

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(Railway Board)

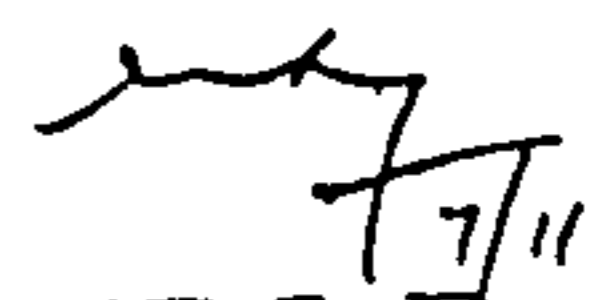
No.2003/Sec(Spl)/6/24

New Delhi, dated: 06.11.2003

DIRECTIVE No.3

In exercise of powers conferred under Rule 28 of RPF Rules, 1987, read with section 8 of the RPF Act 1957, the Director General RPF hereby issues the following directive:

With reference to Rules 60.1 and 60.2 of RPF Rules, 1987, a syllabus for training of Ancillary staff in RPF/RPSF is hereby amended. All new recruits of the Ancillary staff should be given training according to this enclosed programme.


(C.S. Ray)
DIG(Adm.)

Addressed to:

The Chief Security Commissioner, All Indian Railways.
The Chief Security Commissioner, RPSF, Railway Board.
The Principal, J.R. Academy, Lucknow.
Sec(ABE) and Sec(E) Branches of Railway Board.

SYLLABUS FOR INDUCTION COURSE OF RPF/RPSF ANCILLARY STAFF

1. Objective of the course:

The objective of the course is to enable the new entrants to acquire the necessary knowledge, skill, attitude and physical fitness required for effectively discharging his duties as an ancillary staff.

2. Job Profile:

a) Constable (Water Carrier)

Cutting and cleaning various kinds of vegetables
Grinding of "Masalas"
Cleaning of cooking utensils
Cleaning of Dining utensils
Making the eatables ready for cooking
Cleaning of Kitchen, Store & Dining Hall/Room & furniture and keep them in hygienic condition.
Assisting cooks in cooking
To be able to cook food independently
To be able to use fire arms in case of need.

b) Constable (Safaiwala)

Keeping the premises (BN/Coy/Outposts/Detachments) neat & clean by way of regular brooming and dusting.
Keeping the Toilets and Bathrooms neat and clean and in hygienic condition.
Keeping Barracks, Offices etc. neat and clean and in hygienic condition.
To be able to use fire arms in case of need.

c) Constable (Washerman)

Washing & Ironing Uniform items of the staff in order to make them maintained properly.
Washing & Ironing other Govt. clothing to keep them maintained.
To be able to use fire arms in case of need.

d) Constable(Barber)

Hair Cutting and shaving of staff.
To be able to use fire arms in case of need.

e) Constable (Tailor)

Cutting, Stitching & repair of uniforms of staff.
Cutting, stitching and repair of other Govt. clothing including curtains, tapestry etc.

f) Constable(Cobbler)

Stitching, polishing and repair of shoes, belts and web equipments of staff.
Stitching, polishing and repair of other Govt. items.

g) Constable(Mali)

Keeping the premises (BN area, offices & barracks area etc.) green by way of plantation.

Maintaining flower beds in BN area, offices and Barrack area etc.

Maintaining grass lawn in BN area, offices and barrack area etc.

Establishment of flowerbeds by way of grafting, sowing & preservation of plants.

3. **Inputs:**

a. Knowledge

Mission Statement/objective.

Setup of Railway, (Zonal & Divisional organization)

Setup of RPF/RPSF.

Working of the Railways.

Knowledge of RPF Act, Rules & Standing Orders.

Knowledge of leave & pass rules.

Fire fighting/First aid.

b. Skills

Wearing of various sets of uniform in proper way

Rank & their identification

Outdoor Drill, Parade, PT & Yoga

Handling and use of firearms

Professional job (as per designation)

c. Methodology

Lectures

Outdoor training

Practicals in their respective field of job under supervision.

4. **Check Sheet**

Duration of training	8 weeks (56 days)
a. Sundays	08 days
b. Second Saturdays	02 days
c. Gazetted holidays	02 days
d. Long range firing	02 days
e. Final examination	02 days

Days available for training	40 days
a. Total periods for outdoor training (PT/Yoga)	40 periods
b. Total periods for outdoor training (IT/WT)	40 periods
c. Total periods for outdoor training (Games, Maintenance & revision of IT/WT)	40 periods
d. Total periods for Indoor Classes (2x40)	80 periods
e. Total periods for professional training (5 x 40)	200 periods

5. Detailed Syllabus: Outdoor Training

a. PT:

Free Hand exercise (Standard Table Card)
 Apparatus work (only beam & rope)
 Physical Efficiency (Long Jump, High Jump & 1500 Mtr. Run within 7.5 Minutes)
 Yoga (only Asans)

b. IT

Various sets of uniforms and wearing them in correct way
 Maintenance of clothing & web equipment
 Object of Drill & word of command
 Fall-in & standing positions
 Dahine, Baye & Peeche Murna (at Halt)
 Dressing (Dahine, Baye & Madh)
 Quick March
 Slow March
 March in threes
 March in twos
 Dahine, Baye & Peeche Murna (while at March)
 Kadam Tal, Aage bad aur kadam bada
 Khuli aur nikat line
 Dheere chal se tej chal, Tej chal se dheere chal
 Salute, Tham kar Salute, Patra ke sath Salute aur chalet chalet Salute aur Salute jab topi na pahni ho.
 Drill (Short lathi).

c. WT

Only rifle 303/SLR

Data summary
 Mulahija
 Hisse Purjon ke namm
 Mechanism
 Magazine ka bharna, Khali karna
 Use of sight
 Loading, un-loading
 Holding, aiming & trigger operation
 Grouping & application fire
 Safai.

Note:

Classification firing (during final examination) shall be only for 'Grouping' and 'Application' fire wherein only 5 rounds for each practice per firearm (Rifle 300/SLR) shall be used. However, those trainees who do not qualify in first practice of 'Grouping' may use 5 rounds per firearm for 'Grouping' fire.

6. Detailed Syllabus: Indoor Training

a. General Organization

Mission and objectives of Railways and RPF

Organization of Railways, Names of Zonal Railways & their Headquarters.

Organisation of RPF

Discipline & manners

Conduct towards superiors, colleagues, juniors, ladies & common public.

National Anthem & National Flag

RPF Rules 1987

- a. Preliminary
- b. Discipline & conduct.
- c. Disciplinary & penal punishment
- d. Appeal & Revision
- e. Miscellaneous

Badges of Rank

Leave Rule

Pass Rule

Standing Orders.

b. Fire fighting, First Aid and General Knowledge

Classification of fire and various methods of fire extinction

Use of various kinds of fire extinguishers

First Aid Box-contents and their use

Artificial respiration

Bleeding injuries-First Aid required

Shock, its identification and action to be taken

Current affairs

Who is who

c. Allotment of marks for final examination

(i)	Turn out	10
(ii)	Squad Drill	20
(iii)	PT (Table Card)	10
(iv)	Physical efficiency	10
(v)	Apparatus work	10
(vi)	Yoga	10
(vii)	Range classification	50
(viii)	Indoor exam (only one paper)	50
(ix)	Professional training	100
(x)	Principal's Marks	30
	TOTAL	300

d. Constitution of Board of Examiners for final examination:

- (i) Principal/ Training Centre.
- (ii) 2 ACs/ASCs

The senior most member shall be the Chairman.

SYLLABUS FOR PERIODICAL COURSE OF RPF/RPSF ANCILLARY STAFF

1. **Objective of the course:**

The objective of the course is to refresh and update the knowledge skills; attitude and physical fitness that might have waned during the time elapsed in between

2. **Inputs:**

a. Knowledge

Mission Statement/objective.
Setup of Railway, (Zonal & Divisional organization)
Setup of RPF/RPSF.
Working of the Railways.
Knowledge of RPF Act, Rules & Standing Orders.
Knowledge of leave & pass rules.
Fire fighting/First aid.

b. Skills

Wearing of various sets of uniform in proper way
Rank & their identification
Outdoor Drill, Parade, PT & Yoga
Handling and use of firearms
Professional job (as per designation)

c. Methodology

Lectures
Outdoor training
Practicals in their respective field of job under supervision.

3. **Check Sheet**

Duration of training	4 weeks (28 days)
a. Sundays	04 days
b. Second Saturdays	01 days
c. Gazetted holidays	01 days
d. Long range firing	02 days
e. Final examination	01 days

Days available for training	19 days
a. Total periods for outdoor training (PT/Yoga)	19 periods
b. Total periods for outdoor training (IT/WT)	38 periods
c. Total periods for outdoor training (Games, Maintenance & revision of IT/WT)	19 periods
d. Total periods for Indoor Classes (2x40)	38 periods
e. Total periods for professional training (5 x 40)	NIL

4. Detailed Syllabus: Outdoor Training

a. PT:

Free Hand exercise (Standard Table Card)
 Apparatus work (only beam & rope)
 Physical Efficiency (Long Jump, High Jump & 1500 Mtr. Run within 7.5 Minutes)

b. IT

Various sets of uniforms and wearing them in correct way
 Maintenance of clothing & web equipment
 Object of Drill & word of command
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Conduct towards superiors, colleagues, juniors, ladies & common public.
National Anthem & National Flag
RPF Rules 1987

- i. Preliminary
- ii. Discipline & conduct.
- iii. Disciplinary & penal punishment
- iv. Appeal & Revision
- v. Miscellaneous

Badges of Rank
Leave Rule
Pass Rule
Standing Orders.

b. Fire fighting, First Aid and General Knowledge

Classification of fire and various methods of fire extinction
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Shock, its identification and action to be taken
Current affairs
Who is who

6. Following kit items for induction and periodical training of ancillary staff are as under:

a)	Belt web	1 No.
b)	Boot ammunition black	1 Pair
c)	PT shoes	1 pair
d)	Jungle hat (only RPSF)	1 No.
e)	Haver sack small	1 No.
f)	Anklet web	1 Pair
g)	Rifle/sling	1 No.
h)	Ground sheet	1 No.
i)	Three pocket pouches with attachments.	1 Set