officer of the area where the candidate and/or his family normally reside(s).

v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

MGIPF – 241 UPSC/84-18-8-84-17,000.

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA**

This is to certify that _____ son of
_____ of village _____
District/Division _____ in the _____ State
_____ belongs to the _____ community

which is recognized as a backward class under: -

i) Government of India, Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I Section-I dated the 13th September, 1993.

**

ii) Government of India, Ministry of Welfare, Resolution No.12011/9/94-BCC, dated 19-10-1994 published in Gazette of India Extraordinary Part-I Section-I No.163 dated 20-10-1994.

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
Scheduled to the Government of India, Department of Personnel and Training
O.M. No.36002/22/93-Estt.(SCT) dated 08-09-1993.

District Magistrate,
Deputy Commissioner etc.

Dated:

SEAL

NB:

- (a) The term Ordinarily used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.
- (b) Where the certificates are issued by Gazetted Officers of the Union Government of State Governments, they should be in the same form but countersigned by the District Magistrate or Deputy Commissioner (Certificates issued by Gazetted Officers and attested by District Magistrate/Deputy Commissioner are not sufficient).

** Strike out whichever is not applicable.

Amendment to S.O. No. 71

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

No.2004/SEC (E)/ RC-3/31

New Delhi, dated 02.02.2005

मुख्य सुरक्षा आयुक्त/रे सु ब,
सभी भारतीय रेल

मुख्य सुरक्षा आयुक्त | रे-सु-ब.
आई. सी. एफ. | पेराम्बुर

मुख्य सुरक्षा आयुक्त/रे सु वि ब,
रेलवे बोर्ड ।
नई दिल्ली ।

Subject: Recruitment of Ancillary Staff in RPS/RPSF – Procedure regarding.

Reference: Standing Order No. 71 dated 9.10.2004.

The Director General has reconsidered the “ELIGIBILITY “ conditions prescribed for recruitment of Ancillary staff and it has now been decided that the minimum education qualification for the posts shall be a pass certificate from 8th class. Para 2 & 3 of the standing order are , therefore, amended as under:

“2. ELIGIBILITY:

(a) Education qualification **The candidate should have passed at least 8th class from a recognized School.**

(b) **Age:** Not less than 18 and not more than 25 years as on 1st January of the year Relaxation as per extant instructions will be admissible to SC/ST/OBC.

(c) Must be a Citizen of India (Only male citizens are eligible).

(d) Physical Measurement: -

Category	Height (cms.)	Chest (cms.) (Unexpanded)
UR/OBC	165	80
SC	160	76.2
ST	150	76.2

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

3. PUBLICITY :

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

Publicity about recruitment should be given as per extant instructions on the subject. Employment notice issued by the CSC/RPSF will be advertised in the Employment News/Rozgar Samachar giving full details, including the format of the application. Brief indicative advertisements will be given in at least two local newspapers and two national daily newspapers for wider coverage. The indicative advertisements will be to draw attention to the detailed advertisement published in the Employment News/Rozgar Samachar of a particular date. The indicative advertisements will not appear in more than one issue of the same newspaper. The indicative advertisements will invariably be issued both in Hindi and English. Copies of the employment notice should be sent to the employment exchanges, SC/ST organizations and the District Sainik Boards 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.

Applications on the prescribed proforma should be submitted to the Commanding Officer nominated by CSC/RPSF. No application will be accepted directly, by hand. The last date of receipt of applications be specified.

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 and ex - servicemen. This should be sent along with the application.

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