

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

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

New Delhi, dated 27-10-2005.

STANDING ORDER NO.74

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

The following instructions are issued with regard to the direct recruitment of Band staff in RPF/RPSF.

The recruitment of Band staff (except Inspector and Sub-Inspector) in the RPF/RPSF shall be made by a departmental committee consisting of three JAG/Sr. Scale officers of RPF (one each belonging to the General, SC/ST, OBC and Minority communities) to be nominated by the CSC.

The Committee for Inspector/Sub-Inspector shall consist of CSC/Addl CSC, Two JAG/Sr. scale officers to be nominated by the DG.RPF and an expert in military music.

Recruitment shall be conducted in accordance with the provisions contained in the RPF Rules 1987, as amended from time to time and the Directives /Schedules issued by the Director General/RPF from time to time.

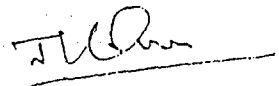
Once recruited to the cadre of Bandsmen, they shall continue in the RPF Band through out their career. They shall not have any claim for posting / absorption in Executive or other Branches of the Force. However, change of category shall be allowed to those members of the Band cadre who are otherwise eligible (possessing the requisite educational, medical standards and other qualifications required for executive) on completion of 5 years' regular service in Bandsmen cadre.

1. DETERMINATION OF VACANCIES:

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. Thereafter CSCs shall initiate the process of recruitment. The CSCs will project their vacancies Category-wise and instrument-wise

Post-based reservation roster 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.

As qualified band personnel are generally available only in the Defence/ CPOs, the restriction of reserving 10% posts for Ex-servicemen out of the vacancies advertised, will not apply. However, it must be ensured that the strength of Ex-servicemen granted



relaxation shall not exceed 10% of the posts of the sanctioned strength of the Security Department on the Railways. In other words, taking together all the men recruited in Railway Band, the overall quota of 10% fixed for ex-servicemen on the railway shall be adhered to. Effort should be made to recruit maximum number of trained ex-serviceman to the band by getting in touch with District Sainik Boards in the States.

The standard strength of a full band ~~is~~ will be as under. However, railways may recruit and maintain only half the strength.

(a) Instrument Composition of Band

Flute/Piccolo	-	1
Eb Clarinet	-	13
Alto Saxophone	-	2
Tender Saxophone	-	2
Tender Slide Trumpet	-	2
Brass Side Trumpet	-	1
Eb Horn	-	2
Euphonium	-	3
Cornet Trumpet	-	8
Eb bass	-	2
Side drum	-	2
Bass drum	-	1
Obeo	-	1
Symbal	-	<u>1</u>
		41

(ii) Composition of Band :

Band master -	1
Asst. Band Master	1
Player	<u>40</u>
	42

(iii) Rank-wise composition of Band

IPF(Band)/(Band Master)	1
SI(Band)/(Asst. Band Master)	1
ASI (Band)	3
HC(Band)	12
Constable (Band)	<u>25</u>
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2. ELIGIBILITY :

- (a) The candidate should be a citizen of India. (Only male citizens are eligible).
- (b) Age: (i) For directly recruited constables - Not less than 18 and not more than 25 years as on 1st January of the year in which the vacancies are notified.



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by the Band. Candidates holding Matriculate or equivalent or any higher educational qualifications shall, however, be preferred.

(b) Physical Measurement:-

Height: 165 cm for all categories

Chest: Minimum 80 cm (Unexpanded)

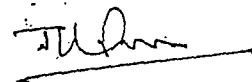
Note: - A minimum expansion of 5 cm. in chest is essential for all categories.

(e) Candidates belonging to the States in which the Railway falls may only apply against direct recruitment quota in the rank of constable. Their school-leaving certificate shall form the basis for determining their residency. However, in case of candidates who have passed examination from the National Open School, Delhi, the station/ place indicated in their certificate shall form basis for reckoning their Home State.

3. PUBLICITY :

The CSC concerned should issue an employment notice, indicating the Community-wise break-up of the vacancies to be filled up and the instruments for which men are required. The notice should clearly indicate the proforma of application form (Annexure 'A'), and eligibility, age limits, physical standards, educational qualifications, Pay scale, total emoluments at the minimum of the scale of pay and the nature of tests that shall be conducted for the selection. Relaxation applicable to SC/ST and OBCs and ex-servicemen, 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 any of the Bands of the RPF or RPSF.

Publicity about recruitment should be given as per extant instructions on the subject. Employment notice will be issued by the CSCs 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. The employment notice should also give the format, which the candidates have to complete and submit.



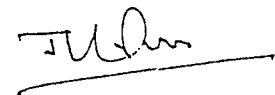
Relaxation shall be admissible to SC/ST/OBC and Government employees as per orders of the Central Government from time to time.

(ii) For ex-servicemen: Age limit

A relaxation of age equal to the number of years of active service in Defence/ Police Organisations shall be allowed. However, the upper age limit should not exceed 50 years subject to

(c) Technical Qualification:

- i) **Inspector (Band):** The post will be filled up from discharged/released/retired Inspector (band)/Subedar Major (Band) or equivalent in rank from the Defence Services/ Central/ State Police Organisations. He must have qualified in the Potential Band Master's Course or equivalent.
- ii) **Sub Inspector (Band):** The post will be filled up from discharged/released/retired Sub Inspector (band)/Subedar (band) or equivalent in rank from the Defence Services/ Central/ State Police Organisations. He must have qualified in the Pipe Major or Drum Major or Potential Pand Master Course or equivalent.
- iii) **Assistant Sub-Inspector Band:** The post will be filled up from discharged/released/retired Assistant Sub-Inspector (band)/Nail Subedar (band) or equivalent in rank from the Defence Services/ Central/ State Police Organisations. He must have qualified in the Regimental Musician's Course or equivalent
- iv) **Head Constable (Band):** The post will filled up from discharged/released/retired Head Constable/Havildar (band) or equivalent in rank from the Defence Services/ Central/ State Police Organisations. He must have qualified in the Young Bandsman course or Pipe Musician's Course or Pipe Drummer's Course or Buglers course or Trumpeter's Course or Intensive Training in Military Music Course or equivalent.
- v) **Ex-serviceman Constable (Band):** The retired/ discharged/ released/ Naiks/ Constables/Sepoy (Band) from the Defence Services/ Central/ State Police Organisations., having the ability to play the instruments may apply.
- vi) **Direct recruit Constable (Band):** The candidate must have passed VIII class or its equivalent examination and possess experience of working in a Band for at least one year and able to play one of the instruments required



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

An application fee (non-refundable) of Rs.40/- will be collected in the form of Crossed Postal Order payable in favour of the Financial Advisor and Chief Accounts Officer of the concerned Railway. This should be sent along with the application. However, no fee will be charged from candidates belonging to the Scheduled Caste and Scheduled Tribe communities and ex-service men.


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

- (a) Certificate from Municipal Corporation or school last attended or discharge certificate indicating age.
- (b) Certificate of having passed Class VIII or equivalent examination/ certificate in proof of having higher educational qualification.
- (c) Caste certificates issued by the District authorities (SC/ST/OBC) on the prescribed proforma.
- (d) Discharge certificate (for ex-serviceman)
- (e) Experience Certificate of working in the Band and having played one of the instruments listed in the advertisement.
- (f) Two recent pass post size photographs, duly attested.
- (g) 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 Band (Inspector/Sub-Inspector/Asstt. Sub-Inspector/ Head Constable/ Constable) in RPF/RPSF**" on the top of left side corner.

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

The Employment Notice may also forewarn the prospective candidates that in case of their failure to submit the essential documents indicated above, of their applications are found incomplete or illegible, their applications shall be liable to rejection, without assigning any reasons.



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It should be stated in the advertisement 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.

Certain Railways such as South Central Rly. had earlier invited applications for recruitment to band. These applications shall be considered along with the fresh once received against the Employment Notice. In case sufficient number of applications from Ex-man and others are already available against the old advertisement, fresh applications need not be called.

4. Method of Recruitment:

The recruitment process shall consist of :

Stage I - Measurement

Stage II - Physical efficiency Test:

PET shall consist of the following events. It shall be qualifying in nature. All events must be cleared.

Sl.No.	Event	Minimum qualifying standard
1.	400 mtrs. race	1 minute 20 seconds
2.	Shot Put (16 lbs)	20 ft.
3.	Long Jump	13 ft.

Trade Test (15 marks)

The measurement and tests may be conducted at the venues as may be decided by the Committee.

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



The CSC concerned shall nominate a team for the screening of the applications. The team shall be headed by an Assistant Commandant/ Assistant Security Commissioner. All application forms received should be screened. The staff screening the applications must affix their name and append their clear signature on the application while declaring it fit or unfit. A time-table should be specified for the screening of applications. Efforts should be made to screen the applications within 30 days of the closing date for receipt of applications.

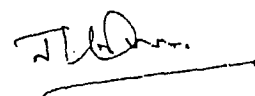
Candidate's name, father's name, address and community of each candidate should be entered in a computer along with any other information considered relevant. Either the railway's own computers may be used for this purpose or an outside agency can be engaged, if required.

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. An authorized officer should personally monitor the work of such agencies. As far as possible, the work should be handled by the agencies in the Railway/Security premises.

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 they can be retrieved when required.

Roll Nos. may be generated on the computer and call letters 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 instrument and belonging to a particular category be called. A list of fit candidates after screening, duly entered in the computer, shall be provided to the Chairman of the Committee.

Call letter shall have 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



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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.

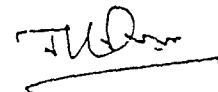
The Postal order shall be detached from the application form and accounted for. A list of Postal orders shall be prepared. The Postal orders be segregated denomination-wise and submitted to FA&CAO subsequently.

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 playing the instrument, 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.



Original documents of each candidate should be checked at the time of trade test. Maximum marks for trade test will be 15.

7. PREPARATION OF BROAD SHEET AND MERIT LIST :

A broad sheet for each category according to roll number indicating the status of all candidates, who appeared, indicating their performance should be prepared. Thereafter based on the performance of the candidates in the trade test final merit list will be prepared for each Category and instrument and submitted to CSC 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.

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

8. CUSTODY OF THE DOCUMENTS :

All documents relating to the recruitment shall be kept by the Officer nominated by the CSC. They should be so arranged that they could be 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 :

J. U. S.

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 should be individually advised.

10. MEDICAL EXAMINATION

CSCs concerned shall arrange for the medical examination of the empanelled candidates. Medical Examination shall be held as per medical standards prescribed in the Railway Medical Manual. 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.

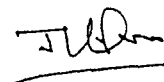
11. POLICE VERIFICATION

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.

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.

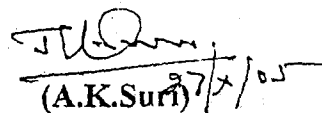
(ii) To ensure smooth and uninterrupted process of recruitment, the relatives accompanying the candidates and Force personnel not associated with the recruitment will not be allowed access to the venue of recruitment. No RPF officer on leave should be allowed to enter the venue of recruitment to meet 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.


(A.K.Suri) 27/12/05

Director General/RPF,

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.

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*

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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 with 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).