

Standing order No.72

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

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

New Delhi, Dated 23.12.2004.

Chief Security Commissioners/RPF,
Central Railway, Mumbai
Eastern Railway, Kolkata
East Central Railway, Hajipur
East Coast Central Railway, Bhubaneswar
Northern Railway, New Delhi
North Central Railway, Allahabad
North Eastern Railway, Gorakhpur
Northeast Frontier Railway, Guwahati
North Western Railway, Jaipur
Southern Railway, Chennai
South Central Railway, Secunderabad
South Eastern Railway, Kolkata
South East Central Railway, Bilaspur
South Western Railway, Hubli
Western Railway, Mumbai
West Central Railway, Jabalpur
Integral Coach Factory, Perambur.

Chief Security Commissioner/RPSF,
Rail Bhawan, New Delhi.

Sub: Recruitment of Sub-Inspectors in RPF/RPSF-Procedure regarding.

Please find enclosed herewith a copy of Standing Order No.72 on the subject mentioned above for information and future guidelines.


(C.S.RAY)
DIG/Admn,
Railway Board.

DA: As above.

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

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

New Delhi, dated 23.12.2004

STANDING ORDER NO.72

Sub: Recruitment of Sub-Inspectors in RPF/RPSF – Procedure regarding.

In supersession of Standing Order No. 69 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 departmental 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 suitable in the ranks of IG/DIG, a JAG Officer of RPF may be co-opted into the Committee.

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

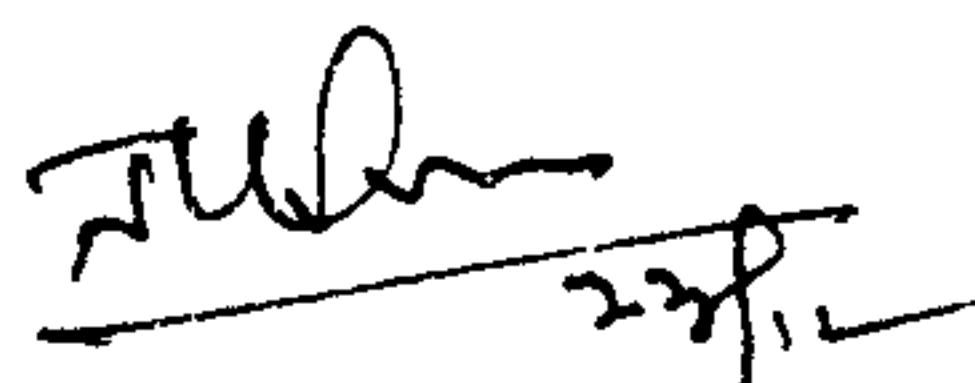
1. DETERMINATION OF VACANCIES:

The number of existing vacancies and anticipated vacancies upto 31st December of the next year viz. 31.12.2006 for the present recruitment for each zone should 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.

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.

2. ELIGIBILITY :

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


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(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 1st July of the year if the vacancies are advertised in the second half of the year. Relaxation as per extant instructions will be admissible to SC/ST/OBC/Ex-Servicemen.

(c) Must be a Citizen of India.

(d) **Physical Measurement: -**

Height	Male	Female	Male
Category	Height (cms.) (minimum)	Height (cms.) (minimum)	Chest (cms.) (Unexpanded) (minimum)
UR/OBC	165	160	80
SC	160	157	76.2
ST	160	157	76.2

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

3. **EMPLOYMENT NOTICE:**

An employment notice should be issued by the Chairman of the Committee indicating the Community-wise break-up of the vacancies to be filled up. The notice should clearly indicate the proforma of application form, 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. 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 of the 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


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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.

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, for a recruitment examination. Candidates submitting more than one application shall not be allowed. (This provision should be mentioned clearly in the employment notices also).
2. The following provisions may be inserted in bold letters:-
 - (i) **Each candidate should send only one application. Candidates submitting duplicate applications will not be considered. Even if such a candidate gets selected inadvertently, he/she will not be offered appointment later on;**
 - (ii) **Candidates trying to use influence or unfair means would be disqualified from the selection.**

No printed forms will be necessary and application form on plain paper will be acceptable. Unsigned applications/applications signed in capital letters shall be summarily rejected.

3. An application fee (non-refundable) of Rs.60/- 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. However, no application fee will be charged from candidates belonging to the Scheduled Caste, Scheduled Tribe communities and ex-servicemen.


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4. The applications together with enclosures as required, will be addressed to Chairman, Recruitment Committee whose address will be clearly mentioned in the relevant Employment Notice.
5. Applications should be accompanied by Postal order/bank draft and attested copies of following documents:-
 - (a) Matriculation Certificate as proof of age.
 - (b) Graduation Certificate
 - (c) Caste Certificate (SC/ST/OBC) on prescribed proforma
 - (d) Discharge Certificate for ex-Servicemen.

It should be brought to the notice of all candidates that production of false certificates is an offence and will lead to disqualification of candidature/dismissal from service if appointed and prosecution. It will be the responsibility of the Chairman of the Recruitment Committee to ensure that all the certificates produced are got verified properly.

5. METHOD OF RECRUITMENT:

The recruitment shall be held in four phases :

Phase I: Preliminary Test (written) – 180 objective type questions to be answered in 3 hours. The questions shall be of graduation standard with no negative marking for wrong answers.

Phase II: Physical Efficiency Test (PET)- Those who qualify in the Phase I shall be called for PET at various centres across the country.

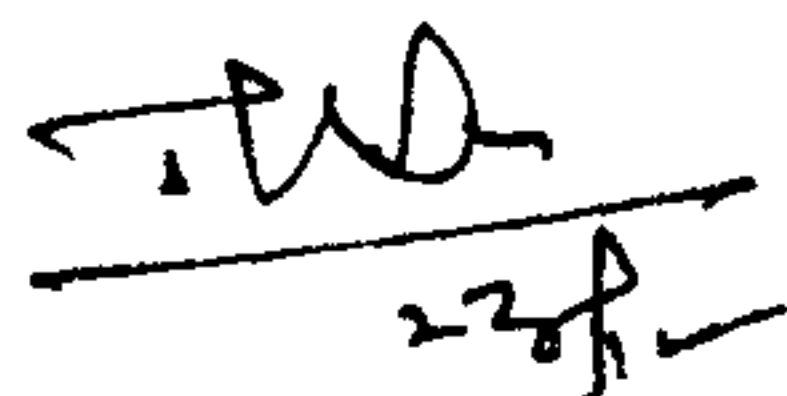
Phase III: Main Examination (written) – Objective and subjective questions of 3 hours duration. Those who qualify in PET will appear at the main examination.

Phase IV: Viva-Voce : Those qualifying in the main examination shall be interviewed. (3 times the number of vacancies)

6. APPLICATIONS' ADDRESS :

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

Depending on the number of applicants, the Chairman may decide on the number of venues for holding the written tests and PET.

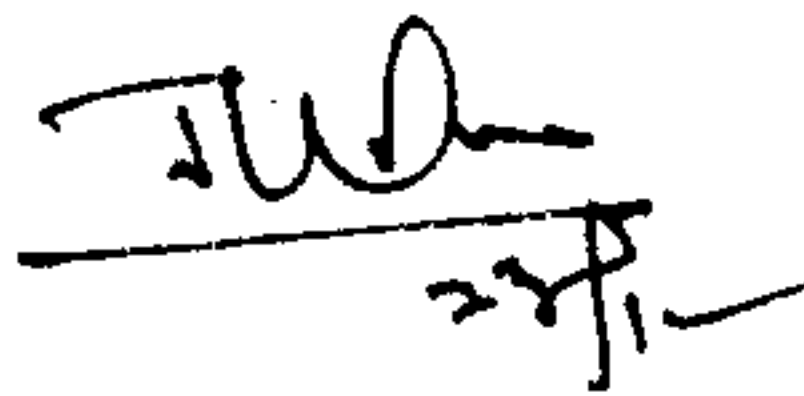

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7. RECEIPT OF APPLICATIONS:

1. All 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 further stamped '**TIME BARRED**' and kept separately, except those applications which belong to the candidates in whose cases 15 days' relaxation of time limit is envisaged, which will be taken over as valid upto 15 day from date of closing.
3. The postal orders or bank drafts of the time barred applications will, however, be removed and accounted for.

8. SORTING OF APPLICATIONS:

1. 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.
2. Applications in each category will then be sorted out in terms of SC/ST/OBC candidates, Ex-servicemen, and General candidates, with each set being scrutinized and segregated as eligible and ineligible. The total of the set-wise totals should tally with the total for the category.
3. As the number of candidates/applicants is expected to be very high, pre-scrutiny shall be limited to the checking of postal orders only. However, detailed scrutiny of applications of all candidates who qualify in the preliminary written examination, must be completed before the candidates are put through the PET.
4. In respect of rejected applicants, a summary indicating the name of the candidates and the control numbers of the rejected applications with very brief reasons for rejection may be kept on top of each bundle for easy reference.


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5. Assistance of Computer Agency may be taken for sorting out Applications. The Computer Agency personnel will also generally follow the procedure for sorting out, detailed in above paragraphs.
6. Applications and all other important documents should be kept invariably in premises, which are secure from fire, theft, and damage, by wet etc

9. ALLOTMENT OF ROLL NUMBERS:

Roll Nos. should be computer generated. However, Roll Nos. should be so generated as to ensure that those candidates who have applied together in a bunch are not allotted Roll Nos. in a continuous series. The control number and roll number should be written on the top right hand corner of the first page of the application.

10. CALL LETTERS FOR FIRST PRELIMINARY EXAMINATION:

1. Call letters will be dispatched to the candidates at least four weeks in advance of the examination. Besides the Photograph of the candidate (duly signed) on the call letter, the rubber stamp of Chairman of the Committee will also be affixed covering the photograph partially on the Call Letter. Photographs can also be printed on the call letter by computer scanning, instead of pasting. Call letter, which does not bear the stamp of the Chairman of the Committee is to be treated as invalid. In respect of SC/ST candidates, the call letter will be issued with an additional endorsement for free rail travel from the station of residence to the station of examination centre and back, wherever necessary. These passes will be accounted for and a summary sent to the concerned Traffic Accounts office.
2. "Instructions to candidates" will also be enclosed with call letters. These instructions should, amongst other instructions, incorporate guidance on how to fill up Roll Nos. for computerized reading by OMR. In addition, a sample OMR answer script, printed on plain paper, should be sent also.
3. 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 officer authorized by the Chairman.
4. No call letters will be issued to such of the candidates, who have sent fewer copies of photographs than the number asked for in the employment notice. In such cases, only when the candidates approach the office for a

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call letter with a duplicate photo, a call letter will be issued after crosschecking with the original photo on the application.

5. The written tests shall be held at different venues under the supervision of the Zonal CSCs. The number of venues for the screening test may be decided depending on the number of applicants/candidates for the test.

11. ATTENDANCE SHEET:

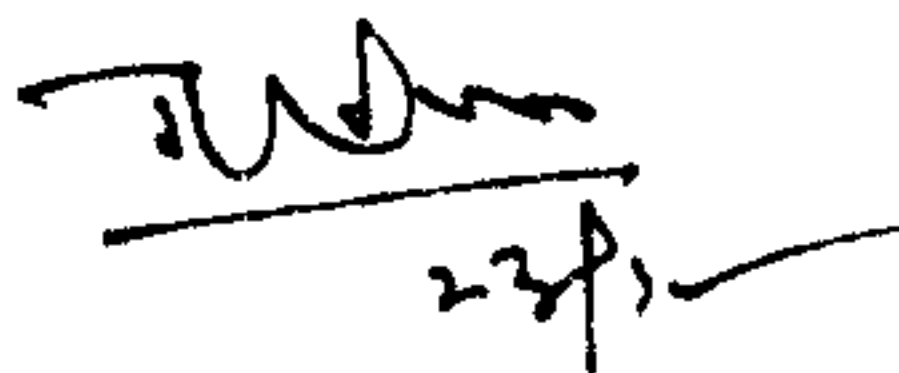
An Attendance Sheet will be prepared, for each examination centre, indicating the control number, name and Roll number of each candidate allotted to the centre. This is to be used later at the centre, to check the presence/absence of candidates, identification etc.

12. PRELIMINARY TEST : (180 MARKS)

The preliminary test is meant to serve as a screening test only. The marks secured in this test will not be counted for preparation of the final select list. Preliminary tests shall be of graduation standard.

Syllabus

- (a) **General Intelligence:** 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.
- (b) **General Awareness:** Questions in this component will be aimed at testing the candidates general awareness of the environment around him and its application to 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 neighbouring 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.
- (c) **Arithmetic:** This part will include questions on problems relating to Number systems, Computation of whole numbers, decimal and


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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.

Note: (i) The Committee have the discretion to fix different minimum qualifying standards in the papers of the Preliminary Examination taking into consideration among others, category-wise vacancies. Approximately 20 times the number of vacancies in each category will qualify for PET.

Computer Agency (s) may be engaged for pre-examination work and for evaluation work. Computer agencies should be engaged with due care, after Chairman has satisfied himself of their antecedents and he is confident that the work done by these computer agencies will remain confidential.

13. CONDUCT OF EXAMINATION:

- (i) The question paper for the preliminary test shall be set by the Chairman of the Committee. Four/Five sets of question papers shall be prepared, having the same questions but in different serial orders; The sets shall be marked A,B,C,D.

The Answer sheet for the objective test be printed in duplicate using carbonless paper (1+1.) It should be an OMR answer script.

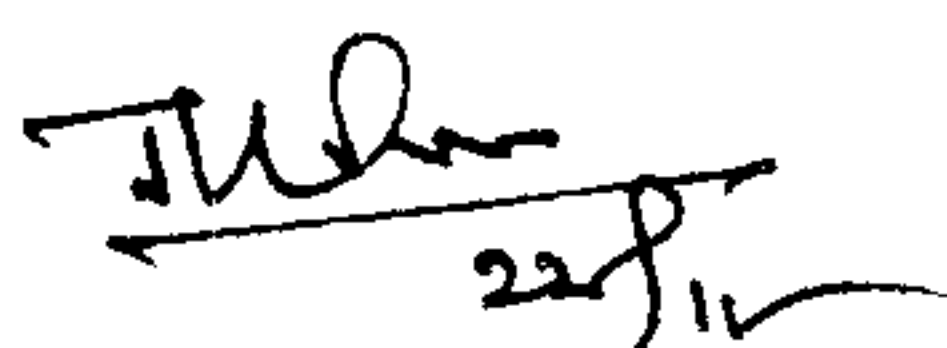
Objective answer sheets should be serially numbered

- (ii) For printing the Question paper and Answer books, the Chairman of the Committee, should get the job executed from presses which generally, undertake such secret jobs, after fully satisfying himself of the adequacy of the security arrangements. The printed question papers and answer booklets should be obtained from Printing Press in sealed packets of 25/10, or as convenient. Each packet shall be pasted with a 'seal certificate' on top. These packets should be repacked inside boxes or cartons and sealed again. Chairman, Recruitment Committee should obtain the question papers and answer books, duly packed and sealed, centre-wise from the press itself. In order to ensure proper packing, an assessment should be made, of the requirements of each centre and detailed packing instructions should be given to the press.
- (iii) While sending the question paper and answer books to the Chairman Recruitment Committee, the press should prepare a list of contents of each carton/box in three copies – including a copy which should be pasted on the carton/box before dispatch. Chairman shall retain one of the two copies received by him and hand over the cartons/boxes to the concerned

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CSC or his representative along with a copy of the packing list of each carton/box handed over. Samples of seals affixed on the packets within the sealed boxes/sealed cartons should be handed over separately to the concerned CSC / his representative..

- (iv) The concerned CSC should 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 incharge 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 Recruitment Committee on phone/fax. The carton/boxes should not be opened more than half-an-hour before the commencement of examination.
- (v) List of supervisors and invigilators should be drawn up by the CSC Incharge who shall outline the responsibilities entrusted to them. In case there is more than one centre the Gazetted officer, incharge of the other centre in the town, should be fully responsible for the efficient, smooth and total conduct of the examination at the center under his charge.
- (vi) 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.
- (vii) The CSC Incharge 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.
- (viii) The CSC Incharge/Centre Supervisor with the invigilators should ensure that admission of the candidates is properly regulated, so that there is no impersonation. CSC Incharge should go around to oversee that proper checks are carried out.
- (ix) 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


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- examination and if anyone leaves, he will not be allowed to return to the hall.
- (x) 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, gadgets of any description of manuscripts or from communicating with or copying from each other or from communicating with any person outside the examination hall/room.
 - (xi) No candidates are allowed to take away their question books nor any copy of the answer script. Invigilators shall ensure this.
 - (xii) Candidates allowed to enter the examination hall/room will be required to fill in the roll call sheets which has provision for entering the particulars such as Serial No, Answer Sheet 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 absentees statement.
 - (xiii) The question paper and answer books should be obtained from the printing agency 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 envelopes only in the presence of candidates as prescribed.
 - (xiv) All envelopes shall be serially numbered. The CSC Incharge/Centre Incharge 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.
 - (xv) Each envelop shall bear a certificate of seal as per format and indicating that the envelope, with seals intact, was opened in the presence of those signing it.
 - (xvi) 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.
 - (xvii) 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

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anywhere else in the question paper or the answer booklet. The candidates must be informed that this shall lead to their disqualification.

- (xviii) After about 15 minutes of the commencement of the examination the CSC/Centre Incharge will take a round of each room and collect the unused question paper and answer sheets. It must be ensured that no extra question paper or 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 covers and returned to the Chairman of the Recruitment Committee. Each such cover will bear a certificate signed by the CSC/Centre Incharge indicating the number of unused question papers and answer booklets contained therein.
- (xix) After about 30 minutes of the commencement of the examination, the CSC/Centre Incharge will collect roll call sheets and prepare the absentee statements showing the number of candidates present and absent.
- (xx) After the exam is over the question paper and answer booklets will be brought by each invigilator to the CSC/Centre In charge's room, checked and counted.
- (xxi) The original answer sheet and the duplicate answer sheet of the objective test be separated. Original papers be sealed for the evaluating agency. Duplicate papers be sealed for the Chairmann. Separate coloured envelopes be preferably used for easy identification. All answer sheets be sent by special courier to the Chairman of the Committee.
- (xxii) The seal cover containing the answer sheets will also have a certificate signed by the CSC/Centre In charge certifying the roll numbers of the answer sheets contained in the cover.
- (xxiii) The objective type answer sheets should be readable on OMR equipment. These answer sheets may be got evaluated through reputed computer agency/agencies who can ensure complete secrecy of operations. Chairman of the Committee and other members will carry out a random check of the evaluated answer sheets by manually marking some of the answer sheets to verify the correctness of the computerized evaluation.

14. MEASUREMENT AND PHYSICAL EFFICIENCY TESTS (PET):

A merit list in order of total marks obtained in the preliminary test shall be prepared for each category and the number of candidates called for PET shall be restricted to twenty times the number of vacancies in each category. Call letters


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for PET will be dispatched to the individual candidates at least 4 weeks ahead under certificate of posting and will require the candidates to appear for the PET at a specified time, date and place along with their original certificates for verifications.

It should be specified on the Call letter that those candidates who qualify at the PET will be put through the main written exam the following day. 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. These passes will be accounted for and a summary sent to the concerned Traffic Accounts office.

Original documents of such candidates should be checked before allowing them to appear for PET test.

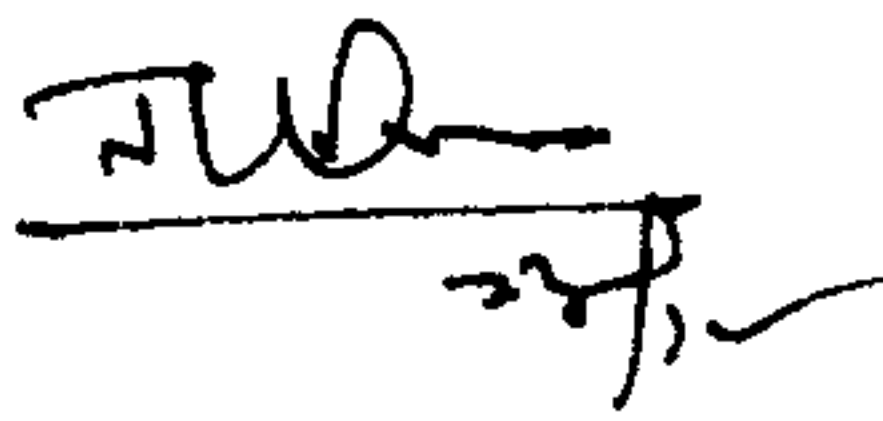
Those candidates who fulfill the prescribed physical standards relating to height and chest will be subjected to Physical Efficiency Tests consisting of the following events. The minimum qualifying standards for each event are indicated against each:

(i) For Male Candidates:

Sl. No.	Events	Minimum qualifying standards	Minimum qualifying standards for Ex. Servicemen
1.	1500 mtrs.	6 mins.	7 mins.
2.	200 Mtr. Race	32 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. For the remaining items viz. high jump, broad jump and shot put candidates will be given 2 chances each. Candidates who fail to qualify in 3 out of 5 events including 1500m race will be declared failed



(ii) For Female Candidates:

Sl.No.	Events	Minimum qualifying standards
1.	400 mtrs.	3 minutes
2.	Long Jump	8 ft.

The venue for the PET can be the headquarters of the CSC/Training Centre or as may be decided by the Committee depending on the number of candidates.

The Committee for the measurement and PET shall consist of at least 3 JAG/SS officers nominated by the CSC of the Railway. CSC of the Railway shall be responsible for the smooth conduct of PET at their respective centres.

All members of the Committee need not conduct all the tests together. The work of conducting PET may be distributed amongst the members. Members may conduct tests separately in accordance with the work distribution made by the Chairman of the Committee. The PET will be qualifying in nature.

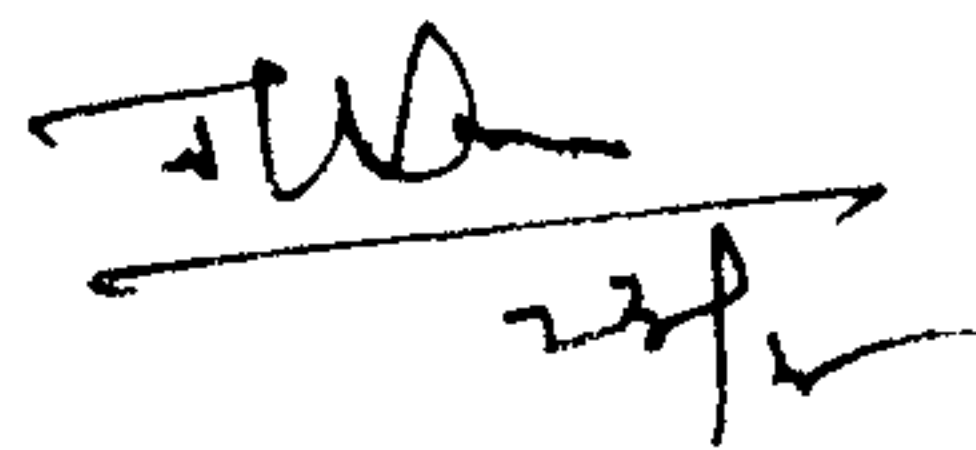
All those who qualify in the PET shall be asked to appear in the Main Examination the following day.

15. MAIN EXAMINATION:

The main examination shall carry 80 marks. 40 marks will be allotted for 80 objective type questions. Each objective question having four options will carry 0.5 mark. No marks will be deducted for a wrong answer. This objective test shall be of one hour duration. The allotment of questions from different streams will be as under:-

- (a) General Awareness - 20 questions
- (b) Arithmetic - 10 questions
- (c) General Intelligence - 10 questions

The remaining 40 marks will cover subjective type questions from English/Hindi language. In addition to the testing of candidates' understanding of the language and its correct usage, his comprehension and writing ability would also be tested. Questions on vocabulary, paragraph writing, précis, letter writing etc. would be included.



There shall be a separate question paper and answer booklet for the subjective examination. The objective part shall be conducted like the preliminary screening test following the same system and procedure.

The question paper for the objective and subjective examination shall be set by the Chairman. The subjective answer sheets be examined by the three other members of the Committee excluding the Chairman. The answer sheets shall be handed over to the other members of the Committee for checking after the answer sheets are coded by the Chairman. In case there are answer sheets or part thereof is written in a language not known to either of the members, assistance may be taken of other RPF/Railway officials knowing the language. The official (s) examining the answer sheet shall clearly affix his name and signature on the answer sheet. Sample answer sheet may be prepared by the Chairman.

A merit list may be drawn up on the basis of the marks obtained in the Main Examination for each category. Only 3 times the number of vacancies in each category be called for viva voce by the committee of CSCs.

16. VIVA-VOCE (20 MARKS):

(a) 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.

b) 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.

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.

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While assessing the candidates during their viva voce test the members shall not consider or be influenced by the candidates performance in the written examination. 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.

17. PREPARATION OF BROAD SHEET AND MERIT LIST :

A 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 main examination & Viva-voce 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.

Candidates from SC, ST and OBC categories selected purely on merit shall not be counted against vacancies reserved for such categories. If more than one candidate has obtained the same mark they should be arranged in the order of their dates of birth. Those senior in age will be placed above those junior in age. In case the date of birth also happens to be the same they may be placed in order of the marks obtained by them in the main written examination.

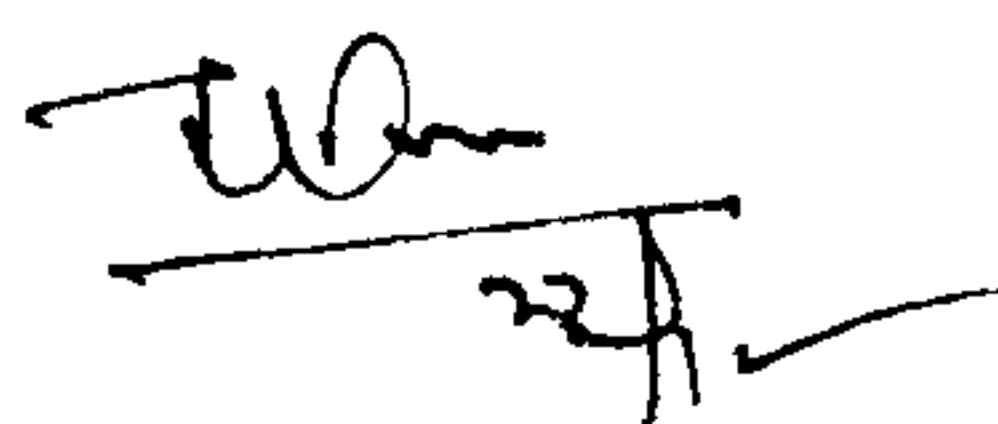
Reservation for ex-servicemen will be 10% of the vacancies under the appropriate category (UR, SC, ST and OBC).

Only those vacancies will be filled up as have been advertised. No waiting list will be published. However, if any candidate is found unfit in the medical examination or police verification, the candidate next in the relevant merit list may be considered for appointment.

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. The 17 zones (including RPSF) will be arranged alphabetically and the candidates will be allotted following the roaster system.

18. 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. Answer sheets of the preliminary and final examinations will be in the custody of the Chairman.

19. APPROVAL OF THE PANEL :

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 and a copy of the result put up on the notice board in the offices of the CSCs and DSCs and at important Railway stations including the venues of recruitment without delay. Result should also be declared in the newspapers. Selected candidates shall be individually intimated.

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.

20. MEDICAL EXAMINATION:

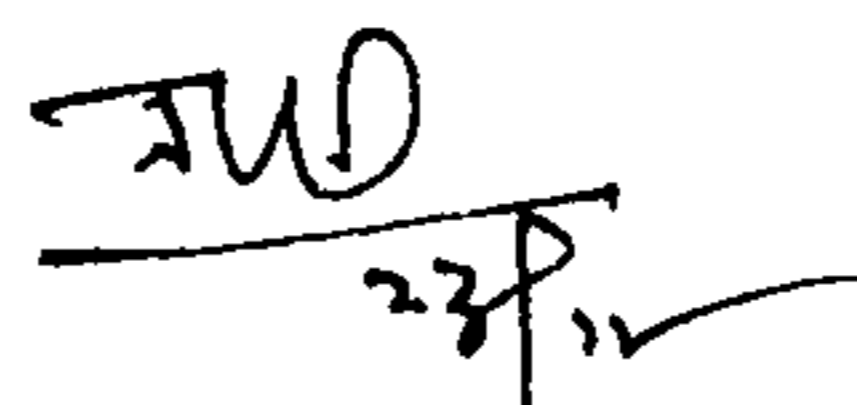
CSCs concerned shall arrange for the medical examination of the empanelled candidates. The empanelled candidates will be called for medical examination at the railway hospitals. In case the number of candidates is large the candidates may be directed to different railway hospitals for medical examination. Attestation Forms be handed over to those candidates who are found fit in the medical examination.

21. POLICE VERIFICATION:

The empanelled candidates found fit in medical examination will, thereafter, fill up the 'Attestation Form' duly affixing the photographs thereon and make over the same to the Officer nominated by the CSC for the purpose who in turn will arrange to get their 'Character and Antecedents' verified by the Police/Civil Authorities concerned.

22. OTHER INSTRUCTIONS;

- i) The Chairman of Recruitment Committee 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 and will be signed by all the Members of the Recruitment Committee


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who will be responsible for their correctness. Alterations/corrections be avoided. However, if any correction is essential it should be authenticated by all members. The Chairman and the members will be jointly and severally responsible to ensure that no malpractice or undesirable method is adopted in the recruitment.

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

iii) 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.

iv) The process of recruitment should be as transparent as possible.

v) Procedural arrangements for conducting the recruitment quickly and with ease may be thought of by Committee members and adopted. The Committee shall deploy adequate manpower as required depending on the expected number of candidates for maintenance of order. CSC of the Railway in whose jurisdiction recruitment is being held will ensure provision of manpower for the smooth conduct of recruitment and for the assistance of the Committee. GMs of zonal Railways may also be requested for deploying Railway officials for smooth conduct of written examination.

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

vii) 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.


(A.K.Suri), In

Director General/RPF