

East Central Railway

Office of the
General Manager (P)
Hajipur.

No.-ECR/HRD/Rectt/CG/Policy/2019

Date : 10.10.2019.

- ❖ All PHODs/CHODs,
ECR/Hajipur.
- ❖ Divisional Railway Managers,
East Central Railway,
DHN, DNR, MGS, SEE & SPJ.
- ❖ CAO/Con./North & South,
MHX/Patna.
- ❖ CWM/Plant Depot/MGS ,
Mechanical Workshop/SPJ &
Carriage Repair Workshop/HRT.
- ❖ Sr. DPOs, East Central Railway,
DHN, DNR, MGS, SEE & SPJ.

Sub. : Procedure for Appointment on Compassionate Ground on E.C.Railway.

- Ref. :
1. This office letter no. ECR/HRD/Rectt/CG/Policy dtd. 24.09.2004,
07.01.2013 & 24.06.2015
 2. This office letter no. ECR/HRD/Rectt/Policy/Part-II dtd. 11.06.2015,
19.04.2016 & 09.08.2018
 3. This office letter no. ECR/HRD/Rectt./CG/Policy/2019 dtd. 25.03.2019

For the sake of uniformity, clarity and expeditious disposal, a consolidated procedure is issued based on instructions issued by administration and Railway Board from time to time, as under:-

1. REGISTRATION OF APPLICATION

As soon as the incidence of death or medical invalidation of a Railway official takes place and the application for appointment on compassionate ground is received either directly from the dependents of the ex-employee or through Staff & Welfare Inspector or through concerned departments, it should immediately be registered. Registration should not be deferred on account of enquiry yet to be done/non-completion of enquiry. Immediately after getting the knowledge of death or invalidation of Railway official, Staff & Welfare Inspector must be deputed to obtain application for compassionate appointment, along with filling up the forms for payment of settlement dues and other required assistance.

2. PRIORITIES TO BE OBSERVED IN MAKING APPOINTMENTS ON COMPASSIONATE GROUNDS

The following should be the order of priority to be followed while making appointment on compassionate grounds:-

- (i) Dependents of railway employee/official who die or are permanently crippled in the course of duty.
- (ii) Dependents of railway employee/official who die in harness as a result of railway or other accidents when off duty.
- (iii) Dependents of railway employee/official who die in service or are medically incapacitated.
- (iv) Dependents of railway employee/official who are medically de categorised.

For the proper enforcement of priorities, separate lists should be maintained in each Division/Unit, for the categories indicated above, the date of priority being from the date of eligibility.

APO/MP

Please attach
ITTO

3. TIME LIMIT FOR MAKING APPOINTMENTS ON COMPASSIONATE GROUNDS:-

3.1 A time limit of one month should be observed within which appointments should be given to the dependents of the railway employee/official who die or are permanently crippled in the course of duty:-

S. No.	Description of Activities	Model Time Schedule	Action By
1	Proactive Receipt of application by SWI for CG Appointment & Registration thereof.	05 days from the date of death	SWI
2	Submission of SWI's Inquiry Report on Prescribed Performa (Annexure- A), along with following documents:- <ul style="list-style-type: none"> • Death Certificate of Ex-employee or Proceeding of Medical unfitness/ Invalidation. • Verified copy of Educational Qualification & Date of Birth certificate of Dependent/Ward • Pass/PTO declaration • Form-6 • Family Chart/List of Family Member issued by Civil authority. • Income Certificate issued by Civil Authority • Other documents as required by office in case of dispute/doubt. 	Next 10 days	SWI
3	Obtaining Approval of competent Authority	Next 05 days	Sr. DPO/ DPO (I/C)/ WPO/ SPO(I/C)/ Dy.CPO/ SPO (R)
4	Medical Examination <ul style="list-style-type: none"> • Medical examination in A-1 and below (for Level-2 & above categories) and A-2 and below (for Level-1 Erstwhile Gr. 'D') • While sending for the medical examination, an attested photograph of candidate should also be affixed to ward off the possibility of any impersonation) 	Next 05 days	Concerned Personnel Officer & CMS
5*	Conducting Suitability Test /Screening. <ul style="list-style-type: none"> • All the nominated committee members should be informed that written examination, evaluation of answer sheets and preparation of proceeding are to be completed on the same date i.e. on the date of written examination. • The committee member nominated to set the Question Paper must provide Model Answers along with Question Paper. In unavoidable circumstances, where it is not possible to provide the same along with the Question Paper, the same can be provided within 1-2 hours. In no case, it should be provided later than the date of written examination. • All nominated committee members must ensure that on the date of written examination, they all are present. In case of emergency, if any of the committee members has to move out of HQ, it should be brought to the notice of PCPO and GM. • Examination conducting officer must ensure that he receives Question Paper and Model Answers simultaneously and if it is not possible, written examination should be postponed and this fact should be brought to the notice of PCPO and GM. 	Suitable date may be fixed.	Sr. DPO/ DPO (I/C)/ WPO/ SPO(I/C)/ Dy.CPO/ SPO (R)
6*	Publication of Result of Suitability/Screening Test.	Same day of Suitability/ Screening Test/After approval of competent authority.	"
7*	Offer of Appointment to the Suitable Candidate(s)	Within 03 working days from the date of publication of result.	"

*The entire exercise from S. No. 5 to 7 must be completed within 05 days

3.2 Appointment of dependents of railway employee/official who die in harness as a result of railway or other accidents when off duty/who die in service or are medically incapacitated/de categorised (within Maximum Time limit of 90 days):-

S. No.	Description of Activities	Model Time Schedule	Action By
1	Proactive Receipt of application by SWI for CG Appointment & Registration thereof.	<ul style="list-style-type: none"> 15 days from the date of death in priority (ii) cases 15 days from issue of official order of Retirement/Termination due to Medical unfitness/ Invalidation. 	SWI
2	Submission of SWI's Inquiry Report on Prescribed Performa (Annexure-A), along with following documents:- <ul style="list-style-type: none"> Death Certificate of Ex-employee or Proceeding of Medical unfitness/ Invalidation. Verified copy of Educational Qualification & Date of Birth certificate of Dependent/Ward Pass/PTO declaration Form-6 Family Chart/List of Family Member issued by Civil authority. Income Certificate issued by Civil Authority Other documents as required by office in case of dispute/doubt. 	Next 35 days	SWI
3	Obtaining Approval of competent Authority	Next 05 days	Sr. DPO/ DPO (I/C)/ WPO/ SPO(I/C)/ Dy.CPO/ SPO (R)
4	Medical Examination <ul style="list-style-type: none"> Medical examination in A-1 and below (for Level-2 & above categories) and A-2 and below (for Level-1 Erstwhile Gr. 'D') While sending for the medical examination, an attested photograph of candidate should also be affixed to ward off the possibility of any impersonation) 	Next 05 days	Concerned Personnel Officer & CMS
5*	Conducting Suitability Test /Screening. <ul style="list-style-type: none"> All the nominated committee members should be informed that written examination, evaluation of answer sheets and preparation of proceeding are to be completed on the same date i.e. on the date of written examination. The committee member nominated to set the Question Paper must provide Model Answers along with Question Paper. In unavoidable circumstances, where it is not possible to provide the same along with the Question Paper, the same can be provided within 1-2 hours. In no case, it should be provided later than the date of written examination. All nominated committee members must ensure that on the date of written examination, they all are present. In case of emergency, if any of the committee members has to move out of HQ, it should be brought to the notice of PCPO and GM. Examination conducting officer must ensure that he receives Question Paper and Model Answers simultaneously and if it is not possible, written examination should be postponed and this fact should be brought to the notice of PCPO and GM. 	10 th of the month. Where the 10 th of the month is a holiday, the Suitability Test /Screening shall be conducted on the next working day	Sr. DPO/ DPO (I/C)/ WPO/ SPO(I/C)/ Dy.CPO/ SPO (R)
6*	Publication of Result of Suitability/ Screening Test.	Same day of Suitability/ Screening Test/After approval of competent authority.	"
7*	Offer of Appointment to the Suitable Candidate(s)	Within 03 working days from the date of publication of result.	"

*The entire exercise from S. No. 5 to 7 must be completed within 30 days

3.3

In Case of Missing (Within Maximum Time limit of 90 days after 02 years from date of FIR for missing of Railway Employee]:-

S. No.	Description of Activities	Model Time Schedule	Action By
1	If a Railway employee is missing and after a lapse of at least 02 (two) years from the date from which the Railway employee has been missing, provided that an FIR has been lodged and the missing person is not traceable, the application should be entertained for CG Appointment. Note: 02 (two) years will be counted from date of FIR.	15 days.	SWI
2	Submission of SWI's Inquiry Report on Prescribed Performa (Annexure- A), along with following documents:- <ul style="list-style-type: none"> • Copy of FIR • Latest Police Report • Undertaking for quitting/termination from service & depositing the Settlement Payment on appearing of Ex-employee at any stage. • Verified copy of Educational Qualification & Date of Birth certificate. • Pass/PTO declaration • Form-6 • Family Chart/List of Family Member issued by Civil authority. • Income Certificate issued by Civil Authority. • Other documents as required by office in case of dispute/doubt. 	Next 35 days	SWI
3	Obtaining Approval of competent Authority	Next 05 days	Sr. DPO/ DPO (I/C)/ WPO/ SPO(I/C)/ Dy.CPO/ SPO (R)
4	Medical Examination <ul style="list-style-type: none"> • Medical examination in A-1 and below [for Level-2 & above categories] and A-2 and below [for Level-1 (Erstwhile Gr. 'D')] • While sending for the medical examination, an attested photograph of candidate should also be affixed to ward of the possibility of any impersonation) 	Next 05 days	Concerned Personnel Officer & CMS
5*	Conducting Suitability/Screening Test. <ul style="list-style-type: none"> • All the nominated committee members should be informed that written examination, evaluation of answer sheets and preparation of proceeding are to be completed on the same date i.e. on the date of written examination. • The committee member nominated to set the Question Paper must provide Model Answers along with Question Paper. In unavoidable circumstances, where it is not possible to provide the same along with the Question Paper, the same can be provided within 1-2 hours. In no case, it should be provided later than the date of written examination. • All nominated committee members must ensure that on the date of written examination, they all are present. In case of emergency, if any of the committee members has to move out of HQ, it should be brought to the notice of PCPO and GM. • Examination conducting officer must ensure that he receives Question Paper and Model Answers simultaneously and if it is not possible, written examination should be postponed and this fact should be brought to the notice of PCPO and GM. 	10 th of the month. Where the 10 th of the month is a holiday, the Suitability Test /Screening shall be conducted on the next working day	Sr. DPO/ DPO (I/C)/ WPO/ SPO(I/C)/ Dy.CPO/ SPO (R)
6*	Publication of Result of Suitability/Screening Test.	Same day of Suitability/ Screening Test/After approval of competent authority.	"
7*	Offer of Appointment to the Suitable Candidate(s)	Within 03 working days from the date of publication of result.	"

*The entire exercise from S. No. 5 to 7 must be completed within 30 days

4 PROCESS & COMPOSITION OF SUITABILITY COMMITTEE FOR GROUP 'C' POSTS.

4.1 Committee Constitution for Suitability:-

- (i) Divisional Level – DRM will nominate a committee of 3 JA Grade Officers, including One Sr. DPO or DPO to adjudge the suitability of candidates.
- (ii) Workshop Level - CWMs [SAG] will nominate a committee of 3 Sr. Scale Officers including a Personnel Officer to adjudge the suitability of candidates. In case the CWMs are in JA Grade, the cases for nomination of committee, be referred to PCPO.
- (iii) HQ Level :
 - (a) For appointment to the post(s) of Level-7 (GP-4600) General Manager's approval will be required. GM will also constitute the committee comprising 3 SAG officers out of which 01 officer should be from Personnel department.
 - (b) PCPO will nominate a committee of 03 JAG officers, one from Personnel department and other 02 from other department to adjudge the suitability of candidate(s) for their appointment to Group 'C' posts up to Level-6(GP-4200).
- (iv) For appointment to the Technical post(s) of Level-6 (GP-4200) at Divisions, DRM concerned will approve the cases(s), and division will send the case to HQR. for the prescribed suitability test of the candidate.

The recommendation of the Committee will be approved by the authority concerned who has constituted/nominated the committee.

4.2 Procedure of Suitability Test :

(i) Written Test-

- (a) To adjudge the suitability of candidates, a common Written Examination will be held for all Group 'C' initial appointment categories except as mentioned below in sub para (b). The questions of the written examination will be pertaining to General Knowledge, General Arithmetic, General Science and General Awareness, English and Hindi languages.
- (b) There shall be a separate written test for the candidates having desired qualification of Diploma/Engineering Degree for their appointment against Direct Recruitment Quota in Level 6/7 posts, as the skill required for these categories is entirely different from various Non-Technical Popular Categories. The three Members of Selection Committee for this purpose shall include one officer of the Department against whose vacant post, the test is to be conducted. Other terms and conditions of the committee shall remain unchanged.

Suitability test for Engineering Graduate/Diploma holders for Level-6 & 7 will be conducted by committee at HQ/Hajipur/ECR. Level-6 cases will be sent to HQ after approval of DRM/CWMs/HODs. Level-7 cases will require approval of General Manager.

(c) Instructions for Setting Question Paper and Evaluating answer sheets:-

- The written examination will be of 100 marks and the duration will be 2 hours.
 - The question will be multiple choice objective types, with four options.
 - Option of multiple choice questions invariably be capital letters i.e. A, B, C & D and never in small letters i.e. a, b, c & d or (i), (ii), (iii) & (iv) as these are less prone for manipulation at later date.
 - There shall be negative marking for incorrect answers, one third of the marks allotted for each question will be deducted for wrong answers.
 - Examinations where more than 25 candidates are there in the Zone of Consideration, question paper should be prepared in THREE SERIES (Series 'A', 'B' & 'C') placing the same questions in different sequence.
 - The content, standard and nature of question paper of written examination shall be in tune with the post for which test is to be conducted.
- (ii) Psycho/Aptitude Test - Where prescribed by Railway Board, Psycho/Aptitude Test will have to be arranged as per prevailing orders.
 - (iii) Suitability Test in the case, received from other Zonal Railway/Division, will be done by the HQ/ the Division/Unit where the candidate is to be appointed.

4.3 Level/Basic pay in which appointment can be Made - On the basis of prescribed minimum qualification and marks obtained by the candidate in suitability test, Level/Basic pay may be considered in following manner:-

Sl. No.	Candidate having	Marks obtained in Suitability test	Level/Basic pay in which candidate may be considered for appointment.
1	Prescribed minimum qualification	60% or above	Level-4/5/6, Basic Pay- 25500/29200/35400
		40% and above but less than 60%	Level-2/3, Basic Pay-19900/21700
		less than 40%	Level-1 (Erstwhile Gr. 'D')
2	Prescribed minimum qualification of Diploma or 2nd class Engineering Graduates	60% or above	Level-6, Basic Pay- 35400
		40% and above but less than 60%	Level-2/3, Basic Pay-19900/21700
		less than 40%	Level-1 (Erstwhile Gr. 'D'), Basic Pay- 18000
3	Prescribed minimum qualification of 1st class Engineering Graduates	60% or above	Level-7, Basic Pay- 44900
		40% and above but less than 60%	Level-2/3, Basic Pay-19900/21700
		less than 40%	Level-1 (Erstwhile Gr. 'D'), Basic Pay- 18000

5. SCREENING PROCESS & COMPOSITION OF SUITABILITY COMMITTEE FOR LEVEL-1 (ERSTWHILE GROUP 'D' POSTS):-

5.1 Screening Committee

- DRM will nominate a Screening Committee of 3 Jr. Scale Officer including one Personnel Officer.
- CWMs[SAG] will nominate a Screening Committee of 3 Jr. Scale Officers including one Personnel Officer. In case the CWMs are not of SA Grade, the cases for nomination of Screening Committee shall be referred to CPO/Admn.
- In Zonal HQ, CPO/Admn. will nominate a Screening Committee of same type as described on Para 5.1 (i) above.

The committee nominating Officer shall be approving authority of the recommended panel.

5.2 Procedure of Screening

There will be no Written Examination/Physical Efficiency Test to adjudge the suitability. All candidates will be subjected to Screening by the Committee to indicate the fit category for appointment.

6. ALLOTMENT OF POST TO THE CANDIDATES- Details of posts and competency against each, will be as mentioned below:-

S. No.	Details of Post	Competent Authority
1	All categories up to Level- 6 (Except the categories as mentioned in S.No. 2)	DRM/CWM(SAG)/PCPO
2	<ul style="list-style-type: none"> • All categories of Level- 7 • Ministerial Staff i.e. Jr, Clerk, Sr. Clerk, Accounts Clerk and Jr. Accounts Assistant • TTE/TC, ECRC, Trains Clerk, Commercial Clerk, AWC in Coal Commercial Deptt. and School Teacher 	General Manager
3	Sub-Inspector in RPF	General Manager on recommendation of PCSC
4	Constable in RPF	PCPO on recommendation of PCSC
5	Any other category in which Railway Board has specifically asked for taking GM's approval or its own approval	General Manager/ Railway Board

Here it may be noted that CWM (in SAG) only will exercise the above mentioned power. In case, CWM is in JAG/Selection Grade, the case will be sent to HQ for approval of PCPO.


7. The cases of Security (RPF) Department will be dealt as per JPO issued for this purpose. (Annexure-B).
8. The cases of Accounts department shall be taken care of by the Personnel department of the Division/HQ as the case may be.
9. The cases of Construction Organization (HQ and its field units) shall be taken care of by the HQ office of Personnel department.

10. COMPASSIONATE GROUND APPOINTMENT IN CASE OF MEDICAL INVALIDATION/ DECATEGORISATION

- (i) The power to decide the compassionate appointment cases on medical invalidation ground in which application has been made within five years of the date of medical invalidation will lie with DRMs/CWMs (SAG).
- (ii) The cases of compassionate appointment on medical invalidation in which application of Construction, HRT, PD/MGS, WS/SPJ and HQ will be decided by PCPO.
- (iii) Compassionate appointment cases where request has been made against invalidation of a Gazetted official, it will be referred to HQ for GM's approval.
- (iv) It is clarified that medical invalidation means both medical unfitness in all categories and medical de categorisation for specific category.

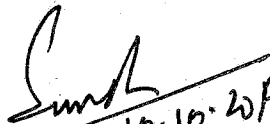
NOTE- The above instructions are for guidance only and will be subject to compliance of all the instructions issued from Railway Board from time to time.

This issues with the approval of GM.


(Suresh Chandra Srivastava)
Chief Personnel Officer/Admn.
E.C.Railway/HJP

Copy to:-

1. Sec. to GM- for kind information to GM Please.
2. PS-I to AGM- for kind information to AGM Please.
3. PCPO/ECR/HJP - for kind information
4. SDGM/ECR/HJP- for kind information.
5. All CMSs of ECR
6. GS/ECRKU- for kind information.
7. All Personnel Officers of ECR.
8. All concerned.


Chief Personnel Officer/Admn.
E.C.Railway/HJP

गार्जियन ऑफिसर का नाम _____

नामांकित हित निरीक्षक का नाम _____

अनुकम्पा के आधार पर नियुक्ति हेतु SWI की जाँच-रिपोर्ट
(सभी कॉलमों को समुचित रूप से भरा जाए)

अभ्यर्थी का हाल का
खींचा हुआ पासपोर्ट
आकार का
अभिप्रमाणित फोटो
चिपकायें

1. मृत/स्थायी रूप से अक्षम/लापता कर्मचारी का विवरण :-
 - (i) नाम :- (ii) पदनाम :-
 - (iii) कार्यरत स्टेशन :- (iv) मंडल/यूनिट :-
 - (v) जन्म-तिथि :- (vi) नियुक्ति तिथि :-
 - (vii) वेतनमान, वेतन एवं ग्रेड-पे :- (viii) समुदाय (SC/ST/OBC/GEN) :-
2. (क) भूतपूर्व कर्मचारी की मृत्यु/अक्षमता/स्वैच्छिक सेवानिवृत्ति की तिथि :-.....
(ख) लापता कर्मचारी के मामले में लापता होने की तिथि :-.....
(i) एफ.आई.आर. दर्ज करने की तिथि :-.....
(ii) कर्मचारी के लापता होने के संदर्भ में पुलिस अनुसंधान की रिपोर्ट के संबंध में पूर्ण विवरण भरे जाये :- (रिपोर्ट की अभिप्रमाणित प्रति भी संलग्न की जाये)
3. (i) मृत्यु/अक्षमता/स्वैच्छिक सेवानिवृत्ति/लापता होने के समय आयु :-.....
(ii) भू0पू0 कर्मचारी की कुल रेल सेवा अवधि :-.....
(iii) भू0पू0 कर्मचारी की कुल बची हुई रेल सेवा अवधि :-.....
4. मृत्यु के मामले में मृत्यु प्रमाण पत्र, मेडिकल अक्षमता के मामले में मेडिकल प्रमाण एवं कार्यालय आदेश एवं अक्षम होने से संबंधित सीएमडी द्वारा अनुमोदित मेडिकल बोर्ड के प्रोसीडिंग की कॉपी भी आवश्यक रूप से संलग्न किया जाये।
5. भूतपूर्व कर्मचारी द्वारा अस्थायी हैसियत पाने की तिथि :-.....
(यदि भूतपूर्व कर्मचारी आकस्मिक मजदूर/एवजी हो, तो उनकी मृत्यु/अक्षमता के समय की स्थिति)
6. Adoption के मामलों में निम्नलिखित विवरण अनिवार्य रूप से भरे जायें (Adoption deed की अभिप्रमाणित प्रति एवं भू0पू0 कर्मचारी के सेवा-काल के लगातार 03 वर्षों का पास/पीटीओ घोषणा-पत्र, जिसमें Adoption पुत्र/पुत्री का नाम दर्ज हो, की भी अभिप्रमाणित प्रति संलग्न की जाय) :
 - (i) Adoption के पंजीकरण की तिथि :-.....
 - (ii) पूर्व कर्मचारी के धार्मिक कानून के अनुसार Adoption की प्रक्रिया पूर्ण होने की तिथि :-.....
 - (iii) Adoption के समय अभ्यर्थी की आयु :-.....

2.

7. भू0पू0 कर्मचारी के सेवा-काल के अंतिम 03 वर्षों के पास/पीटीओ घोषणा-पत्र की अभिप्रमाणित प्रति अनिवार्य रूप से तथा मेडिकल कार्ड की प्रति (उपलब्ध हो तो) संलग्न की जाय। भू0पू0 कर्मचारी के परिवार का विवरण :-

क्र0सं0	पूरा नाम	भूतपूर्व कर्मचारी से संबंध	जन्म-तिथि/उम्र	वर्तमान पेशा

8. अनुकम्पा के आधार पर नियुक्ति हेतु प्रस्तावित उम्मीदवार का नाम :-.....
(पहला आश्रित या अन्य का उल्लेख करें और अन्य के लिए आवेदन के लिए कारण दें)
9. (क) उम्मीदवार की वर्तमान शैक्षणिक योग्यता (मैट्रिक प्रमाण-पत्र सहित) :-.....
(अभिप्रमाणित प्रति संलग्न किया जाये)
- (ख) क्या SWI/जॉच अधिकारी द्वारा व्यक्तिगत स्तर पर विद्यालय प्रमाण पत्र की सत्यता का सत्यापन संबंधित विद्यालय अधिकारी द्वारा करा लिया गया है ? :-
(सभी विद्यालयी दस्तावेजों का सत्यापन आवश्यक रूप से करा लिया जाये)
10. उम्मीदवार/विधवा/पूर्व कर्मचारी (जैसी स्थिति हो,) द्वारा प्रथम आवेदन प्रेषित करने की तिथि (सादे कागज पर आवेदन की स्थिति में भी) :-.....
11. (क) भू0पू0 कर्मचारी के परिवार की वर्तमान आर्थिक स्थिति पर संक्षिप्त रिपोर्ट :-.....
- (ख) दत्त/देय समापक भुगतान का विस्तृत विवरण :-
- (i) भविष्य निधि :- (ii) डी.सी.आर.जी :-
- (iii) समूह बीमा :- (iv) अवकाश नकदीकरण :-
- (v) समापक भुगतान की कुल राशि :- (vi) कोई अन्य लंबित भुगतान :-
- (vii) पारिवारिक पेंशन की वर्तमान राशि :-.....
12. विधवा/विधुर के न रहने की स्थिति में परिवार पर आश्रित सभी भाई/बहनों की सहमति पर टिप्पणी (व्यक्तिगत अनापत्ति के संबंध में अलग-अलग शपथ-पत्र (Affidavit) संलग्न करें) :-.....
13. SWI की पूरे मामले पर समेकित टिप्पणी सहित अनुशंसा :-.....

14. पत्राचार के लिए अम्यर्थी का पूर्ण पता (दूरभाष/मोबाईल नं0 के साथ) :-
(थाना तथा पिन कोड सहित)

मैं.....कल्याण निरीक्षक/जॉच अधिकारी यह घोषणा करता हूँ कि मैंने मामले की पूरी जॉच की है तथा उपरोक्त वर्णित जानकारी मेरे जॉच के आधार पर ही है।

कर्मचारी कल्याण निरीक्षक/जॉच अधिकारी का हस्ताक्षर

नाम :

पदनाम :

तिथि :

वचनबद्धता / घोषणा पत्र

(क) पारिवारिक विवरण :-

रेलवे कर्मचारी के सभी आश्रित पारिवारिक सदस्यों का पूर्ण विवरण (यदि कोई नियोजित हों तो उनकी आयु, तथा साथ रहते हैं या अलग रहने के संबंध में भी उल्लेख करें)

क्रम सं०	नाम	सरकारी कर्मचारी के साथ संबंध	आयु/जन्म तिथि	पता	नियोजित है या नहीं ? यदि नियोजित है तो नियोजन का विवरण और परिलब्धियां

(ख) घोषणा / वचनबद्धता :-

1. मैं एतद् द्वारा घोषणा करता/करती हूँ कि दिये गये तथ्य मेरी जानकारी के अनुसार सही है और यदि उपयुक्त वर्णित तथ्यों में से कोई तथ्य भविष्य में किसी भी समय गलत या झूठ पाया जाता है तो मेरी रेल सेवा समाप्त कर दी जाएगी।
2. मैं एतद् द्वारा यह भी घोषणा करता/करती हूँ कि मैं उपर वर्णित सभी आश्रित पारिवारिक सदस्यों का समुचित देखभाल एवं भरण-पोषण करूंगा। यदि किसी भी समय यह शिकायत प्राप्त होती है या साबित होता है कि उपर वर्णित आश्रित पारिवारिक सदस्यों की मेरे द्वारा उपेक्षा या अवहेलना की जा रही है या उचित रूप से भरण पोषण नहीं किया जा रहा है तो, मेरी नियुक्ति समाप्त की जा सकती है।
3. मैं उपरोक्त घोषणा/वचनबद्धता बिना किसी दबाव के स्वेच्छा से दे रहा हूँ/रही हूँ।

उम्मीदवार का हस्ताक्षर

नाम :

पता :

दिनांक

कर्मचारी एवं कल्याण निरीक्षक का हस्ताक्षर

नाम :

कार्यस्थल :

पूर्व मध्य रेलवे

East Central Railway

E.C. Railway

Sub: Revised Joint Procedure Order for the appointment of Spouse/Wards of ex-RPF/RPSF Personnel and Spouse/Wards of other than RPF Deptt. willing for posting in RPF/RPSF Deptt. on Compassionate Ground.

Ref : JPO issued vide no. ECR/HRD/CG/Policy/RPF/Loose dt. 24.07.2012

It is observed that the JPO issued under reference does not cover all points in detail which may arise in dealing with Compassionate Ground cases of RPF/RPSF personnel. Hence, it is felt necessary that a detailed procedure order may be issued covering all points for dealing in CGA cases of RPF/RPSF. Accordingly, this Joint Procedure order is issued. Henceforth, Compassionate Ground Appointment cases of Spouse/Wards of RPF/RPSF Personnel & Spouse/Wards of other than RPF Personnel willing to be considered for appointment on Compassionate Ground in RPF/RPSF Department will be dealt as per this JPO.

Eligibility Criteria for consideration for appointment in RPF

(i) For Sub-Inspector (Pay Scale- 9300-34800, G.P.- 4200) :

Educational Qualification - Graduate

Age (as on the date of application) - Between 20 to 25 years with relaxation in upper age limit of 05 years for SC/ST Candidates and 03 years for OBC Candidates.

(ii) For Constable (Pay Scale- 5200-20200, G.P.- 2000) :

Educational Qualification - SSC

Age (as on the date of application) - Between 18 to 25 years with relaxation in upper age limit of 05 years for SC/ST Candidates and 03 years for OBC Candidates.

Note : (i) There is no relaxation for the Candidates coming under persons with disability (Equal opportunities, Protection of Rights and Full Participation) Act, 1995.

(ii) There is no relaxation in age limits except as mentioned above under any circumstances.

(iii) Over-age Spouse/Wards of RPF/RPSF Deptt. shall be considered for other posts in RPF/RPSF/different departments.

1. Receipt of applications :-

(a) Applications for compassionate appointment from Spouse/Ward of RPF/RPSF Personnel shall be received by RPF Department. RPF office will process the case following RPF Rules & Priorities. This will inter alia include verification of eligibility conditions/certificates of candidates by RPF Office & then send the file to concerned Personnel Office for further action.

[Handwritten Signature]

(2)

(b) Application from Spouse/Ward of employees of other departments, who opt for Compassionate Appointment in RPF Department shall be received by Personnel Branch and after scrutiny, verification of eligibility Conditions/ certificates of candidates, will also be adjudged for eligibility against the vacancies in RPF Deptt.

Candidates of both (a) and (b) shall have to appear in physical efficiency test (PET).

2. Constitution of Committee for Physical Efficiency Test (PET) :- PET will be conducted by a committee constituted by DRM in Division and CPO in HQ as the case may be of three members one of which will be from RPF of appropriate rank viz. DSC/Sr.DSC/Dy.CSC. The other two members will be Sr.DPO/DPO(IC)/Dy.CPO and a JAG officer of some other department. The member of RPF Department will be incharge of conducting the PET of the candidates.

3. Venue for conducting the PET :- The venue for conducting the PET shall be fixed by the committee member belonging to RPF Department & all the eligible candidates shall be directed in writing to report to the said venue on the date and time fixed by the committee by the Personnel Department.

Since, the standard of PET is same for both the Posts i.e. Constable & Sub Inspector as per Bd's letter dt. 12.07.2011, the committee shall conduct the PET for both the posts together.

4. The Physical Efficiency Test (PET) & Physical Measurement (PM) Test are in following order :-

(i) PET for the post of Sub-Inspector and constable will consist of the events as given below in the table. The PET and PM will be qualifying in nature and a candidate has to qualify in all the events to be declared qualified in PET and PM. The minimum qualifying standard for each events is specified as under :

Events	Male	Female	Number of Chance
1600 Meter Race	7 Minutes	Not Applicable	One
800 Meter Race	Not Applicable	4 Minutes 30 Seconds	One
High Jump	1.00 Meters	0.75 Meters	Two
Long Jump	3.25 Meters	2.4 Meters	Two
Shot Put	4.0 Meters	Not Applicable	Two

(ii) The 1600 meters/800 meters run will be held first and only those applicants who qualify in this event will further take part in the remaining events of the PET and subjected to physical measurement.

- Candidates who fail in any of the events of the PET or in Physical Measurement, either on height or chest will be declared "failed".
- (iii) The minimum qualifying standards for Physical (Height/Chest) Measurement for the post of Sub-Inspector/Constable is as under :

Category	Height [Male (cms.)]	Chest unexpanded [Male (cms.)]	Chest expanded [Male (cms.)]*	Heights [Female (cms.)]**
UR/OBC	165			
SC/ST	160	80	85	157
Hillmen**	163	76.2	81.2	152
		80	85	155

* A minimum expansion of 5 cms in chest is essential.

** For Garhwalis, Gorkhas, Kumaonese, Dogras, Marathas etc. and other categories specified by Govt. from time to time persons hailing from Himachal Pradesh, Sikkim, Ladakh, Kashmir Valley and North Eastern States subject to production of domicile certificate from the District Magistrate/SDM/Tehsildar.

*** Only height measurements in case of female candidates.

5. Committee for Written Test :- Common written test shall be conducted for passed/failed candidates in PET or over-aged RPF/RPSF candidates along with other candidates, according to the procedure followed by the Units/Divisions as per the instructions issued by Establishment (Non- Gazetted) Directorate for appointments on Compassionate Grounds from time to time. Sr.DSC/DSC/Dy.CSC will be co-opted as fourth member were Spouse/Wards of RPF/RPSF in appearing or when the Spouse/Wards of other departments qualified in PET are being considered for posts in RPF/RPSF.

6. Preparation of panel :- Panels of the candidates of Security/other departments for the post in Security Deptt. shall be prepared as per the following criteria :

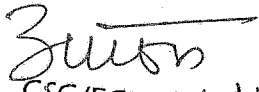
S. N.	Qualification	Age	PET	Med. Catg.	Written Test & Marks	Post & G. Pay	Authority to Approve
1.	Graduation	20 to 25	Passed	B1	Passed with 60% marks	S.I. G.P.- 4200	GM (On recommendation of CSC)
2.	Graduation	20 to 25	Passed	B1	Passed but not secured 60% marks.	Constable G.P.- 2000	CPO through CSC
3.	SSC	18 to 25	Passed	B1	Passed	Constable G.P.- 2000	-Do-
4.	Graduation	20 to 25	Failed	-	Passed with 60% marks	G.P.-2800	DRM/CPO as the case may be
5.	Graduation	20 to 25	Failed	-	Not secured 60% marks	Upto post G.P. 2000	-Do-
6.	SSC	18 to 25	Failed	-	Passed	Upto G.P. 2000	-Do-
7.	SSC	18 to 25	Failed	-	Failed	G.P. 1800	-Do-


Zuram

(4)

Note : The cases of Wards/Spouse of other than Security Departments who opt for Security Deptt. but failed in PET, and over-aged Wards/Spouse of Security Deptt. shall be dealt as per the instructions issued by Establishment (Non-Gazetted) Directorate for appointments on Compassionate Grounds from time to time.

7. In the matters where there is no guideline available in this Joint Procedure Order, the instructions contained in the Master Circular No. 16 issued by the Railway Board and other extant instructions issued from time to time by Railway Board as well as GM(P)/ECR/HJP shall be followed. All instructions issued by Establishment (Non-Gazetted) Directorate for appointment on compassionate grounds will ipso facto apply in cases of compassionate ground appointments of Spouse/Wards of Ex.RPF/RPSF personnel.


CSC/ECR 61114


CPO/Admn./ECR

No. ECR/HRD/CG/Policy/RPF/Loose

Dt. 06.01.2014