

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

No.2009-Sec(E)/RC-3/14

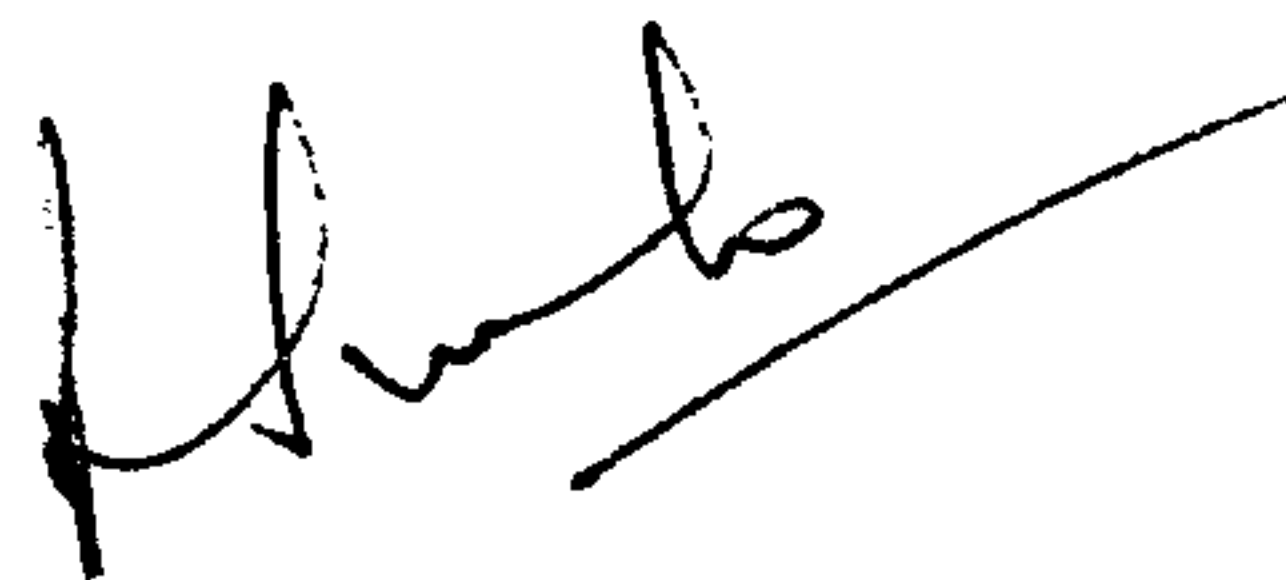
New Delhi, dated 19 .03.2009

Standing Order No.86

Sub: Procedure regarding recruitment of Driver Grade-III in RPF/RPSF.

In order to ensure fair, transparent and speedy conduct of recruitment to fill up the vacancies of Driver Grade-III in RPF/RPSF, the following procedure is being laid down:

1. The recruitment shall be conducted in accordance with the provisions contained in RPF Rules 1987 as amended from time to time.
2. Recruitment shall be conducted centrally by Recruitment Committee(s) nominated by a Nodal CSC. The Committee(s) may conduct recruitment for the vacancies arising in one or more zones at a time.
3. DG/RPF will nominate one of the CSCs as Nodal CSC who will coordinate all activities from the stage of notifying the vacancies, appointing the recruitment committee(s) on the suggestion of DG/RPF to the acceptance of the panel by him.
4. The recruitment shall be conducted by a Committee or Committees each consisting of four senior scale/JAG officers (One each belonging to UR, SC/ST, OBC and Minority Community) to be nominated by the Nodal Chief Security Commissioner. Officers conducting the recruitment should not normally belong to the Railway whose CSC has been nominated as the Nodal CSC. Senior most member(s) shall be the Chairperson of the Committee or respective Committees. Senior Driver(s) of RPF (not below Driver Grade-I) may be co-opted in the committee(s).
5. Recruitment shall be held at least once in two years.
6. While nominating officers for recruitment, it may be kept in mind that the same officer is not repeatedly nominated as far as possible in the Recruitment Committee.
7. There may be more than one Recruitment Committee/recruitment venue depending on the number of applications received.



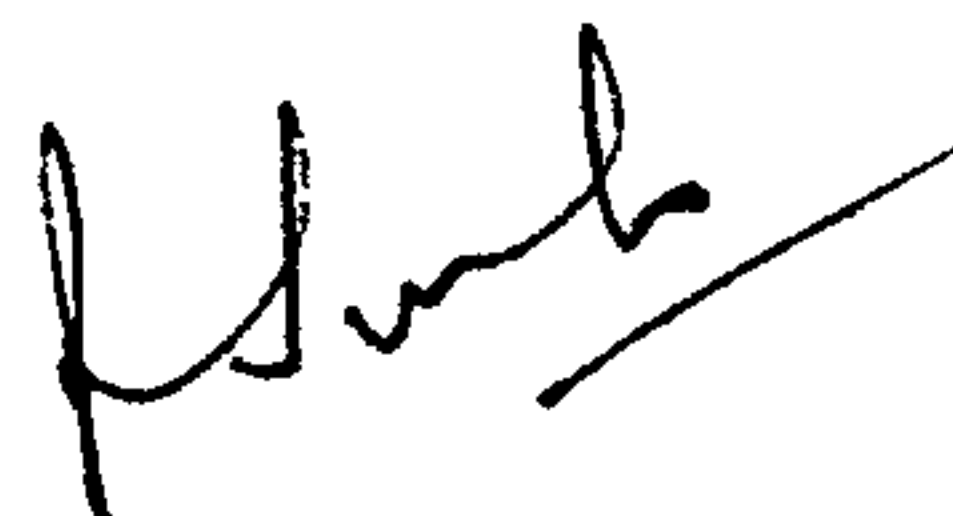
8. If there is more than one venue, it shall be the responsibility of the concerned CSC (i.e. the CSC whose jurisdictional area covers the venue) to provide all logistic support to the committee, which is necessary for the conduct of the tests. However, the responsibility to conduct free, fair and transparent recruitment may lie with the recruitment committee.

9. Where there is more than one Committee, Nodal CSC shall nominate one Committee to act as Coordinating Committee. While all the Committees shall conduct PET and written test, the Coordinating Committee shall be responsible for all post written test activities namely Trade Test, scrutiny of documents for awarding bonus marks, compilation of result and submission of panel to the Nodal Chief Security Commissioner.

10. Each CSC will develop at least one Centre within his zone where the PET can be organized as and when required. Each CSC shall also procure standard equipments of the good quality for physical measurements of the candidates and also identify centre(s) for holding written examinations. Nodal CSC shall arrange to identify reliable 'Data Management Firm' to assist in the process of recruitment.

11. DETERMINATION AND NOTIFICATION OF VACANICES:

- (a) CSCs shall fill up the vacancies of Driver Grade-III by 31st March of the year under Rule 72 in accordance with amendment in RPF Rules published vide gazette Notification dated 25th February, 2009. The CSCs shall then intimate to the Nodal CSC by 15th April of the year the number of vacancies of Driver Grade-III (category-wise), which could not be filled up by the selection under Rule 72. The Nodal CSC shall notify the vacancies and initiate the recruitment process.
- (b) Post-based reservation for the purpose of determining the vacancies to be filled up in the reserved categories shall be followed. Instructions of the Government for maintenance of post-based roster shall also be followed scrupulously.
- (c) Reservation for ex-servicemen will be 10% of the vacancies. Further category-wise breakup of vacancies (SC/ST/OBC) reserved for ex. Servicemen shall not be done. In case suitable ex-servicemen are not available, the vacancies may be filled up by the candidates of UR category.
- (d) All notifications must mention that the vacancies are provisional and may increase or decrease or even become nil depending upon the requirement of the railway administration. The Administration also reserves the right to cancel the notified vacancies at its discretion and such decision will be



binding on all concerned. In the event of cancellation of notified vacancies, the examination fee will not be refunded.

- (e) Post of Driver Grade-III has not been identified as suitable for persons with disabilities and hence these posts have been exempted from the purview of Section 33 and 47 of the Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995 by the Ministry of Social Justice and Empowerment. This fact shall be mentioned in the notification for recruitment to be issued by the Nodal CSC.

12. ELIGIBILITY:

(a) Citizenship: Must be a male citizen of India,

(b) Must have a valid heavy vehicle driving license which must be six months old on the date of closing of applications,

(c) Education: Must have passed matriculation or equivalent from a recognized Board on the closing date of submission of application form. Educational certificates of other than State Boards/Central Boards should be submitted along with Government of India notification declaring that such qualifications are equivalent to matriculation/Xth for service under Central Government.

(d) Age: Not less than 22 years and not more than 28 years as on 1st July of the year for the posts for which notifications are issued between January and June; and 1st of January of next year for the posts for which notifications are issued between July and December. Advertisement must specify both the dates' i. e born not before and born not after for eligibility. Age as mentioned in the Matriculation/High school examination certificate or an equivalent certificate as on the date of submission of application will only be accepted.

(e) Relaxations in Age:

(i) Relaxation in upper age limit up to 5 years will be admissible to SC/ST and up to 3 years to OBC candidates.

(ii) Upper age up to 5 years is also relaxable for those persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989. The persons claiming relaxation under this category must produce a certificate to the effect that they had been domiciled in the State of Jammu & Kashmir during the period from 1st Jan 1980 to 31st Dec 1989 from the District Magistrate within whose jurisdiction they had ordinarily resided or from any other authority designated on his behalf by the Govt of Jammu & Kashmir.



(iii) Relaxation in upper age limit to the extent of defence service plus 03 years is applicable to Ex-servicemen provided break in service and re-employment should not exceed 02 years and they must have put in at least 06 months after attestation.

(f) Physical measurement:

Category	Height-male (cms)	Chest unexpanded male- (cms)	Chest expanded male- (cms)*
UR/OBC	165	80	85
SC/ST	160	76.2	81.2
Hillmen**.	163	80	85

*A minimum expansion of 5 cms in chest is essential.

** For Garhwalis, Gorkhas, Kumaonese, Dogras, Marathas; persons hailing from Himachal Pradesh, Sikkim, Ladakh, Kashmir Valley and North Eastern states subject to production of domicile certificate from the District Magistrate/SDM/Tehsildar and other categories specified by Govt. from time to time.

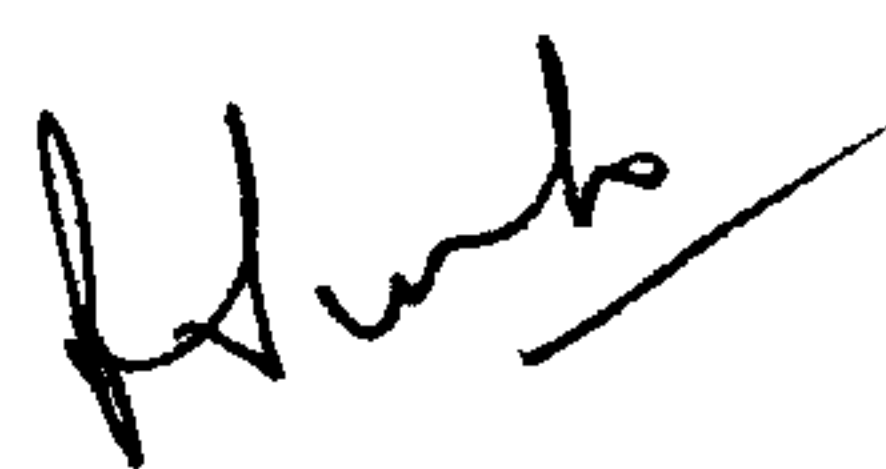
13. PUBLICITY:

(a) An employment notice shall be issued by the Nodal CSC indicating category-wise break-up of the vacancies to be filled up. The notice shall clearly indicate the proforma of application form, eligibility, age limits, physical standards, educational qualifications and the nature of outdoor and indoor tests to be conducted for such selection and emoluments. Relaxation applicable to certain categories as per extant instructions shall also be indicated in the employment notice. It shall be clearly mentioned that the selected candidates are liable to serve anywhere in India in RPF or RPSF after recruitment.

(b) Vacancies shall be notified to the local Employment Exchange/Central Employment Exchange as per the provisions of the Employment Exchange (Compulsory Notification of Vacancies) Act, 1956, DG Resettlement, Kendriya Sainik Board, Delhi-66 and also given wide publicity through various national newspapers and the Employment News/Rozgar Samachar and also be placed on the website of Indian and Zonal Railways.

14. MODE OF FILLING AND SUBMISSION OF APPLICATION FORM:

(a) Application forms can be downloaded from Indian Railways official website, taken from the employment news and other newspapers and



submitted on A-4 size bond paper using one side only and sent to the designated Post Box No.

- (b) Application should be filled by the candidates only in Hindi or English in their own handwriting with signature in normal handwriting and left hand thumb impression in the case of Male candidates/ Right Hand Thumb impression in case of female candidates. Applications signed in capital letters/spaced out letters will be treated as invalid
- (c) Coloured photograph (3.5cmsx4.5cms) should be pasted at the appropriate place with clear front view of the face without cap and sunglasses.
- (d) Application must be accompanied by
- (1) Crossed Indian Postal Order/Bank draft of Rs. 40/- as application fee (non-refundable) payable to Financial Advisor & Chief Accounts Officer of the concerned Railway. However, no fee shall be charged from candidates belonging to SC/ST category and Ex-servicemen.
 - (2) Self attested SC/ST/OBC certificate on the format prescribed format.
 - (3) Self attested matriculation certificate as proof of educational qualification and age.
 - (4) Domicile certificate where applicable.
 - (5) Discharge certificate for ex servicemen.
 - (6) One coloured photograph (3.5cmsx4.5cms) with clear front view of the face without cap and sunglasses mentioning the name of the candidate on the reverse side.
- (e) Nodal CSC will apply to the postal authorities for booking a post box number, where the candidates will send the completed application forms. The forms will be collected everyday by a representative of the CSC.
- (f) Nodal CSC may set up a 'Recruitment Cell' at his headquarters to assist and monitor the process of recruitment.
- (g) Residents of North Eastern states and the Andamans & Nicobar Islands shall be given 07 days extra for submission of application.
- (h) Application can be rejected on the following grounds:
- i. Bank Draft/IPO not enclosed wherever applicable.
 - ii. Coloured photograph as prescribed not pasted and attached with application.
 - iii. Incomplete or illegible application.
 - iv. Improper format of application.
 - v. Under aged /over aged candidates as per declaration in the form.
 - vi. Not having requisite educational and technical qualification as on the closing date of submission of the application.
 - vii. Application in language other than English or Hindi



- viii. SC/ST/OBC certificate, where required, not enclosed or not in prescribed format.
- ix. Application received after last date.

15. RECRUITMENT PROCESS:

- (a) The Chairperson of the Committee / Coordinating Committee shall fix the date(s) and the venue(s) for PET in consultation with the concerned CSCs.
- (b) A tentative timetable for recruitment with upto 1 lakh applicants suggested to be followed, as far as possible, is as under:
 - Issue of notification by Nodal CSC: 1st October
 - Last date of application: 30th October (7th Nov for candidates from NE and Andaman)
 - Scrutiny starts: 7th October
 - Scrutiny ends: 15th November
 - Dispatch of call letters for PET: 8th October
 - Dispatch of last call letters for PET: 16th November
 - PET begins: 8th November
 - PET ends: 16th December
 - Written test: 26 December
 - Result of written: 5th January
 - Dispatch of call letters for viva-voce: 10th January
 - Viva voce begins: 10 February
 - Viva voce ends: 17 February
 - Publication of results: 25 February
- (c) The Chairperson of the Committee/Coordinating Committee will draw members of the Force of their choice from any Zone or RPSF for assisting them. Members of the Committee may also bring staff of their choice to assist them during recruitment. However, Chairperson/Members shall be squarely responsible for the conduct of the officers and staffs of their choice during the recruitment process.
- (d) The CSC having jurisdiction over the venue shall also make available such staff as are requested by the Committee and also make all necessary logistic arrangements as requested by the Committee for smooth conduct of the recruitment process.
- (e) Proper accommodation for the committee members and the subordinate staff who accompany the recruitment Committee shall be arranged by the CSC having jurisdiction over the venue.
- (f) RPSF personnel shall be made available by CSC/RPSF for maintaining order at the venue(s) of recruitment. These personnel shall not normally be withdrawn without replacement.



- (g) Nodal CSC may engage the services of a reputed Data Management Firm to assist in the conduct of the recruitment at various stages i.e. pre examination, conduct of PET , written examination and post examination work.
- (h) All call letters may be computer generated and bear a scanned colour photograph of the applicant.
- (i) Railway Passes to the eligible candidates shall be issued as per the extant guidelines.
- (j) While issuing call letters, candidates should be instructed to come prepared for PET and also that they may have to 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 suffers any injury while undertaking the PET.
- (k) Nodal CSC shall provide an authenticated category wise list of candidates called for the PET on each date. This list shall have all basic information regarding the candidates viz. Name, Father's name, Date Of Birth, Category and Roll No. etc.

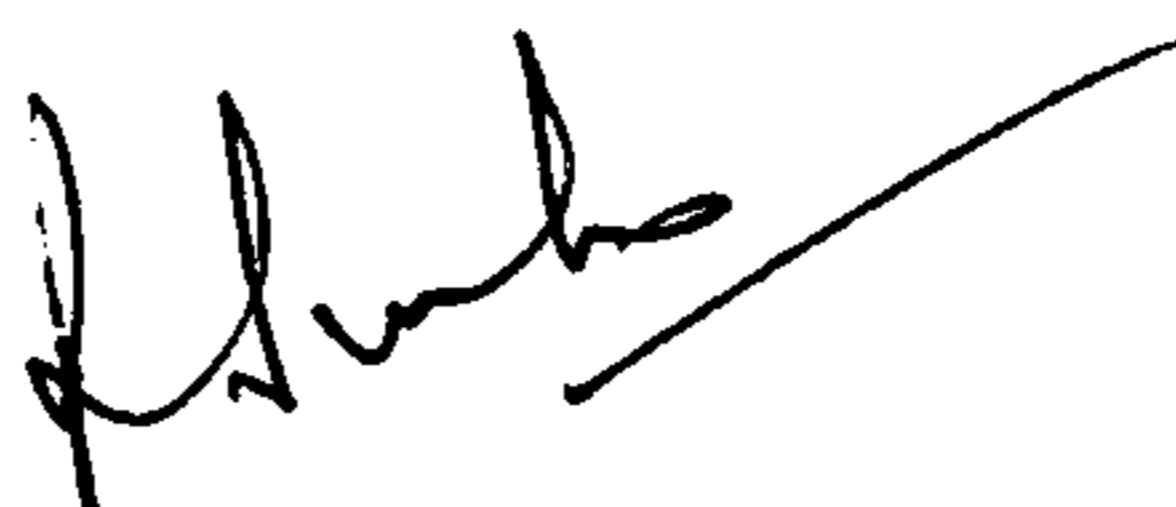
16. RECRUITMENT PROCEDURE:

(A) Physical Efficiency Test and Measurement:

- (a) PET will precede the measurement. Those found conforming to the eligibility criteria as prescribed under para 9(a) to(e) will be put through the 1600 mts race first.
- (b) No PET shall be required for Ex servicemen.
- (c) The PET will consist of the following three events. No marks shall be awarded. It will be qualifying in nature. The minimum qualifying standard for each event is specified as under:

Event	Minimum requirement	Number of chances
1600 meters	6 mins	One
High Jump	3 feet 6 inches	Two
Long Jump	12 feet	Two

- (d) Candidates qualifying in the PET will be measured for their eligibility with respect to height and male candidates will also be subjected to measurement of chest (unexpanded) and chest expanded as specified above.
- (e) Candidates who fail in any of the events of the PET or in physical measurement, either of height or chest, shall be escorted out of the venue after putting an indelible ink mark on the index finger of the left hand. Their call letters shall be collected.



- (f) The results of the PET and the physical measurements shall be recorded on the PET Sheet prepared for the purpose immediately after the candidate goes through the PET event and physical measurement.
- (g) The Committee shall prepare a Broad Sheet consisting of columns for Roll no., Name, Father's Name, Category, Date of Birth, height and chest (unexpanded) Chest (expanded) and chest expansion as well as columns for all the events of PET showing "PASS" or "FAIL". This Broad sheet shall contain the names of all the candidates who have appeared for PET.
- (h) After the completion of the entire PET and measurement process a select list of only those candidates who are found eligible to appear in the written test shall be prepared.
- (i) PET may be avoided during Monsoon and extreme summer.

(B) WRITTEN TEST:

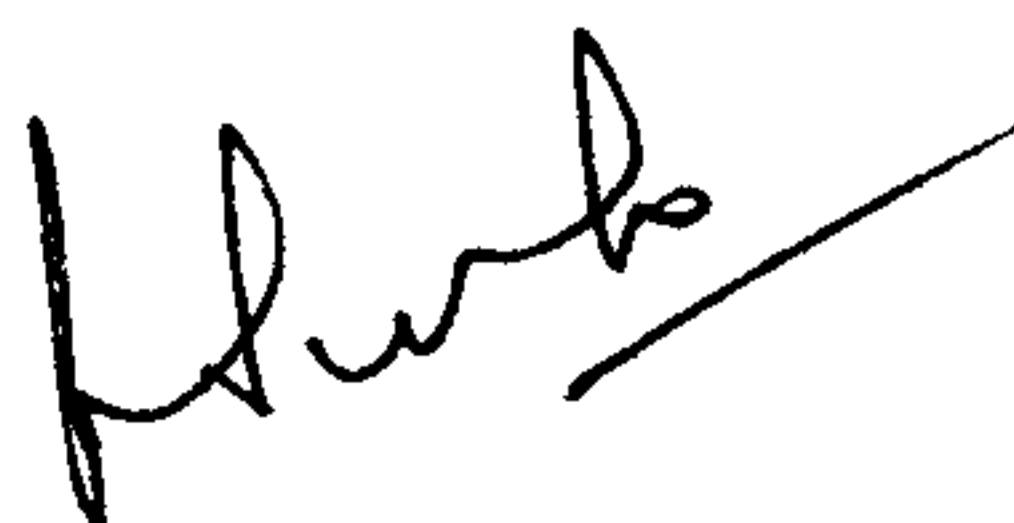
- a. The call letter for the PET may be returned to the qualified candidates after affixing a stamp of having qualified for written test, indicating the date, time and venue. It should be signed by an officer authorized by the Chairperson. This Call letter should be brought by the candidate at the time of written test. However, if the number of candidates likely to appear in written test are more than what one centre can handle, individual call letters to candidates indicating the date, time and venue may be sent through post.
- b. The date and time for the written test shall be fixed by the Chairperson of Committee/Coordinating Committee in consultation with the Nodal CSC. The CSC in whose jurisdiction the exam is being conducted shall fix the venues for holding the written test and make all arrangements connected with the holding of the written test.
- c. The written test shall be held as soon as possible after the process of PET/measurement is over.
- d. Only those candidates who qualify in the PET shall be called for written examination to be conducted on a Sunday, which is not a public holiday, in towns/cities fixed by the Chairperson of the Committee/Coordinating Committee in consultation with the nodal CSC. The written examination will be conducted on a single date at a fixed time decided by the Chairperson of the Committee/Coordinating Committee.
- e. The CSC having jurisdiction over the Town/Cities in which the written test is being planned will fix up the examination centers for the test, which may be a training centre/educational institution having adequate seating capacity.



- f. The CSC having jurisdiction over the town/cities in which the written test is being conducted shall be responsible for arranging safe custody of question papers and answer sheets, their transportation, arranging centre in-charges, invigilators, security personnel and other logistic support in terms of vehicles, man-power etc and all other facilities required for the smooth conduct of the examination. The services of RPF officers, teachers/staff of the institution or railway officials may also be utilized as town-in-charge/centre-in-charge/invigilators/supervisors. Services of a reputed private security agency may also be taken by the CSC for assisting in the conduct of the written test.
- g. Nodal CSC shall issue detailed instructions/guidelines for the conduct of the written test and the precautions to be observed similar to the system followed by the Railway Recruitment Boards or as specified in Standing Order issued regarding the recruitment of Sub Inspectors.
- h. Written test will consist of 70 multiple choice objective type questions and shall be of 45 minutes duration. The question paper shall be of matriculation standard with maximum marks as 70. Four sets of question papers shall be prepared each having the same questions which shall be differently serial numbered. Question paper will be set by the Chairperson of the Committee or Chairperson of the Coordinating Committee where there is more than one committee. The questions will be asked from different subjects as under:
- | | | |
|---|---|--------------|
| (i) Maintenance & running of diesel, petrol and CNG vehicles, general questions about traffic rules | - | 20 questions |
| (ii) General Awareness | - | 15 questions |
| (iii) General Arithmetic | - | 15 questions |
| (iv) General Intelligence | - | 10 questions |
| (v) Language (English/Hindi) | - | 10 questions |

Candidates will be required to answer all the questions. The test may be conducted using Optical Magnetic Reader (OMR) sheets and evaluation will be done electronically. Candidates shall be awarded 01 (one) mark for each correct answer and 01(one) mark will be deducted for 04 incorrect answers. No mark shall be awarded or deducted for questions not attempted. The marks secured in this test will be counted for preparation of the final select list.

- i. Question paper will be bilingual (English and Hindi).
- j. Chairperson of the committee / coordinating committee may get the job of printing the Question paper/Answer booklets and evaluation done either



directly through reputed private agency which has experience of handling such assignments or through the Railway Recruitment Board.

(C) Trade Test & Document Verification:

- a. Merit lists of candidates shall be prepared for each category on the basis of marks obtained in written test and candidates to the extent of a maximum of three times the number of vacancies in each category shall be called for the Trade Test and Documents Verification.
- b. Nodal CSC shall issue call letters to the candidates to appear for Trade Test and verification of their original documents, giving 4 weeks notice. The Roll Nos. of candidates who have been called for Trade Test & Documents Verification should be notified in the newspapers/Employment News in ascending order of Roll Numbers.
- c. Trade Test and Documents Verification shall be held by Recruitment Committee/Coordinating committee. Date, time and Venue shall be fixed by the Chairperson of the Committee/Coordinating Committee in consultation with Nodal CSC.
- d. The Committee will obtain signatures of the candidates on an Attendance Sheet as proof of their having appeared in the Trade Test & Documents Verification .
- e. Trade Test by the Recruitment Committee (Coordinating Committee in case of more than one committee) for all categories will carry 25 marks. The objective of the Trade Test will be to test the driving skills (heavy vehicle), the mechanical knowledge about the vehicle and the skills to conduct minor repairs of the vehicle. Marks for Trade Test shall be allocated as under:

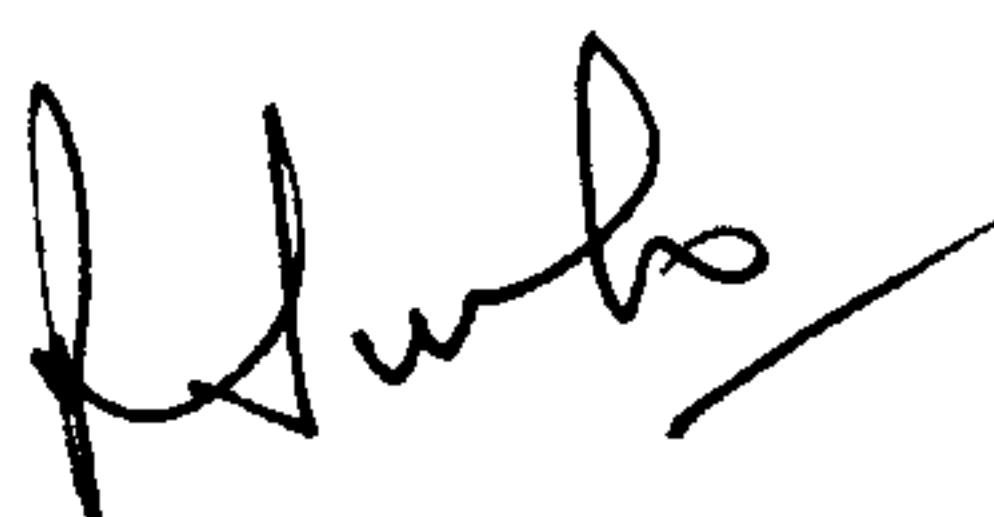
(i) Driving Skills	-	10 marks
(ii) Mechanical knowledge about vehicles	-	5 marks
(iii) Skill to conduct minor repairs	-	5 marks
(iv) Personality	-	5 marks

The appearance of the candidate for Trade Test will be compulsory. Those who do not appear at the Trade Test will not be considered in the final selection irrespective of their performance in the physical and written tests.

- f. Bonus marks (Documents Verification - Max 5 marks):

(i) NCC:

-Candidates with Certificate (B) – ½ mark



-Candidates with Certificate (C) – ½ mark

*Maximum bonus marks for NCC certificate shall not exceed 01 mark.

*Benefit will be given only on production of the original certificate supporting their claim.

*Benefit is not available to ex-servicemen.

(ii) Games and sports

- Represented university at inter-university sports -01 mark
- Represented state at inter-state sports – 01 mark
- Represented India at international sports meet -02 mark
- Medal winner at national level sports meet -02mark

*Maximum bonus marks for Games and Sports certificate shall not exceed 02 marks.

*Benefit will be given only on production of the original certificate supporting their claim.

(iii) Technical qualification

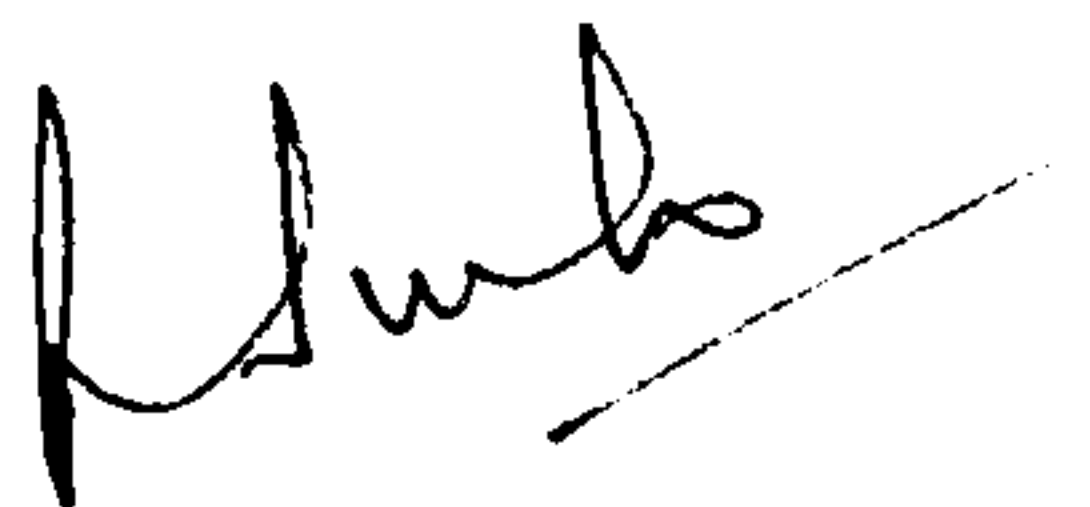
- Motor Vehicle Course of at least one year's duration from an institute run by Central/State Government –05 marks

(iv) The bonus marks shall be added to the marks obtained in the written test and Trade Test for preparing the final merit list of selected candidates. Maximum bonus marks admissible will be 05.

g. The candidates called for Trade Test & Documents Verification must produce all original documents in support of their education, age, SC/ST/OBC status where applicable (on the format prescribed in the advertisement), domicile and any other extra curricular activities (including NCC). No further extension for production of the original certificate shall be given. Failure to produce the documents will lead to disqualification of the candidate.

17. PREPARATIONS AND APPROVAL OF BROAD SHEET AND MERIT LIST:

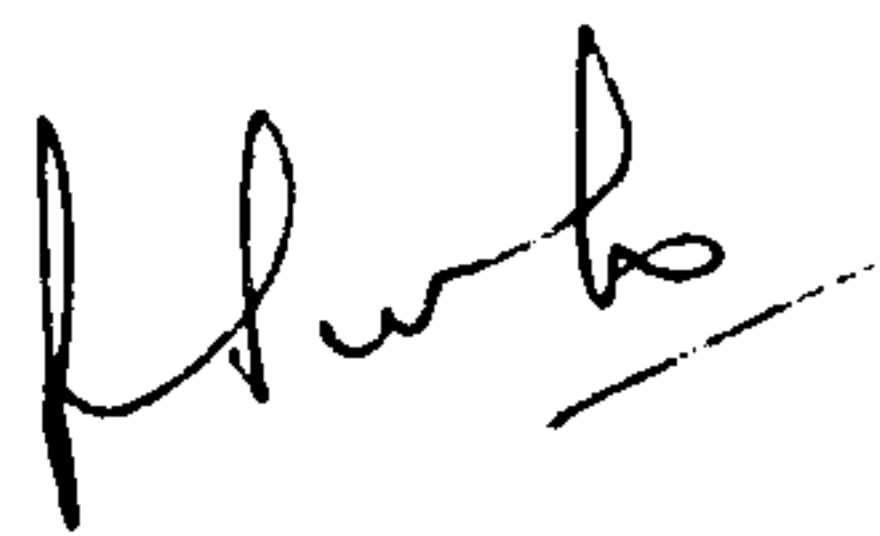
(a) A broad sheet for each category (in ascending order of Roll Numbers) indicating the Roll no., Name of candidate, Father's name, Category, Date of Birth, Height, Chest (unexpanded and expanded), Marks obtained (in written test, Trade Test and bonus marks, if any and total marks) shall be prepared by the nominated committee consisting for all candidates who qualify the PET.



- (b) Thereafter panel list based on the total marks obtained shall be made for each category limited to the number of vacancies. A supplementary list of 20% of the vacancies in each category will also be prepared by the committee. The supplementary list will be a list of candidates on standby who will be considered for empanelment only if there is shortfall in empanelment from the main panel. For inclusion in the merit list, 35/100 shall be the qualifying marks for the general/OBC categories and 30/100 for the SC as well as ST categories.
- (c) The Committee shall draw up the proceedings of the recruitment process/procedures adopted.
- (d) The proceedings along with list of empanelled candidates and the supplementary list shall be submitted by the Committee for the consideration and approval by the Nodal CSC.
- (e) Nodal CSC shall expeditiously take a decision on the panel received. In case the Nodal CSC decides not to approve the proceedings, he shall record the reasons and forward the same to the DG/RPF whose decision shall be final.
- (f) All pages of the proceedings, broad sheets, merit lists and the supplementary lists must be signed by all members of the Committee.
- (g) Candidates from SC, ST and OBC categories selected purely on merit without availing any relaxation in age, physical measurements and Qualifying Marks in written test shall not be counted against vacancies reserved for such categories.
- (h) If more than one candidate have obtained the total marks, they should be arranged in the order of their dates of birth in descending order i.e the older in age being placed above those younger in age in the merit list. 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 written examination. However, if marks obtained in the written examination are also same, they may be placed in the merit list in the order of marks obtained in Trade Test and if marks obtained in Trade Test also happen to be the same, they may be placed in the merit list in the order of bonus marks obtained.
- (i) The panel once approved shall be immediately released and placed on the Indian Railway's official website, published in the leading newspapers and Employment News/Rozgar Samachar.
- (j) DG/RPF will allot the empanelled candidates to the RPSF or different zones depending upon the staff requirements.

18. MEDICAL EXAMINATION AND POLICE-VERIFICATION

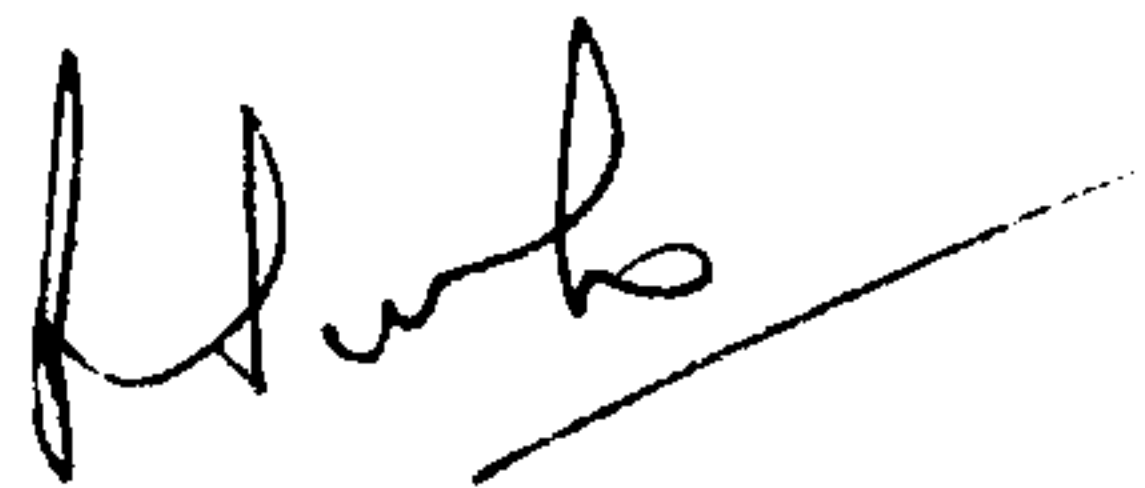
- (a) The nodal CSC shall arrange for medical examination of the empanelled candidates through the concerned CSC under whom the initial training is to be conducted. The candidates found fit after medical examination shall be directed to the concerned training centre soon after that.



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- (b) The Attestation forms may also be sent to the candidates, which they should complete and submit at the time of medical examination to get their 'Character and Antecedents' verified by the Police/Civil Authorities concerned. The local authorities shall be pursued to get the character and antecedents verified as early as possible.

19. OTHER INSTRUCTIONS:

- (a) The Chairperson of Recruitment committee/Coordinating Committee will personally supervise the entire process of recruitment and deal with the genuine complaint of any candidate on the spot itself.
- (b) All documents pertaining to recruitment 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 should be avoided. However, if any correction is essential it should be authenticated by all members of the Committee.
- (c) The chairperson(s) and the members of the committee(s) will be jointly and severally responsible to see that no malpractice or undesirable methods are adopted in the recruitment.
- (d) To ensure smooth and uninterrupted process of recruitment the relatives accompanying the candidates, as also RPF officers and staff not associated with the recruitment, shall not be allowed access to the venue of recruitment. The process of recruitment should be as transparent as possible.
- (e) The recruitment will be done in such a manner as to reduce chances of impersonation and to eliminate all such candidates who are unfit at the initial stage itself. If any case of impersonation is detected at any stage of the recruitment, the impersonator as well as the candidate will be liable for criminal action and cancellation of candidature.
- (f) It shall be brought to the notice of all candidates that false declaration is an offence under the law and will lead to disqualification of candidature, institution of a criminal case and also dismissal from service, if appointed.
- (g) A copy of notification should also be endorsed to the Vigilance department by the CSC for information.
- (h) Cash Imprest: The Nodal CSC and the zonal CSCs will create a cash imprest to be used by the CSC and the recruitment committees for purposes of pre examination work, holding the outdoor tests, written test, viva, post examination work and other contingent expenses.
- (i) The budgetary requirement for advertisement for calling applications, processing of applications and dispatch of call letters, seating arrangement for conducting written tests, printing of OMR answer sheets and question papers, evaluation of answer sheets, hiring of vehicle, etc. shall be guided by Railway Board's letter no E(NG)-II/96/RR-1/62 dt 18/7/2005 as amended from time to time.



- (j) Payment of honorarium: Payment of honorarium shall be guided by Railway board's letter no E(G)2004 HO1/15 dt 4/07/2008 amended from time to time and also other connected instructions, if any.
- (k) A Grievance Redressal Cell headed by the CSC concerned will be set up at the zone which will listen to the grievances of the candidates regarding physical measurement only and redress them. The complaints/representations which are received within three days of the physical measurement shall be recorded in a register indicating details of the complaint, etc. The receipt of the complaint should be promptly acknowledged and the complaint should be disposed of at the level of the concerned CSC within 10 days of the receipt. The decision of the CSC of the Zone, where the recruitment had taken place, will be final.
- (l) After the recruitment is over, all the documents related to recruitment, including answer-sheets, broad-sheets, merit lists, application forms of candidates who appeared in viva-voce and other applicants as well as test sheets of PET will be handed over to an officer nominated by the nodal CSC in sealed boxes bearing signatures of all members on the seal card. Application forms of candidates, other than those who qualified for viva voce, may however may be kept in sealed gunny bags/boxes bearing signatures of all members on the seal card. Documents shall be so arranged that they remain easily retrievable.
- (m) Entire record of recruitment will be kept preserved by the CSC concerned or an officer designated by him for the purpose. The time limit for disposal of old records shall be guided by Railway Board's circular no E(NG)II/85/RSC/57 dt 28/5/1985, 98/E(RRB)/30/2 dt 14/10/98, 01/09/99 and 01/11/2000, E(RRB)/2001/12/1 dt 15/03/2002. (Annexure -XV of RRB Manuel 2006 modified in 2008)
- (n) DG/RPF may relax any of the above instructions in Special Cases on the recommendation of the concerned CSC.**


19/03/09

(Ranjit Sinha)
Director General,
Railway Protection Force

NOTIFICATION NO. _____ DATED _____

APPLICATION FOR THE POST OF DRIVER GRADE-III IN RPF/RPSF

recent
coloured
photograph (3.5cms
x 4.5 cms) be
pasted here

1.

IPO/BANK DEMAND DRAFTS DETAILS			
NO:	DATE	BANK/POST OFFICE	AMOUNT

2. NAME(BLOCK LETTERS): _____
(AS IN MATRICULATION CERTIFICATE)

3. FATHER'S NAME: _____
(AS IN MATRICULATION CERTIFICATE)

4. DATE OF BIRTH : (DAY/MONTH/YEAR)
(AS IN MATRICULATION CERTIFICATE)

D	D	M	M	Y	Y	Y	Y

5. CATEGORY:
(Tick the
appropriate box)

UR	OBC	SC	ST	EX-MAN	HILLMAN

6. PERMANENT ADDRESS : (INCLUDE PIN CODE, DISTRICT & STATE)

7. PRESENT POSTAL ADDRESS: (INCLUDE PIN CODE, DISTRICT , STATE as well as NEAREST RAILWAY STATION)

8. Enclosures: (1) Crossed Indian Postal Order/Bank draft of Rs. 40/- (2) One coloured photograph and attested copies of (1) SC/ST/OBC certificate on the format prescribed (2) matriculation certificate as proof of education and age. (3) Domicile certificate where applicable (4) Discharge certificate for ex servicemen. (5) Heavy Vehicle Driving License.

9. The following declaration to be copied below by the candidate in his own writing:

"I hereby declare that all the information above have been filled by me in my own handwriting and are true and correct to the best of my knowledge and belief. If they are found incorrect, my candidature may be cancelled".

LTI of Male/RTI of Female Candidate Signature.....
Name

