REVISED

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD

No.88-Sec(E)/RC-3/6 (IRSI) **New Delhi, dated 27.7.2007**

STANDING ORDER NO.79

Sub: Procedure regarding recruitment of Sub-Inspectors in RPF/RPSF

In supersession of Standing Order No. 72 on the subject, the following instructions are issued with regard to the direct recruitment of SIs in RPF/RPSF.

The recruitment of SIs in the RPF /RPSF shall be made by a Central Recruitment Committee consisting of four Chief Security Commissioners/ Addl CSC's nominated by the DG/RPF. Senior most among the Members shall be the Chairman of the Committee. The Committee shall have one member each from the SC/ST, Minority and OBC Communities. In case a member from one of the communities is not **available** in the ranks of IG/DIG, a JAG Officer of RPF may be co-opted into the Committee. The Central Recruitment Committee will be assisted by Zonal Recruitment Committees appointed by the DG consisting of CSC of the concerned Railway as Chairman and 03 other members from the ranks of Sr DSC/DSC representing the different communities in the conduct of the selection. An officer of the rank of ASC may be co-opted, if Sr. DSC/DSC of a particular community is not available.

Recruitment shall be conducted in accordance with the provisions contained in the RPF Rules 1987, as amended from time to time.

1. DETERMINATION OF VACANCIES:

The number of existing vacancies and anticipated vacancies upto 31st December of the next year viz. 31.12.2008 for the present recruitment for each zone shall be assessed by the respective CSCs for their zones and CSC/RPSF for RPSF. CSCs will project their vacancies Category-wise. The vacancies will be open for all eligible male and female candidates. The Security Directorate shall consolidate the vacancies received from the Railways/RPSF. 5% of the vacancies in each category shall be reserved for women. Reservation for ex-servicemen will be 10% under the appropriate category.

Post-based reservation 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 be scrupulously followed. Reservation for SC/ST/OBC and Ex. serviceman as per extant instructions be provided.

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2. ELIGIBILITY :

(a) Educational Qualification: Graduate from a recognized university.

(b) Age: Not less than 20 and not more than 25 years as on 1st January of the year in case the vacancies are advertised in the first half of the year or as on Ist July of the year if the vacancies are advertised in the second half of the year. Relaxation in upper age limit will be admissible to SC, ST, OBC, Ex-Servicemen and Central Government Employees as per extant instructions of the Central Government.

(c) Must be a Citizen of India.

(d) Physical Measurement:

Physical measurement **for male candidates-**

Category	**Height (in cms.)**	**Chest unexpanded (in cms.)**
UR/OBC	165	80.0
SC/ST	160	76.2
For Garhwalis, Gorkhas, Kumaonese, Dogras, Marathas, etc. and other categories specified by Govt. from time to time	163	80.0

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

Physical measurement **for female candidates:**

Category	**Height (in cms.)**
UR/OBC	157
SC/ST	152
For Garhwalis, Gorkhas, Kumaonese, Dogras, Marathas, etc. and other categories specified by Govt. from time to time	155

3. EMPLOYMENT NOTICE:

The Security Directorate shall compute the total vacancies Community-wise to be filled up and communicate the same to the Chairman/Central Recruitment Committee. An employment notice shall be issued centrally by the Chairman/Central Recruitment Committee indicating the Community-wise break-up of the vacancies to be filled up. The vacancies shall not be notified separately for each railway. The notice shall clearly indicate the proforma of application form, eligibility, age limits, physical standards, educational qualifications, total

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emoluments at the minimum of the scale of pay and the nature of outdoor and indoor tests to be conducted for such selection. Relaxation applicable to SC/ST and OBCs 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 the RPF or RPSF and may be allotted to any Zonal railway/RPSF after selection.

Publicity about recruitment should be given as per extant instructions on the subject. Employment notice issued by the Chairman/Central Recruitment Committee will be advertised 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 wide 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. It will invariably be issued in both Hindi and English.

Chairman/ Central Recruitment Committee will ensure that the copies of Employment Notice will be sent to the Railway/Production Unit concerned for displaying on Notice Boards of their offices and for publication in their weekly Gazettes. Copies will also be sent to the Scheduled Caste/Tribe organizations, Employment Exchanges and to offices concerned with rehabilitation of Ex-Servicemen. Copies of the Employment Notices will also be sent to Directorate of Employment of each of the State of J&K and the North East separately so as to give wide publicity to the candidates of those States.

4. MODE OF APPLICATION

1. Application forms: Candidates will be required to send their applications as per the format given in the Employment Notice. Each candidate shall be allowed to send only one application.

2. The following provisions may be inserted in bold letters:

   i. **Each candidate should send only one application. Candidature of those submitting more than one applications shall be rejected summarily.**

   ii. **Unsigned applications/applications signed in capital letters shall be summarily rejected.**

   iii. **Candidates trying to use influence or unfair means would be disqualified from the selection.**

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3. An application fee (non-refundable) of Rs 150/- will be collected in the form of Crossed Postal Order /Bank draft payable in favour of Financial Advisor and Chief Accounts Officer of the concerned Railway to which the application is submitted. However, no application fee will be charged from candidates belonging to the Scheduled Caste, Scheduled Tribe communities and ex-servicemen.

4. The applications together with enclosures as required, will be addressed to Chairman, Central Recruitment Committee. It may be sent to the office of the Chief Security Commissioner/RPF of the Zonal Railway nearest to the venue of selection/recruitment where the candidate desires to appear. Address of the CSC and the venue of recruitment/selection will be given in the Notification to be issued by Chairman/Central Recruitment Committee.

5. Applications shall be accompanied by Postal order/bank draft and attested copies of following documents:-

    1. Matriculation Certificate as proof of age.
    2. Graduation Certificate as proof of educational qualification.
    3. Caste Certificate (SC/ST/OBC) on prescribed proforma, if applicable
    4. Discharge Certificate for ex-Servicemen.
    5. Two copies of self attested photographs
    6. Two self addressed envelopes measuring 28 cm x 12 cm bearing stamps duly affixed.

6. 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 also prosecution. It will be the responsibility of the Chairman of the Central Recruitment Committee to ensure that all the certificates produced are verified properly at the time of viva-voce.

7. All applications be sent to the address (s) mentioned in the advertisement issued by the Chairman, Central Recruitment Committee. Applications may be received only by ordinary post.

5. RECEIPT/ SORTING OF APPLICATIONS:

1. All applications on receipt shall be processed at the Zonal Railways/RPSF. The Zonal Railway will form a Recruitment Cell headed by a gazetted officer for the purpose by drawing staff from his own strength or outsource the work to an outside agency. The Computer Agency personnel will also generally follow the procedure for receipt/sorting out, detailed in the following paragraphs.

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The applications received by Post will be opened as soon as possible and serially numbered, simultaneously checking the Postal Orders/Bank draft and removing the same for further action. In case of non-receipt or short receipt of Postal Orders/Bank draft, the fact will be recorded on the face of the application preferably by using a rubber stamp with a suitable inscription. The Postal Orders/Bank Drafts removed from the application forms will be handed over to the Official-in charge for sorting, summarizing and submission of Postal Orders/ Bank drafts to the Post Office/Bank. Date of receipt shall also be marked on those applications which are received after the expiry of due date for receipt of applications.

2. Applications which are received after the closing date specified in the Employment Notice, will be stamped **'TIME BARRED'** and kept separately.

3. The postal orders or bank drafts of the time barred applications will, however, be removed and accounted for.

4. Applications received will next be sorted out category-wise and given Control Numbers, which will be category-wise Serial Numbers. The total of category-wise totals should tally with the total no. of applications received.

5. Applications in each category will then be segregated as eligible and ineligible. In respect of ineligible/rejected applicants, very brief reasons for rejection are to be recorded on the application itself.

6. Applications and all other important documents should be kept invariably in premises, which are secure from fire, theft, damage by wet, insects etc

7. Roll Nos. may be allotted for eligible applicants. The control number and roll number should be written on the top right hand corner of the first page of the application. The Chairman of the Central Recruitment Committee will allot a block of six digit roll nos. to be allotted by each railway to the applicants.

9. Applications will be treated as rejected in case the candidates have not sent the documents asked for or incorrectly completed the application form.

6. CALL LETTERS FOR PET:

1. Call letters will be dispatched to the candidates at least four weeks in advance of the PET.

2. Besides the Photograph of the candidate (duly signed) on the call letter, the rubber stamp of the head of the recruitment cell of the Zonal Railway/RPSF will also be affixed covering the photograph partially. Call Letter, which does not bear the stamp of the head of the Recruitment Cell of the Zonal Railway/RPSF, is to be treated as invalid.

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3. Photographs may be printed on the call letter by computer scanning, if possible.

4. 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 necessary.

5. "Instructions to candidates" will also be enclosed with call letters. These instructions may include instructions asking the candidates 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.

6. A random check of the details of the Call letters, the name of the candidate and address such as date, venue of the examination and the name of examination centre will be carried out by the head of the recruitment cell.

7. METHOD OF RECRUITMENT:

The recruitment shall be held in three phases:

Phase I: Physical Measurement and Physical Efficiency Test (PET) - The measurement and PET shall be held at the venue of recruitment fixed by **the Central Recruitment Committee.** Phase–I will be conducted by Zonal Recruitment Committee preferably on the same dates/block of dates by all Railways. Chairman, Central Recruitment Committee may fix such a date in consultation with the CSC's.

Phase II: Written Examination –. Only those candidates who qualify in the Phase-I shall be called for written exam to be conducted at the nominated venue in each railway. **Written test will consist of objective type questions of 2 hours' duration.** Question paper will be set by the Chairman of the Central Recruitment Committee. The examination will be conducted by the Zonal Recruitment Committee on a single date to be fixed by the Chairman, Central Recruitment Committee. CSC's will render all assistance in the conduct of the test.

Phase III: Viva-Voce: At least thrice the number of vacancies advertised shall be interviewed in each category.

8. CONDUCT OF PET:

1. The PET shall be conducted by the Zonal Recruitment Committee **under the close supervision of the CSC of the coordinating zonal railway.** 1500 mts being compulsory will be the first event to be conducted. Only those who qualify in 1500 mts. race shall be measured for height and chest. The measurement be

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recorded on the Application Form itself. The member who has measured shall put his signature to authenticate the measurement. Those candidates who fulfill the prescribed physical standards relating to height and chest will be subjected to the other Physical Efficiency Tests. The minimum qualifying standards for each event are indicated against each:

(i) For Male Candidates:

SN	**Events**	**Minimum qualifying standards**	**Minimum qualifying standards for Ex. Servicemen**
1.	1500 mtrs.	5 mins 40 secs.	7 mins.
2.	200 Mtr. Race	28 secs.	35 secs.
3.	High Jump	3' 9"	3'
4.	Broad Jump	13'	11'
5.	Shot Put (weight 16lbs)	20'	17'

Only one chance will be given for 1500 mtrs. race which will be the first event. A candidate failing to qualify in the same will be declared 'failed' and will not be allowed to take further tests.

For 200 meters race only one chance will be given. Two chances will be given for the remaining events i.e High jump, Broad jump and Shot put.

Candidates will have to qualify in all the events to be declared qualified in PET.

(ii) Female Candidates:

Sl.No.	**Events**	**Minimum qualifying standards**
1.	400 mtrs.	2 minutes
2.	Long Jump	8 ft.

Female candidates have to qualify in both the events.

2. CSC of the Railway shall provide all the necessary assistance required for the smooth conduct of PET at respective centres. The Central Recruitment Committee shall plan the dates/block dates for the PET in such a manner so that the PET is held at the different centres at the same time to the extent possible to avoid the same candidates appearing at different centres.

3. The work of conducting PET may be distributed amongst the members by the Chairman of the Zonal Recruitment Committee. Members may conduct tests

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separately in accordance with the work distribution made by the Chairman of the Zonal Recruitment Committee. **No PET shall be conducted unless any three officers of the zonal recruitment Committee are physically present at the venue of recruitment.** The PET will be qualifying in nature.

4. Candidates who have failed shall be escorted out of the venue after putting an indelible mark on the index finger of the left hand. Their call letters shall be collected.

5. It should be specified on the Call letter that only those candidates who qualify in the PET will be put through the written test. The written test may preferably be conducted as soon as possible after the PET is over.

6. The Committee conducting the tests shall prepare the Broad sheet containing the names of all the candidates who appear for the PET and also a list of candidates who have qualified at the PET. This will be the select list of candidates who are eligible to appear at the written test. Test Sheets should be maintained by the committee for the various events.

7. The candidates who have qualified the PET shall be informed of the date and venue of the written test along with the necessary instructions relating to the test. They may be asked to bring along pen, hardboard etc. They must also be warned not to bring any book, paper, manuscripts, calculator, mobile phones or electronic gadgets of any description as they shall not be permitted to carry these in the examination hall.

8. The call letter for the PET may be returned to the qualified candidates after affixing a stamp stating the date, time and venue of the examination.

9. CONDUCT OF WRITTEN TEST (Maximum Marks-120):

1.The question paper for the written test shall be set by the Central Recruitment Committee. **Four sets of question papers shall be prepared each having the same questions which shall be differently serial numbered.** The test is meant to serve as a selection test. The marks secured in this test will be counted for preparation of the final select list. The test shall be of graduation standard.

2. Candidates who qualify in the PET shall be subjected to a written test. They shall be informed about the date and venue of the written examination by the Chairman Zonal Recruitment Committee. Written examination will be of 2 hours duration and consist of a total of 120 objective type questions on OMR pattern. It will consist of questions in General Intelligence, Arithmetic, Language and General Awareness. Candidates will be required to answer all the questions. The correct answer will be indicated by the candidate by shading the appropriate columns in blue or black ball point pen.

The allotment of question from different streams will be as under:

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(i)	**General Awareness**	**-**	**30 questions**
(ii)	**Arithmetic**	**-**	**30 questions**
(iii)	**General Intelligence**	**-**	**30 questions**
(iv)	**Language**	**-**	**30 questions**

The syllabus for the written test is as under:

a. **General Awareness (30 marks): -** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to the society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity, Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

b. **Arithmetic (30 marks): -** This part will include questions on problems relating to Number systems, Computation of whole numbers, decimal and fractions and relationships between numbers, fundamental arithmetical operations, percentages, ratio and proportions, averages, interest, profit and loss, discount, use of table and graphs, mensuration, time and distance, ratio and time etc.

c. **General Intelligence (30 marks):-** It would include questions of both verbal and non-verbal type. This component will include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc.

d. **Language (30 marks):-** The test will cover objective type questions from English/Hindi language testing of candidates understanding of the language and its correct usage.

3. For printing the Question paper/Answer booklets, the Central Recruitment Committee, should get the job executed from Railway Recruitment Board (RRB). After the conduct of the written test, used answer booklets will be collected and sent to the RRB for mechanical evaluation and return.

4. While sending the question/answer books to the Zonal Recruitment Committee, the Central Recruitment Committee shall prepare a list of contents of each carton/box in three copies – one of the copies should be pasted on the carton/box before dispatch, second copy be retained and the third copy be handed over along with the cartons/boxes to the concerned CSC or his representative. Samples of

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seals affixed on the packets within the sealed boxes/sealed cartons should be handed over separately to the concerned CSC / his representative.

5. The Zonal Recruitment Committee shall open the cartons/boxes in the presence of at least two candidates and compare the contents with the packing list. In case there is more than one centre in a town, a Gazetted officer may be made in charge of the second centre who shall also be present while opening the boxes. In the event of any discrepancy between the contents and packing list, it should be brought to the notice of Chairman of the Central Recruitment Committee on phone/fax. The carton/boxes should not be opened more than half-an-hour before the commencement of examination.

6. The concerned CSC will make available officers and staff required to work as invigilators/supervisors for the smooth conduct of the written examination by the Zonal Recruitment Committee. He will also assist in fixing up the examination centre for the test which may be any institution having adequate seating capacity. Teachers/Staff of the institution or Railway officials may also be utilized as Invigilators/Supervisors.

7. Seating plan of the candidates will be displayed at the entrance of the institution where examination is being conducted, showing the distribution of roll numbers in each room/hall. The roll numbers will also be displayed in front of each room/hall. Provision of drinking water and other facilities as required will be invariably made.

8. The Committee will ensure to make suitable seating arrangements including marking of roll numbers of the candidates on the desks on the day previous to the day of the examination. The seating arrangements will be carefully planned so as to prevent copying and the use of any unfair means. The question paper and answer books shall be distributed in such a manner that adjacent candidates do not get the same question paper.

9. The Committee/Centre Supervisor with the invigilators should ensure that admission of the candidates is properly regulated, so that there is no impersonation.

10. Entry into the examination hall will not be allowed until 15 minutes before the commencement of the examination. No candidate shall be allowed entrance to the examination hall later than 10 minutes after the commencement of the examination. The call letters will be checked by the invigilators concerned before the candidates are allowed to enter the hall/ room. No candidate will be allowed to leave the hall/room during the examination and if anyone leaves, he will not be allowed to return to the hall.

11. After entering the respective halls/rooms, the candidates will take their allotted seats. Candidates will be strictly prohibited from bringing into examination halls/rooms any part or part of book, paper, calculator, mobile phones gadgets of any description of manuscripts or from communicating with or

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copying from each other or from communicating with any person outside the examination hall/room.

12. No candidates are allowed to take away their question books nor any copy of the answer script. Invigilators shall ensure this.

13. Candidates allowed to enter the examination hall/room will be required to fill in the roll call sheets which have provision for entering the particulars such as control no, Roll No. as per the call letter, name of the candidate in block letters and the signature of the candidate. The roll call sheet will form the basis for the absentee's statement.

14. The question/answer books should be duly packed and sealed, venue-wise. Envelopes shall contain books in suitable numbers approximately corresponding to the number of candidates to be seated in each hall so that the required number of envelopes can be given to each invigilator, who shall open the seals of envelops only in the presence of two candidates.

15. All envelops shall be serially numbered. The Zonal Committee/Centre In charge shall hand over sealed envelopes of question papers and answer booklets to each invigilator as per his requirement under clear acknowledgement indicating the envelope numbers.

16. Each envelop shall bear a certificate of seal indicating that the envelope, with seals intact, was opened in the presence of those signing it.

17. Invigilators shall obtain the signatures of two candidates on the sealed certificates in the examination halls. The candidate shall write their roll numbers and names also in addition to affixing their signatures. The invigilator shall also sign the seal certificates. Thereafter, he will open the packets and distribute the question paper and answer booklets amongst the examinees present in his hall at the fixed time.

18. The candidates will first check the question paper and answer booklet and if these are found in defective conditions, they will get them exchanged. They will then write the roll numbers and any other particulars as specified, at the appropriate places provided for this purpose and not anywhere else in the question paper or the answer booklet. The candidates must be informed that this shall lead to their disqualification.

19. After about 15 minutes of the commencement of the examination, the Centre In charge will take a round of each room and collect the unused question/answer papers. It must be ensured that no extra question/answer booklet is retained with any invigilator or with anybody else. The question paper and answer booklets on receipt will be counted and packed in a separate sealed cover and returned to the Chairman of the Central Recruitment Committee. Each such cover will bear a certificate signed by the Centre In charge indicating the number of unused question/answer booklets contained therein.

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20. After about 30 minutes of the commencement of the examination, the Centre Incharge will collect roll call sheets and prepare the absentee statements showing the number of candidates present and absent.

21. After the exam is over, the question/ answer booklets will be brought by each invigilator to the Centre Incharge's room, checked and counted. The question/ answer booklets should be sealed in envelopes mentioning the number of answer booklets in each envelope and sent to the Chairman, Zonal Recruitment Committee, who will count all envelopes/covers received from the Centre Incharge and serially number them. He shall make a summary of the contents of each box in triplicate – one copy will be kept in the box before being sealed – second copy will be sent to the Chairman, Central Recruitment Committee in a sealed cover and third copy will be retained by him and have the box/boxes sent to the Chairman, Central Recruitment Committee.

22. The Zonal Recruitment Committee will also send broadsheets (hard and soft copies) containing details of the candidates (Roll No., Name of Father, Category, DOB, Marks obtained in the PET) who have qualified in the PET to the Chairman. The Chairman of the Central Recruitment Committee will then prepare a consolidated broad sheet and merit list for each category on an all India basis. The merit list may be drawn up on the basis of the marks obtained in the written test for each category. Only 3 times the number of vacancies in each category be called for viva voce by the Central Recruitment Committee.

23. The Roll Nos of candidates who have qualified for viva voce be notified in the newspapers/employment news. Call letters be sent separately giving sufficient notice to the candidates to appear for the interview which may be fixed at 4 -5 venues as may be decided by the Chairman of the central committee.

10. VIVA-VOCE (15 MARKS):

1. Due credit be given by the Committee to the candidates during the viva voce for higher educational qualification, for having represented in sports at the national/international level or for having qualified for the NCC B & C certificates or having participated in Republic Day Parade Camps. Standards adopted be specified in the proceedings.

2. Personality and communication skills:

The candidate will be interviewed for assessing his general awareness, power of comprehension, expression, personality, experience etc. The marks will be awarded by the Committee generally by consensus.

3. If there is any difference of opinion within the interview committee, each member of the committee will make his own assessment out of the total marks meant for interview. 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 interview 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 interview 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 interview will be initialed jointly by all the member of the Committee.

4. While assessing the candidates during their viva voce test the members shall not consider or be influenced by the candidates' performance in the written test. To prevent the members from being influenced, the candidates should not be called for viva in order of their merit at the written examination. They may be called accordingly to their Roll Nos. or in alphabetical order.

11. PREPARATION OF BROAD SHEET AND MERIT LIST:

1. A Consolidated Broad sheet for each category according to roll number indicating the status of all candidates who were called for the PET, indicating their performance be prepared. Thereafter based on the performance of the candidates in the written test and Viva-voce a final merit list will be prepared for each Category and submitted to the DG/RPF for his approval. Broad sheet and merit lists must be signed by all members of the Committee.

2. Candidates from SC, ST and OBC categories, selected purely on merit without availing any relaxation available to them, 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 in order of the marks obtained by them in the main written examination.

3. Reservation for ex-servicemen will be 10% of the vacancies under the appropriate category (UR,SC, ST and OBC).

4. Only those vacancies will be filled up as have been advertised. No waiting list will be notified. 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.

5. The Zonal allotment will be done after the initial training at RPF Academy, Lucknow by taking into account the marks obtained in the recruitment exam and the final examination after the initial training at RPF Academy, Lucknow. The allotment will be made by DG/RPF based on the merit and the choice of the candidate.

12. CUSTODY OF THE DOCUMENTS :

All documents relating to the (written/measurement/PET) shall be kept by the respective zonal CSCs where such tests are held. They should be so arranged that

they can be easily retrieved. Documents relating to viva voce shall be in the custody of the Chairman

13. APPROVAL OF THE PANEL :

1. The Director General/RPF 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 DG/RPF decides not to approve the proceedings, reasons for the same should be recorded in writing. If the proceedings are accepted, the result shall be announced without delay. Result should also be declared in the newspapers/employment news. Selected candidates shall be individually intimated.

2. After approval of the panel Security Directorate will send the panel for each Zone to the CSCs concerned and for RPSF to CSC/RPSF for further necessary action.

14. MEDICAL EXAMINATION:

CSCs concerned shall arrange for the medical examination of the empanelled candidates for their fitness in B-1 category. 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 may be sent along with the call letter for medical examination asking the candidates to submit the same when they report for medical examination.

15. POLICE VERIFICATION:

The CSC concerned will arrange to get the empanelled candidates' 'Character and Antecedents' verified by the Police/Civil Authorities concerned.

16. OTHER INSTRUCTIONS:

1. The Chairmen of Central/Zonal Recruitment Committees will oversee the entire process of recruitment and deal with the complaint of any candidate. All documents pertaining to selection will be prepared carefully to avoid any complication at a later stage. Members of the Central/Zonal Recruitment Committees will be responsible for their correctness. Alterations/corrections be avoided. However, if any correction is essential, it should be authenticated by all the concerned members. The Chairmen and the members of the Central /Zonal Recruitment Committee will be jointly and severally responsible to ensure that no malpractice or undesirable method is adopted in the recruitment.

2. The Chairman of the Central Recruitment Committee will be the overall incharge for the smooth conduct of recruitment. He will standardize the format of the Broadsheet and other documents. The Zonal sub Committees are expected to prepare so that the data can be easily stored, retrieved, compiled and used. Sample of application form is placed at Annexure – A.

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3. 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 official 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.

4. 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.

5. The process of recruitment should be as transparent as possible.

6. The staff who are deputed as invigilators for the examinations held by the Zonal Recruitment Committees, will have strict instructions to have no hesitation in reporting the roll numbers of candidates, to the Chairmen/Central Recruitment Committee/Zonal Recruitment Committee who they suspect of having adopted unfair means, so that such candidates can be disqualified.

7. Procedural arrangements for conducting the recruitment quickly and with ease may be thought of by Central Recruitment Committee members and adopted.

8. Members of Central/Zonal Recruitment Committee will be entitled to claim payment for examination duties viz., setting of question papers, examination of answer sheets, invigilation/supervision duty and physical measurement as per rates admissible to Railway officials involved in conduct of recruitment tests conducted by the RRB.

9.The progress of recruitment be intimated to the Security Directorate/Railway Board from time to time.

10. A copy of Notification should also be endorsed to the Vigilance Dte., Railway Board from time to time.

11. For any clarifications or any issue on which the above instructions are not clear or silent, the Chairman may follow the Manual of Railway Recruitment Boards issued by the Ministry of Railways or other instructions issued by the Ministry from time to time.

12. The Chairman, Central Recruitment Committee/ Chairman, Zonal Recruitment Committee are authorized to draw the required amount in cash from the concerned Accounts Officer/Chief Cashier after giving a certificate that the amount is required in connection with recruitment purposes (which may include printing of question papers, answer booklets, contingent expenses, confidential works, pre-examination work, expenses to be incurred in connection with the conduct of Physical Measurement, Physical Efficiency Test, written examination, viva-voce etc.) for which funds are available with the concerned FA&CAO. An Accounts Officer may go to the Chairman, Central Recruitment Committee/Zonal Recruitment Committee to audit the vouchers. These vouchers should be kept in

the personal custody of the Chairmen and retained for the period of their coral life.

13. The posts of Sub-Inspector in RPF/RPSF have been exempted from the purview of Section 33 and 47 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

17. The Standing order is issued with the approval of the Ministry of Railways.

25/7

(M.K.Sinha)
Director General/RPF

Annexure 'A'

RAILWAY PROTECTION FORCE
(MINISTRY OF RAILWAYS)
Application Form

Control No.....
(For office use only.)

Roll No.....

Affix here a self signed (sign across covering sheet and photograph) recent passport size photograph (4.5cm x 3.5cm) without cap & coloured glasses.

(Left thumb impression for Male/
Right thumb impression for Female)

To,
The Chairman, Central Recruitment Committee
C/O Chief Security Commissioner/RPF

I hereby apply for the post of Sub-Inspector (Executive) in RPF/RPSF in response to Employment Notice No. _____.

1. (i) Name of Candidate (in English- Block Letters)----------
   ii) Name of Candidate (in Hindi)----------
2. Father's/Husband's Name:----------
3. a) Date of Birth: Day ☐☐ Month ☐☐ Year ☐☐☐☐
   b) Age as on 01.07.2007: Days ☐☐ Months ☐☐ Years ☐☐☐☐
4. Sex, tick (√) as applicable: Male ☐ Female ☐
5. Community, tick (√) the appropriate box: Gen. ☐ SC ☐ ST ☐ OBC ☐
6. Whether Ex- Serviceman, tick (√) the appropriate box: Yes ☐ No ☐
7. Details of Bank Draft/Postal order (s):

Name of the Bank/Post Office	No. of Bank Draaft/IPO	Date of Issue	Value

8. Full Postal Address (In Block Letters) :----------

   ----------PIN----------
9. Permanent Address :----------

   ----------PIN----------
10. Name of the nearest Railway Station : ----------
11. Educational Qualification, tick (√) the appropriate box: Graduation ☐ Post Graduation ☐
12. Nationality----------
13. Two Identification Marks (a)----------
    (b)----------

Declaration

"I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the test/written examination/interview, my candidature will stand cancelled and all my claims for recruitment forfeited. I also understand that if at any stage I am found by the selection board to have used unfair means in the written examination/test or to have violated any of the Rules/Regulation governing the conduct of selection process, my candidature can be cancelled or be declared to have failed by the selection board at its sole discretion."

Full signature of the Candidate:

(i) In Hindi

(ii) In English (not in capital letter)

Place:----------

Call Letter for 'VIVA VOCE' Annexure 'A-I

Registration Number: _____ Roll No._____

On the basis of the result of the written exam , you have qualified to appear for Viva Voce for the post of **Sub-Inspector (Executive) in RPF/RPSF**. The Viva Voce will be conducted on _____ at_____hrs. The venue for Viva Voce will be _____.

(above portion for official use only, not to be filled by the candidate)

Chairman
Central Recruitment Committee.

☞ *to be filled by the candidate*

1. Name _____ 2.Father's Name _____
3. Sex (Male/Female)_____4. Category (Gen/SC/ST/OBC) _____
5. Ex-Servicemen (Yes/No) _____
6. Address _____

_____

Paste here a self signed photograph of size 4 cms x 3cms (sign across covering the sheet and the photograph)

----------Tear along this dotted line----------

Call Letter for 'WRITTEN EXAMINATION'

Registration Number: _____ Roll No._____

On the basis of the result of the PET , you have qualified to appear for Written Examination for the post of **Sub-Inspector (Executive) in RPF/RPSF.** The Written Examination will be conducted on _____ at_____hrs. The venue for Written Examination is _____.

(above portion for official use only not to be filled by the candidate

Chairman
Zonal Recruitment Committee.

☞ *to be filled by the candidate*

1. Name _____ 2.Father's Name_____
4. Sex (Male/Female)_____ 4. Category (Gen/SC/ST/OBC) _____
5. Ex-Servicemen (Yes/No) _____
6. Address _____

_____

Paste here a self signed photograph of size 4 cms x 3 cms (sign across covering the sheet and the photograph)

----------Tear along this dotted line ----------

Call Letter for 'PHYSICAL EFFICIENCY TEST'

Registration Number: _____ Roll No._____

In reference to your application for the post of **Sub-Inspector (Executive) in RPF/RPSF** you are directed to appear for Physical Efficiency Test (PET) on _____ at _____ Hrs. The venue for the PET is _____.

(above portion for official use only, not to be filled by the candidate)

Chairman
Zonal Recruitment Committee.

☞ *to be filled by the candidate*

1. Name _____ 2.Fathers Name_____
3. Sex (male/Female) _____ 4.Category (Gen/SC/ST/OBC) _____
5. Ex-Servicemen (Yes/No) _____
6. Address _____

_____

Paste here a self signed photograph of size 4 cms x 3 cms (sign across covering the sheet and the photograph)

General Instructions:

1. The candidates must make their own arrangement for boarding and lodging during exam.
2. The candidates must bring Shorts, P.T.Shoes and Vests for Physical Efficiency Test.