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GOVERNMENT OF INDIA (BHARAT SARKAR)
MINISTRY OF RAILWAYS (RAIL MANTRALAYA)
RAILWAY BOARD, NEW DELHI

No.86/Sec/E/RC-3/6/Pt A

New Delhi, dated: 19-02-99

The Chief Security Commissioners/RPF,
All Indian Railways.

The Chief Security Commissioner/RPSF,
Railway Board,
New Delhi.

STANDING ORDER No. 59

Sub : Recruitment of Constables in RPF/RPSF.

In supersession of all the earlier instructions on the subject, the following standing orders are issued:-

I. DETERMINATION OF VACANCIES:

Recruitment of constables in the RPF would be done by the respective CSCs. The number of vacancies including the anticipated vacancies upto 31st December of every year should be assessed. Vacancies reserved for Scheduled Castes, Scheduled Tribes, OBCs should also be worked out by the CSCs. The vacancies of constables in the RPSF will be distributed among the Zonal Railways and the recruitment will be done by the respective CSCs alongwith the recruitment of the Railways. For this purpose, the CSC/RPSF will work out the vacancy in RPSFs on 31st December and intimate to the DC/RPF for distribution among the Zonal Railways. He will also indicate the vacancies reserved for SCs, STs and OBCs.]

II. PUBLICITY:

The recruitment process should begin in the month of January, every year. An employment notice should be issued indicating the break-up, centre-wise and community-wise, of the vacancies to be filled up. The notice should clearly indicate the age limits, physical standards, educational qualifications and the nature of outdoor and indoor tests to be conducted for such selection. Relaxation applicable to reserved categories as per extant instructions should also be indicated in the employment notice. It should be clearly mentioned in the Employment Notice that the selected candidates are liable to serve anywhere in the country and in the RPF or RPSF. Publicity about recruitment should be given at least 15-days in advance in the local Newspapers, Doordarshan, All India Radio etc. Copies of the employment notice should be sent to the employment exchanges, SC&ST Organisations and the Distt. Sainik Boards located at the places where such recruitment is proposed to be held. The employment notice should also give the format in which the candidates have to apply and the last date for submission of applications. An application fee of Rs. 10/- will be collected, as applicable, in the form of Postal Order payable to the Chief Security Commissioner concerned. A copy of the format is enclosed.

In order to build a national character, and to eliminate, regional imbalances, it is necessary to have representation from all the states and all parts of the states. Hence,

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it is essential to publish the vacancy State/UT-wise and centre-wise. CSC/RPSF will indicate, while sending the proposal for recruitment, the exact number of candidates to be recruited from each state. To ensure that the candidates only from particular State/UT apply, it should be informed that candidates who have passed the matriculation or equivalent examination from the State/UT only are eligible to apply for the vacancy notified against the said State/UT.

III. SCRUTINY OF APPLICATIONS:

A recruitment cell under the supervision of one Asstt. Security Commissioner may be established, drawing staff from the existing strength of RPF and ministerial cadre, to process the application forms, in the HQR. Of the CSCs. Applications received on or before the closing date should be scrutinised and those which do not conform to the standards prescribed in the employment notice, shall be rejected straightaway. The reason for rejection should be recorded on the application itself and signed by the officer who has scrutinised it. Applications shall not be rejected on flimsy grounds or on technicalities. Photo, postal order, proof of age, caste and educational qualification alone be insisted upon.

All the applications shall be first registered in a register, separately for each centre and category, giving a separate registration number to each application. The register may contain the following columns :-

(1) SL.No., (2) Register No., (3) Name, (4) Father's Name, (5) Date of birth, (6) Educational qualification, (7) Photo, (8) Postal order (9) accepted/rejected, (10) Remarks. In the remarks column, reasons for rejection or the date of issue of call letter may be written.

IV. ISSUE OF CALL LETTER:

The accepted and rejected applications will be arranged serially according to the registration number and kept in separate bundles. Candidates whose applications have been accepted will be issued a call letter asking them to appear for outdoor test on specific dates at specific places in batches. The call letter shall be maintained in duplicate, one for the candidate and the other for office record. Free second class pass will be issued to the candidates belonging to SC & ST categories as per extant instructions. It shall be mentioned in the call letter that no boarding, lodging or travelling allowance will be admissible to the candidate. Sports gear like track suit, half pants and PT shoes shall be brought by the candidates themselves. Participation in the outdoor test is at the risk of the candidate and the Railway Administration will not be held responsible for any eventuality.

V. NOMINATION OF COMMITTEE:

While the process of scrutiny of the applications is in progress, the CSC shall nominate a committee consisting of four Divl. Security Commissioners, giving representation to SC, OBC and minority categories. The senior most DSC shall be the chairman of the Recruitment Committee. If any member has to be taken from outside his Rly., it shall be done with the consent of the CSCs concerned and the approval of DG/RPF.

MEASUREMENT OF PHYSICAL STANDARDS:

At the venue of the recruitment, adequate arrangements should be made to accommodate the candidates separately for the General, SC, ST, OBC and Ex-Serviceman categories. As soon as the candidates present themselves at the venue, their identity should be checked by comparing with the photographs available on the office copy of the call letter. The candidates will be asked to form a queue on first come first served basis and presented for taking measurement of height and chest. The measurements should be noted in a sheet meant for this purpose. Candidates found suitable in the physical measurement will be asked to produce their certificates for verification while those found unfit will be sent back after taking the call letters from them. Care should be taken to return the portion of the free pass to the SC/ST candidates while doing so. To avoid over-crowding and to ensure quick disposal, separate counters may be established for taking measurement for each category. Appeal if any, against the measurement shall be considered and disposed by the Chairman then and there giving the reasons for his findings.

For taking physical measurements, the provisions of the Railway Medical Manual shall be followed: A broad sheet for recording physical measurements and the outdoor performance may be prepared for suitable number of candidates, say 20/25 at a time. This sheet shall be used for recording the performance of the candidates in the physical efficiency test and the total marks obtained in PET should be arrived at every day at the close of the proceedings.

I. PHYSICAL EFFICIENCY TEST:

~~Those who fulfill the prescribed physical standards, will be subjected to physical efficiency test consisting of the following events.~~

<u>Event</u>	<u>Minimum qualifying standards</u>
i) 1500 mtrs. race	6 minutes
ii) 100 mtrs. race	13 seconds
iii) High jump	3 ft. 9 inches
iv) Broad jump	13 ft.
v) Shot putt	20 ft.

Only one chance will be given for 1500mtrs. race and 100 mtrs. race. Qualifying in the 1500 mtrs. race is compulsory and candidates who fail in the event will not be allowed to take part in the remaining events. The call letters will be taken back. Hence, it is advisable to conduct the 1500 mtrs. race as the first event.

The candidates will be given three chances for high jump, broad jump and shot put. To encourage talented candidates, a higher standard is prescribed for high jump, broad jump and shot put. Candidates, who clear these standards will be given a higher mark. Any candidate, who fails to qualify three items out of the five, will not be eligible for written test. For qualifying in High jump, Broad jump and Shot put, it is sufficient that a candidate clears the lower standard.

The events and the maximum marks are given below :-

<u>Event</u>	<u>Maximum marks</u>
i) 1500 mtrs. race	8
ii) 100 mtrs. race	8
iii) High jump - 3 ft. 9 inches and above	4
- 4 ft. 6 inches and above	8
iv) Broad jump- 13 ft. and above	4
- 17 ft. and above	8
v) Shot put - 20 ft. and above	4
- 30 ft. and above	8

VIII. WRITTEN TEST :

The written test will consist of three parts as given below:-

i) General knowledge and current affairs (Objective type & fill in the blanks)	=	15 marks
ii) IQ Test	=	15 marks
iii) Essay	=	10 marks
TOTAL	=	40 marks

Question paper on the General Knowledge and current affairs may be set in Hindi and English. The item for IQ test can be decided by the Committee at the appropriate time. The essay will be of matriculation standard and can be written in English or Hindi or the regional language. There is no qualifying mark in written test.

As vacancies are notified centre-wise, the written test should also be conducted centre-wise. As soon as the written test is over, the Chairman of the Committee shall proceed to give code numbers to each of the answer books. A numbering machine may come handy if the number of answer books is large. The codes should be kept in a small box locked and sealed. All the Committee Members should affix their seal to this box. It should be opened only at the time of decoding.

IX. VIVA-VOCE:

Candidates equal to three times the vacancy in each category will be called for the viva-voce test. It implies that a separate merit list has to be prepared for each category taking the marks obtained in the PET and written test together into account. If the cut off mark for open competition happens to be lower than the cut off marks of any other category, candidates of these categories who have obtained the cut off mark for open competition shall also be called for the viva-voce. If there are more than one candidate at the cut off mark level, all the candidates should be called for the viva-voce. The total number of marks allotted for viva-voce is 20. This mark is further divided as under :-

i) Education qualification	=	5
ii) Technical qualification	=	5

The procedure of allotment of marks under the above heads is given below:-

Marks for Educational Qualification:

- i) Minimum qualification = 3 marks
 - ii) Graduate = 4 marks
 - iii) Post Graduate & double graduate = 5 marks
- Maximum- 5**

Marks for Technical Qualification:

- i) Typewriting Hindi/English (Higher) = 1 mark
 - ii) Stenography Hindi/English (Lower) = 1 mark
 - iii) Driving (Heavy vehicle) = 1 mark
 - iv) Diploma in Computer applications = 1 mark
 - v) Other technical trades = 1 mark
- Maximum- 5**

Marks for Achievement in Sports and NCC:

- i) Representation at district level (I & II place) = 1 mark
 - ii) Representation at university level (-do-) = 2 marks
 - iii) Representation at state level (-do-) = 3 marks
 - iv) Representation at national level (-do-) = 5 marks
 - v) NCC 'B' and 'C' certificate = 3 marks
- Maximum- 5**

X. PERSONALITY & SOLDIERLY TRAITS:

Marks may be allotted objectively taking the suitability of the candidate as prospective constable i.e. appearance, build up of the body, countenance and soldierly profile and general personality into account. The candidate must be given minimum **three marks** under this head.

XI. MARKS FOR VARIOUS TESTS:

- i) Physical efficiency test = 40 marks
 - ii) Written test = 40 marks
 - iii) Viva-voce = 20 marks
- Total =100 marks**

XII. PREPARATION OF PANEL:

The merit list already prepared will be up-dated by adding the marks obtained in the viva-voce test. A fresh merit list will be prepared for each category and the required number of candidates recommended for appointment. While considering candidates for empanelment under open competition, candidates belonging to SC, ST and OBC categories, who have not enjoyed any relaxation like age and physical standards shall also be considered. If more candidates have obtained the same mark, they should be arranged in the order of their dates of birth.

Reservation for ex-servicemen is made on interlocking basis. They will be fit considered for the 10% vacancies in open competition on the basis of merit. If anyone is left over, he may be considered against the 10% vacancy under the appropriate category (SC, ST and OBC). Only those vacancies will be filled up as have been advertised. No waiting list will be drawn or announced. 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. In such cases, the prior approval of DG/RPF shall be necessary.

XIII. MEDICAL EXAMINATION:

The selected candidates before being sent for initial training, will be subjected to a detailed medical examination at the Railway Hospitals for their fitness in the prescribed medical category. At the time of medical examination, an attestation form for verification of character and antecedents shall be got filled up.

XIV. POLICE VERIFICATION:

The attestation forms obtained from the candidates will be sent to the concerned District Collectors/ Magistrates for verification of the character and antecedents of the candidates. Police verification shall not be got done through RPF officers, though, their help may be taken for handing over the forms to the District Collectors/ Magistrates concerned.

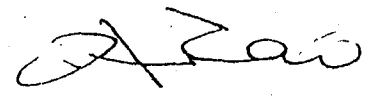
XV. PROCEEDINGS OF THE RECRUITMENT:

The Chairman of the Recruitment Committee will draw a proceeding of the recruitment on a day-to-day basis till submission of the proceedings to the CSCs concerned. A register may be maintained for this purpose. The proceedings shall be signed by all the Committee members with date.

XVI. GENERAL:

1. The recruitment will be done in such a manner as to reduce chances of impersonation and eliminate all such candidates who are unfit, at the initial stage itself.
2. The process of recruitment should be as transparent as possible and practicable.
3. Procedural arrangements for conducting the recruitment quickly and with ease may be thought of by the Committee members and adopted.
4. It is not necessary that the physical measurement or the PE events should be conducted by the Committee as a whole. All the members may be assigned work simultaneously by the Chairman of the Committee.
5. Any misunderstanding or disagreement among the Committee Members may be brought to the notice of the CSC and sorted out amicably.
6. On completion of the recruitment, the Committee should submit its proceedings to the CSC with the merit list of candidates empanelled, categorywise.

7. 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 or not accept for reasons to be recorded in writing. In case the CSC does not accept the proceedings, he will forward the same to DG/RPF with his comments for orders, which shall be final. If the proceedings are accepted, the result shall be announced, and a copy of the result put up on the notice board in the offices of the CSC and DSCs and at important Railway stations including the venues of recruitment without delay.
8. The recruitment proceedings shall be preserved for one year from the date of announcement of the result by the CSCs. Complaints, if any, received should be verified and disposed of within this period.
9. For evaluation of the answer books, the Committee members may take the help of qualified officers from RPF with prior approval of the CSC concerned.
10. The application forms, of both qualified and rejected candidates, should also be preserved for one year by the CSC concerned. The answer books will be kept in sealed boxes and retained by the CSC.
11. The Chairman of the Recruitment Committee will personally supervise the entire process of the recruitment and deal with genuine complaints of the candidates on the spot. The Chairman and the members will be jointly and severally responsible to see that no malpractice or undesirable method is adopted in the recruitment. All documents pertaining to the selection will be prepared carefully and signed by all the Members of the Recruitment Committee.



(H. RAO)
Director General/RPF