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GOVERNMENT OF INDIA  
MINISTRY OF RAILWAYS  
(RAILWAY BOARD)

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

Dated 22 May, 1996

STANDING ORDER NO. 3/1996

Chief Security Commissioners/RPF  
All Zonal Railways

Chief Security Commissioner/RPSF  
Railway Board.

Subject:- Recruitment of Constables in RPF/RPSF -  
Procedure regarding.  
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RPF Rules 1987 provide for direct recruitment of Constables in RPF/RPSF.

Further Article 16 of the Constitution of India provides that there shall be equality of opportunity for all citizens in matters relating to employment or appointment to any office under the State. It is, therefore, essential that all candidates who turn up for recruitment in response to the vacancies advertised, are given opportunity to compete for selection on merit. Following points are always to be kept in mind while conducting recruitment:

- (a) Our process of recruitment should be transparent as it is not only necessary to be fair in making the recruitment but should also appear to be fair, and
- (b) Reservation rules in respect of SC, ST, Ex-servicemen, OBC are to be strictly followed.

In addition, following Instructions should be strictly followed by all concerned:-

2. PUBLICITY

Publicity about recruitment should be given at least 15 days in advance in the local news papers, the Doordarshan and the All India Radio, indicating all necessary details regarding Educational, physical standard and other prerequisite alongwith date, time, place and venue, etc. Letters may also be sent to the Regional Employment Exchanges, Director of Social Welfare in the States/Union Territories concerned and other officials and bodies, as indicated by the Govt. from time to time.

3. While publicising vacancies it should be made clear that candidates must bring with them their passport size photographs and the following documents in original as also a set of attested copies of documents, failing which they will liable to be rejected on this very ground :-

- (a) 3 passport size photographs
- (b) Certificates of education
- (c) Sports/Games and NCC Certificates
- (d) Character Certificate from Pradhan/Surpanch/SHO duly countersigned by the SDM.
- (e) Certificate/Service Record as proof that the candidate belongs to the reserved category i.e. SC/ST/OBC/Ex.Servicemen
- (f) Any other Certificate relating to technical qualification.

4. Production of false Certificate is an offence and anybody producing false certificate would be guilty of an offence apart from dismissal from service, later it will lead to prosecution. Candidates will be warned by the Recruitment Committee when they appear before them about the consequences of bringing any false certificates. It will be the responsibility of the Chairman of the Recruitment Committee to ensure that all the certificates produced are got verified properly. No excuse whatsoever shall be accepted from the Chairman of the Recruitment Committee that this job has been delegated to somebody else.

#### 5. RECRUITMENT COMMITTEE

The Recruitment Committee will consist of 3 Commandants/ Security Commissioners and shall be nominated by DG/RPF.

#### 6. Registration during recruitment

RPF/RPSF Recruitment Application Form as per proforma attached as Annexure-'A' will be printed with the advertisement in the News Papers directing the candidates to bring the Application Form alongwith them duly filled in their own handwriting, signed and pasted with their latest passport size photograph, while reporting at the Recruitment centre. Any candidate reporting without RPF/RPSF Application Form will not be allowed to enter the campus/area where Recruitment is being organised. They will bring one extra photograph (passport size) for pasting with RPF Attestation Form in case finally selected.

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7. The Application Forms will be collected from the candidates and will be numbered serially category-wise. On completion of Recruitment, these forms will be bound in the form of a register and preserved for one year from the date of recruitment for future reference, if any.

8. Scrutiny of Application Forms

All the Application Forms will be collected for scrutiny. After scrutiny, all those who have submitted incomplete forms will be excluded, having been rejected.

9. All rejected candidates would be informed on the spot about their rejection or elimination. A record of all such candidates eliminated should be kept. However, the Recruiting Officers would write on the form the reasons for rejection. The records of selected candidates should be kept and others weeded out by informing the candidates on the spot itself.

10. Checking of physical measurement

In respect of those whose application forms have been found in order, will be subjected to the physical measurements by the Recruitment Committee. This will comprise checking of their height and chest, major physical defects, such as flat foot, knock knee, etc.

11. PHYSICAL EFFICIENCY TESTS

Those candidates who fulfill the prescribed physical standards relating to height, chest etc. will be subjected to Physical Efficiency Test consisting of the following events. The minimum qualifying standards and total marks for each event are indicated against each.

Maximum Marks = 50

Events	Minimum qualifying standards	Total Marks
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i) 1500 mtr Race	7 mins.	10
ii) 100 mtr Race	14 secs.	10
iii) High Jump	3 feet 6"	10
iv) Broad Jump	12 feet	10
v) Shot Put	20 feet	10

Only one chance will be given for 1500 meters race which is compulsory and candidates failing in that will not be allowed to take part in subsequent tests.

For 100 meters race only one chance will be given. For the remaining items viz. high jump, broad jump and shot put candidates will be given 3 chances each. Candidates who fail to qualify in 3 out of the 5 events including 1500 metres race will be disqualified. Minimum qualifying marks in the Physical Efficiency Test will be 30 marks.

12. MARKS FOR EDUCATION/SPORTS/TECHNICAL QUALIFICATION :

Candidates who qualify in the physical efficiency test will be granted marks for their educational qualifications as indicated against each.

a) EDUCATIONAL QUALIFICATIONS (Total Marks - 25)

Matriculate	=	20
Inter/Higher	=	21
Secondary 10+2		
B.A.	=	23
M.A.	=	25

b) ADDITIONAL MARKS FOR SPORTS/TECHNICAL QUALIFICATIONS (Total marks - 7)

NCC	=	2
Sports University level	=	3
Sports State level	=	5
Sports National level and above	=	7

c) TECHNICAL EDUCATION (Total marks = 15)

For categories like Stenographers, Typist, knowledge of computer, Driver, Mechanic, Electricians, Carpenter, Tailor Master, etc. etc.

13. INTERVIEW/VIVA VOCE FOR GENERAL DISPOSITION AND SOLDIERLY TRAITS

(Total marks = 15)

The candidates who have qualified in the physical efficiency test will be interviewed for general disposition and soldierly traits assessment by the Recruitment Committee with a view to determining their suitability as a prospective Constable in RPF. This will include appearance, built up of the body and countenance and deed visualisation of soldierly profile, general personality of the candidate. Thereafter, based on the performance of the candidates in the process of recruitment merit list will be prepared category-wise for empanelment.

14. POLICE VERIFICATION

The empaneled candidates will, thereafter, fill up 'RPF Attestation Form' duly affixing the photograph thereon and make over the same to the Chairman of the Recruitment Committee who in turn will arrange to get their 'Character and Antecedents' verified by the Police/Civil Authorities concerned.

Character rolls/ Character certificates issued by the village Sarpanch, countersigned by the SHO of the Police Station and further countersigned by the SDM/District Magistrate that there is nothing against the person in the record of the district, will also be accepted for sending the cadets for initial training. If anything adverse is found against the cadet in the detailed formal Police verification his services/training is liable to be terminated.

15. MEDICAL EXAMINATION

The selected candidates before being sent for initial training for constable recruits will be subjected to a detailed medical examination at the Railway Hospitals /Doctor accompanying the recruitment.

16. PHYSICAL STANDARD

The physical standards as laid down in RPF Rules 1987 and as modified from time to time shall apply for Constables.

17. OTHER IMPORTANT POINTS

There will be no Written Test for any language/subject for the recruitment of Constable in RPF/RPSF.

18. The physical measurement and interview for general disposition and assessment in respect of General, SC/ST, OBC

and Ex-servicemen candidates will be conducted separately.

19. Only those vacancies will be filled up as have been advertised. No waiting list will be drawn or announced. However, if a candidate is found unfit by the Medical Officer or adverse police verification is received the candidate next in the merit list will be called for medical examination and appointed, if found fit.

20. The Chairman of Recruitment Committee will personally supervise the entire process of recruitment and deal with the genuine complaint of any candidate on the spot itself. All documents pertaining to selection will be prepared carefully to avoid any complication at a later stage and will be signed by all the Members of the Recruitment Committee who will be responsible for their correctness.

21. Recruitment on the Railways will be ordered by the Director General RPF who either himself or under his direction CSC concerned will assign the Officers for conducting the same.

22. At present, the RPF is not represented by certain States or is poorly represented while representation from certain State is on much higher side. Being one of the CPMFs of the Union, it would be desirable that RPF should have national character having representation from all States which will be right steps towards National Integration. As such, efforts will be made to have personnel from all States by organising recruitment rallies in the States not represented at all or poorly represented.

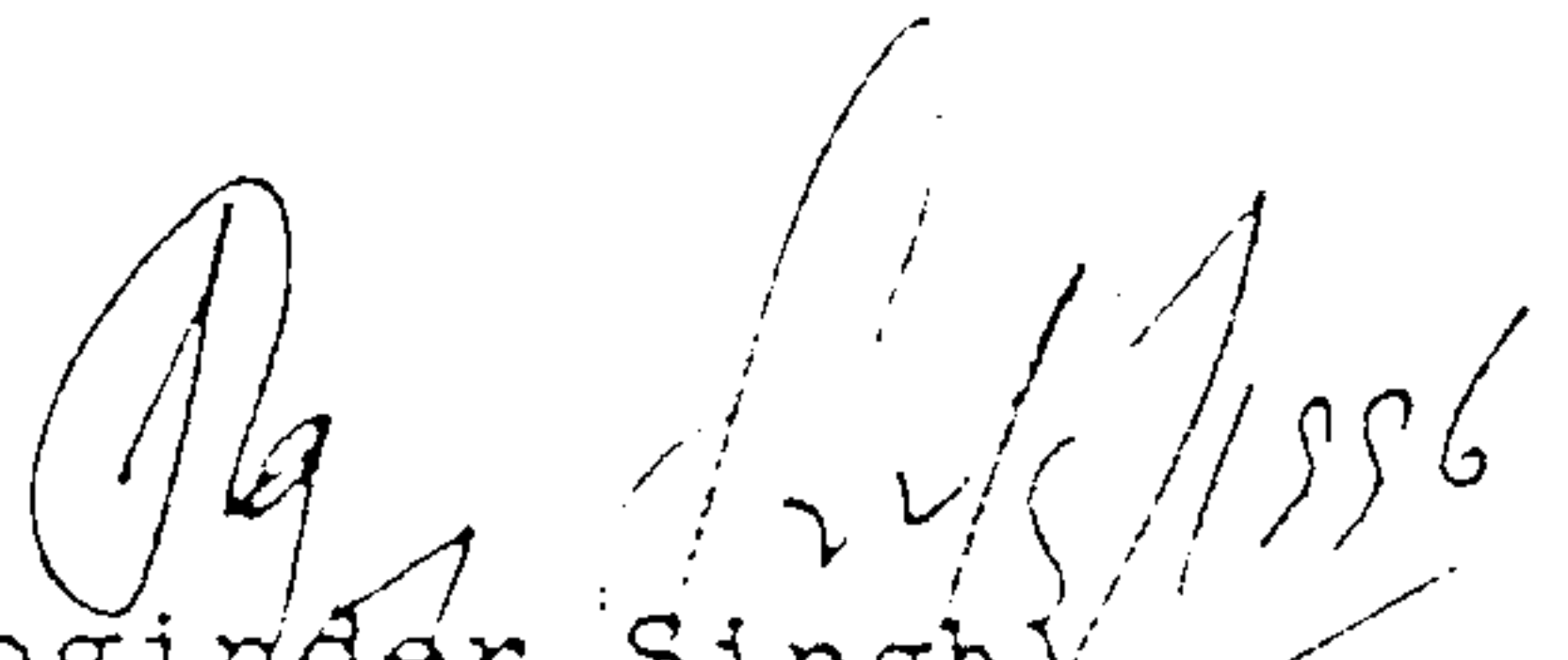
23. Entire record of recruitment will be kept preserved by the CSC concerned for one year for verification of complaints, if any, and for other administrative purposes. Thereafter, the same same will be weeded out.

24. 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 place. No RPF Officer on leave should be allowed to enter where recruitment is being held to meet any member of the Committee or any person connected with the recruitment. It has been noticed that many a times people not concerned with the recruitment try to influence. It will be the responsibility of the Chairman of the Committee to ensure that recruitment is conducted fairly, squarely and in an open transparent way.

25. All recruitments will be supervised by the CSC/ Addl. CSC or Dy.CSC as ordered by the Director General/RPF. It will be the duty of the CSC concerned /nominated by DG/RPF to supervise and to be present and available at the recruitment place itself all the time. He will look into

the complaints, if any, of the candidates so that there may not be any malpractice. They will also be responsible to see that no malpractice or undesirable methods are adopted in the recruitment. The proceedings will be scrutinised and approved by the CSCs nominated by DG/RPF for the recruitment at the spot itself. Candidates will be asked to join within 15 days of completion of recruitment after production of pre-verification certificate.

Please acknowledge receipt.

  
(Joginder Singh)  
Director General/R.P.F

Copy to DSCs All Railways.

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