

**Immediate**



सत्यमेव जयते

**भारत सरकार**

**रेल मंत्रालय (रेलवे बोर्ड)**

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

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No. 2019/Sec(E)/PM-3/3

New Delhi, dated 01.01.2024

**Principal Chief Security Commissioner/RPF,  
All Zonal Railways (including Kolkata Metro), RPSF, CORE & PUs.**

**IG (Con)- ECoR/NR,**

**Director,  
JR RPF Academy, Lucknow and ZTI/RPF/KGP .**

**CSCs-KRCL & RDSO**

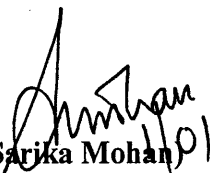
**Sub: Operation of Ex-cadre posts to man the ministerial sections in the offices  
of Battalions of RPSF.**

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Please find enclosed herewith a copy of **Directive No. 64** issued by the DG/RPF regarding formation of Ex-Cadre (Ministerial) in RPSF, which is self explanatory.

This is for your kind information.

**DA: As above.**

  
(Sarika Mohan)  
**DIG/Establishment  
Railway Board**

**Copy to :**

1. SO/Sec(Spl)/RB for uploading on the official website.
2. SO/Sec(E)/RB for incorporating in new edition of RPF Establishment Manual.

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

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No. 2018/Sec (ABE)/PM/5/3

New Delhi, dated: 29.12.2023

Directive No. 64

**Sub: Operation of Ex-cadre posts to man the ministerial sections in the offices of Battalions of RPSF.**

In exercise of powers conferred under Rule 28 of RPF Rules, 1987 (as amended from time to time) read with Section 8 of RPF Act 1957, the following instructions are hereby being issued:

1. Considering the confidential, technical and important nature of work of Ministerial staff, it has been decided to operate certain posts of executive branch of RPSF as ex-cadre posts to man the ministerial positions in offices of Battalions of RPSF. The Ex-cadre posts shall be manned by personnel with adequate qualifications and training drawn from the Executive branch of RPSF after screening based on the guidelines mentioned in succeeding paragraphs.
2. The staff inducted on the ex-cadre ministerial posts shall have a tenure similar to the tenure of other executive staff of RPSF. However, they will only be posted in Battalion HQrs.
3. PCSC RPSF will issue an office memorandum regarding number of posts in various ranks to be operated as ex-cadre posts to man the ministerial branch in Battalions of RPSF.
4. PCSC RPSF will deploy ex-cadre RPSF (ministerial) staff in Force HQ, RPSF on attachment from different Battalion HQrs as per scale approved by DG RPF.

**B. Process of screening**

5. (i) PCSC RPSF will issue a notification in the month of January for filling up of 20% of posts every year for the first 5 years. This will be done to distribute the induction in the ex-cadre posts over a period of 5 years. Subsequently, from 6<sup>th</sup> year onwards, notification to the extent of vacancy (including anticipated vacancy till December 31<sup>st</sup> of the year) may be issued.  
  
(ii) To mitigate the hardship in initial phase owing to such distribution in induction, the erstwhile staff of RPSF ministerial cadre currently manning the offices of RPSF BNs and FHQ will continue to work in such offices till at least 50% posts are filled up after screening under these rules.



6. PCSC/RPSF will form a list of suitable RPSF staff three times the number of vacancies in the ex-cadre ministerial posts and then conduct screening from among them.

7. Since eligible staff from executive cadre are only to be inducted in ex-cadre posts, their seniority in ex-cadre will remain same as that in executive cadre as per their rank. Therefore, no separate seniority will be maintained for Ex-cadre (Ministerial)

8. The eligibility criteria and constitution of screening committee for forming of an Ex-cadre (Ministerial) in RPSF will be as under:

Srl. No.	Rank	Eligibility	Constitution of Screening Committee
1.	Constable (Ministerial)	Constable/Exe* with adequate knowledge of computer, English/Hindi and Typing in English with minimum speed of 30 WPM or Hindi typing with minimum speed of 25 WPM	3 ACs + an expert One APO of personnel dept, Indian Railways or Inspector (Ministerial) from any CAPF may be co-opted as expert
2.	Head Constable (Ministerial)	Head Constable/Exe* or Constable/Exe* with minimum 3 years work experience as Constable (Ministerial)	1CO + 2ACs + APO of IR / Inspector (Ministerial) of CAPF. (Expert)
3.	Assistant Sub-Inspector (Ministerial)	Assistant Sub-Inspector /Exe.* or Head Constable / Exe* with minimum 5 years work experience as Head Constable (Ministerial)	2COs+1AC+ APO of IR / Inspector (Ministerial) of CAPF. (Expert)
4.	Sub-Inspector (Ministerial)	Sub-Inspector/Exe *or ASI / Exe* with minimum 5 years work experience as ASI (Ministerial)	3 COs+ APO of IR / Inspector (Ministerial) of CAPF. (Expert)
5.	Inspector (Ministerial)	Inspector/Exe * or SI / Exe* with minimum 5 years work experience as SI (Ministerial)	3 CSCs/DIGs + APO of IR / Inspector (Ministerial) of CAPF. (Expert)

\* i) Computer knowledge & typing test for screening to the post of HC/Min, ASI/Min, SI/Min & IPF/Min will be similar to the post required for CT/Min.

Academic Qualification: For Constable (Ministerial), Head Constable (Ministerial) and ASI (Ministerial): Matriculation or 10<sup>th</sup> Pass;

For SI (Ministerial) and IPF (Ministerial): Graduation in any discipline.

ii) The duration of the typing test is 10 minutes. For typing test on computer, candidates are required to type minimum 300 words or 1500 strokes in order to attain a minimum speed of 30 Words Per Minute in English Typewriting. Similarly, a candidate appearing in Hindi Typewriting should type minimum 250 words or 1250 strokes in order to attain a speed of 25 Words Per Minute. The transcripts of those candidates who do not type 300

words/1500 strokes in English or 250 words/1250 strokes in Hindi in the prescribed time limit will not be evaluated.

Procedure for holding selection/screening for ex-cadre posts of Ministerial.

Procedure		Max. Marks	Criteria
a	Typing Test	-	30 WPM in English or 25 WPM in Hindi typing
b	Computer Knowledge (working knowledge of MS office)	20	The objective criteria to test computer knowledge shall be devised by the committee and recorded in the minutes of selection/screening
c	Test for proficiency in secretarial work	30	It should be an objective type test of 30 minutes duration with 30 objective type questions related to secretarial work, each question to carry one marks.
d	Record of service	20	APAR of last 5 years may be considered with outstanding-4 marks, very good- 3.5 marks, good-3 marks, average- 2.5 marks and below average- 0 marks.

Only the candidates qualifying the typing test will be subjected to Computer knowledge test, test for proficiency in secretarial work and evaluation of record of service.

In order to qualify, the candidate has to obtain minimum 60% marks that is 42 marks out of 70. A merit list of qualified candidates will be made in the descending order of marks obtained and panel of notified vacancies will be prepared.

9. Post vigilance/DAR/Criminal case clearance, the successful candidates figuring in the panel will be posted to ex-cadre posts based on their position in the panel and the vacancy. Cases of those under suspension, facing major penalty charge-sheet, undergoing punishment or criminal case will be treated as not suitable. The panel shall remain valid for a period of one year. In case there is no panel available and a vacancy arises, a supplementary screening may be conducted.

10. The staff posted against an ex cadre (Ministerial) post shall be imparted Establishment related training at JR RPF Academy, LKO or any ZTC or RPF/RPSF. They may also be directed for refresher course to revise and update their working knowledge, if necessary.

11. The staff posted against an ex cadre (Ministerial) post shall hold their lien in their parent cadre i.e. Executive cadre.

12. The staff posted against an ex cadre (Ministerial) post shall not be entitled to promotion within the Ex-cadre. They should be considered for promotions only against higher posts in their parent cadre.



13. The screening committee shall be nominated by authority as per rule 70.5 of RPF Rules, 1987 for HC to IPF and for CT (Min), CSC/Dy.CSC may nominate the committee as mentioned above.

**C. Tenure**

14. Tenure of officers/staff posted against ex-cadre posts will be 10 years in a Battalion. This will include the period spent while working in the executive cadre in the same Battalion. After completion of tenure they are likely to be transferred to some other Battalion and posted against an ex cadre ministerial post in that Battalion till completion of tenure of 10 years.

**D. Posting out from the Ex-cadre post of Ministerial wing in RPSF:**

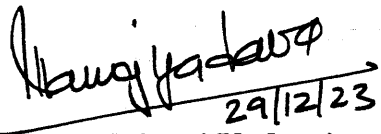
15. DG/RPF reserves the right to post any RPSF staff out of Ex cadre post of Ministerial wing of RPSF without assigning any reason.

(i) Ordinarily, RPSF Personnel working in Ex cadre post of RPSF ministerial wing may not be posted out without completion of tenure of 10 years. Exceptional cases arising out of various factors such as misconduct, malfeasance, loss of efficiency, involvement in crime/corruption and other such eventualities will be dealt on case to case basis with approval of DG/RPF. In such cases, PCSC RPSF will send a proposal to DG/RPF with detailed reasons mentioned therein.

(ii) RPSF Personnel posted in the Ex cadre post of RPSF/Ministerial wing may be posted out after completion of tenure of 10 years on receipt of his/her option in writing to this effect. If the concerned staff opts to continue in ex-cadre post of RPSF/Ministerial wing, he/she may not be posted out, but transferred to some other Battalion and the period subsequent to the completed tenure will be treated as a fresh tenure.

(iii) However, if the staff gets promoted to a higher rank in the executive cadre and wants to go back to executive cadre, he/she will be posted out of ministerial wing of RPSF. In case he/she wants to come back to ministerial wing of RPSF, he/she will have to clear the screening test in his/her new rank.

16. DG/RPF may modify/alter/withdraw any or all of the above instructions to meet administrative exigencies.

  
29/12/23  
(Manoj Yadava)  
Director General/RPF  
Railway Board

**Copy for information & necessary action to:**

1. Principal Chief Security Commissioner /RPF/All Zonal Railways (including Kolkata Metro), RPSF, CORE and PUs.
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