

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No.2018/Sec(Spl)/Recruitment Directive

New Delhi, Dated, 13 .04.2018

DIRECTIVE 43

Sub : Procedure for recruitment in RPF / RPSF.

In exercise of the powers conferred under Rule 28 of RPF Rules 1987 read with section 8 of the RPF Act 1957 and in supersession of the Directive 34 (Revised) dated 13.03.2018, the undersigned hereby issues the following Directive on the subject of recruitment in RPF and RPSF.

1. DETERMINATION OF VACANCIES

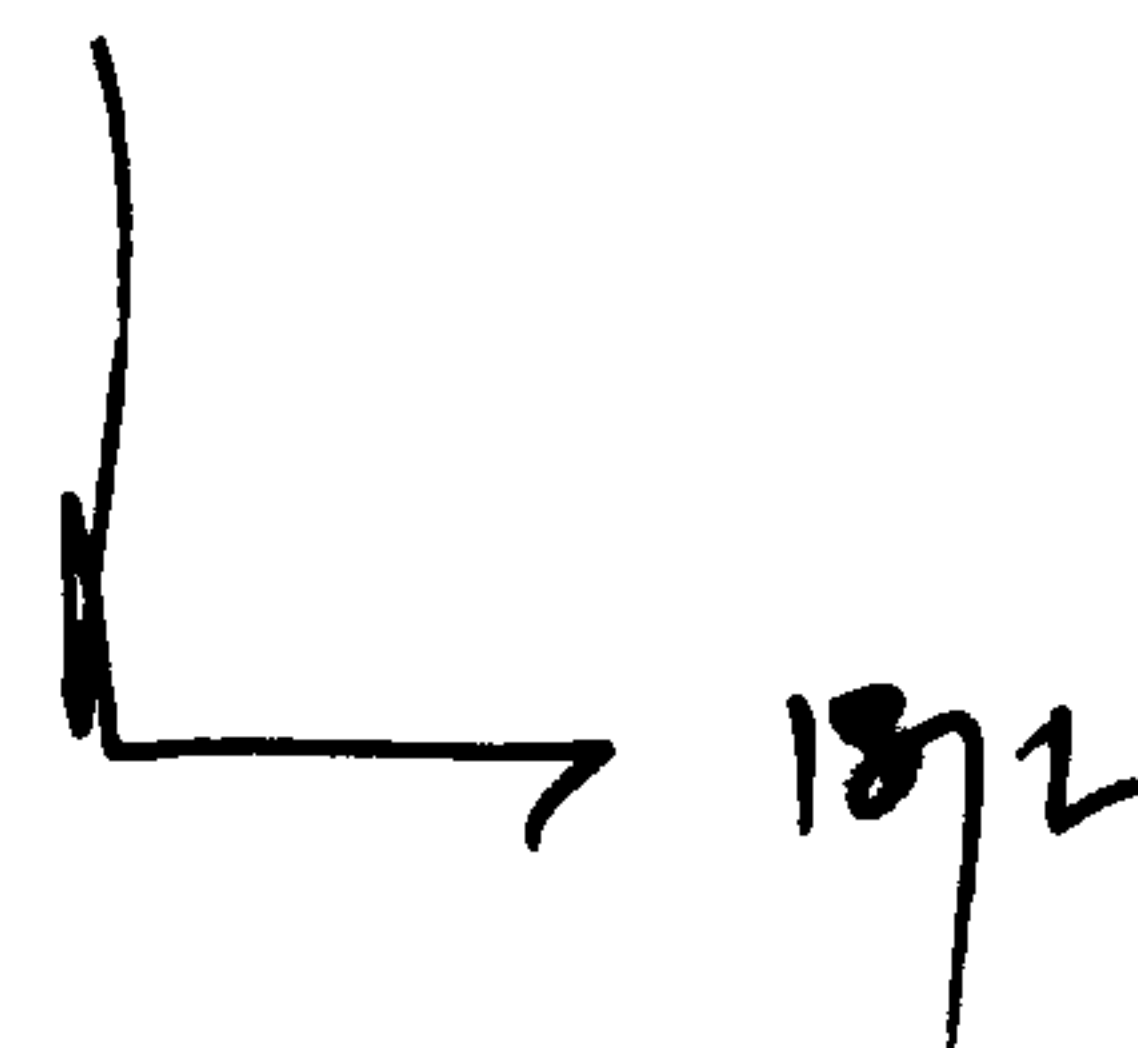
- i) Existing and anticipated vacancies up to 31st December of the following year shall be assessed by PCSCs for their respective Zones and PCSC/RPSF for RPSF.
- ii) For the purpose of determination of vacancies, Production Units (PUs) shall be clubbed with zonal railways as under:

Production Unit	Concerned Railway
CLW/Chittaranjan and Metro Rail, Kolkata	Eastern Railway
DMW/Patiala, RCF/Rae Bareilly and RCF/Kapurthala	Northern Railway
RWF /Yelahanka	South Western Railway
ICF/Chennai	Southern Railway
RWF/Bela and RCF/Harnaut	East Central Railway
DLW/Varanasi	North Eastern Railway

- iii) Instructions of the Government for introduction and maintenance of "post based roster" shall be scrupulously followed.

2. COMPILATION OF VACANCIES

Each Zone shall calculate category-wise vacancy in accordance with Para 1 and forward it to the Security Directorate (DIG/Rectt. & Training)/Railway Board. Similarly, vacancies in RPSF shall be compiled by Force HQ of RPSF/Dayabasti and forwarded to Rly Board by IG/RPSF.



Zone-wise/Category-wise vacancies for RPF and RPSF shall be consolidated in following Groups of Zonal Railways by Security Directorate for notification of vacancies for recruitment of Constables and SIs as under-

Group	Zonal Railway	Male				Female				Total
		UR	SC	ST	OBC	UR	SC	ST	OBC	
A	SR, SWR & SCR									
B	CR, WR, WCR, & SECR									
C	ER, ECR, SER & ECoR									
D	NR, NER, NWR & NCR									
E	NFR									
F	RPSF									


Note: 10% of vacancies shall be reserved for Ex-Servicemen as per Govt. of India instructions.

3. CONSTITUTION OF CENTRAL RECRUITMENT COMMITTEES

Central Recruitment Committee (CRC), for conducting recruitment for the post of Constables/Sub-Inspectors, shall be constituted by DG/RPF as under:

SI	Rank for which recruitment is to be conducted	Composition of Central Recruitment Committee (CRC)
1.	Sub-Inspector (Exe)/Sub-Inspector (Band)	CRC-SI- Four (4) IG/DIG <i>[Senior most member of the Committee shall act as Chairperson of Central Recruitment Committee for Sub-Inspectors (CRC-SI) and shall be responsible for expeditious completion of process].</i>
2.	Constable (Exe) / Constable (Ancillary)/ Constable (Band) / Driver Gr III	CRC-CT- Four (4) JAG/Senior scale officers <i>[Senior most member shall act as Chairperson of Central Recruitment Committee for Constable (CRC-CT)].</i>

Note: The Chairperson/CRC will exercise all the powers of Chairman RRB in respect of the recruitment process under this Directive. For sanctioning incurrence of expenditure by the Chairperson-CRC, PCSCs, as nominated below, will process proposals in coordination with their associate Finance.



Sl	Rank for which recruitment is to be conducted	Nominated PCSCs for processing proposals of expenses
1.	Sub-Inspector (Exe) /Sub-Inspector (Band)	Chairperson of Central Recruitment Committee shall act as the Co-ordinating PCSC
2.	Constable (Exe) / Const able (Ancillary)/ Constable (Band) / Driver Gr III	As nominated by the DG/RPF

4. CONSTITUTION OF GROUP SUB COMMITTEES (GSCs) FOR PET, PMT, TRADE TEST & DOCUMENT VERIFICATION:

i) Six (06) Group sub-committees shall be constituted by nodal PCSCs of each Group, for conducting PMT/PET/Trade Test and Document Verification, with the approval of DG/RPF. Nodal PCSCs of each Group will be as under-

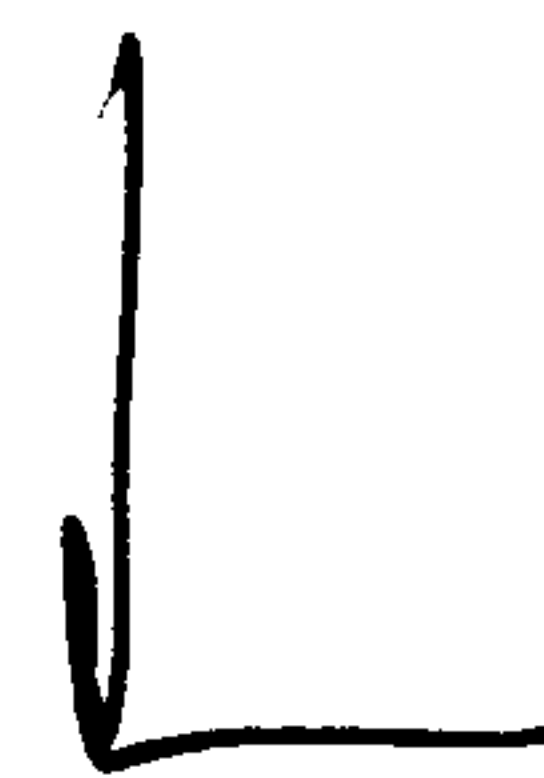
GROUP	ZONAL RAILWAY	NODAL PCSC
A	SR, SWR & SCR	SR
B	CR, WR, WCR & SECR	CR
C	ER, ECR, SER & ECoR	ER
D	NR, NER, NWR & NCR	NR
E	NFR	NFR
F	RPSF	RPSF

ii) **Composition of Group Sub-Committees shall be as under:**

Sl.	Rank	Composition of Committee
1.	Sub-Inspector (Exe) / Sub-Inspector (Band)	4 JAG/Senior scale officers with senior most member as Chairperson.
2.	Constable (Exe) / Const able (Ancillary)/ Constable (Band) / Driver Gr III	-do-

5. REPRESENTATION OF DIFFERENT COMMUNITIES/EXPERTS IN CRC-SI, CRC-CT AND GROUP SUB-COMMITTEES

i) Central Recruitment Committee and Group Sub Committees must have members to represent the SC/ST, OBC and Minority communities.



ii) For recruitment in band, one expert in music, and for recruitment of Driver Gr III, one mechanical engineer from any government organization, may be co-opted as a member of the Group Sub-Committee for the trade test.

iii) Members of Central Recruitment Committee shall not be members of such Group Sub-Committee(s).

vi) Officers of suitable/desired rank may be drawn by Nodal PCSCs for constitution of Group Sub-Committee from among officers available in the zones falling in their respective Groups. In case an officer of suitable/desired rank is not available from any of the communities in that Group, an officer of lower rank may be co-opted. In the event of non-availability of officers of specified community even in the lower rank, the PCSCs of the concerned Group will approach Railway Board for nomination of suitable officers.

iv) All officers/staff involved in the recruitment process including Chairperson of CRC/GSC will give an undertaking that they do not have interest in selection of any candidate appearing and none of their relatives have applied for the post for which recruitment is being done.

6. ELIGIBILITY OF CANDIDATES

i) Citizenship : Must be a citizen of India

ii) Educational Qualification and age :

Category	Educational Qualification	Age		Experience
		Min.	Max.	
Sub Inspector (Exe)	Graduate from a recognized university.	20	25	---
Sub Inspector (Band)	Potential Band Masters Course or equivalent	20	25 (subject to para (v) below)	---
Constable(Exe) / Ancillary	As provided in RPF Rules	18	25	---
Constable (Band)	As provided in RPF Rules	18	25	02 years' experience in specified musical instrument.
Driver Grade-III (Exe)	Same as for Constable (Exe)	20	25	Heavy vehicle driving license which must be at least six months old.

Note: Degree from a recognized university for Sub-Inspector (Executive) and matriculation certificate for Constable (Executive/Ancillary), Driver Grade-III from a recognized Board shall only be valid.

iii) Date of birth mentioned in Matriculation or equivalent certificate alone shall be acceptable. Age will be counted as on 1st July of the year if notification is issued between January and June; and 1st January of next year if notification is issued between July & December. Advertisement must specify cut-off dates for eligibility, for example “born between 02.07.1990 and 01.07.1997 (both days inclusive)”.

iv) **Relaxation in Age (as per order of the Government of India) :**

Sl.	Category	Age relaxation permissible beyond upper age limit
1.	SC/ST	5 years
2.	OBC	3 years
3.	Candidates who had ordinarily been domiciled in the State of Jammu & Kashmir during the period 1 st Jan 1980 to 31 st Dec 1989. (Unreserved)	UR-5 years OBC-8 years SC/ ST-10 years
4.	Only for post of Sub Inspector: Central Govt. employees (Unreserved) other than ex-servicemen, who have rendered not less than 3 years of regular & continuous service on date of reckoning.	UR-5 years OBC-8 years SC/ST-10 years
5.	Widows, divorced women and women judicially separated from husband but not remarried.	UR-2 years OBC-5 years SC/ST-7 years

v) **Special provisions for ex-servicemen:** Definition of “Ex-serviceman” shall be included in notifications, clearly mentioning that it does not include retired/discharged personnel of Central Armed Police Forces (CAPF) and Central Police Organizations (CPOs). Ex-Servicemen will be required to clearly indicate all required particulars including community in the ONLINE Application and produce all documentary proofs including Community certificates in the prescribed format during document verification. Age may be relaxed beyond upper limit by 03 years for UR, 6 years for OBC and 8 years for SC/ ST after deduction of military service rendered (minimum of 6 months after attestation) from actual age as on the date of reckoning.

vi) **PHYSICAL MEASUREMENT**

Category	Height (in cms.)		Chest (in cms) (only for Male)	
	Male	Female	Unexpanded	Expanded
UR / OBC	165	157	80	85
SC / ST	160	152	76.2	81.2
For Garhwalis, Gorkhas, Marathas, Dogras, Kumaonese, and other categories specified by Govt.	163	155	80	85

7. PUBLICATION OF EMPLOYMENT NOTICE

i) A single advertisement for recruitment for the post of Sub-Inspector shall be published by Chairperson of 'Central Recruitment Committee–Sub Inspectors' (CRC-SI). Tentative examination date may also be indicated in the advertisement with direction to the prospective candidates to visit the website frequently to know actual examination date and downloading of admit card.

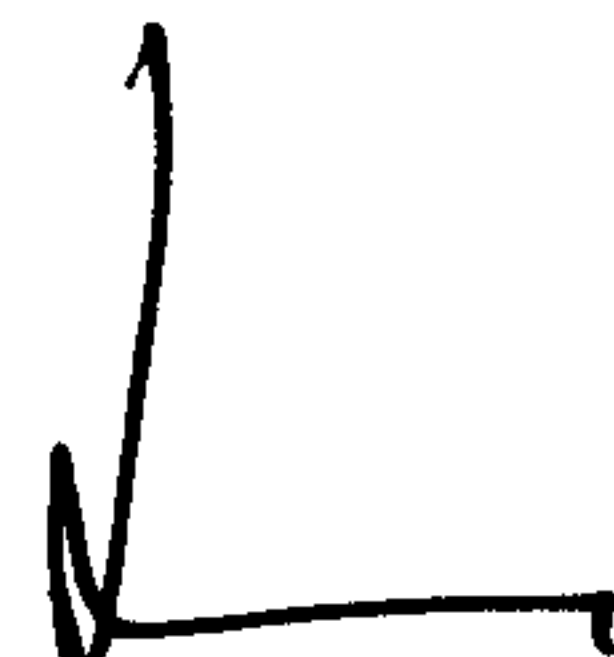
ii) A single advertisement for recruitment for the post of Constable shall be published by Chairperson of 'Central Recruitment Committee–Constable' (CRC-CT). Tentative examination date may also be indicated in the advertisement with direction to the prospective candidates to visit the website frequently to know the actual examination date and downloading of admit card.

iii) It shall be clearly mentioned in the notification that those opting for 'Group F' i.e. RPSF (in the case of Sub-Inspectors as well as Constables) shall have to serve in RPSF only. They will be eligible for posting in a Zone only after promotion to a Gazetted rank.

8. ENGAGEMENT OF AGENCIES FOR PROCESSING OF APPLICATIONS AND CONDUCTING COMPUTER BASED TEST (CBT):

8.1 An agency, as per the norms adopted by RRBs, shall be engaged for processing of online applications. Another agency shall be engaged for conducting COMPUTER BASED TEST (CBT). The same agency will not be given the work of processing of applications and conducting CBT. Scope of work which may be handled by Agencies are-

Agency for processing of application	Agency for online tests
<ul style="list-style-type: none"> • Processing of applications. • Candidate data upload for test center mapping and admit card generation based on data shared by Agency for CBT. • Accountal of money received and deposition as per the guidelines given by Chairperson-CRC. • Test center allocation to all candidates and provision of admit cards to candidate as per test schedule. • Intimation to candidates for downloading of hall tickets/ admit cards. • Refund of money to eligible candidates. • Uploading call letters for 	<ul style="list-style-type: none"> • Identification and finalization of test centers as per requirement and number of candidates. • Content creation (question papers for objective examinations) as per requirement. • Deployment of trained manpower and inventory setup at every test center for conduct of computer-based examination. • Frisking of candidates • Separate enclosures to frisk female candidates • Biometric Registration across all test centers. Capturing of candidate photo through webcam. • Secured (encrypted/VPN protected)



<p>PET/PMT/Trade test/Document Verification.</p> <ul style="list-style-type: none"> • Intimation to candidates for downloading of call letters for PET/PMT/Trade Test/Document Verification. • Provide helpdesk support, from 10 AM to 6 PM from the date of publication of advertisement till completion of CBT. • Any other task as decided by the Chairperson-CRC. 	<p>downloading of the question paper at each test center and availability of questions on candidate machines.</p> <ul style="list-style-type: none"> • Monitoring of the whole examination through command center. • CCTV surveillance at test centers. • Matching the candidate responses with the correct keys. • Final result processing after evaluation of objective exams. • Sharing of results and other exam related data such as audit trails, attendance, etc. with CRC. • Provide support with examination related data for handling RTI queries. • Biometric verification of candidates appearing for PET & Medical. • Any other task as decided by Chairperson-CRC.
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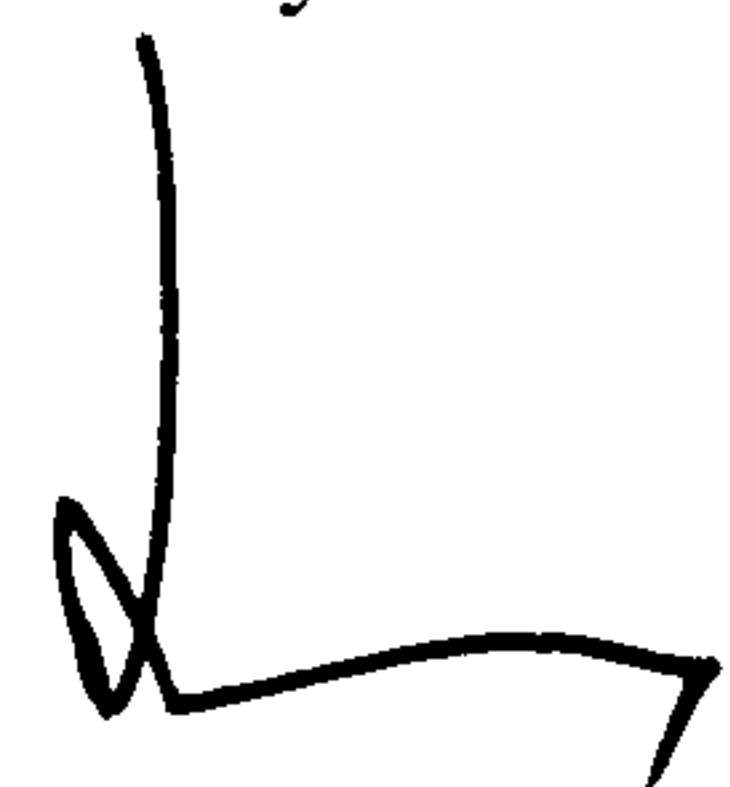
The scope of work mentioned above is indicative and not exhaustive. The Chairperson- CRC may add/alter/omit/change the scope as per administrative requirements.

Chairperson-CRC-SI/CT may also constitute a Recruitment Cell for expeditious processing of the recruitment matters.

9. MODE OF FILLING UP OF APPLICATIONS, OPTING OF GROUP/ZONE/RPSF BY APPLICANT AND OTHER CONDITIONS

i) Candidates shall be required to apply only through ONLINE mode. No other mode for submission of application shall be allowed. Each candidate shall fill only one application. Any attempt by a candidate to submit more than one application shall result in disqualification and debarment. Chairperson – CRC – SI/CT shall finalise the format of online application incorporating all features in consultation with the agency engaged for processing of online application. First 2 – 4 alphabets of Roll No. should indicate Group opted by the candidate, next 2 alphabets should indicate category of the candidate and then numerics shall indicate allotted number.

ii) The notification shall clearly mention that each applicant can apply against the vacancy of either a Group of Zonal Railway or RPSF. Within a Group of Zonal Railways also they shall be required to give their preference for individual Zones. The candidate will be considered against vacancies of that Group only and allocated a zonal railway based on merit and preference. It should be emphasised that Constable/SI shall serve normally in the Zone/RPSF allotted to him/her, if selected. However, selected candidates may be liable to serve anywhere in the country.



iii) Application to more than one Group will lead to rejection of all the applications of the candidate.

iv) For Ancillary category vacancies, a candidate can apply for **one trade** only and not for all trades.

v) **Candidates selected against the vacancies of 'Group F' i.e. RPSF will be posted in any of the following 15 Battalions of RPSF -**

Battalion No.	Bn. Headquarter
1 st	Lumding, Assam
2 nd	Gorakhpur, U.P
3 rd	Lucknow, U.P
4 th	New Jalpaiguri, W.B.
5 th	Trichy, Tamilnadu
6 th	Dayabasti, Delhi
7 th	Moula Ali, Secunderabad, A.P.
8 th	Chittaranjan, W.B.
9 th	Jagadhari, Haryana
10 th	Dhanbad, Jharkhand
11 th	Garhara Yard, Bihar
12 th	Thakurali Mumbai, Maharashtra
14 th	New Coochbehar, West Bengal
15 th	Udhampur, J&K
16 th	Asansol, West Bengal

vi) To check multiple filling up of applications by candidates, "Minimum Educational Qualification (MEQ)", "Educational Board", "Roll Number", "Year of passing of MEQ" shall be the compulsory fields for the purpose of filling up of online application form. Format shall have features not to accept more than one application when all these fields match.

vii) Every notification must mention that vacancies are provisional and may increase or decrease as per actual requirements, and that the administration reserves the right to cancel the notified vacancies at its discretion. Notification must also mention that posts of Sub-Inspector (Exe), Sub Inspector (Band), Constable (Exe), Constable (Band), Driver Grade-III and Const (Ancillary) have not been identified as suitable for persons with disabilities by the Ministry of Social Justice and Empowerment.

viii) In the event of cancellation of notified vacancies, the examination fee will not be refunded.

ix) A copy of Notification should also be endorsed to the Vigilance Dte., Railway Board.

x) The notice shall clearly indicate the eligibility, age limits, physical standards, educational qualifications, total 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. Reasons for rejection of applications, as specified in **Para 11.3** must be clearly mentioned in the notification.

xi) The proposed recruitment should be given wide publicity. Employment notice may be issued by Chairperson of 'Central Recruitment Committee (CRC-SI/CT)' through Employment News/Rozgar Samachar. Brief indicative advertisements may also be given in local/national daily newspapers for wide coverage.

xii) Chairperson-CRC-SI/CT will send copies of Employment Notices to all zonal Railways, Production Units, employment exchanges & offices concerned with rehabilitation of Ex-Servicemen, as well as to the Directorates of Employment of J&K, each North Eastern state and Andaman & Nicobar Islands separately for wide publicity.

xiii) Application should be filled by candidates only in English or Hindi.

xiv) The onus shall be upon the candidates to prove that all the information filled in/ submitted by him/ her in the application are true.

xv) Candidates shall be asked to go to the link provided for filling ONLINE application and fill up the requisite details, fee paid etc. carefully.

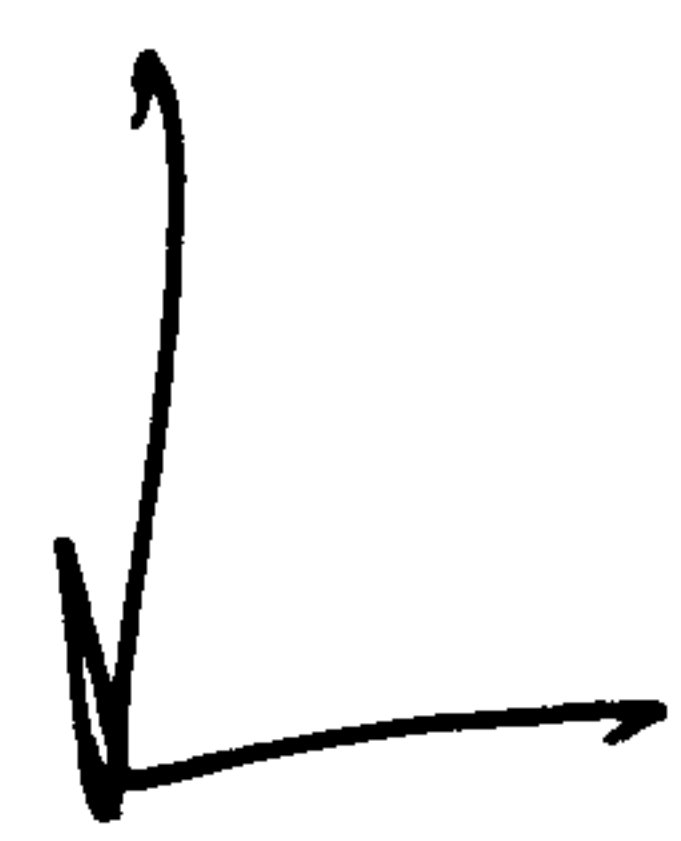
xvi) Facility of free travel authority: SC/ST candidates who want to avail the facility of free travel authority (Second Class Railway Pass) for ONLINE examination/PET shall be advised to also upload their caste certificate issued from the competent authority. At the time of obtaining reservation and traveling, the Reservation Clerk and/or Ticket Checking Staff will ask for the original SC/ST certificate for verification of genuineness of the candidate.

xvii) Impersonators shall be liable for prosecution and their candidature shall be cancelled.

10. EXAMINATION FEE:

Candidates applying for the posts of Constable/Sub Inspector shall be liable to pay the prescribed fee as per their category detailed below:

SL	Candidate category	Fee
1	For all candidates except the fee concession categories mentioned below at SI No 2	As prescribed for unreserved Group C posts by RRB from time to time
2	For Candidates belonging to SC / ST / Ex-Serviceman / Female / Minorities / Economically backward class. This fee shall be refunded duly deducting bank charges as applicable, on appearing in CBT	As prescribed for reserved/exempted category Group C posts by RRB from time to time



10.1 MODES OF PAYMENT OF FEE:

- i) ONLINE fee payment through internet banking or debit/credit cards.
- ii) OFFLINE fee payment through
 - SBI Bank Branch for Challan Payment mode.
 - Post Office Challan Payment mode in any branch of computerized Post Office.
- iii) All applicable service charges shall be borne by the candidate. If the fee is paid through off line mode, the receipt should be preserved. The same should be produced on demand at the time of Document Verification (DV).
- iv) Minorities include Muslims, Christians, Sikhs, Buddhists, Jains and Zoroastrians (Parsis) subject to revision/deletion/inclusion if any received till the closing date of notification. Minority candidates claiming waiver of examination fee will be required to furnish, at the time of DV, 'Minority Community Declaration' affidavit on non-judicial stamp paper that they belong to any of the above minority communities, failing which their candidature will be rejected.
- v) Economically Backward Class (EBC) candidates are those whose annual family income is less than Rs. 50,000/-. Such candidates should have valid Income Certificate in the prescribed format or on the letterhead of the Issuing Authority to this effect. The certificate details should be filled in the online application and same should be submitted at the time of DV. Candidates having BPL card are also eligible for fee concession under EBC and all these candidates seeking fee concession should fill in the relevant details in the ONLINE application.
- vi) For those Exam Fee Refundable Candidates who have appeared in CBT, the exam fee paid by them through online payment (Debit Card, Credit Card and Net Banking) shall be refunded duly deducting bank charges to the same account from which the online payment was made. The candidates who have made payment through SBI Challan or Post office Challan Mode should provide details of beneficiary account in which they would like to receive the refund viz. Beneficiary name, Bank name, Account Number and IFSC Code.
- vii) Applications not accompanied with examination fee, wherever applicable, will be summarily rejected.

NOTE-I: - Candidates shall be advised to indicate their option of Group and preference of Railway Zones (except in Group E and F) falling in that Group very carefully. Option of the Group/Railway Zone/RPSF, once exercised in the ONLINE application, shall be final and no request for change shall be entertained at later stages. Therefore, candidates shall be advised to be careful in exercise of option for Group/Railway Zone/RPSF.

NOTE-II: - Candidates shall be advised to ensure that their Name, Father's Name, Date of Birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during Document Verification will lead to cancellation of candidature and also to debarment. In case any candidate has formally changed the name, then gazette notification or any other legal document,



as applicable should be submitted at the time of Document Verification. Such candidates should indicate their changed name. However, other details should match with the matriculation certificate.

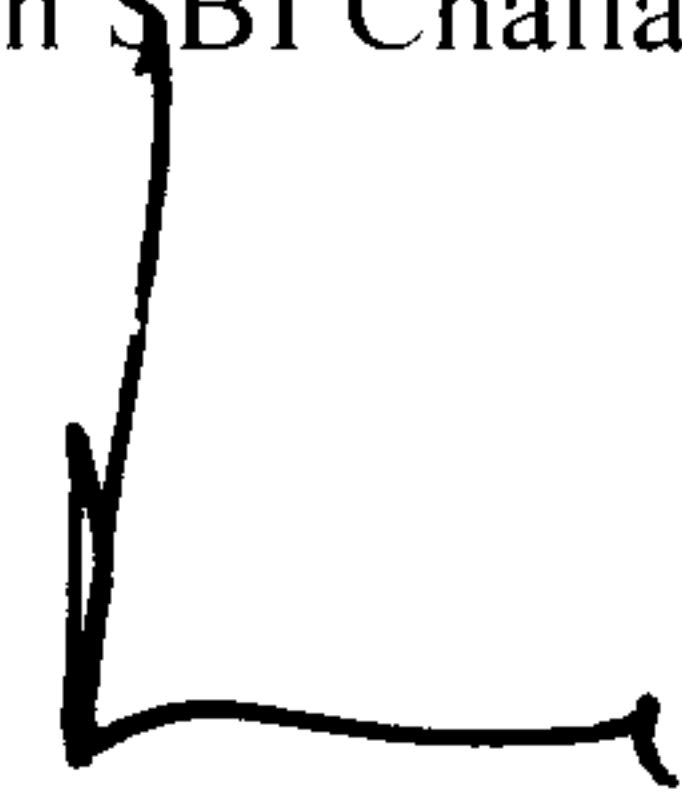
NOTE-III: - Candidates shall be advised to indicate their mobile no. and valid e-mail IDs in the ONLINE application and keep them active during the entire recruitment process. Any request for change of mobile no. and e-mail address shall not be entertained.

NOTE- IV:- No print-out/hard copy of application and/or SC/ST certificate is to be sent by candidates.

11. HOW TO APPLY: Steps to submit ONLINE Application-

11.1 Click on the ONLINE application link for the recruitment of Constable/Sub-Inspector and carry out the following:

- a. Confirm that you have read and understood the instructions clearly by clicking the check box.
- b. Enter your name, Date of Birth and Father's name, Mother's Name, Aadhar number, State/UT, Community, Education Board, SSLC/Matric Roll number, year of passing SSLC/Matric, mobile number and email-id and then submit for registration. Before submitting for registration, ensure and confirm that all the information furnished above are correct as the details furnished for registration cannot be changed later.
- c. On submitting registration form, the registration number and password shall be displayed to the candidate. Also, OTPs (One Time Password) shall be sent to the registered mobile number and email along with the registration details. The candidate should retrieve the OTPs from email and mobile and then login to proceed with the filling up of application and to make payment. Candidate should note and preserve their registration number for later reference during the recruitment process and CRC-SI/CT will not entertain any request seeking registration number.
- d. The online format of application will have the fields for Educational qualification, Community, Gender, Religion, Ex-SM, Minority, Economically backward class, Age relaxation eligibility category as applicable and other details. Select the post 'Constable' (Ct) or 'Sub Inspector' (SI) as the case may be.
- e. On completion of application details as above, the candidate will be directed to the payment page to choose payment mode i.e Bank (online->net banking/credit card/debit card & offline->Other Modes->Bank Branch for challan) or Post Office Challan and complete the payment process. Please note the last date and time specified for each mode of payment and submit the application well in time.
- f. In case of online payment, candidate will be automatically directed to Part II of application for filling up additional details. Those paying through Bank-offline mode, the payment confirmation may take about an hour and hence they have to again login after 60 minutes and look for confirmation of payment status. The time period for payment confirmation shall vary from 24hrs to 48 hrs in case of Post Office payment. On getting the confirmation status, the candidate can start filling remaining part (part III) of the application. Candidates eligible for examination fee refund who have chosen payment through SBI Challan or Post office Challan



should provide the details of beneficiary account in which they would like to receive the refund viz. Beneficiary name, Bank name, Account Number and IFSC Code in the online application.

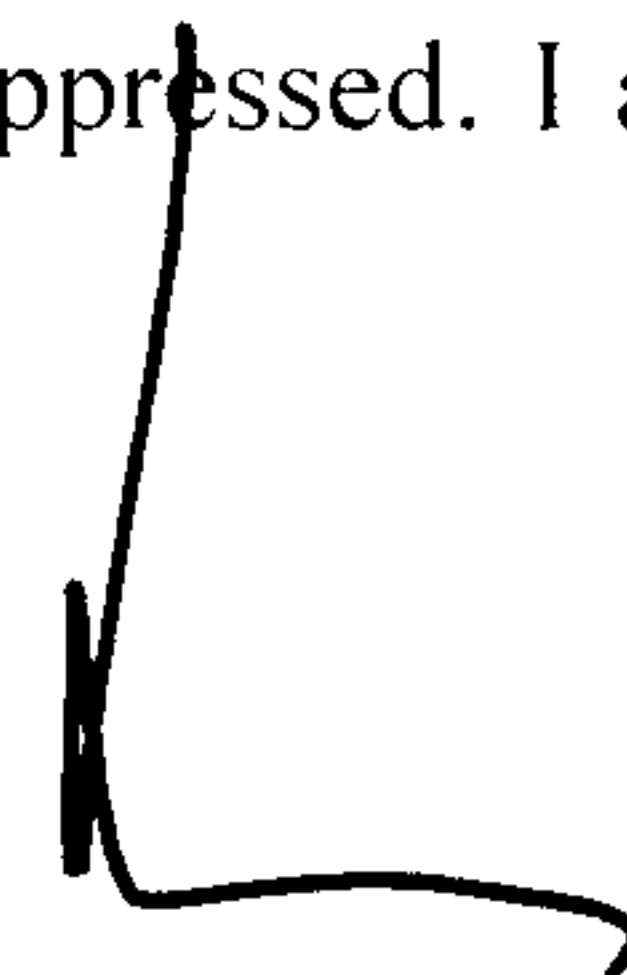
Part III of application should have following fields: Detailed Educational Qualification, choice of Group and preference of Zone/RPSF, choice of exam language for CBT etc :-

Choice of Group/Zone: Candidate shall opt for a Group and shall further indicate his/her preference of zonal railways falling in that Group (except for Group E and F). Candidates opting for Group (E) and (F) shall have only the option of NF Railway and RPSF respectively. Once Group is opted, candidate will be considered against the vacancies of that particular Group only.

Choice of Exam Language for CBT: Candidates shall have following language options for Computer Based Test (CBT) out of which they shall have to opt for any one:-

Hindi, English, Urdu, Tamil, Telugu, Konkani, Malayalam, Kannada, Marathi, Gujarati, Bengali, Oriya, Punjabi Assamese and Manipuri.

- g. Uploading of color Photograph: Select the Upload Photo tab and upload your colour photograph. The photograph should comply with the following requirements,
- The Colour passport photograph with white/light color back ground.
 - Photograph of size 35mmX45mm with name and date printed on it.
 - It should be in JPG/JPEG format scanned with 100 DPI.
 - The size of the photograph should be between 15-40 KB
 - The color photograph may be developed in a professional studio. Photographs taken using mobile and self composed portraits may result in rejection of application.
 - The photo should have clear front view of the candidate without cap and sunglasses.
 - The face should occupy at least 50% of the area of the photograph with a full face view looking at the camera directly.
 - The main features of the face must not be covered by hair of the head, any cloth or any shadow.
 - Fore head, eyes, nose and chin should be clearly visible.
 - In case the candidate wears glass, then the photograph should not have any glare on glasses.
 - The Photograph must match with the candidate appearance on the day of various stages of CBTs and DV.
- h. Candidates are advised to keep at least 12 (Twelve) copies of the same photograph for further use as and when required during the recruitment process.
- i. Candidates belonging to SC/ST have to upload scanned copy of their SC/ST certificates (JPG/JPEG format, 50kb – 100kb) also for availing the facility of free travel authority (Second Class Railway Pass).
- j. In the end, candidates have to confirm the declaration “I hereby declare that I have gone through the eligibility criteria for the post(s) applied for and meet all the requirements therein, that all the details furnished by me in the application are true and complete to the best of my knowledge & belief and nothing has been concealed or suppressed. I also understand that in



case, any of the details furnished is found untrue during any stage of recruitment or thereafter Railway Administration shall disqualify me for the post(s) applied for and /or I shall be liable for any other action under the extant rules". After confirming the above declaration and submission of the application, the entire application shall be displayed for confirmation once again and on confirmation, the candidate may take the print of the application and preserve it for reference and record.

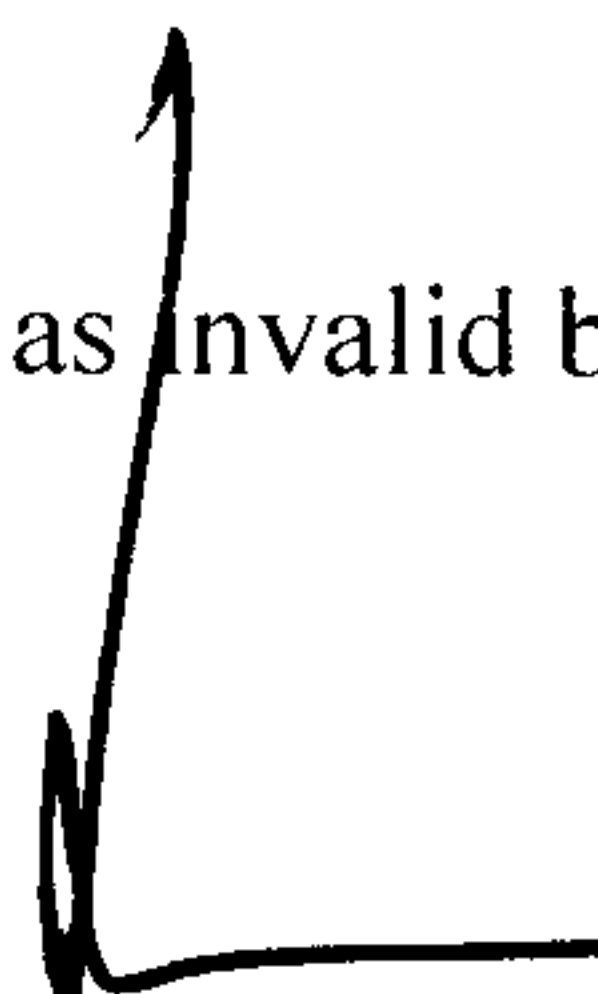
11.2 MODIFICATION OF APPLICATION:

- a. After final submission of ONLINE application, in case the candidates wish to make minor changes to correct inadvertent errors in the application, the correction of data other than State, email and mobile number can be done by paying the modification fee of Rs.250/- (Non-Refundable). The modification fee shall be applicable to all candidates including fee concession categories and this fee is not refundable for any category. The modification to the registration and application details can be done only twice.
- b. Candidates are cautioned to ensure that if they wish to modify their application, they are advised to do the same sufficiently well in advance of the closing date and time of the filling up of online application. In case, due to last minute congestion, if the modification attempt fails at any stage, and the modification carried out have not been saved or not submitted in time, the earlier information furnished in the application shall be considered and no correspondence on this subject shall be entertained.
- c. The Registration number, email id and mobile number cannot be changed.
- d. The procedure for modification of the application shall be as below
 - Go to the "ONLINE/E-Application" link.
 - Click on the 'Modify Application' link.
 - Login using Registration Number and Password.
 - Pay modification fee through any of the modes available for actual examination fee payment. Ensure payment is done well within the date and time prescribed.
 - After making payment, login using Registration Number and Password, then proceed with the changes intended as per instructions given and submit the application. Preserve the print out of latest application for record.

11.3 INVALID APPLICATIONS / REJECTIONS:

Online applications are liable for rejection on the following grounds amongst others:

- a. Invalid photos on account of Black and White photo, photo with cap or wearing goggles. photos which are disfigured, small size, full body, only one side view of the face, unrecognizable photos, photostat copy of photo, group photo, photos without name and date and online application without photo among others.
- b. Multiple applications. In such case, all applications will be rejected and such candidates will be debarred from future exams.
- c. Any other irregularities which are observed and considered as invalid by CRC.



- d. In case the application is rejected, candidates will be able to view their status ONLINE on the website along with the reason(s) for rejection(s) which is final and binding and no further correspondence shall be entertained on the subject. No refund of examination fee will be made on account of rejection of application. SMS and e-mail alerts shall also be sent to the candidates on their registered mobile numbers and e-mail IDs, as indicated in their ONLINE application. Candidates will not be intimidated by post.

11.3.1 Other grounds:

- Any wrong information in application form,
- Non-fulfilment of any eligibility criteria,
- Declarations not given by candidate at appropriate place in application,
- Incomplete application,
- Under age/over age candidates (as per declaration in the form),
- Candidates not having requisite educational qualification on the closing date of submission of application,
- For ex-servicemen, date of discharge should not exceed the last date of submission of application.

Reasons for rejection of ineligible/rejected applicants will be recorded clearly at appropriate place/in appropriate form by the official/person concerned under his/her signature. Separate lists of (a) fit and (b) rejected candidates with reasons for rejection, will be uploaded in the specified website.

11.4 HALL TICKET (e-call letter) FOR CBT:

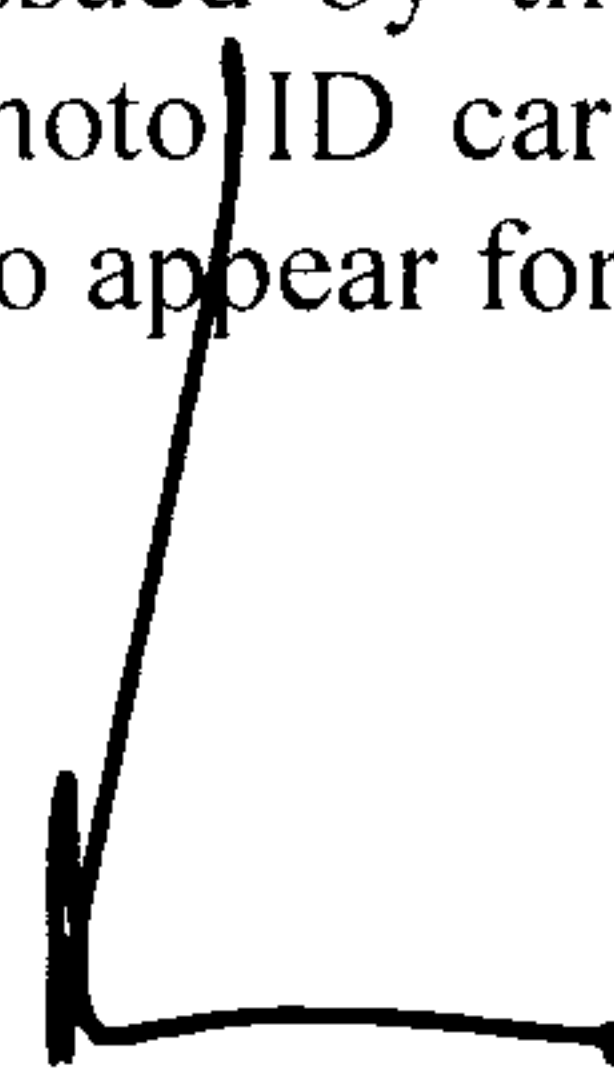
11.4.1 Candidates can verify their eligibility status from the website. SMS and email messages will be sent to all eligible candidates about the e-call letter upload details.

11.4.2 Photographs shall be scanned in colour and printed on the call letter. Eligible candidates can download e-call letter from the websites about 10 days before the date of the CBT.

11.4.3 No call letter will be sent to candidates by post. Candidates should read the instructions on the e-call letter carefully and follow them scrupulously.

11.4.4 Failure to comply with the instructions may lead to cancellation of their candidature. In case of SC/ST candidates who have uploaded the details of their community certificate for availing the benefit of free travel authority (Sleeper Class Railway Pass), the e-call letter for CBT will contain the free travel authority and such candidates will be allowed to book ticket on submission of self attested photo copy of e-call letter and SC/ST certificate. During the journey, these candidates should carry original SC/ST certificate and one original prescribed proof of identity for undertaking journey failing which they will be treated as travelling without ticket and charged accordingly.

11.4.5 Candidates must bring their e- call letters along with a valid Photo ID (viz. Voter Card, Aadhaar Card, printout of e-Aadhaar, Passport, Identity Card issued by the employer in case the candidate is a Govt. Employee, School / College / University Photo ID card in ORIGINAL to the examination hall, failing which candidates shall NOT be allowed to appear for the CBT.



11.4.6 Candidates must also bring one colour photograph (of size 35mm x 45mm) which was uploaded in the application, with clear front view of the candidate without cap and sunglasses, for appearing in the CBT. Candidates should leave the spaces provided in the downloaded e-call letter for writing self declaration paragraph, signature and Left Thumb Impression (LTI) unfilled while coming for the exam. Candidates will have to write the paragraph of self declaration, sign and affix LTI at the venue of the CBT in the presence of the Invigilator at the Examination Hall ONLY and hand over the same to the Invigilator before the conclusion of the examination.

11.4.7 CRC SI/CT will not entertain any request for any change in examination centre, date and session allotted to candidate(s).

11.4.8 SMS and email messages will be sent to all eligible candidates about the e-call letter upload details. Candidates should keep their mobile numbers and emails active till the end of document verification. CRC will not entertain any request for change of mobile number and e-mail address at a later stage.

NOTE- I: Scanned documents JPEG format to be kept ready before filling the application: In order to ensure speedy filling up of application by the candidates, they should keep ready the following documents in digital form before logging in to the application page.

- **Candidate Photograph in color: JPEG image of size 15 to 40KB**
- **SC/ST Certificate (Only for candidates seeking free travel pass): JPEG image of size 50 to 100KB**

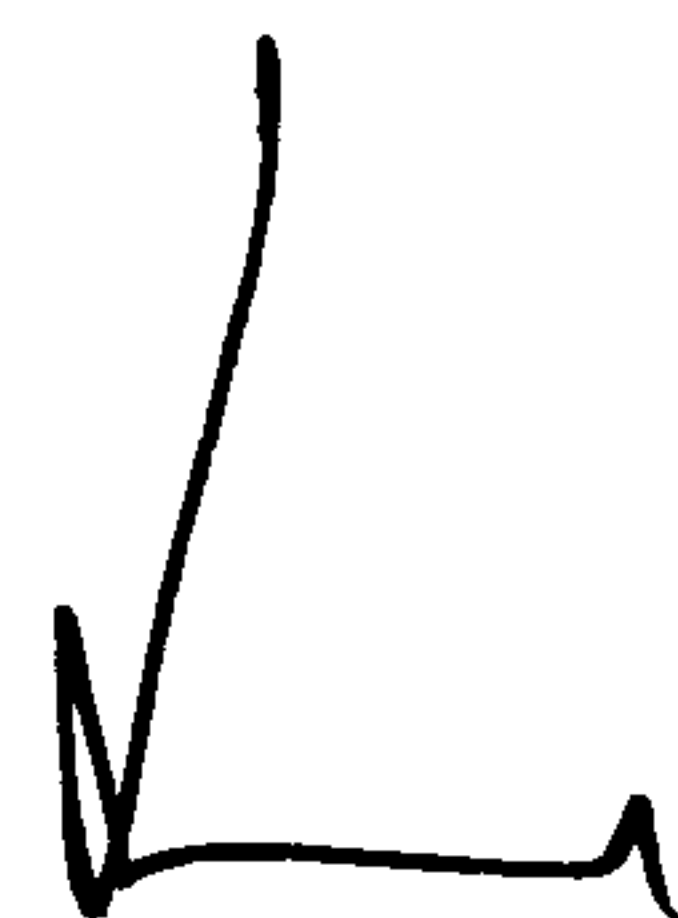
NOTE-II: - To avoid last minute rush, candidates shall be advised in their own interest to submit ONLINE application much before the closing date since there may be inability/possibility of failure to log on to the website, on account of heavy load on the internet or website jam during last days.

NOTE-III: - CRC-SI/CT shall not accept any responsibility for the candidates not being able to submit their application within the last day on account of aforesaid reasons or any other reason.

12. CANDIDATES TO ENSURE THEIR ELIGIBILITY BEFORE APPLYING:

Candidates applying for the post shall be advised to ensure that they fulfill all eligibility conditions prescribed for the post/examination. Admission of the candidates for the CBT for the posts notified would be on the basis of the information furnished by them in the ONLINE application. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidate in his/her ONLINE application is false /incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled forthwith.

NOTE-II:- Requisite data and documents shall be kept in premises which are secure from fire, theft, damage by dampness / wetting, insects etc.



13. **IMPORTANT INFORMATION FOR CANDIDATES:-**

- (i) Computer based test (CBT) shall be held simultaneously for all Groups.
- (ii) Their admission to the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions.
- (iii) Mere issue of e-Call Letter to candidates will NOT imply that their candidature has been finally accepted by the CRC.
- (iv) CRC shall conduct verification of eligibility conditions, with reference to original documents, only after candidates have qualified in all the stages of examination. CRC may reject the applications of candidates at any stage of recruitment process in case the candidates are not fulfilling the requisite criteria, and if appointed, such a candidate(s) are liable to be summarily removed from service.
- (v) Candidates should ensure that they have requisite Educational/Trade qualifications from recognized Board/University as on the date of submission of the application for the Centralized Employment Notice. **Those awaiting results of the final examination for the prescribed qualification shall not be eligible and hence NEED NOT apply.**
- (vi) Candidates submitting more than one application with different particulars like name/ Father's Name/ Community/photo (face)/ educational qualification will be summarily rejected.

14. Setting up of Helpdesk- In case any candidate face problem in downloading/obtaining his/her call letter, he/she may be advised to contact the telephone no. of Helpdesk published in the Advertisement. A helpline no. may be provided in the Advertisement for this purpose which may remain functional till completion of CBT.

15. **RECRUITMENT PROCESS**

The recruitment shall be held in the following phases:

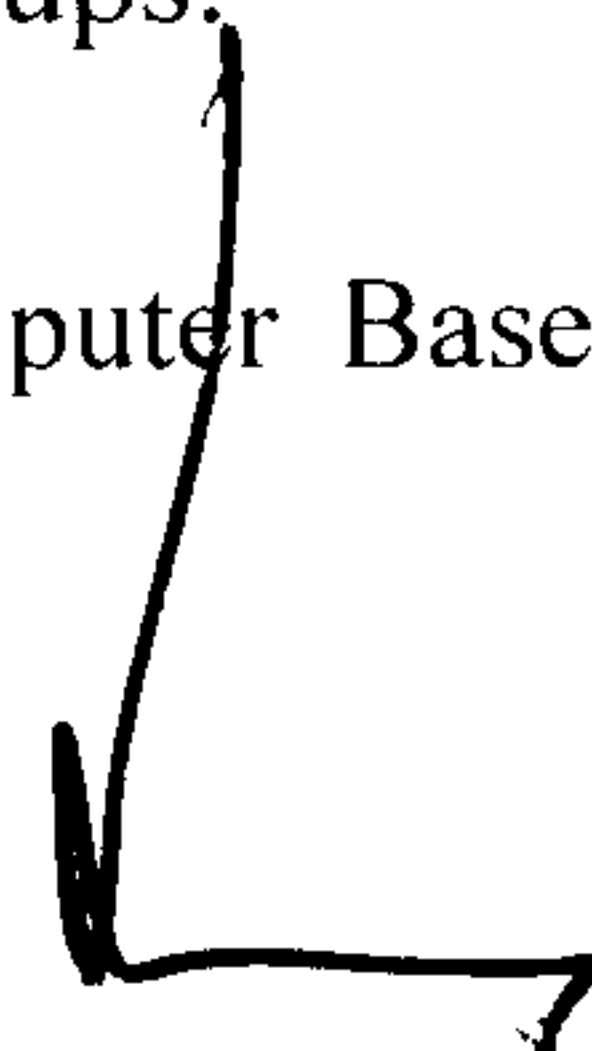
- PHASE I- : COMPUTER BASED TEST (CBT)
- PHASE II- : PHYSICAL EFFICIENCY TEST (PET) & PHYSICAL MEASUREMENT TEST (PMT)
- PHASE III- : TRADE TEST (For Drivers/Ancillary staff/Band)
- PHASE IV- : DOCUMENT VERIFICATION

Note: The phase IV shall be completed immediately after PET/PMT in case of Const (Exe)/SI (Exe) and immediately after Trade Tests in case of other categories at the location where PET/PMT & Trade Tests are being conducted.

15.1 **PHASE - I- COMPUTER BASED TEST (CBT)**

i) Date and time for CBT shall be fixed by Chairperson-CRC-SI/CT. CBT shall be held at different centers across the country simultaneously for all the Groups.

ii) Candidates shall have following language options for Computer Based Test (CBT) out of



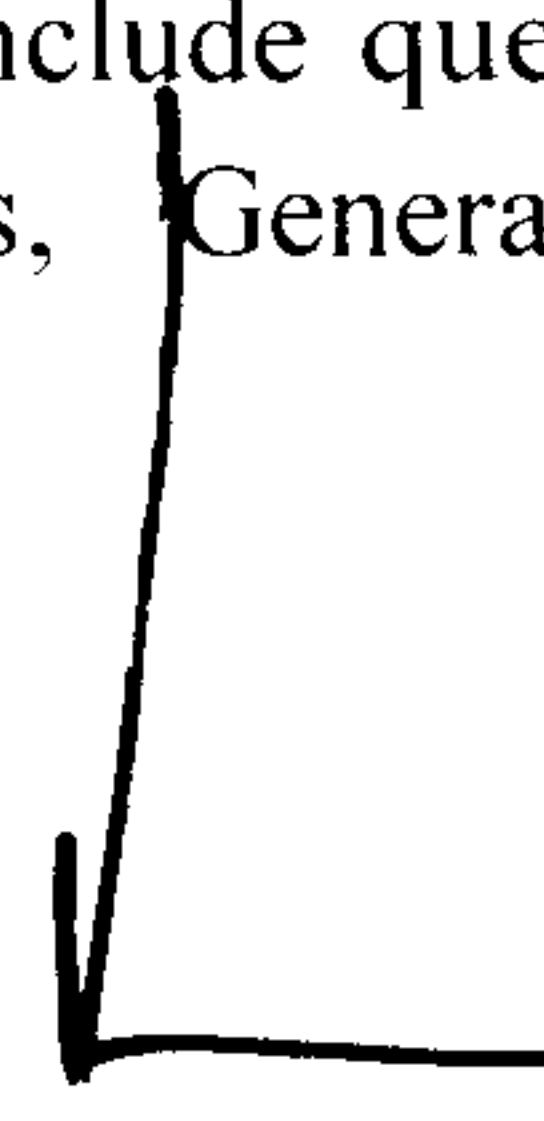
which they shall have to opt for any one:-

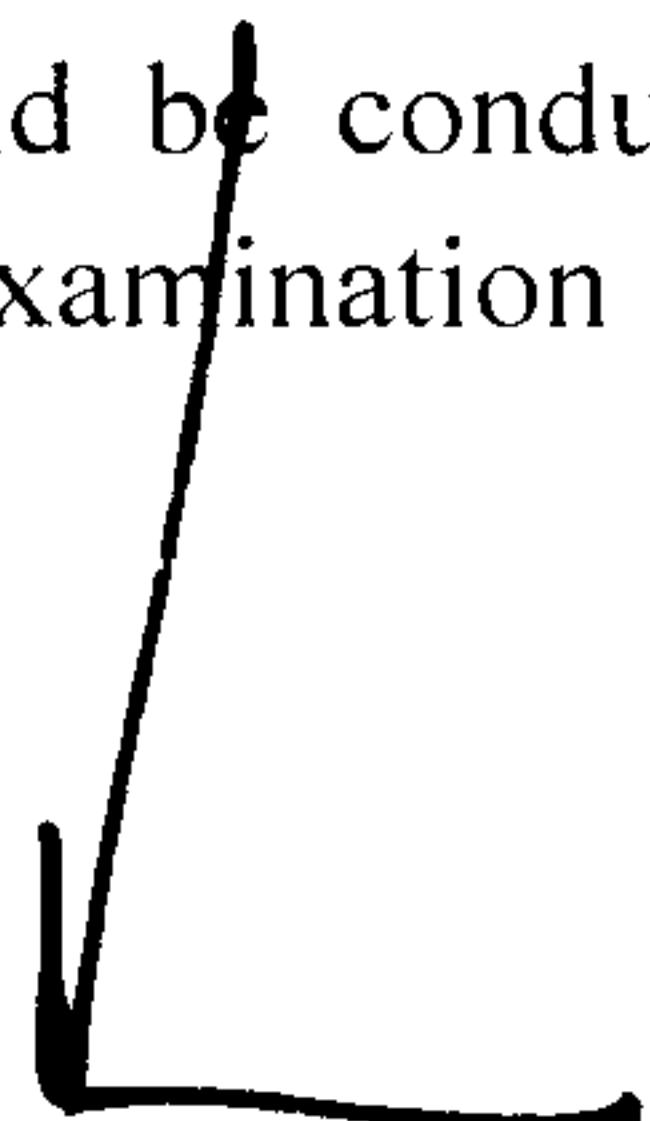
Hindi, English, Urdu, Tamil, Telugu, Konkani, Malayalam, Kannada, Marathi, Gujarati, Bengali, Oriya, Punjabi Assamese and Manipuri.

- iii) The standard of examination for Sub Inspectors will be graduation level and for other categories, 10th level.
- iv) It will be necessary to obtain 35% marks (30% marks by SC and ST candidates) to qualify in the CBT.
- v) Agency assigned will be responsible for conducting CBT, arranging all logistical support required for conducting CBT and for ensuring fairness and transparency of CBT.
- vi) Chairperson-CRC-SI/CT may issue detailed instructions for conducting CBT and the precautions to be observed, similar to the system followed by RRBs.
- vii) Centres for CBT shall be, as far as practically possible, located in such a manner that candidates from all States and Union Territories get opportunity to attend the CBT at the nearest possible location.
- viii) **Details of time allowed and no. of questions for CBT shall be decided by the CRC. For the purpose of guidance, however, the following can be followed -**

	Time allowed (In minutes)	No. of questions	General Awareness	Arithmetic	General Intelligence & reasoning
Sub Inspector (Exe)	90	120	50	35	35
Constable	90	120	50	35	35
Constable (Ancillary)	45	60	20	20	20
Driver Gr III	45	60	20	20	20

Note: There shall be no CBT for the post of Constable (Band) and Sub-Inspector (Band).

- ix) The CBT questions will be designed as under:
- a. **General Awareness** : Questions will be aimed at testing the candidate's general awareness of the environment around him and its application to society ; to test knowledge of current events and such matters of everyday observation and experience as may be expected of any educated person. The test will also include questions relating to Indian History, Art & Culture, Geography, Economics, General Polity, Indian Constitution, Sports, General Science, etc.
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- b. Arithmetic** : Questions on Number systems, whole numbers, decimal and fractions and relationships between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interest, profit and loss, discount, use of table and graphs, mensuration, time and distance, ratio and proportion etc.
- c. General Intelligence & reasoning** : Questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.
- x) Candidates will be required to answer all questions and shall be awarded 01 (one) mark for each correct answer. 1/3 mark will be deducted for each incorrect answer (negative marking). No mark shall be awarded or deducted for questions not attempted.**
- xi)** The question paper will be in English, Hindi, Urdu and local languages as indicated in **Para 15.1 (ii)**.
- xii)** Concerned PCSCs will make available officers and staff required to be deputed for smooth conduct of the CBT.
- xiii)** Agency responsible for conducting CBT shall arrange seating arrangements carefully to prevent use of any unfair means. CBT shall be held in such a manner that adjacent candidates get different sets of question papers.
- xiv)** Agency assigned will ensure that admission of candidates is properly regulated, so that there is no impersonation. Call letters will be checked before candidates are allowed to enter the hall / room. **No candidate will be allowed to enter the examination hall beyond 10 minutes after commencement of the CBT.**
- xv)** Candidates allowed to enter the examination hall / room will be required to mark presence as prescribed, which will form the basis for the absentees' statement. Signatures and biometric thumb impressions of both thumbs of all candidates will be obtained as proof of appearing in the written test.
- xvi)** After entering respective halls / rooms, candidates will take their allotted seats. Candidates will be strictly prohibited from bringing into examination halls / rooms any book or part of book, paper, calculator, mobile phones, gadgets of any description; or from communicating from each other or from communicating with any person outside the examination hall / room. CCTV surveillance/Videography of every hall / room of the centre should be conducted in such a manner that the face of the candidate is captured during the examination to obviate the possibility of impersonation.
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xvii) Candidates will fill their roll numbers and other particulars as specified, at the appropriate places provided for this purpose.

xviii) No candidate will be allowed to leave the hall / room till the conclusion of the examination. After the examination is over, necessary follow-up action shall be ensured by Agency concerned as per instructions received from Chairman, Central Recruitment Committee.

15.1.2 FINALISATION OF PROCESS AFTER COMPUTER BASED TEST:

i) After holding of CBT, result will be expeditiously compiled by the Agency. Merit list for each category shall be separately prepared for each Group. Candidates opting for a particular Group will be included in the merit list of that particular Group. Candidates opting for Group F (RPSF) will be included in the merit list of RPSF.

ii) CRC-SI and CRC-CT shall check all the details before publication of the CBT result and ensure that all norms stipulated in this Directive have been properly followed. After completing all checking, CRC-SI and CRC-CT will authorize publication of results of CBT, Group/category-wise. The result should be published in the ascending order of roll numbers so that merit is not revealed at this stage.

iii) All candidates who qualify in the CBT for the posts of Constable (Ancillary) and Driver Grade III shall be called for PET and PMT.

(iv) For posts of Constables (Exec) and Sub-Inspectors (Exec), candidates to the extent of 10 times the number of vacancies in each category for Male/Female/Ex-Servicemen candidates for each Group shall be called for PET and PMT from amongst the candidates who have secured minimum qualifying marks. However, in case, requisite no. of candidates do not qualify in PET/PMT and it is assessed that vacancies in any category/Group for Male/Female/Ex-Servicemen will not be filled up, additional Candidates equal to 10 times the number which are likely to remain vacant after the first round of PET/PMT may again be called from amongst the candidates who have secured minimum qualifying marks for a second round of PET/PMT. There shall be a maximum of two rounds of PET/PMT.

If vacancies of Female and Ex-Servicemen are not filled after second round of PET/PMT, vacant posts will be filled up by male candidates of respective category.

iv) Result of CBT shall be duly uploaded in the designated website with direction to candidates to frequently visit the site for downloading call letters for PET/PMT/Document verification.

v) All candidates for Constable (Band) and Sub-Inspector (Band) will be called for PMT directly i.e. without CBT.

vi) Call letters for PET/PMT/Trade Test/Document verification shall be uploaded in the website at least 3 weeks prior to tests. "Instructions to candidates" will be provided with call letters and will include instructions to the candidates to come prepared for PET/PMT/TRADE TEST/DOCUMENT VERIFICATION and for 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

