



भारतसरकार(GOVERNMENT OF INDIA)
रेलमंत्रालय (MINISTRY OF RAILWAYS)
रेलवेबोर्ड (RAILWAY BOARD)

No 2018/Sec (E)/PM-3/24

New Delhi, Dated 25 Feb 2019

Directive No. 49/2019

Sub: Departmental selection under Rules 70 for promotion to the rank of ASI, SI and IPF.

In exercise of the powers conferred under Rule 28 of the RPF Rules 1987 read with section 8 of RPF Act 1957 and in furtherance to Rule 70 and 71 of RPF Rules, 1987 and in order to ensure fair and transparent selection for promotion of enrolled members of the Force the undersigned hereby issues the following guidelines in supersession to the Standing Order No. 87 dated 15.05.2009 and Standing Order No. 87 dated 19.08.2015(Modified).

1(a) Departmental selection u/r 70 of RPF Rules 1987 for promotion to the rank of ASI, SI and IPF shall be held as per the guidelines given in this Directive.

1(b) Departmental Selection under Rules 70 of RPF Rules, 1987 for promotion to the rank of IPF shall be held centrally and for all other rank (i.e. ASI & SI) of enrolled members shall be done by the concerned Zonal Railways/RPSF by forming a 'Departmental Promotion Committee(DPC) for each selection.

2. Promotion Cell:

There may be a 'Promotion Cell' at Zonal Railway/RPSF HQrs level under an officer nominated by the PCSC. The functions of the cell may be as follows:

- i) To maintain updated records of the seniority list, vacancy position, disciplinary cases, Certified Roster and APAR grading of all the candidates likely to participate in the forthcoming selections of the year. Certified Roster shall be obtained from the Personnel Department.
- ii) To ensure that name of any enrolled member who has continuously failed to qualify in three attempts shall not be taken into consideration for three subsequent selections for that rank, while calling the candidates for selection.
- iii) To collect certificates from the concerned authorities that all the APARs to be taken into the consideration for selection and of all the candidates likely to participate in the forthcoming selections of the year, have been communicated to the members of the Force reported upon and that their representation, if any, have been disposed of under acknowledgement of the concerned.
- iv) To promptly furnish relevant information sought by the PCSC and DPC to ensure execution of the selection process meticulously.
- v) To compile required declarations and willingness / unwillingness from the members of the Force in the zone of consideration.
- vi) To obtain DAR & Vigilance clearance of the empanelled candidates well in advance, so that the promotion orders are issued well in time.
- vii) To assist all the eligible candidates to familiarize them on pattern of written examination. If required a short term training program as per requirement, may be organized by the PCSCs for the said in advance to the date of examination.
- viii) To carry out instructions given by PCSC related to selections/ Promotions.

3. Notifications:

- i. Notifications will be issued by the respective PCSCs.
- ii. All the candidates to be called for selection who have already completed and are completing the residency period prescribed for that post within the next 12 months from the date of nomination of DPC, subject to the condition envisages in rule 70.3 of RPF Rules, 1987, but they shall be promoted only on the date of completion of residency period of that rank, subject to the availability of vacancy, DAR & vigilance clearance.

4. Guidelines for selection:

Selection u/r 70 of RPF Rules 1987 for the rank of IPF, SI and ASI is to be made on the basis of a Written Examination and Record of Service. Candidates qualifying in the written examination shall be considered for assessment of Service Record.

5. Declaration by the Candidates:

Members of the Force in the zone of consideration shall be asked to give their willingness / unwillingness for promotion to the post for which selection is being held.

6. Appointment of Departmental Promotion Committees (DPCs):

Nomination of members of DPC to conduct selection for promotion to the Rank of IPF u/r 70 of RPF Rules 1987 shall be done by the DG/RPF.

Nomination of members of DPC to conduct selection for promotion to the Rank of Sub-Inspectors u/r 70 of RPF Rules 1987 shall be done by the concerned PCSC.

Nomination of members of DPC to conduct selection for promotion to the Rank of Assistant Sub-Inspectors u/r 70 of RPF Rules 1987 shall be done by the concerned CSC / Dy.CSC.

- i) One of the members of the Departmental Promotion Committee should belong to SC/ST community.
- ii) None of the members of the DPC should be directly subordinate to another member of the said committee.
- iii) The senior most member of the DPC shall act as the Chairperson. However, the responsibility will devolve on all members of the Departmental Promotion Committee.
- iv) Co-opting of officers or consultation with officers who are not part of the departmental promotion committee is not permitted.
- v) When any suitable SC/ST category officer is not available in the concerned railway/RPSF, nomination of a suitable SC/ST member from other zone/office may be sought from the office of DG/RPF.
- vi) In every DPC at least one of the members should have working knowledge of Hindi.

7. Certificate from members of the DPC :

Certificate from Members: Members of the Departmental Promotion Committee shall record a certificate that none of their close relation is under consideration for promotion and they have no interest in any candidate. Close relation in this context would mean parents, sons, daughters, brothers, sisters and nephews/nieces), aunts/uncles, cousins & in laws of the first order.

8. Chairman DPC concerned shall arrange holding of the examination within the jurisdiction of his/her railway, preferably at a training Centre/school. Chairman DPC shall be responsible for hiring of an agency for printing of Question booklet and supply and evaluation of the OMR Answer sheets and related stationary and other material. Chairman DPC shall ensure that a reputed agency, preferably having past experience of working with Government departments / RRB is hired. Chairman DPC shall finalize modalities of terms & conditions and procedure with the nominated/selected agency and make an agreement accordingly.

Financial requirements for holding of the written test and other activities regarding selection shall be processed and arranged by the concerned PCSC.

9. Identity of candidates:

All candidates shall bring their official photo identity card in addition to the command certificates, bearing their signature for identification to prevent impersonation. It shall be the responsibility of PCSC concerned to ensure that all candidates are provided with their official photo identity cards in addition to command certificates bearing their Roll No and signature authentication when they come for the written test.

10. Documentation:

- a. All the examination related works should be done with proper documentation, avoiding verbal orders at any stage of the selection process. Confidentiality must be maintained in the entire process.
- b. Entire records (Soft/Hard) regarding selection shall be retained by the Chairperson DPC till the currency of the approved panel and after that with the office of concerned PCSC for future references arising out of court cases, RTI cases, etc. for a period of 20 years from the date of approval of the panel.

11. Assessment of vacancies:

- i) The number of vacancies, for which selection is to be made, should be calculated in accordance with the provision as envisaged in Rule 70.4 of RPF Rules 1987 i.e. the total vacancies should be a sum of the existing vacancies and vacancies anticipated in the next 12 months from the date on which the departmental promotion committee is constituted plus 10% of such total and limited to percentage, if any, specified in schedule IV against each category.
- ii) The candidates on deputation should also be considered for selection if they fall under zone of consideration.
- iii) Vacancies are to be assessed correctly. Inflation of vacancies so as to help such members of the Force who otherwise would not have come within the zone of consideration would invite disciplinary action.
- iv) It must be ensured that the number of eligible candidates under Rule 70 of RPF Rules, 1987 is calculated and called category wise (i.e. UR, SC & ST) in the ratio of 1:3. In case there are not enough SC/ST candidates to make up the 1:3 ratio, no general candidate should be called to make good this short fall and the selection shall be conducted with the short fall, if any.

12. Allotment of Roll Nos:

Allotment of Roll Nos shall be the responsibility of the Chairman DPC. All the eligible candidates shall be allotted a unique Roll No which shall be mentioned in the Command certificate issued to the candidates. Number of Digits of the Roll no. etc may be decided by the Chairman DPC in consultation with the Agency engaged for printing of Question booklets and supply and evaluation of the OMR sheets.

13. Consideration of members under suspension or against whom departmental/criminal proceedings are pending:

The members of the Force who are under suspension, in respect of whom a charge sheet for major penalty has been issued and disciplinary proceedings are pending and those against whom prosecution under criminal charge is pending, should also be called with other eligible candidates for selection and their suitability for promotion as well as the merit position in the panel should be assessed as in the ordinary course. In this regard procedure and guidelines provided in Rly Bd's letter No: E (D&A) 92 RG 6-149(A) Dtd. 21/01/1993 may be followed.

14. Process of selection - Written Examination:-

The written examination shall be conducted under the supervision of the members of the DPC.

15. Selection of venue, Seating plan and Invigilation for the written examination:

- i) The venue(s) of the written exam should be so selected by the Chairman DPC that the candidates can be seated properly as per a seating plan. Seating plans should be prepared by the Chairman DPC and displayed to ensure that there is no confusion at the venue of examination.
- ii) Whenever more than one venue is selected for holding such written examinations, a member of DPC or an Officer equivalent to the rank of member of the DPC shall be nominated to be the Officer in-Charge of each venue. Nomination of officer other than member of DPC shall be done by the Chairman DPC with the approval of the officer who nominated the DPC.
- iii) Ordinarily, the members of the DPC shall perform the job of invigilator in the examination hall. However, in case of necessity to appoint invigilators due to large number of examinees or having separate rooms for examinations, an official list of invigilators with their names, designations and specimen signatures should be prepared by the authority, which appointed the DPC well ahead of the date of examination. The list of invigilators approved by the authority, which appointed the Departmental Promotion Committee should be maintained in the selection file. Proper appointment letter should be issued to the invigilators by the authority which appointed the DPC. They should also be briefed suitably about the relevant contents of this Directive and all the instructions related to conduct of selection test on the OMR sheets.
- iv) All Officers-in-charge of examination centers and invigilators shall submit a certificate to Chairman DPC concerned that none of their close relation is under consideration for promotion and they have no interest in any candidate. Close relation in this context would mean parents, sons, daughters, brothers, sisters and nephews/nieces, aunts/uncles, cousins & in laws of the first order.

16. Question Paper Booklets and OMR Answer Sheets:

- i) The Chairperson of the DPC shall set the question paper. The written examination shall be of 80 marks (maximum). Question paper for the written examination will contain 'Objective Multiple Choice Type' questions with four alternative responses (answers). All questions will be printed bilingually in both Hindi and English. All Questions shall carry equal marks i.e. 1 (One) each.
- ii) Question paper shall consist of two Groups i.e Group A and Group B.
 - a) Group A shall consist of 10 questions on official language policy and rules. It shall not be compulsory to attempt Questions from this group.
 - b) Group B shall contain 90 Questions on subjects enumerated in the following paragraphs of this Directive.
 - c) Candidates should be asked to attempt any 80 questions from the 100 Questions.

Explanation :-

If a Candidate decides not to answer any question from Group A , he has to answer 80 questions out of 90 questions from the Group B. If he answers all the questions from Group A , he has to answer only 70 out of 90 Questions from Group B. If he answers only 5 questions from Group A , he has to answer 75 out of 90 questions from Group B)

If a candidate attempts more than 80 questions, his excess answers of the last questions from Group B shall not be evaluated.

Note :

This system is to ensure that , mandatory requirement of , at least 10% of the total marks prescribed for the written test should be on official language policy and rules, but answering the same shall not be made compulsory , is met.

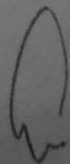
iii) 90 Questions of Group B shall be of following nature :

- a) 10 questions out of 90 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 related Indian History. Art& Culture. Geography. Economics, General Polity, Indian Constitution. Sports, General Science, etc

a

- b)** 10 questions out of 90 will be aimed at testing the candidate's basic knowledge of Mathematics. These questions shall include 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, time and distance, ratio and proportion etc.
- c)** 10 questions out of 90 will be on 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.
- d)** Remaining questions i.e. 60 questions should be aimed at testing professional knowledge of the candidate. Questions on IPC, Cr.PC, IEA, RP (UP), RAILWAY ACT, All Major/Minor Acts & Constitution, Human Rights, JJ Act-2015, NDPS Act, RTI Act, etc, Crime on railway, General Organization including RPF Act 1957, RPF Rules 1987 , Standing Orders/Directives, Disaster Management and Fire Fighting , First Aid, Explosives and IEDs (FFIED), Railway Service Conduct Rule 1966, Working of Commercial and other Railway departments, RSMS, Integrated Security System, Handling and operation of Modern security gadgets etc., Man power planning & management, Social Psychology, Soft skill Management etc should be asked.
- iv)** Candidates shall be awarded 01 (one) mark for each correct answer.
- v)** Question paper booklets shall be prepared in such a way that each booklet has the same questions and same four options for Answers but both the Questions and the Options are differently serial numbered. This will ensure that no two candidates will have the same sequence of questions. Not only this, sequence of four options for answer shall also be different in different answer sheets Thus, each question paper will be unique leaving no scope of candidates copying with each other.

- vi) Each question paper booklet shall have machine printed Number that will have to be mentioned by the candidates on the OMR Sheets.
- vii) The booklet containing question papers should be sealed in such a way that it prevents candidates from opening of question booklet before they are asked to do so.
- viii) Number of question paper booklets and OMR Sheets shall be 2% more than the number of candidates. The extra Question booklets are to meet any exigency or unforeseen situation.
- ix) The Chairperson setting the question paper shall also provide correct answer to each question and handover the same to the authorized representative of the agency for its use in evaluation of the Answer sheets.
- x) Candidates shall give their answers on carbon-less OMR Answer sheet by darkening the appropriate ovals in answer sheets using blue or black ball point pen only. OMR Answer sheets shall have two sheets of paper one above the other and should have machine printed serial numbers. A sample of OMR Sheet is attached as an Annexure to this Directive. (Note : These carbon less OMR sheets consist of sheet coated with special dye. The special dyes are used to make an impression on the second paper whenever there is an imprint created on the top paper).
- xi) Once the candidates are seated in the examination hall, the Chairperson /member of the committee / nominated invigilators shall explain to the candidates all the instructions related to conduct of selection test on the OMR sheets. The sealed covers / packets of question papers shall be opened in the examination hall duly witnessed by two of the candidates as well as the member of DPC / Officer-in-charge of the Centre / invigilator, who shall affix their signatures on the packets as witnesses. These covers / packets of question papers should be retained by the Chairperson till the currency of the approved Panel.



17. Normally the instructions/guidelines for the Candidate are as follows:

- i) The instructions/guidelines for the Candidate are as follows:-
1. To fill correctly all the entries in the OMR Sheet such as Name (in CAPITAL LETTERS), Roll Number, Test Booklet Number by darkening the appropriate ovals with Blue/ Black Ball Point Pen only.
 2. To darken the Ovals completely. However, while darkening the oval, it may be ensured that the ink should not spread out of the oval.
 3. Each Question has four alternative responses , Candidates have to darken one particular oval for one option with Blue/Black Ball Point Pen only
 4. Once marked, no change in the answer is allowed in the OMR Sheet.
 5. More than one response is not permitted.
 6. Candidates should not make any stray mark on the OMR sheet.
 7. Candidates should not fold or damage the edges of OMR sheet.
 8. Change of response by scratching or using white fluid is prohibited. Such candidate is liable to be kept under the category "Unfair Means". The result of the candidate may not be processed and may be declared disqualified.
 9. Signature of the candidate on the OMR Sheet is mandatory failing which his/her result may not be processed and may be declared disqualified.
 10. The candidate is not allowed to carry Duplicate Copy of OMR response sheet with him/her on conclusion of the examination and has to submit both the copies.
 11. Rough work to be done on the booklet: Candidates should do the necessary rough work on test booklet/question paper. They SHOULD NOT do the rough work on the answer sheet or any other paper. If any rough work is done on the answer sheet Candidate's answer sheet will not be assessed.

Note : Above instructions are indicative and not exhaustive. PCSC should prepare an exhaustive list of instructions in consultation with agency engaged for supplying and evaluating OMR sheets.

- ii) The invigilators should ensure that all the required entries on the OMR sheet viz. Name, Roll No. Question Booklet No. etc are filled by the candidates.
- iii) An attendance sheet for all the candidates appearing in the written examination should be prepared which shall carry the signature of each candidate and the invigilators.
- iv) The invigilator should ensure that the candidates do not take mobile phones, pagers, i-phones, etc. into the examination hall.

- ii) Any candidate, invigilator or any other person found using/helping anyone to use unfair means or indulging in any other misconduct shall be dealt under Discipline and Appeal Rules. In addition he shall not be allowed to take promotional exam for next 3 years. Invigilator shall submit a report to the Chairman DPC in this connection
- iii) After the written examination is over the first or top sheet and second sheet of the used OMR Answer sheets shall be separated by the invigilator in-charge of the room.
- iv) The second sheet of which is replica of the top sheet shall facilitate re-valuation in case need arises or other exigencies on unforeseen situations
- v) On completion of written examination, invigilator shall prepare Five covers / packets. First Cover / packet shall contain all the Question Booklets, Second Cover / Packet shall contain Top sheet of OMR Answer sheets, third cover / packet shall contain second sheet of OMR sheet, Forth packet shall contain all the unused OMR Sheets and fifth Cover / Packet shall contain all the attendance sheets and report, if any. All the Question booklets as well as used and unused OMR answer sheets must be accounted for. All the covers/ packets shall be handed over to the Chairman DPC along with the Attendance sheets.
- vi) All the used first or top sheet of OMR Answer sheet shall be sent to the Agency for evaluation and second sheet of the used OMR Answer sheets shall be kept in the safe custody of the officer nominating the DPC or an officer authorized by him in case need arises or other exigencies on unforeseen situations. All other material shall remain in the safe custody of the Chairman DPC.



18. Stage wise schedule for written examination:			
#	Activity	Timings	Bell
1.	Entry of the Candidates in the Examination Hall / Rooms.	10.00 Hrs to 10.30 Hrs.	First Bell to be rung at 10.00 Hrs.
2.	Attendance of the Candidates.	10.30 Hrs to 10.45 Hrs (No candidate to be allowed to enter after 10.40 Hrs)	Second Bell to be rung at 10.30Hrs.
3.	Showing sealed condition of the seals to the Candidates, Opening of seals of covers / packets containing Question Booklets, obtaining Signatures of two candidates on the covers / packets after breaking of seals, distribution of sealed Question booklets and OMR sheets.(No candidate shall open seal till asked by the invigilator). During this stage Invigilators shall instruct the candidates and candidates will mention required information viz. Name, Roll No. Question Booklet Sl. No. etc on the OMR Sheets.	10.45 Hrs to 11.15 Hrs.	Third bell to be rung at 10.45 Hrs.
4	Start Of Examination after opening of the Question booklet seals by the candidates.	11.15 Hrs to 12.15 hrs.	Fourth Bell to be rung at 11.15 hrs and fifth bell to be rung at 12.05 Hrs 10 minutes before closing of the examination.
5.	Classing of the Examination	12.15 hrs	Sixth bell to be rung at close of the examination

19. Evaluation of OMR Answer Sheets :

- i.) Scanning & evaluation of OMR Answer Sheets shall be done electronically by the Agency under the supervision of Chairman DPC. Each candidate's OMR sheet will be scanned twice using high speed dedicated OMR scanners and data of both the scans will be compared for any discrepancies. After finalization of data Randomization Key will be used to convert the scanned data of each candidate to the master sequence. After this conversion Answer key will be used to evaluate the OMR Answer Sheets.
- ii.) If it comes to notice that there was/were wrong question(s), then equal number of grace marks shall be awarded to all the candidates, with the approval of Authority who nominated the DPC.

20. Role of hired Agency in the Written Examination:

Job of printing of the Question Paper Booklet, sealing the Question Paper Booklets and custody of the sealed question papers and maintenance of confidentiality, etc. till these are handed over to the Chairperson of the Departmental Promotion Committee shall be the responsibility of the Agency. Chairperson of the Departmental Promotion Committee shall be handed over the Question Papers, OMR Sheets in sealed condition one day before the Selection, who shall keep it in his safe custody till the selection test commences. If any doubt arises about fairness of hired agency, they will be blacklisted for whole country after preliminary enquiry.

21. Supplementary test:

- i) Supplementary tests for written and practical test are required to be held for candidates who fail to appear in the test for the following reasons inter-alia other administrative compulsions:
 - a) Delayed receipt of notice of selection/examination by the candidates on account of deployment in remote areas and distant locations.
 - b) Failure on the part of administration to spare the candidate in time to appear in the examination.
 - c) Concerned member of the force remaining on sick list duly complying with the provisions as envisaged in Rule 272 of RPF rules 1987.
 - d) Any other reason as deemed genuine by the Chairperson DPC, the reason should be recorded in writing.

- ii) Members of the force who express their unwillingness in writing at any stage shall not be called for supplementary test nor any supplementary test is required to be held when all members of the force falling within zone of consideration either take the test or submit unwillingness in writing.
- iii) The date of supplementary selection, which ideally should be held within one month of the first written test, shall be notified along with the notification for the main selection.
- iv) Any intentional non appearance in the examination or false sick reporting and non compliance of provisions of Rule 272 of RPF Rules 1987 with an intention to delay the completion of the selection process and holding of supplementary selection shall be viewed as a misconduct and will attract disciplinary proceedings.
- v) The supplementary meeting of the Selection Board should as far as possible, be attended by the same officers who would have been present at the first Selection.
- vi) Not more than one supplementary selection due to non intimation/late intimation of dates of tests, administrative failure to relieve the staff for the test, etc. shall be held.
- vii) Chairperson DPC shall prepare separate question paper for supplementary test.

Records of Service:

- i) On receipt of result of written test from the agency, chairperson DPC shall forward the names of successful candidates Chairman of DPC and advice for sending APAR records of preceding 05 years of all the candidates qualified in the written examination.
- ii) Concerned PCSC shall promptly send updated APAR records of preceding 05 years of all the candidates qualified in the written examination to the Chairperson DPC by special messenger.
- iii) As provided under Rule 71.2 of RPF Rules 1987, a maximum of 20 marks is allotted to assessment of record of service.
- iv) PCSC shall supply attested photo copies of APARs to the selection committee. PCSC shall further certify that all copies of all supplied APARs have been provided to the staff concerned and their representations, if any, have been disposed of.
- v) The record of service shall be assessed by taking into consideration the ACRs or the annual assessment entries entered in the CSR of preceding 5 years of those candidates who qualify for awarding marks. The following marks are allotted for the APAR grading, mentioned below for assessment of record of service of the candidates.

Grading	Maximum Marks Allotted
Outstanding	04
Very Good	3.5
Good	03
Average	2.5
Below average	00

- vi) When one or more ACRS have not been written for any reason during the relevant period, the DPC should consider the ACRs of years preceding the period in question and if in any case even these are not available, the DPC should take the ACRs of lower grade in to account to complete the number of CRs required to be considered. If this is also not possible, all the available CRs should be taken in to account.

23. Preparation of Selection Proceedings and Panel:

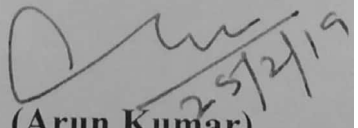
- i) The selection proceedings should be drawn up as soon as the examination of record of service is over. There should be no delay in drawing up the proceedings. Drawing of the proceeding should not be left to someone who is not a member of the Departmental Promotion Committee.
- ii) The selection proceedings should be drawn up as soon as the examination of record of service is over. There should be no delay in drawing up the proceedings. Drawing of the proceeding should not be left to someone who is not a member of the Departmental Promotion Committee.
- iii) A Broad sheet containing marks of written test and records of service should be prepared. All three members of the DPC shall prepare and affix their signature on the Broad sheet and the selection proceedings, which shall out line the entire selection process and the manner in which selection was conducted, the position of SC/ST reservations, etc. duly drawing up a panel from amongst the successful candidates on the basis of vacancies in compliance of the provisions laid down under rules 70 and 71 of RPF Rules, 1987 and extant rules regarding reservation policy.
- iv) There should be no cutting and overwriting in the proceedings of the Departmental Promotional Committee. Any cutting or overwriting would be viewed seriously.
- v) Strict compliance of the guidelines issued time to time in respect of reservation in promotion should be adhered while preparing the promotion panel.

24. Approval of the Panel:

- i) The recommended panel along with selection proceedings, broad sheets and with the sample question paper and correct answers as well attendance sheet shall be sent by the Chairperson of the DPC to the authority nominating the DPC for approval of the panel in accordance with Rule 70.7 of RPF Rules, 1987. Once the competent authority approves the panel, it should be notified immediately for information of all concerned.
- ii) In the event of the empanelled successful candidate being found facing disciplinary proceedings or punishment or criminal proceeding, his/her case should be made into a "sealed cover case", which will be decided on completion of the disciplinary proceedings or punishment or the said criminal proceeding. The Office of PCSC concerned should ensure that the provisional panel to be published does not contain names of the candidates who are facing disciplinary proceedings, punishments, criminal proceedings.
- iii) In case the competent authority appointing the DPC does not accept the recommendation of the committee, it shall record the reasons for the same and the matter shall be sent to the next higher authority, which may for reasons to be recorded in writing, pass such orders as are considered appropriate.
- iv) A panel drawn in accordance with the Rules shall remain operative for a period of one year from the date of its approval or : till it is exhausted, whichever is earlier. In working out the period of one year as the maximum life of the panel, the period covered by stay Order of the Court, if any, should be excluded.
- v) The retention of the name of a member of the force on a panel will be subject to his/her continued suitability for the post in question. Notwithstanding any thing to the contrary, the removal of the name of the member of the force from the panel would require specific approval of the authority next above the one which initially approved the panel.
- vi) A panel once approved should not, normally, be cancelled or amended. If it is subsequently found out that there were procedural irregularities or other defects, which may necessitate amending or canceling the panel, then this should be done after obtaining the approval of the authority next higher than the one that approved the panel.
- vii) Before ordering actual promotion, the concerned authorities will have to obtain D&AR and Vigilance clearance for those empanelled candidates who are selected for promotion.

25. General:-

- i) Whenever a DPC is constituted, the PCSC concerned shall ensure that all relevant guidelines and concerned circulars of DOP & T and Ministry of Railways (Rly. Board) are supplied to the members well in advance. The DPC shall be collectively responsible for the fair and smooth selection process.
- ii) Provision to conduct written test through OMR sheet and procedure to be adopted for the same may be treated as suggestive. PCSCs may conduct written test through any better alternative method to ensure a fair and transparent selection or may adopt a better procedure to conduct written test through OMR sheet. Rly Bd's Letter No.E(NG)1/2018/PM 1/ 4 may be taken into the cognizance for guidance in this regard.
- iii) A checklist of the events/steps to be followed during the selection process shall be prepared by the DPC in order to ensure that no step in selection procedure is left out.
- iv) CCTV cameras shall be installed in the examination hall to prevent irregularities. The entire sequence of events in the written test should be video graphed as evidence for future record. The concerned PCSC should organize it. The PCSC shall keep the recorded Video in his custody in a sealed Box till currency of the approved panel
- v) Any representation from any of the candidate about the selection not done properly, can be made to the Chairperson of the DPC who will take necessary action to dispose off the representation.
- vi) Every effort shall be made by the concerned PCSCs, PCSC, DPC and Promotion Cell to ensure timely selection and promotion of enrolled members of the force as well as filling up the vacancies on time.
- vii) DG/RPF may modify/alter any of the above instructions to meet circumstantial exigencies.


(Arun Kumar)
Director General/RPF