



**CHANDIGARH ADMINISTRATION**  
**POLICE DEPARTMENT**

**Subject:-** Amendment to Standing order no. 46/2023 for recruitment of Constable (Executive) in Chandigarh Police

1. Para 2.8 under “2. DEFINITIONS” may be read as-

*2.8 “Ex-servicemen” shall have the same meaning as set out in the definition of Ex-servicemen in the Rules called the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as reproduced in Annexure ‘EX’.*

2. Para 10.2 under “8. DRIVING AND COMPUTER SKILLS:” may be read as-

*10.2 Computer Skills:-*

*ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration vide letter No.28/69-IH(12)/Pers. & Trg-2019/17927 dated 25.11.2019 (Attached as Annexure ‘CSQ’).*

3. Para 14 may be read as-

**14. WRITTEN TEST/CBT TEST/OMR SHEET BASED TEST:**

*All candidates [including ex-servicemen], shall be put through a written test/Computer Based Test/OMR Sheet-based test which shall carry 100 marks. The questions shall be multiple choice objective type and will carry one mark for every correct answer and a negative marking of 0.25 for every wrong answer and shall include questions on:-*

- *General Knowledge/Current Affairs*
- *Reasoning*
- *Numerical Ability*

*The question paper for the written test shall be in Hindi, English and Punjabi. Each candidate will be given the test paper only in the language selected by the candidate during the application process. Change of medium will not be permitted.*

*Only those candidates who score the cut-off marks (as specified in Para 15) in written test/Computer Based Test/OMR Sheet-based test will be called for PE&MT @ 10 times the number of vacancies of each category of candidates in merit order.*

(R.K.Singh,IPS)

Inspector General of Police,  
For Director General of Police,  
Union Territory, Chandigarh.



DEFINITION OF EX-SERVICEMEN:

The definition of Ex-servicemen as defined in Govt. of India. Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi's O.M. No 36034/5/85-Estt (SCT) dated 14-4-1987 is given as under :- "An Ex-serviceman" means a person, who has served in any rank whether as a Combatant or non-combatant in the regular Army, Navy or Air Force of the Indian Union and

- (i) who retired from such service after earning his pension; or
- (ii) whose discharge book has the endorsement of Ex-servicemen; or
- (iii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iv) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or
- (v) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely -
  - a) Pension holders for continuous embodied service
  - b) Persons with disability attributable to military service; and
  - c) Gallantry award winners

The Territorial Army personnel will however be treated as Ex-servicemen w.o.f.15-11-86.

Ex-Servicemen who are paid from the central revenues are eligible to be re-enlisted to the above mentioned posts at the discretion of the appointing authority if their discharge certificate shows previous service as Good or of higher classification provided that- (a) they conform to the educational standards laid down for recruits from open market, and qualify such endurance/efficiency tests as prescribed by the Commissioner of Police, from time to time by issuing necessary Standing Orders. (b) they are medically fit for police service according to standards prescribed for recruits. (c) age concession shall be allowed to them in accordance with the orders/instructions on the subject issued by the Central Govt. from time to time. They will be permitted to deduct the period served in the armed forces from their actual age and the resultant age, so derived, should not exceed the prescribed age limit by more than three years.

Ex-Servicemen who have already secured employment under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for the age relaxation only. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already



acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date of the application form. EXPLANATION: The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "ex-serviceman" may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of Union.

*Note: All such candidates who are serving in the armed forces and intend to apply under Ex-serviceman category will be required to submit NOC from the department which shall clearly mention their date of discharge from the armed forces. NOC having no mention of date of discharge from the armed forces will not be entertained and their Application Forms will be rejected without assigning any further reason.*

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#### EXEMPTION OF FEES

No. 390181/79 - Estt. (SCT)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
Department of Personnel and Administrative Reforms  
(Karmik Aur Prashasnik Sudhar Vibhag)

New Delhi - 110001, 20th September, 1979

#### OFFICE MEMORANDUM

Subject : Rehabilitation of ex-servicemen released from the Armed Forces -  
Exemption from payment of examination and application fee  
beyond 30th June, 1979.

The undersigned is directed to refer to this Department's Office Memorandum No. 13/31/71 - Estt. (C) dated 17th May, 1976 under which the ex-servicemen were granted exemption from payment of examination and application fees for recruitment to Class III and Class II (non-gazetted) posts advertised by the Union Public Service Commission/I.S.T. & M whether filled by examination or by selection up to 30th June, 1979, the date up to which reservations for them were in force. The Government of India has already taken a decision to extend the validity of ex-servicemen reservation rules beyond 30th June, 1979 on a permanent basis and necessary notification in this regard is likely to be issued shortly. It has also been decided, in consultation with the Ministry of Finance, that the concession envisaged in this Department's Office Memorandum of 17th May, 1976 referred to above be extended beyond 30th June, 1979 on a permanent basis.

2. The Ministry of Finance etc. are requested to bring these instructions to the notice of their attached and subordinate offices for their information.
3. Hindi version will follow.

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Annexure 'CSQ'

No. 28/69-IH(12)/Pers. & Trg.-2019/17427  
Chandigarh Administration  
Department of Personnel & Training

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Chandigarh, dated the 25/11/2019

To

All the Administrative Secretaries/  
HoDs/ Boards/ Corporations  
Chandigarh Administration

Subject: Mandatory basic ICT Skills training for the officers/ officials of  
Chandigarh Administration – Clarifications regarding.

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Sir/Madam

In partial modification of this Administration's letters bearing No. 28/69-IH(12)/Pers.&Trg.-2018/16687 dated 08.08.2018 and 28/69-IH(12)/Pers.&Trg.-2019/8006 dated 20.05.2019, I am directed to address you on the subject noted above and to state that various departments have been seeking clarifications for making provisions of mandatory ICT Skills training in recruitment rules of different cadres at entry level. The matter has been reconsidered by this Administration and following points are clarified:-

- i) The following ICT skills courses are mandatory for all fresh recruitments (Entry Level) and for promotions/ grant of benefit under Assured Career Progression Scheme (ACPS) to all Group "A", "B", "C" and "D" employees of the Chandigarh Administration:-

Sr. No.	Name of the course	Group
1.	Awareness in Computer Concepts(ACC) - 20 hours OR Basic Computer Concepts (BCC) - 36 hours	D
2.	Course on Computer Concepts (CCC) - 60 hours	C
3.	CCC+ - 126 hours - 200 hours	A & B

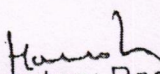
- ii) To make necessary amendments in all the Recruitment Rules of different service cadres for making the provisions of mandatory ICT skills training at entry level and for in-service officers/officials for promotions and for grant of benefit under Assured Career Progression Scheme (ACPS) with the approval of competent authority.
- iii) The candidates who have Certificates/ Diplomas/ Bachelor's OR Master's Degrees in Computer Science from any recognized Institution/ University shall be exempted from ICT Skills training course.



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- iv) The candidates at entry level will submit the certificates of ICT Skills training Course for the above said duration [Group-wise] from a Govt. recognized Institution OR a reputed Institution which is an ISO 9001 certified OR of Department of Electronics Accreditation of Computer Course (DOEACC), Govt. of India OR from NIELIT and its authorized Institutions at the time of their appointments.
- v) The employees who have crossed the age of 55 years and Drivers, Mallies, Beldars, Sweepers, Lift Operators, Guards and Masons etc. are exempted from undergoing the ICT skills training course.
- vi) The faculties of Computer Science & Engineering are also exempted from undergoing the said ICT skills training course.
- vii) The ICT Skills training courses already done by the Group "A", "B", "C" & "D" employees shall be treated as valid for all intents and purposes.

Yours faithfully,

  
Special Secretary Personnel & Training  
for Secretary Personnel & training  
Chandigarh Administration

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