

**Government of India
Ministry of Railways
(Railway Board)**

No. 2008/TG-II/1010/39

New Delhi, dt . 29 09.2008.

The General Managers (Commercial),
All Zonal Railways.

Commercial Circular No. 55/2008.

Subject: Procedure for engagement of licensed porters .

Kindly refer to Board's letter No. 2006/TG-II/48/Policy/LP dt.22.12.2006 (Commercial Circular No. 109/2006) wherein instructions were issued regarding review, calling for applications through press notifications and members of selection committee for engagement of licensed porters. References have been received seeking clarification regarding the procedure, physical standards and the medical category under which licensed porters can be engaged.

The matter has been examined in Board's office and it has been decided that for engagement of licensed porters, the applications may be invited from those willing candidates who are local residents. The reservation for Scheduled Castes/Tribes, other backward classes etc may be followed as per the existing rules. The overall suitability of the applicant including his physical ability should be evaluated on the basis of the following parameters:

- (1) **Age Limit.** Proper weightage can be given to the applicants with lower age.
- (2) **Educational Qualification.** Some weightage can also be given to the applicants having basic educational qualification.
- (3) **Physical Ability Test.** A physical ability test may be prescribed for the applicants to carry a specific weight upto a certain distance. Weightage may be given as per physical ability shown by the applicants.

- (4) **Antecedents.** The applicants having Scouts and Guides background and wards of railway employees/ ex-servicemen/ licensed porters can be given adequate weightage.
- (5) **Additional parameters,** if any, as deemed fit by Railway, may also be included.

The evaluation sheet giving proper weightage to the above parameters of selection should be got approved by the Chief Commercial Managers of the railway. In order to avoid the complaints, this exercise should be undertaken before calling for applications for engagement of licensed porters. The numerical evaluation of the candidates should be done on the basis of the approved criteria and the candidates may be selected on merit so obtained. As regards the physical standard, a general medical certificate of his fitness may be obtained by the applicant from any qualified and registered MBBS doctor.

The guidelines framed by Northern Railway¹ for engagement of licensed porters are enclosed herewith for guidance purpose. Similar guidelines may be framed and circulated to the divisions of your railway keeping in view the local conditions.

Encl: One



(Ravinesh Kumar)
Director Traffic Commercial (G)
Railway Board.

उत्तर रेलवे Northern Railway

प्रधान कार्यालय Headquarters Office

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नई दिल्ली 110 001 New Delhi 110 001

S/O No 43-AC/LP/Policy/2008

दिनांक dated: 16/7/2008

Divisional Railway Manager

Northern Railway

DRM Office

Delhi, Firozpur, Moradabad, Lucknow and Ambala

Subject: Filling up of vacancies of Licensed Porters (LP) arising out of their appointment as Gangman -- detailed procedure thereof.

The terms and condition for the engagement of Licensed Porters have been laid down vide Railway Board letter number 2006/ TG-II/ 1010/ 48/ Policy/ LP dated 22.12.2006. The salient features of the policy are:

- Composition of Selection Committee consisting of two Junior Scale Officers, one each from Commercial and Personnel departments.
- Satisfaction of antecedents and physical fitness of the candidates to perform the duties of the licensed porters
- Invitation of application from the willing candidates through press notification.

The existing policy of engagement is broad in nature and hence it is desirable that certain general guidelines for the selection committee's internal use should be framed. Accordingly, the competent authority has approved the following guidelines which would be used for facilitating the process of engagement of licensed porters.

The overall suitability of the applicant including his physical ability will be adjudged to carry out the job of a licensed porter. The applicants will be subjected to **two stages** of tests:

- 1) **Stage 1:** All applicants would be required to undertake a Physical Efficiency Test (P.E.T), wherein, male applicants would be required to cover a distance of 1500 meters in 7 (seven) minutes and female applicants would be required to cover a distance of 400 meters in 3 (three) minutes.
- 2) **Stage 2:** Applicants, **who qualify Stage 1**, would be assessed under five heads each having a maximum of 20 points.

SN	Description	Limits	Points
1	Age Limit (Maximum Marks 20)	18 to 35 years	20
		36 to 42 years	18
		43 to 50 years	14
		51 years and above	10
2	Educational Qualification (Maximum Marks 20)	Class 8 th and above	20
		Less than class 8 th	18
		Illiterate	10
3	Physical Ability Test (40 kg weight to be carried for 200 meters on horizontal ground) (Maximum Marks 20)	40 seconds or less	20
		Upto 40 to 50 seconds	18
		Upto 51 to 60 seconds	16
		More than 60 seconds	0
4	Experience (Maximum Marks 20)	Working experience as porters in Hotels/ Airports/ Bus stand etc	20
		Labourer	10

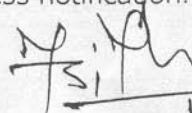
SN	Description	Limits	Points
		No experience	16
5	Antecedents (Maximum Marks 20)	Scouts and Guides	20
		Wards of Railway Employee or Ex. Serviceman or Licensed Porters	18
		Others	16

It is again reiterated that the guidelines mentioned above are strictly for internal use and for the guidance of the selection committee for the engagement of fresh Licensed Porters.

The instructions issued for keeping on hold the process of fresh engagement of Licensed Porter conveyed by this office letter of even no dated 26.05.2008 is hereby withdrawn. In addition, the process of temporary suspension of transfer of Licensed Porter's badges conveyed by this office letter no. 43-AC/ LP/ Policy/ 2003 dated 09.04.2008 is also withdrawn and divisions could consider the process of transfer of badges in terms of Board's letter no. 85/ TG-II/ 1010/ 8/ Licensed Badge/ Policy dated 09.12.1988.

A standard format of the press notifications for invitation of application for engagement of fresh Licensed Porters is enclosed. The terms & conditions of the working of Licensed Porters are under vetting of the Law & Personnel branch of HQ and will follow.

Divisions are directed to initiate the fresh selection process by suitable press notification.


17/4/08

(Capt J P Singh)

Chief Commercial Manager (G)

Copy to

SR. Diol. Comm. Mangr. Delhi, Firozpur, Lucknow,
Meerutabad + Ambala for information & necessary action
please.

NORTHERN RAILWAY

REQUIREMENT OF LICENSED PORTERS AT RAILWAY STATIONS

Sr. Divisional Commercial Manager, Northern Railway, for and on behalf of the President of India invites applications from able bodied persons to work as licensed porters at station for issuing number of licenses for permission to carry passenger luggage as licensed porters. It may be noted that licensed porters cannot claim any right for employment with Railways and the licensees can be revoked at any time by Railways if conditions so warrant.

The applicant should not be below the age of 18 years as on

The applicant should be sent on the prescribed format along with documents as required.

IMPORTANT NOTE

1. The photo should be attested by Gazetted Officer or Headmaster of the school or Sarpanch or MLA or MP or Station Superintendent in-charge of nearest Railway Stations, with half signature on photo and half signature on the application form similarly for his/ her official stamp.
2. The application should be forwarded by Photo attesting authority with certificate as per item 8 of application format
3. The application complete in all respect should be sent by Registered Post with A/D to the Chief Office Superintendent, Commercial Branch, Divisional Railway Manager's Office, Northern Railway, Division, on the prescribed Performa.
4. The applicant should also attach all relevant documents and Two self addressed envelop with Rs. 35/- postage stamp affixed on each envelop.
5. The last date for receiving application shall be (upto 17.00 hrs.). The application received after shall not be considered.
6. Incomplete application will be rejected out right and no documents will be accepted subsequently after the receipt of application in office. The applicant must write on the top of envelop in bold and capital letters **"APPLICATION FOR LICENCED PORTERS AT STATION"**
7. Applicant may be subjected to suitable physical test to ascertain the physical ability to carry out the job of Licensed Porters.
8. Applicant should attach the proof of age, educational qualifications, experience in working as porters in Hotels/ Airports/ Bus stands etc, and proof of antecedents viz Scouts and Guides, Wards of Railway Employee or Ex. Serviceman or Licensed Porters.
9. Railway will not be responsible for any postal delay.

Application Format For Licensed Porters At Station

(To be submitted on plain paper of photocopy)

1. Name.....
2. Father's Name.....
3. Permanent Residence Address.....
(Supporting documents to be attached).....
4. Date of Birth.....
(Supporting documents to be attached).....
5. Fitness Certificate.....
(Certificate by Registered Doctor).....
6. Character Certificate.....
(Verification of character from police station where you are residing).....

Applicant's passport
size attested
photograph with
signature and stamp
half on photo and half
on application

7. I undertake that in the event of any information given above being found to be false or incorrect/ inaccurate in any respect the application shall be rejected without assigning any reason.

Place

Left Thumb Impression

Signature of applicant

List of Enclosures:

- 1.....
- 2.....
- 3.....
- 4.....

8. The applicant is known to the undersigned and it is forwarded for consideration by Railways.

Signature and Name and
Stamp of attesting authority.

FORM 1-A*

MEDICAL CERTIFICATE

[See Rule 5(1), 3(1), 7, 10(a), 14(d) and 18(d)]

1. Name of the Applicant

2. Identification marks

(1).....

(2).....

3. (a) Does the applicant to the best of your judgement suffer from any defect of vision ? Is so, has it been corrected by suitable spectacles ? Yes/No.
- (b) Can be applicant to the best of your judgement, readily distinguish the pigmentary colours, red and green ? Yes/No
- (c) In your opinion, is he able to distinguish with his eye sight at a distance of 25 metres in good day light a motor car number plate Yes/No
- (d) In your opinion, does the applicant suffer from a degree of deafness which would prevent his hearing the ordinary sound signals ? Yes/No
- (e) In your opinion, does the applicant suffer from night blindness ? Yes/No
- (f) Has the applicant any defect or deformity or loss of member which would interfere with the efficient performance of his duties as a driver ? Is so give your reasons in details Yes/No.

(g) _____

OPTIONAL

Blood Group and RH factor of the applicant (if the applicant so desires that the information may be noted in his driving licence)

(a) Blood Group _____

(b) RH factor _____

Declaration made by the applicant in Form-I as to his physical fitness is attached.

P.T.O.

CALL LETTER

(To be Filled by Office Staff)

(To be submitted on plain paper of photocopy)

1. Name.....
2. Father's Name.....
3. Permanent Residence Address.....
4. Address of correspondence.....
5. Date of Birth.....
6. Roll Number.....
7. Date of Interview/ physical ability test.....
8. Time.....
9. Place of interview/ physical ability test.....

Applicant's passport
size attested
photograph will be
pasted here by the
applicant while
sending application

ACKNOWLEDGEMENT SLIP

(To be filled by Applicant)

Name.....
Father's Name.....
Address.....

(to be filled by Office staff)
(Registered at Serial Number)
Date

(Signature & Designation)

CERTIFICATE OF MEDICAL FITNESS

I Certify that :

(i) I have personally examined the applicant, Shri/Smt. Km _____

(ii) That while examining the applicant I have directed special attention to his/her distant vision.

(iii) While examining the applicant I have directed special attention to his/her hearing ability, the condition of the arms, legs, hands and joint of both extremities of the applicants ; &

(iv) I have personally examined the applicant for reaction time, side vision and glare recovery, (applicable in case of persons applying for a licence to drive goods carriage carrying goods of dangerous or hazardous nature to human life).

* And, therefore I certify that to the best of my judgement, he/she is medically fit/not fit to hold a driving licence.

* The applicant is not medically fit to hold a licence for the following reasons :

* Strike out which is inapplicable

Signature

1. Name and designation of the Medical Officer/Practitioner

(Seal)

2. Registration Number of Medical Officer

Date : _____

Signature of thumbs impression of the candidate

Note : The Medical Officer shall affix his signature over the photograph in such a manner that part of his signature is upon the photograph affixed and part on the certificate.

* This certificate is not required if the application is for licence to drive private (non-transport) vehicles except, if the applicant had any physical disability which may cause danger to the public or if the holder of licence is beyond 40 years of age on the date of application for renewal.