

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

No. 2018/Sec(E)/PM-3/24

New Delhi, dated 15.10.2019

Principal Chief Security Commissioner(s),
All Zonal Railways, RPSF, RDSO, CORE,
ICF, KRCL, CON/NWR & WR,
Director JR RPF Academy, Lucknow and
Director RPF TC/MLY/SCR.

Sub: Directive on departmental selections under Rule 70 & 72 of RPF Rules, 1987 for promotion to the rank of IPF, SI, ASI and HC.

Please find enclosed herewith a copy of the Directive No. 51/2019(Modified) dated 14.10.2019 issued by the DG/RPF regarding guidelines for conducting departmental selection under Rule 70 & 72 of RPF Rules, 1987 for promotion to the rank of IPF, SI, ASI and HC.

Provisions of this Directive shall be meticulously followed in the forthcoming selections. Thus, wide publicity amongst members of the Force should be ensured.

(Handwritten signature)
(Ajay Kumar)

Section Officer/Security(E)
Railway Board

DA: As above.

Copy to: DIG/MAC for uploading on the official website and deleting Directive No. 49/2019 and Directive No. 51/2019 accordingly, please.

upload on the website
Delete Dir 49.
15/10/19
8/5/19

भारत सरकार
रेलमंत्रालय (रेलवेबोर्ड)
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(RAILWAY BOARD)

No.2018/Sec(E)/PM-3/24

New Delhi, Dated 14.10.2019

Directive No. 51 /2019 (Modified)

Sub: Guidelines for conducting Departmental selections under Rule 70 & 72 of RPF Rules, 1987.

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1) In exercise of the powers conferred under Rule 28 of the RPF Rules 1987 read with section 8 of the RPF Act 1957 and in furtherance to Rule 70, 71 and 72 of RPF Rules, 1987, the following guidelines are issued in supersession to the Standing Order No. 87 dated 15.05.2009, Standing Order No. 87 (Modified) dated 19.08.2015, Directive 49 dated 25.02.2019 and in partial modification of Directive 51 dated 18.04.2019.

2) Departmental selections U/R 70 for promotion to the rank of Inspector (IPF), Sub-Inspector (SIPF) and Assistant Sub-Inspector (ASI) & under rule 72 for promotion to the rank Assistant Sub-Inspector (ASI) and Head Constable (HC) shall be held centrally as per provisions in the RPF Rules, 1987 and the guidelines given in this Directive.

3) **Promotion Cell:** A Promotion Cell shall be set up at Zonal Railway/RPSF Headquarter level under an officer nominated by the PCSC. The functions of the cell may be as follows:

- a) To maintain updated record of the seniority lists, vacancy position, disciplinary cases, certified roster and APAR grading of all the candidates likely to participate in the forthcoming selections of the year. Certified Roster shall be obtained from the Personnel Department.
- b) To ensure that name of any enrolled member who has continuously failed to qualify in three attempts in selection under rule 70 shall not be taken into consideration for three subsequent selections for that rank, while calling the candidates for selection.
- c) To ensure that name of any enrolled member who has failed to qualify in four chances in selection under rule 72 shall not be taken into consideration for subsequent selections U/R 72 for that rank, while calling the candidates for selection.
- d) To collect certificates from the concerned authorities that all the APARs to be taken into the consideration for selection and of all the candidates likely to participate in the forthcoming selections of the year, have been communicated to the members of the Force reported upon and that their representations, if any have been disposed of under clear acknowledgement of the concerned.

- c) To promptly furnish relevant information sought by the PCSCs and DPC to ensure execution of the selection process meticulously.
- f) To compile required declarations and willingness/unwillingness from the members of the force in the zone of consideration.
- g) To obtain DAR & Vigilance clearance of the empanelled candidates well in advance, so that the promotion orders are issued well in time.
- h) To assist all the eligible candidates to familiarise them on pattern of written examination. If required, a short term training program as per requirement, may be organised by the PCSCs for the said in advance to the date of examination.
- i) Separate rosters will be maintained for vacancies under rule 70 and rule 72. The vacancies will be calculated on the basis of the rosters and got vetted by the personnel department before communicating to the nodal PCSC/CSC/Dy.CSC.
- j) To carry out instructions given by PCSC related to selections/ promotions.

4) Nomination of Nodal Officers:- DG/RPF shall nominate a Nodal PCSC/CSC or Dy. CSC (whoever applicable) who will function as an Administrative Officer to supervise the entire selection process and coordinate with the other PCSCs in order to ensure timely, transparent and smooth conduct of selection. Nodal PCSC/CSC or Dy. CSC shall fix a common date for issuing notification by all zones and chairman DPC shall fix a common date for written examination in consultation with PCSCs and the nodal officer. Instructions of Nodal PCSC/CSC or Dy. CSC related to selection shall be binding for all zones.

5) Notification: Nodal PCSC/CSC/Dy. CSC will decide date and procedure of notification and notifications will be issued by each zone separately for holding the selection in terms of RPF Rules and guidelines provided in this directive. Notification shall include the number of vacancies, eligibility criteria, application procedure etc., decided by the Nodal PCSC/CSC/ Dy. CSC.

6) Appointment of Departmental Promotion Committees (DPC): After approval of DG/RPF, Nodal PCSC/CSC/Dy. CSC shall nominate members of the DPC to conduct joint selection for promotion to the rank of IPF, SI, ASI or HC for all zones. He may nominate more than one DPC by clubbing Zonal Railways and RPSF in groups.

- i. One of the members of the DPC should belong to SC/ST community.
- ii. None of the members of the DPC should be directly subordinate to another member of the said committee.
- iii. The senior most member of the DPC shall act as the Chairperson. However, the responsibility will devolve on all members of the Departmental Promotion Committee jointly and severally.
- iv. In every DPC at least one of the members should have working knowledge of Hindi/ Rajbhasha.
- v. Nodal PCSC/CSC or Dy. CSC may nominate suitable officers as Members of the DPC from any Zone/RPSF in consultation with DG/RPF.
- vi. Certificate from members of the DPC: Members of the Departmental Promotion Committee shall record a certificate that none of their close relation is under consideration for promotion neither do they have any--

--interest in any of the candidates. Close relation in this context would mean parents, sons, daughters, brothers, sisters and nephews/nieces, aunts/uncles, cousins & relative by marriage of the first order.

7. Assessment of vacancies:

- a) The number of vacancies, for which selection is to be made, shall be calculated in accordance with the provision as envisaged in Rule 70.4 of the RPF Rules 1987 i.e. the total vacancies shall be a sum of the existing vacancies and vacancies anticipated in the next 12 months from the date on which the departmental promotion committee is constituted plus 10% of such total and limited to percentage, if any, as specified in Schedule IV against each category.
- b) Under rule 70 all the candidates to be called for the selection who have already completed and are completing the residency period prescribed for that post within the next 12 months from the date of nomination of DPC, subject to the condition that they shall be promoted only on the date of completion of residency period of that rank, subject to the availability of vacancy, DAR & Vigilance clearance.
- c) In case of selection under rule 70 it must be ensured that the number of eligible candidates to be called for category-wise (i.e., UR, SC & ST) in the ratio of 1:3. In case there are not enough eligible candidates to make up short fall, the selection shall be conducted with the shortfall.
- d) The candidates on deputation shall also be eligible for selection subject to conditions specified in the Rules and this Directive.
- e) Vacancies are to be assessed correctly. Inflation of vacancies so as to help such members of the force who otherwise would not have come within the zone of consideration would invite disciplinary action.

8. Mode of selection: Selection U/R 70 & 72 of the RPF Rules 1987 shall be made on the basis of a Written Examination and assessment of service record. Candidates qualifying in the written examination (50% for SC and ST & 60% for other categories) shall be considered for assessment of Service Record. Written examination shall be held through Computer Based Test (CBT) to be conducted by a hired agency.

9. Engagement of Agency to conduct CBT:

- i) Chairman DPC shall engage a reputed agency for conducting CBT as well as to set the question paper, having past experience of working with Government departments/RRB/RRC, as per RRB norms. Chairman DPC shall finalize modalities of terms & conditions and procedure with the nominated/selected agency and make an agreement accordingly. If any doubt arises about fairness of hired agency they will be black listed after preliminary enquiry.
- ii) Financial implication for holding CBT and other activities regarding selection shall be processed and arranged by the Nodal PCSC/CSC or Dy. CSC. The expenditure incurred on CBT and other process shall be shared by all zones proportionately in accordance to the vacancies of the zone.



10. Application by the Candidates:

- a) Before applying for promotions under rule 72, candidates shall assess their eligibility for the subject selection in accordance to the extant Rules.
- b) For promotions under rule 70, eligible candidates shall submit their unconditional willingness/unwillingness for the said selection.
- c) The mode of application shall either be offline or online as notified.

11. Centre of CBT: Chairperson DPC shall decide the centres based on the number of candidates in consultation with the respective PCSCs.

12. Identity of candidates: The list of applicants, who are found eligible to appear in selection U/R 72 for the posts of ASI and HC and the eligible and willing candidates along with letters showing willingness/unwillingness for selection under Rule 70 for IPF, SI & ASI, shall be prepared by the Zonal Railways and forwarded to the Chairperson DPC. The Chairperson shall consolidate the list and forward to the agency for allotment of Roll Numbers. List of candidates, on a proforma prescribed by Chairperson DPC, shall be circulated by concerned PCSCs at Post level and shall also be uploaded on zonal railway's website. The list of candidates should have column for Name and UIN of the candidate, date of appointment, date of enlistment, zone and other relevant information. All candidates shall bring their official photo identity card, in addition to the command certificates, bearing their signature for identification, to prevent impersonation. It shall be the responsibility of concerned PCSC to ensure that all candidates are provided with official photo identity cards in addition to command certificates bearing their signature authentication when they come for CBT. PCSC should ensure that there is no mismatch or discrepancy in candidates sent for selection vis-vs-vis lists of the candidates submitted to the DPC earlier.

13. Computer Based Test (CBT) :

- a) The CBT examination shall be of 90 minutes duration. Date and timing of CBT in all zonal railways shall be same. If in any zone, number of candidates cannot be accommodated in one CBT centre, two or more CBT centres should be engaged.
- b) Attendance of candidate shall be taken at CBT centre.
- c) Venue and timing of the CBT shall be fixed by chairman of DPC in consultation with the hired agency depending upon the number of candidates.
- d) The hired agency shall make all the logistic arrangements including CCTV recordings.
- e) The Nodal PCSC/CSC or Dy. CSC shall nominate RPF officers not below the rank of Sr. Scale/Jr. Scale to act as Observer at CBT centre. The Observers may take one Group 'C' ministerial staff of his choice as Supervisor to assist him during CBT.
- f) All the officers nominated as Observer as well as Supervisors shall submit a certificate that none of their family members/close relations are appearing for the said selection and that they have no interest in any of the candidates.
- g) An attendance sheet for all the candidates appearing in the CBT shall be prepared which shall carry the signature of the candidates and the invigilators.
- h) The entire sequence of the events in the CBT shall be video graphed/recorded on CCTV cameras as evidence for future record.

- i) The Observer shall ensure that the candidates do not take any book, paper or electronic device which may be used as an unfair means into the examination hall.
- j) Any candidate, invigilator or any other personnel of RPF found using / helping anyone to use unfair means or indulging in any other misconduct shall be dealt under the Discipline and Appeal Rules.
- k) No candidate will be allowed to enter the examination hall beyond the stipulated time notified by DPC.

14. Documentation:

- a) All the examination related works should be done with proper documentation, avoiding verbal orders at any stage of the selection process. Confidentiality must be maintained in the entire process.
- b) Entire records including soft copies / digital data pertaining to selection shall be retained by the Chairperson DPC till the currency of the approved panel and after that with the office of the concerned PCSC for future references arising out of court cases, RTI cases etc., for a period of 20 years from the date of approval of panel.

15. Consideration of members under suspension or against whom departmental/criminal proceedings are pending: The members of the Force who are under suspension, against whom a charge sheet for major penalty has been issued and disciplinary proceedings are pending and those against whom prosecution under criminal charge is pending, shall also be called for selection and their suitability for promotion should be assessed as in the ordinary course. In this regard procedure and guidelines provided in Rly Bd's letter No: E (D&A) 92 RG 6-149(A) Dtd. 21/01/1993 may be followed.

16. Questions for CBT:

- (i) All questions will be 'Objective Multiple Choice Type' with four alternative responses (answers). All questions will be in both Hindi and English. All questions shall carry equal marks i.e 1 (one) mark each.
- (ii) Questions shall appear on the screen of the computer in such a way that each candidate faces the same Questions and has same four options for Answers but both the Questions and the Answers are differently serial numbered. This will ensure that no two candidates will have the same sequence of Questions. Not only this, sequence of four options for answers shall be different for different candidates. This arrangement will leave no scope for candidates for copying with each other.
- (iii) Question paper shall consist of two Groups i.e. Group A and Group B.
 - a) Group A shall consist of 10 questions on official language policy and rules. It shall not be compulsory to attempt Questions from this group.
 - b) Group B shall contain 90 Questions on subjects enumerated in the following paragraphs of this Directive.
 - c) Candidates should be asked to attempt any 80 questions from the 100 questions.

Explanation:-

If a Candidate decides not to answer any question from Group A, he has to answer 80 questions out of 90 questions from the Group B. If he answers all the questions from Group A, he has to answer only 70 out of 90 Questions from Group B. If he answers only 5 questions from Group A, he has to answer 75 out of 90 questions from Group B.

If a candidate attempts more than 80 questions, his excess answers of the last questions from Group B shall not be evaluated.

Note:

This system is to ensure that, mandatory requirement of, at least 10% of the total marks prescribed for the written test should be on official language policy and rules, but answering the same shall not be made compulsory, is met.

- (iv) In accordance with the instructions and guidelines issued by the Chairperson DPC, the hired agency shall set question papers based on the topics mentioned in this Directive.
- (v) 90 Questions, other than official language, shall be of following nature:
 - a) 10 questions will be aimed at testing the candidate's general awareness of the environment around him and its application to society; to test knowledge of current events and such matters of everyday observation and experience as may be expected of any educated person. The test will also include questions related Indian History. Art & Culture. Geography. Economics, General Polity, Indian Constitution. Sports, General Science, etc
 - b) 10 questions will be on General Intelligence & reasoning, Questions on analogies, similarities and differences spatial visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.
 - c) Remaining questions i.e. 70 questions should be aimed at testing professional knowledge of the candidate. Questions on IPC, Cr.PC, IEA, RP (UP), Railway ACT. All Major/Minor Acts & Constitution, Human Rights, JJ Act-2015, NDPS Act, RTI Act, etc., Crime on railway, General Organization including RPF Act 1957, RPF Rules 1987 , Standing Orders/Directives, Disaster Management and Fire Fighting , First Aid, Explosives and IEDs (FFIED), Railway Service Conduct Rule 1966, Working of Commercial and other Railway departments, RSMS, Integrated Security System, Handling and operation of Modern security gadgets etc., Man power planning & management, Social Psychology, Soft skill Management or any other relevant topic etc. should be asked.
- (vi) Candidates shall be awarded 01 (one) mark for each correct answer. 1/3 mark will be deducted for each incorrect answer (negative marking). No mark shall be awarded or deducted for questions not attempted.

17. Evaluation :

- (a) Evaluation shall be done by the hired agency.
- (b) After the completion of CBT, Agency shall make provision so that a candidate can download the answers attempted by him by logging in their user ID and password provided by agency to candidate on their mobile No. and e-mail ID before commencement of CBT.
- (c) After end of CBT, answer key shall also be uploaded so that candidate can match their answers.

18. Supplementary test:

- (i) Supplementary tests are required to be held only for selections to be held U/R 70 for candidates who fail to appear in the test for the following reasons inter-alia other administrative compulsions:
 - a) Delayed receipt of notice of selection/examination by the candidates on account of deployment in remote areas and distant locations.
 - b) Failure on the part of administration to spare the candidates in time to appear in the examination.
 - c) Concerned member of the force remaining on sick list duly complying with the provisions as envisaged in Rule 272 of RPF Rules, 1987.
 - d) Any other reason as deemed genuine by the Chairperson DPC, the reason should be recorded in writing.
- ii) Members of the force who express their unwillingness in writing at any stage shall not be called for supplementary test nor any supplementary test is required to be held when all the members of the force falling within the zone of consideration either take the test or submit unwillingness in writing.
- iii) The date of supplementary test which ideally should be held within one month of the first test, shall be notified along with the notification for the main selection.
- iv) Any intentional non appearance in the examination or false sick reporting and non compliance of provisions of Rule 272 of RPF Rules, 1987 with an intention to delay the completion of the selection process and holding a supplementary selection shall be viewed as a misconduct and will attract disciplinary proceedings.
- v) The supplementary meeting of the Selection Board should as far as possible, be attended by the same officers who would have been present at the first selection.
- vi) Not more than one supplementary selection due to non intimation/late intimation of dates of tests, administrative failure to relieve the staff for the test, etc., shall be held.
- vii) No supplementary test shall be held for selections to be held U/R 72.

19. Records of Service:

- (i) Concerned PCSCs shall promptly send the updated Service Records in all aspects along with last five years of APARs, DAR/VIG/Police/SPE/court cases clearance and the details of punishments undergoing, if any well in advance to the Chairman DPC by special messenger.
- (ii) When one or more APARs have not been written for any reason during the relevant period, the concerned PCSCs should send the APARs of years preceding the period in question including the APARs of lower grade to--



--complete five years period. If this is also not possible, all the available APARs should be sent. The DPC will consider APARs accordingly for awarding marks for record of service.

- (iii) As provided under Rule 71.2 of RPF Rules 1987, a maximum of 20 marks is allotted to assessment of record of service.
- (iv) PCSCs shall supply attested photo copies of APARs to the selection committee. PCSC shall further certify that all copies of supplied APARs have been provided to the staff concerned and their representations, if any, have been disposed off.
- (v) The record of service shall be assessed by taking into consideration the APARs or the annual assessment entries in the CSR of preceding 5 years of those candidates who qualify CBT. Marks shall be allotted for the APAR grading as per following norm:

Grading	Marks Allotted
Outstanding	04
Very Good	3.5
Good	03
Average	2.5
Below average	00

20 Preparation of Selection Proceedings and Panel:

- a) The selection proceedings should be drawn up as soon as the examination of record of service is over. There should be no delay in drawing up the proceedings. Drawing of the proceeding should not be left to someone who is not a member of the Departmental Promotion Committee.
- b) A Broad sheet containing marks of CBT and records of service should be prepared for each zone and RPSF (Executive & Ministerial) separately. All three members of the DPC shall prepare and affix their signature on the Broad sheet and the selection proceedings, which shall outline the entire selection process and the manner in which selection was conducted, the position of SC/ST reservations, etc.
- c) There should be no cutting and overwriting in the proceedings.
- d) Strict compliance of the guidelines issued from time to time in respect of reservation in promotion should be adhered to while preparing the promotion panel.

Panel U/R 70:


- e) A list of successful candidates in the descending order of seniority shall be prepared from the broadsheet. A panel from amongst the list of successful candidates will be drawn on the basis of vacancies for each zone and RPSF (Executive & Ministerial) separately and in compliance of the provisions laid down under rules 70 and 71 of the RPF Rules, 1987 and extant rules regarding reservation policy.

Panel U/R 72:

- f) A list of successful candidates in the descending order of marks shall be prepared from the broadsheet. A panel from amongst the list of successful candidates will be drawn on the basis of vacancies for each zone and RPSF (Executive & Ministerial) separately and in compliance of the provisions laid down under rules 70 and 71 of the RPF Rules, 1987 and extant rules regarding reservation policy.

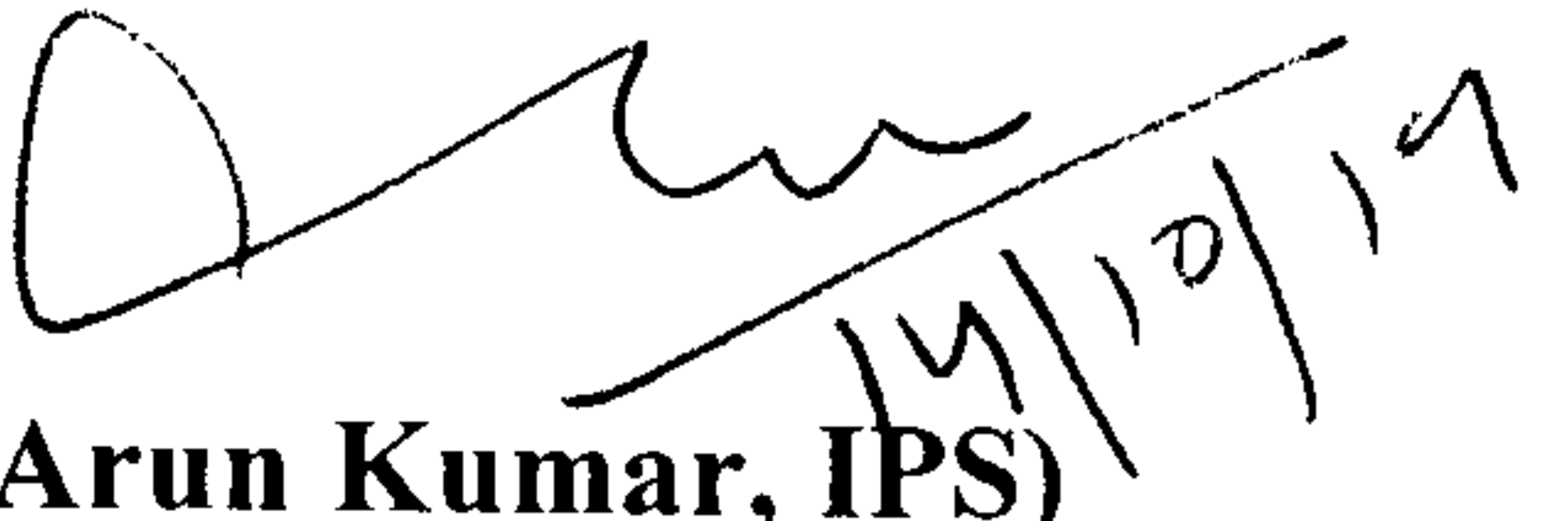
- g) In case two or more candidates secure equal marks out of total 100 marks (80 marks for written examination + 20 marks for record of service) seniority may be taken into consideration in such cases. Thus, the candidate/candidates higher in the seniority shall be placed above his junior in the panel.

21. Approval of the Panel:

- a) The recommended panels along with selection proceedings, broad sheets, list of successful candidates, the sample question paper and correct answers and attendance sheet shall be sent by the Chairman of the DPC to the authority nominating the DPC for approval of the panel in accordance with Rule 70.7 of RPF Rules, 1987. Once the competent authority approves the panels, it should be notified immediately for information of all concerned.
- b) In the event of the empanelled successful candidate being found facing disciplinary proceedings or punishment or criminal proceeding, his/her case should be made into a "sealed cover case" in which procedure as given in Rly Bd's letter No. E(D&A) 92 RG 6-149(A) dated 21.01.1993 be followed. The same will be decided on completion of the disciplinary proceedings or punishment or the said criminal proceeding.
- c) A panel drawn in accordance with the Rules shall remain operative for a period of one year from the date of its approval or till it is exhausted, whichever is earlier. In working out the period of one year as the maximum life of the panel, the period covered by stay Order of the Court, if any, should be excluded.
- d) The retention of the name of a member of the Force on a panel will be subject to his/her continued suitability for the post in question. Notwithstanding anything to the contrary, the removal of the name of the member of the Force from the panel would require specific approval of the authority next above the one which initially approved the panel. (Ref: Rly Bd's letter No. E(D&A) 92 RG 6-149(A) dated 21.01.1993).
- e) A panel once approved should not, normally, be cancelled or amended. If it is subsequently found out that there were procedural irregularities or other defects, which may necessitate amending or canceling the panel, then this should be done after obtaining the approval of the authority next higher than the one that approved the panel.
- f) Before ordering actual promotion, the concerned authorities will have to obtain D&AR and Vigilance clearance for those empanelled candidates who are selected for promotion.
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22. General:

- a) Whenever a DPC is constituted, the Nodal PCSC/CSC or Dy. CSC, he shall make available all relevant guidelines and concerned circulars issued by Security Directorate to DPC well in advance.
- b) The DPC shall be collectively and severally responsible for the fair and smooth selection process.
- c) A checklist, of the events/steps to be followed during the selection process, shall be prepared by the DPC in order to ensure that no step in selection procedure is left out.
- d) Any representation, from any of the candidates about the selection not done properly, shall be forwarded to the Chairperson of the DPC who will take necessary action to dispose of the representation.
- e) Every effort shall be made by the concerned PCSCs, Nodal PCSC/CSC or Dy. CSC and DPC to ensure timely selection and promotion of enrolled members of the Force as well as filling up the vacancies in time.
- f) DG/RPF may modify/alter any of the above instructions to meet circumstantial exigencies.


(Arun Kumar, IPS)
Director General/RPF