

CHANDIGARH POLICE

STANDING ORDER No. 1/2015

RECRUITMENT OF MALE & FEMALE CONSTABLES [EXECUTIVE] IN CHANDIGARH POLICE

1. INTRODUCTORY:

This Standing Order deals with the direct recruitment to the post of Constables (Executive), both male and female, in Chandigarh Police. Constabulary constitutes the backbone of any police force and is the base on which the entire pyramid of police establishment rests. It is, therefore, evident that each police force must endeavor to recruit the most physically fit and mentally alert candidates to fill the posts, either created by expansion of the force or arising from the promotion of the present incumbents to the next higher rank in the hierarchy. It is equally important that the recruitment be carried out in consonance with the principles of 'Transparent Recruitment Process' (TRP) enumerated by the Bureau of Police Research and Development (BPR&D) so that each aspirant is accorded a fair and equitable chance to get selected, and the entire process is transparent and able to withstand all sorts of scrutiny. At the same time, positive affirmation of constitutional provisions of reservation to the weaker segments of society must be adhered to. In line with the concept of SMART policing outlined by the Hon'ble Prime Minister of India at the DG/IGP Conference in Guwahati in November 2014, the constabulary must be future ready in terms of skill sets such as knowledge of computers and the ability to drive. It is with these objectives that the Standing Order governing recruitment of Constables (Executive) in Chandigarh Police is being revisited having been last issued in the year 2007 and having subsequently undergone several amendments.

2. DEFINITIONS:

In this Standing Order, unless the context requires otherwise, the following expressions have the meanings hereby assigned to them respectively, that is to say:-

- 1.1. **Constable (Executive)** shall mean a post of Constable in the Executive Cadre of Chandigarh Police (including India Reserve Battalion) presently in entry level of pay band of Rs. 10300-34800 with Grade Pay of Rs. 3200/- and allowances as applicable and as may be amended from time to time. This post is classified as a Group 'C' post by Chandigarh Administration.
- 1.2. **"Scheduled Castes" (SC)** means such castes, races or tribes or parts of or groups within such castes, races or tribes as are deemed under article 341 of The Constitution of India to be Scheduled Castes. The details of the castes included as Scheduled Castes shall be governed by the castes specified for the Union Territory of Chandigarh in The Constitution (Scheduled Castes) [Union Territories] Order, 1951, as amended from time to time. The list as last issued by the Department of Social Welfare, Chandigarh Administration is at Annexure 'SC'.
- 1.3. **"Other Backward Classes" (OBC)** means such backward classes of citizens other than the Schedules Castes and the Scheduled Tribes as may be specified by the Central Government lists prepared by the Government of India from time to

time for purposes of making provision for the reservation of appointments or posts in favour of backward classes of citizens which, in the opinion of that Government, are not adequately represented in the services under the Government of India and any local or other authority within the territory of India or under the control of the Government of India. It is further clarified that for the purpose of this Standing Order "OBC" means the castes specified in the State List of OBCs¹ issued for Chandigarh by Chandigarh Administration, Department of Social Welfare. For a complete list of castes included in this list see Annexure 'OBC'.

- 1.4. **"Wards of Police Personnel" (WPP)** means the sons and daughters of serving Chandigarh Police personnel, or of Chandigarh Police personnel who died while in service and the sons and daughters of retired Chandigarh Police personnel (on superannuation or by voluntary retirement-whether living or deceased). The sons and daughters of Chandigarh Police personnel dismissed, discharged, removed from service or given compulsory retirement shall not be considered as "Wards of Police Personnel". Intending candidates applying under this category must obtain a certificate from the competent authority in the proforma given in Annexure 'WP'.
 - 1.5. **'Chandigarh Police personnel'** shall mean any employee of Chandigarh Police of whatever rank and group including Group D (formerly Class-IV) employees.
 - 1.6. **"Departmental Candidate"** for the purpose of this standing order means a Group 'D' employee enlisted in Chandigarh Police with a minimum of 3 years of continuous service as on the cutoff date.
 - 1.7. **"Ex-Serviceman"** shall have the same meaning as set out in the definition of Ex-servicemen in Notification No. G.S.R. 11/Const./Art. 309,234 and 318/82 dated 02/02/1982 published in Punjab Gazette dated 12 February, 1982 and as adopted by Chandigarh Administration vide Notification no. 9673-IH(7)-2000/4585 dated 10.03.2000 as reproduced in Annexure 'EX'.
 - 1.8. **"Punjab Police Rules" (PPR)** means Punjab Police Rules, 1934 as they existed on 01/11/1966 and as further amended or modified by the Chandigarh Administration from time to time.
 - 1.9. **"Home Guard Volunteer" (HGV)** means a serving volunteer of the Chandigarh Home Guards. Candidates seeking age relaxation under this category must obtain a certificate from the competent authority in the proforma given in Annexure 'WP'
 - 1.10. **"Inspector General of Police (IGP)"** means an officer of the rank of Inspector General of Police or any other rank who performs the functions of Head of Department in respect of Chandigarh Police.
3. **INITIATION AND CUTOFF DATE:**

The recruitment to the posts of Constables will be carried out as per Rule 12.15 of Punjab Police Rules (PPR). In the first fortnight of January of each calendar year, the Administrative Officer (Ad.O) of Chandigarh Police will put up to the IGP through the DIGP the vacancy position for the post of Constables (Exe.). The vacancies will be classified

¹ Chandigarh Administration Circular letter No. 27/4/94-IH(7)-2015/6074 dated 03/08/2015 refers.

category-wise, i.e. General (un-reserved), Scheduled Castes (SC), Other Backward Classes (OBC), Ex-servicemen, Sports quota and Compassionate appointments in accordance with the sanctioned and existing strength as on the 1st of January of the said calendar year. The 1st of January² of each calendar year shall be the "cutoff" date for age for all recruitment processes initiated for filling vacancies to the posts of Constable (Exe.) for that calendar year. The IGP shall thereafter take a decision on the number of vacancies to be filled in one or more lots, depending on the number of vacancies, backlog in one or more categories, administrative convenience and the availability of training infrastructure.

The posts shall be filled up only from amongst eligible Indian nationals.

4. MODE OF RECRUITMENT:

Recruitment to the posts of Constables (Exe) available in any given year shall be carried out entirely by direct recruitment and by filling up in the following manner:

- | | |
|--|-----|
| 4.1. By Competitive Recruitment | 95% |
| 4.2. By Appointment on Compassionate Grounds | 5% |

Since the category of appointments on compassionate grounds will depend on the category of the deceased employee and cannot be pre-determined, category of the candidates given appointments on these grounds will be counted towards the overall roster points of the respective category. Standing Orders on Appointment on Compassionate Grounds, has been issued separately vide as S.O. 31/2006 vide No. 7715/UT/E-2 S.O. dated 23.03.2006. The present Standing Order deals only with appointment through direct recruitment by competitive examination.

5. RESERVATION OF VACANCIES :

Vacancies proposed to be filled up by direct recruitment (Para 4.1 above) in any recruitment year shall generally be reserved as per government policy and guidelines issued from time to time. The present position of reservation in Group 'C' posts in the UT of Chandigarh is as follows:-

- | | |
|--|------------------|
| 5.1. Vertical reservation: | |
| 5.1.1. Scheduled Caste candidates | 18% |
| 5.1.2. OBC candidates | 27% |
| 5.2. Horizontal Reservation ³ : | |
| 5.2.1. Ex-Servicemen ⁴ candidates | 13% ⁵ |
| 5.2.2. Women candidates | 33% |

² It is clarified that '...as on first of January of the said calendar year...' would mean all events, dates, calculations and other variables up to 2400 hours on the 31st of December of the preceding year and shall not include the actual date i.e., the 1st of January of the relevant calendar year.

³ Within the Horizontal Categories, vertical reservation for SC (18%) and OBC (27%) shall apply.

⁴ As defined in Government of Punjab, Department of Personnel & Administrative Reforms (Personnel Policies Branch) Notification dated 02.02.1982 as applicable to Chandigarh vide Chandigarh Administration, Department of Personnel, notification dated 10.03.2000.

⁵ The benefit of reservation for ex-servicemen shall extend to the wife or one dependent child in terms of para 4 of the notification dated 02.02.1982 noted above, subject to the condition that no ex-serviceman candidate himself qualifies in the selection process. The benefit of age relaxation shall extend only to the spouse of the ex-servicemen and shall not be given to the dependent child who should be within the age limits prescribed for the category to which he/she belongs.

However, in any given year, the vacancies in any of the categories may vary as per backlog of one or more categories. The advertisement for the recruitment process shall carry the details of the total vacancies to be filled and the category wise breakdown of the vacancies.

6. RESERVATION FOR WOMEN CANDIDATES:

In line with Government of India instructions regarding 33% reservation for women in direct recruitment in all Union Territories, issued by Government of India, Ministry of Home Affairs, vide F. No. 14011/52/2013-UTP dated 26.03.2015, Chandigarh Police aims to achieve a minimum of 33% representation of women in its strength. Therefore, a minimum of 33% vacancies shall be reserved for women candidates for direct recruitment to the post of Constable (Exe) as specified in para 5.2.2 above. However, in any given recruitment, the IGP may reserve additional percentage of vacancies for women candidates, up to, but not exceeding 50% of the advertised vacancies till the desired percentage of 33% is achieved⁶.

7. RECRUITMENT BOARD/S:

The IGP shall exercise overall supervision on the entire recruitment process, specifying the number of vacancies to be filled along with gender ratio and representation of various categories as per vacancies and backlog, if any. He shall further nominate Recruitment Board(s) with one Chairperson (of the rank of DIG/SSP/SP) and other Members (of the rank of ASP/DSP) to conduct different phases of recruitment such as Physical Endurance and Measurement Test (PE&MT), Written examination, etc. While the constitution of the board shall be decided by the IGP, the Recruitment Board for conducting different phases of the recruitment shall normally include, besides a DIG/SSP/SP, two or more officers of the rank of ASP/DSP to be nominated by the IGP, Chandigarh. If necessary, a panel of officers of the ranks of SSP/SP and ASP/DSP may be nominated to work on different dates, especially during large scale recruitments. Requisite number of Non Gazetted Officers (NGOs) and Other Ranks (ORs) to assist the Recruitment Board(s) shall be deputed by the Police Headquarters (PHQ) with the approval of IGP, Chandigarh. Frequent changes shall be made amongst the staff connected with the physical tests and measurements, if considered necessary, by calling officers/men from different Units/IRB. However, the IGP, Chandigarh may entrust, either in whole or in part, the task of PE&MT, conduct of written test and evaluation of answer sheets, biometric checks, or any other kind of assessment of applicants to an independent agency.

8. ANNOUNCEMENT OF VACANCIES:

The process of recruitment shall begin with the release of an advertisement of the number of posts of Constables (Exe.) intended to be filled, the gender and category wise details of such posts to be filled and the details of recruitment process being

⁶ Chandigarh Administration, Home department Notification No. 6230-H-III(I)2015/17320 dated 19.08.2015 refers.

communicated to the Employment Exchange in Chandigarh (U.T) for wide publicity. In order to promote heterogeneity and diversity and in order to maintain the metropolitan character of Chandigarh Police, candidates from all parts of the country shall be eligible and encouraged to apply. To achieve this end, wide publicity shall be ensured by placing advertisements in Employment News and Rozgar Samachar. Additionally, Resident Commissioners of all States/UTs, based in Delhi, will also be requested to publicise the recruitment in their respective States/UTs. To ensure local and regional coverage, the vacancies and the process shall also be advertised in leading national, regional and local newspapers (in English, Hindi and Punjabi). A copy of the advertisement shall also be uploaded on the Chandigarh Police website.

9. ESSENTIAL QUALIFICATIONS:

Chandigarh is a Union Territory and also the capital of two states, i.e., both Punjab and Haryana. It is a highly urbanized metropolitan city with a high literacy rate and diverse population which has migrated to the city not only from neighboring states but also from all other parts of the country. The development of Chandigarh as an IT hub has brought in people from all over the country. To cater to this diverse diaspora, Chandigarh Police shall endeavor to broad base the catchment area for its recruitment from all parts of India. Police work is by nature arduous and the men and women who perform police duties should be able to withstand the rigors of long hours, exposure to the elements, physical exertion and yet be able to protect others and themselves. The minimum standards of age, educational and other qualifications, of Physical Endurance and Measurement Tests, and the requisite medical standards are set out as Annexure 'EQ', 'PQ' and 'MQ' respectively.

10. DRIVING SKILLS:

Driving skills are now an integral part of the skill set required of the constabulary and Constables (Exe) are liable to perform duties as drivers of Chandigarh Police vehicles. It is further clarified that their candidature shall be validated only if they accept this stipulation in the application process. Therefore, possession of a valid driving license to drive both, two wheelers and four wheel vehicles, is mandatory for candidates of all categories as on the date of submission of online application. However, this condition may be waived by the IGP in case of women in any given recruitment as a special case to widen the base pool of women candidates.

11. BIOMETRIC REGISTRATION:

In order to prevent impersonation at each stage of recruitment, i.e., Physical Measurement & Endurance Test (PE&MT), written examination, driving skill assessment, medical examination and final joining of training, biometric identification shall form an integral part of the registration process. Chandigarh Police has tied up with Unique Identification Authority of India (UIDAI) to base the registration process on Aadhaar Card numbers. However, it is clarified that in line with instructions of Hon'ble Supreme Court

of India⁷, Aadhaar Number is not a mandatory condition of application. Those in possession of Aadhaar Number will be able to register and to fill the online application straightaway. Those who do not have an Aadhaar Card will have to pre-register their biometric data with Chandigarh Police and obtain an alternative number before filling out the online application.

12. E-GOVERNANCE AND 'ONLINE' APPLICATION PROCESS:

In order to promote the objectives of e-governance, to reduce paperwork, saving of postal costs for applicants, to prevent delay and loss in transit, to reduce the carbon footprint, and to reduce the gestation period, the application process shall be entirely online and paper application forms shall neither be made available nor accepted. 'Online' application links shall be available on the websites of Chandigarh Police at:

12.1. www.Chandigarhpolice.nic.in

Detailed instructions on eligibility criteria, filling out of application forms, deposit of requisite fee and method of communication shall be provided in the advertisement for the posts as well as on the website of Chandigarh Police. Candidates will be expected to have their own email ID and a unique mobile phone number for effective communication. For all queries clarifications, communications related to recruitment, candidates shall be encouraged to correspond by email to prectpol.chd@nic.in or by SMS to +91-8284888777 Bulk messages to all candidates or to any defined group of candidates shall be sent from Chandigarh Police bulk SMS id CHGPOL and shall be deemed to be a valid communication from the department.

Detailed instructions on filling out the forms, depositing of fee, uploading of photo, documents & signatures, shall be provided in the dashboard on the opening page of the online application website in Hindi and in English. However, the candidates will be able to fill out the form only in English. Chandigarh Police may also tie up with one or more service providers to accept application fee and to assist the applicants to fill out the online application forms. The collection charges or processing fee charged by such service providers shall be payable by the candidates and shall be in addition to the application fee payable to Chandigarh Police.

13. SCHEDULE OF FEES

Application fee shall be charged as under:

13.1.	General candidates	Rs. 500/-
13.2.	OBC candidates	Rs. 500/-
13.3.	SC candidates	Exempt ⁸
13.4.	Ex-Servicemen	Exempt ⁹

⁷ Supreme Court Interim order dated 11.08.2015 in Civil Writ Petition No. 494 of 2012 in the matter of Justice K S Puttuswamy (Retd.) & Anr Vs. Union of India.

⁸ Refer OM No. 36011/3/84-Estt. (SCT) of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, dated 1st of July, 1985.

⁹ Refer OM No. 36034/6/82-Estt. (SCT) of Ministry of Home Affairs, Department of Personnel & Administrative Reforms dated 22nd of June, 1982.

14. ADMIT CARDS:

The completed form will serve as 'Admit Card' for the Physical Endurance & Measurement Test (PE&MT) and no separate admit cards will be issued or sent to the candidates. In case of lost, misplaced or damaged PE&MT admit cards, a copy will be provided at the help desk on the day of the PE&MT on a nominal payment of Rs. 50/-. Those who qualify the PE&MT will be issued fresh admit cards for the written examination on the same day at the venue of the PE&MT itself.

15. HELP LINE AND FACILITATION CENTRE:

To provide help to aspiring candidates, Chandigarh Police shall operate a help line by qualified and trained persons to guide and to help the applicants in filling up application forms and also to answer their queries. A list of Frequently Asked Questions (FAQs) shall be posted on the website and shall also be available in the Call Centre with the answers. The help line number/s and timings shall be included in the advertisement for inviting applications.

Chandigarh Police will also set up a Facilitation Center at the Police Lines in Sector-26, Chandigarh, for assisting candidates during the application period. The facilitation centre will assist the candidates during the scrutiny period also to rectify the shortcomings, if any related to the quality of the scanned documents.

16. APPLICATION SCRUTINY:

The period for online application shall not be less than thirty (30) days. The period for deposit of fees shall close two (2) working days after the close of applications. The period for uploading of documents shall close two days after the close of deposit of fee. The specific dates and time for all events shall be given in the advertisement inviting applications and shall also be posted on the website of Chandigarh Police. Once the document submission period is over, the online forms shall be scrutinized by a Scrutiny Committee to be constituted by the IGP consisting of a SP/DSP, two Inspectors and NGOs and ORs as required. The Scrutiny Committee shall screen all applications and compare the information provided online with the scanned copies of the supporting documents and weed out ineligible candidates. The application fee of candidates found ineligible shall not be refunded. It is clarified that during scrutiny, only rectifications of applications accepted during the application period will be allowed and no new applications shall be entertained.

17. PHYSICAL ENDURANCE & MEASUREMENT TESTS (PE&MT):

PE&MT shall be conducted by one or more Boards consisting of one SSP/Comdt./SP assisted by 2 or more ASsP/DSsP to be nominated by IGP, Chandigarh, and other subordinates staff as required. The subordinate staff for assistance will be detailed by Police Establishment Branch (PEB).

Electronic measurement equipment for measuring height and for chest shall be made available in adequate numbers to meet the requirements and the same shall be regularly checked by I/C Computer Cell, to ensure that they are accurately calibrated and are functioning properly.

The ASP/DSP/Insp. detailed for physical measurement and endurance tests will personally supervise the same and will be responsible for the correctness in measuring and faithful recording of the same. The SSP/Comdt./SP in-charge of each PE&MT board shall supervise the work and carry out test checks to ensure that the work is done properly and honestly. He will also clearly brief all the ASP/DSP/Insp. and other staff detailed for the task.

The outcome of endurance tests and of physical measurements shall be recorded on the spot by the GO/In-charge in his own hand writing. Errors, if any, should not be obliterated but should be struck out clearly and corrected entries should be attested by the GO/Insp. concerned. The same shall be handed over to SSP/Comdt./SP who will scrutinize the records for its correctness and keep them in safe custody. After physical endurance & measurement tests, randomly computer generated roll numbers will be given to the qualified candidates for appearing in the written test.

Request for change in date of PE&MT in extreme exceptional circumstances with supporting documents shall be made to the IGP Chandigarh in advance or to the Chairperson of the PE&MT Board up to 0900 Hrs on the actual date of the test. Such candidates may be given alternate date for PE&MT at the sole discretion of the IGP or authorized representative within the overall schedule of PE&MT for the ongoing recruitment. No request for change of date for PE&MT shall be entertained after 0900 Hrs on the schedule date of PE&MT.

The entire PE&MT process shall be videographed and the recordings shall be kept in safe custody of DSP/Training for a period of three years. All officers connected with recruitment process, directly or indirectly, must put their complete signatures at required places with their names, rank and date clearly mentioned below the signature.

18. APPELLATE BOARD FOR PE&MT:

An Appellate Board consisting of one DIG/SSP/Comdt./SP and one or more officer(s) of appropriate ranks shall be constituted by the IGP, Chandigarh to consider the appeals filed by candidates against measurement of height and of chest and to carry out re-measurement on the same day or as early as possible. Appeal forms shall be made available in the on-site office of the Chairman of the Board for PE&MT and no appeal shall be entertained once the candidate leaves the PE&MT ground.

19. ISSUE OF ADMIT CARD FOR WRITTEN EXAMINATION:

Each candidate declared successful in the PE&MT shall be issued an admit card for the written examination after carrying out the following tasks:

- 19.1. Get a printout of the application signed by the candidate in blue ink.
- 19.2. Get a fresh photograph of the candidate as per specifications.

20. WRITTEN TEST

All candidates [including ex-servicemen], who qualify the PE&MT, shall be put through a written test of one hour and forty-five minutes (1¼ hour) duration 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	50 marks
Reasoning	35 marks
Numerical Ability	15 marks

The question paper for the written test shall be in Hindi, English and in 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. Answer sheets will be in the form of OMR sheets. In view of guidelines on Transparent Recruitment Process, (TRP) issued by BPR&D, there shall be no interview and the merit list for each category shall be based only on the outcome of the marks obtained in the written examination.

21. SECURITY OFFICER

The IGP, Chandigarh may entrust the task of preparation of the question paper to a Secrecy Officer of the rank of DIG/SSP/Commandant or SP, who along with adequate support staff to be selected by him, shall be responsible for setting the question paper, getting the same printed in one or more series, and for keeping it in safe custody till the day of the written examination. On the day of the written examination, the Secrecy Officer shall hand over the question booklets to the Chairman of the Board responsible for the conduct of the written examination and at the end of the exam shall receive the attendance sheets and the answer sheets of the candidates in separate sealed covers. Thereafter, the evaluation of the answer sheets shall be carried out either in-house or through an external agency and the result shall be compiled under the direct supervision of the Secrecy Officer. Alternatively, the written test may be got conducted by engaging the services of an independent agency.

22. DECLARATION OF RESULT:

The OMR sheets shall be evaluated as soon as possible after the conclusion of the written examination. The result shall be tabulated as follows:

22.1. Marks obtained in written test (By roll number- in ascending order)

22.2. Marks obtained in written test (By first name- in alphabetic order)

Both files shall be saved as a folder on two storage media and shall be assigned a hash value using the MD-5 algorithm, which should technically yield identical values. One storage medium shall be super scribed with the hash value, sealed with the seal of the Secrecy Officer and shall be handed over to the IGP/UT for safe custody. The other medium shall be used by the Secrecy Officer. The print out of both sets of the result shall be got approved from the IGP by the Secrecy Officer and thereafter, the result, in both sets, shall be uploaded on the website of Chandigarh Police as a PDF file. Immediately thereafter, a computer generated SMS and email should be sent to all applicants who appeared in the written test informing them that the result has been declared and is posted on the website of Chandigarh Police. The answer key/s of the one or more series of question papers shall also be uploaded on the website along with the result.

23. CUT OFF MARKS:

The minimum qualifying cut-off marks for each category shall be as follows for selection in the final Merit List:

23.1.	General Candidates	40%
23.2.	SC Candidates	35%
23.3.	OBC Candidates	35%
23.4.	Ex-Servicemen Candidates	30%

However, the IGP/Chandigarh may lower the cut off marks for one or more categories in case the requisite numbers of candidates have not qualified in the final merit list.

24. MERIT LIST:

Based on the marks obtained in the written test and the number of vacancies available in each category, a merit List shall be prepared by category and by gender as follows:

24.1.	General:	Male, Female & Ex-Servicemen
24.2.	SC:	Male, Female & Ex-Servicemen
24.3.	OBC:	Male, Female & Ex-Servicemen

It is clarified that candidates of SC and of OBC Category who score marks in the written examination enabling them to be eligible for selection in the Merit List of General candidates, shall be treated as 'General' candidates on the principle of 'On Own Merit' (OOM) provided they have not availed any benefit of relaxed standards¹⁰.

¹⁰ Refer OM No. 36011/1/98-Estt. (Res) of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, dated 1st of July, 1998.

25. WAITING LIST:

In any recruitment, whenever felt desirable and necessary, at the time of the declaration of Merit List, a 'Waiting List' of candidates shall also be announced for each category and gender on the lines of Para 24.1 to 24.3, up to 25% of the number of vacancies advertised subject to having obtained the minimum cut-off marks for their category as in para 23. In case candidates higher up in the merit list (category-wise) do not make it through the medical examination or police verification, or are unable to join the training due to personal reasons or other exigencies, candidates of the same category from the waiting list can be appointed in the order of merit. The waiting list shall be valid for a period of three months from the date on which the candidature of any of the candidates in the main list is rejected on grounds of medical fitness, antecedent verification or any other ground or till the next recruitment for the same post is advertised, whichever is earlier. However, the total number of candidates selected in any recruitment shall not exceed the number of vacancies initially advertised.

26. RESOLUTION OF TIES:

In case of two or more candidates of the same category and gender obtain the same marks in the written examination; the following principles shall be applied one after another in the following manner till the tie is resolved:

- 26.1. Firstly by date of birth, the older candidate getting advantage.
- 26.2. Secondly by height (in PE&MT), the taller candidate getting advantage.
- 26.3. Thirdly by educational qualification, higher education getting advantage.

27. DECLARATION OF SELECTED AND WAIT LISTED CANDIDATES:

Once the Merit List and the Waiting List has been approved by the IGP, the same shall be uploaded on the website of Chandigarh Police and may also be published in leading newspapers. Selected candidates shall also be informed by email and by SMS on email id and mobile phone number filled up by them in the application form.

28. MEDICAL EXAMINATION:

Candidates placed in the Merit List shall be medically examined by doctors in government hospitals in Chandigarh as per the standards prescribed in Annexure 'M'.

- 28.1. Wait listed candidates may also be called for medical examination but being subjected to such medical examination will not confer any legal claim or right upon such wait listed candidates for appointment to the post.
- 28.2. Candidates who fail to clear the medical examination shall be entitled to appeal to the IGP, within 30 days of being rejected, for being examined by a Medical Board for which a request shall be made by the IGP to Director, Health Services, UT of Chandigarh, through Home Department, Chandigarh Administration, and the decision of the Board so constituted shall be final and binding.

29. ANTECEDENTS AND BACKGROUND CHECKS (ABC):

Candidates who are declared medically fit will be subjected to antecedent and background checks through the authorities concerned.

- 29.1. Educational qualification certificates, driving licenses of candidates, discharge certificates of ex-servicemen, caste/class certificates in case of SC/OBC candidates, and all other documents relied upon by the candidates in support of their eligibility or for seeking relaxation shall be got verified from the issuing authorities. Any candidate, whose document submitted as part of the application process is found forged or tampered, at any stage, shall render himself liable to criminal prosecution. In case, such forgery or tampering is detected after he joins service, he shall be liable to departmental proceedings in addition to criminal prosecution.
- 29.2. While filling out the verification forms, candidates must truthfully declare their involvement in any civil or criminal case registered against them along with present status of the case, whether pending investigation, pending trial or decided. In case of decided cases, the outcome must be truthfully declared whether acquitted, discharged or convicted. It is clarified that mere involvement in a case will not be cause for rejection of the candidature of the applicant. Such cases will be referred to a screening committee to be constituted by the IGP under the provisions of PPR 12.14 and as contained in Chandigarh Police Standing Order 44/2010 issued vide No. 21687-90/UT/E-2/dated 23.06.2010 and the screening committee shall make recommendation regarding the suitability of the candidate with due consideration to the facts and circumstances of the case, his role in the case, age at the time of involvement, grounds of acquittal as elucidated in the judgment, etc.
- 29.3. Departmental candidates, if selected, should be clear from Preliminary Enquiry (PE), Departmental Enquiry (DE), Criminal Case, Vigilance Enquiry, etc., and in case they are not, their candidature shall also be referred to the Screening Committee for making recommendation on their suitability as in Para 29.2 above.
- 29.4. However, willful and even inadvertent non-disclosure and/or concealment shall be viewed adversely and the candidature of such applicants shall be summarily rejected.

30. LETTER OF OFFER OF APPOINTMENT:

Candidates in the Merit List who are declared medically fit and whose antecedents are verified shall be given a provisional 'letter of offer of appointment' by the Police Establishment Branch (PEB) by registered post/courier service in addition to intimation by email and SMS for joining the Basic Training Program for Recruit Constables on a given date and time. The appointing authority should include a clause in the offer of appointment as follows:-

"The appointment is provisional and is subject to verification of the caste/tribe certificate through proper channels and if the verification reveals that the claim of belonging to SC/ST/OBC, as the case may be is false, the candidate/police personnel will be dealt departmentally under the provisions of the Punjab Police Rules 12.21 or 16.24, as the case

may be, and action will be taken to dismiss/remove him/her from service or to take any other action as warranted under the facts and circumstances of the case without prejudice to such further action as may be taken under the provisions of criminal law for production of false certificates”.

The list of candidates finally selected will also be put up on the Chandigarh Police Web Site stating the date of joining for training.

31. BASIC TRAINING JOINING TIME:

Candidates who are issued a 'letter of offer of appointment' by PEB shall be expected to join on the date and time given for joining of training. Those who do not join the training on time, latest within fifteen (15) days after the date fixed for commencement of the training, will be deemed to be disqualified unless he/she seeks and obtains exemption on extreme medical/ compassionate etc. grounds for permission to join training with the next batch. The period of joining time may be extended at the sole discretion of the IGP/Chandigarh for reasons to be recorded in writing and for the period specified therein.

32. RETENTION OF RECRUITMENT RECORDS:

32.1. After evaluation and preparation of the result, physical records, such as OMR sheets, attendance sheets, record of PE&MT, the video recording of PE&MT and the written exam, etc., shall be sealed and handed over to the DSP/Training for safe custody. Two copies of the data collected in the online application process shall also be prepared and given hash values using the MD-5 algorithm. One copy shall be kept with the sealed records and the other shall serve as a working copy along with a working copy of the result (as in para 22) for dealing with complaints and with RTI applications.

32.2. The physical record as enumerated above shall be retained for a period of three years from the date of declaration of Merit List. The period can be extended beyond three years till such time that court matters, if any, are finally disposed off. Before the final disposal of the physical records, approval of the IGP shall be sought and obtained and the physical records shall be destroyed only after the same are digitized and the digitized copy shall be retained along with other digital records for a period of seven years from the cutoff date.

32.3. Representations received against the result of PE&MT and the written examination announced shall be retained in a separate file by Recruitment Cell for a period of three years from the date of announcement of Merit List. Application forms and documents of selected/appointed candidates may be sent to their respective places of posting for preparation of their service record.

33. CERTIFICATE OF APPOINTMENT:

Selected candidates who join training shall be given a 'Letter of Appointment' and shall also be issued a 'Certificate of Appointment' by the authority competent to appoint to the rank of Constable (Exe) as per provision of Rule 12.22(1) of PPR.

34. BASIC TRAINING PROGRAM:

On appointment, the candidates shall be required to undergo and successfully complete a basic training course and pass out of Recruit Training Centre of Chandigarh Police or any other institute selected for the purpose by the IGP as per Standing Order No. 25/2015 issued vide No. 38268-87/UT/E-1 dated 09/09/2015 and as may be amended from time to time.

35. INTER-SE SENIORITY:

Inter-se-seniority within a batch shall be determined in equal proportion (50:50) by:

35.1. Marks obtained in entrance examination (written).

35.2. Marks obtained in aggregate of Indoor and Outdoor training at RTC.

On the basis of combined proportionate marks of 34.1 & 34.2 above, a gradation list of constables shall be prepared and maintained by the Administrative Officer in the concerned branch.

36. ANNEXURES:

This Standing Order contains the following annexures and they form an integral part of this Standing Order:

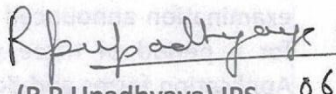
Annexure Subject Matter

- | | |
|-------|--|
| 'EQ' | Essential Qualifications of Age, Education and Driving License |
| 'PQ' | Qualifying Standards for Physical Endurance & Measurement Tests (PE&MT). |
| 'MQ' | Qualifying Medical Standards. |
| 'EX' | Definition and other important notifications related to of Ex-Servicemen |
| 'SC' | Certificate Performa, Current List of castes ¹¹ included in the List of Scheduled Castes for Chandigarh and other important issues related to Scheduled Castes. |
| 'OBC' | Certificate Performa, Current List of castes included in the List of OBC for Chandigarh ¹² and other important issues related to Other Backward Classes. |
| 'MC' | Miscellaneous papers related to this standing order. |

37. REPEAL AND SAVINGS:

This Standing Order supersedes previous Standing Order issued vide No. 1129/UT (E-2) dated 23.04.2007 and all amendments made thereto.

October 6, 2015.


(R P Upadhyaya) IPS 06/10/15,
Inspector General of Police
Chandigarh: (UT)

¹¹ Current List of Castes for Chandigarh may be seen on the website of Social Welfare Department of Chandigarh Administration.

¹² Chandigarh Administration, Social Welfare Department, Notification No. SW/OBC/2015/2451 dated 26.03.2015

**ESSENTIAL QUALIFICATIONS OF AGE, EDUCATION AND DRIVING LICENCE
FOR THE POSTS OF CONSTABLES (EXE) IN CHANDIGARH POLICE**

Qualification		Male	Female
Age¹³: (in completed years on the cutoff date)		18-25	18-25
Relaxable by:			
In case of OBC candidates:	by 3 years:	18-28	18-28
In case of SC candidates:	by 5 years	18-30	18-30
For serving Home Guard Volunteers ¹⁴			
With a service of 2 years	by 2 years	18-27	18-27
With a service of 3 years	by 3 years	18-28	18-28
With a service of 4 years	by 4 years	18-29	18-29
With a service of 5 years	by 5 years	18-30	18-30
With a service of 6 years	by 6 years	18-31	18-31
With a service of 7 years	by 7 years	18-32	18-32
For Wards (Sons & Daughters) of Police Personnel ¹⁵ :			
Serving	by 2 years	18-27	18-27
Retired (living or deceased)	by 2 years	18-27	18-27
Died in service	by 3 years	18-28	18-28
In case of Departmental candidates	up to 40 years	<=40	<=40
In case of Ex-Servicemen	up to 45 years	<=45	N/A
Wives of Ex-Servicemen	up to 45 years	N/A	<=45
Dependent Child of Ex-Servicemen	As per category	--	--
Minimum Educational Qualifications: (As on the date of application)		Male & Female	
For all candidates (except for ex-servicemen):	Higher Secondary (10+2 or equivalent) from a recognized board of Secondary Education		
For Ex-Servicemen candidates:	As above or Certificates awarded in the Defense Services which are recognized as equivalent to Higher Secondary civil certificates as notified from time to time.		
Driving License: (As on the date of application)		Male & Female	
For all ¹⁶ candidates (including ex-servicemen):	A valid Driving License ¹⁷ issued by a Licensing Authority to drive throughout the territorial jurisdiction of India, a "Motor Vehicle" of the following classes: "Motor Cycle" AND "Motor Car" It is clarified that license for "Light Motor vehicle" and "Transport Vehicle", being a heavier class than "Motor Car", shall be deemed to fulfill the condition of "Motor Car" but such applicants must be licensed to drive a "Motor Cycle" also.		

¹³ The IGP may relax the condition of age for one or more category or class of applicants in public interest.

¹⁴ To avail the benefit of age relaxation in any recruitment, a Chandigarh Home Guard Volunteer should have served for a minimum of two years as on the cut-off date.

¹⁵ Age relaxation for Home Guard Volunteers and for Wards of Police Personnel shall be in addition to the age relaxation available to the candidates on the basis of belonging to SC/OBC category.

¹⁶ This condition may be waived by IGP/Chandigarh in any particular recruitment for one or more category or class of applicants in public interest.

¹⁷ "Driving Licence", "Licensing Authority", "Motor Vehicle", "Motor Cycle", "Motor Car", "Light Motor Vehicle", "Transport Vehicle", shall have the same meaning as defined in Sec 2 (10), 2 (20), 2 (28), 2 (27), 2 (26), 2 (21), 2 (47) respectively of the Motor Vehicles Act, 1988.

Annexure 'PQ'

**QUALIFYING STANDARDS FOR PHYSICAL ENDURANCE & MEASUREMENT TESTS(PE&MT)
FOR THE POSTS OF CONSTABLES (EXE) IN CHANDIGARH POLICE**

Physical Endurance Tests ¹⁸					
Race: (Qualifying only)	Distance (in metres)	Qualifying Parameter in minutes as per age			
		18-30 years	>30-35 years	>35-40 years	>40-45 years
Male candidates	1600 m	6 ¼ minutes (375 sec.)	7 minutes (420 sec.)	7 ¾ minutes (465 sec.)	10 minutes (600 sec.)
Female candidates	800 m	4 ¼ minutes (255 sec.)	5 minutes (300 sec.)	5 ¾ minutes (345 sec.)	6 ½ minutes (390 sec.)
Long Jump: (Qualifying in three (3) attempts)	Distance (in metres)	Qualifying Parameter in Metres as per age			
		18-30 years	>30-35 years	>35-40 years	>40-45 years
Male candidates	3.95 m	3.95 m	3.80 m	3.65m	3.50 m
Female candidates	2.74 m	2.74 m	2.60m	2.45 m	2.30 m
High Jump: (Qualifying in three (3) attempts)	Height (in metres)	Qualifying Parameter in Metres as per age			
		18-30 years	>30-35 years	>35-40 years	>40-45 years
Male candidates	1.14 m	1.14 m	1.10m	1.05 m	1.00 m
Female candidates	0.90 m	0.90 m	0.85m	0.80 m	0.75 m
Measurement Tests				Male	Female
Height ¹⁹ : (in cm),				170 cm	157.5 cm
Relaxable for the following:					
Residents of notified ²⁰ Hill Areas:		by 5 cm:		165 cm	152.5 cm
Wards of Police Personnel ²¹ (WPP)		by 5 cm		165 cm	152.5 cm
Chest: (in cm) Unexpanded-Expanded				84-88 cm	N/A
Relaxable for the following:					
Residents of notified Hill Areas:		by 5 cm:		79-83 cm	N/A
Wards of Police Personnel (WPP)		by 5 cm		79-83 cm	N/A

¹⁸ Relaxations in physical endurance test events of Race, Long Jump and High jump shall be applicable as per age calculated on the "Cutoff date" (See para 3) and not the actual date on which the PE&MT is held.

¹⁹ Although The Punjab Police Rules, 1935, as applicable to Chandigarh, and as modified from time to time, specify height and chest measurements in feet and inches, the same have been converted to centimeters (cms) to comply with The Standards of Weight and Measurements Act, 1986, and have been rounded off for convenience.

²⁰ Residents of hill areas i.e. Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir and Leh & Ladakh regions of J&K (Candidates claiming this relaxation would have to produce a certificate to this effect (Hill area certificate) from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test).

²¹ Wards of Police Personnel can avail only one relaxation, either of height or of chest in addition to the relaxation in age. Such relaxation shall be admissible to a limit of two children for any police personnel household.

**QUALIFYING MEDICAL STANDARDS FOR THE POSTS OF CONSTABLES (EXE) IN
CHANDIGARH POLICE**

PUNJAB POLICE RULES:**Rule 12.16 for Punjab**

12.16. Recruits – Medical examination of – (1) every recruit shall, before enrolment, be medically examined and certified physically fit for service by the Civil Surgeon. A certificate, in the prescribed form (10.64) signed by the Civil Surgeon personally, is an essential qualification for enrolment – (vide Fundamental Rule 10)

The examination by the Civil Surgeon will be conducted in accordance with the instructions issued by the medical department and will test the eyesight, speech and hearing of the candidate, his freedom from physical defects, organic or contagious disease, or any other defect of tendency likely to render him unfit, and his age. The candidate must strip for examination, a loin covering being allowed except when the examination is being completed, and any candidate who refuses to do so must be rejected. The conditions of police service make it necessary that the medical examination of candidates should be strict. Candidates shall be rejected for any disease or defect which is likely to render them unfit for the full duties of a police officer.

- 2) Superintendents are themselves responsible for rejecting candidates whose general standard of physique and intelligence is unsatisfactory; only those candidates should be sent for medical examination whom the Superintendent has accepted as being up to the required standards in these respects. (See Appendix 12.16).

APPENDIX 12.16

Points to be observed by Medical Officers in examining Police recruits – Medical Officers will satisfy themselves regarding each candidate on the following points in the order given. If a disqualifying defect is noticed, the recruit register (form No. 12.13) will be completed and the recruit rejected without further examination:-

- (a) That the vision is up to the following standard :-

The recruit must be able to read the Test DOT Card at a distance of ten feet without any mistake, with each eye without spectacles. Failure to do this renders him unfit. Each eye must have full field of vision as tested by hand movements. Squint or any other morbid condition of the eyes or eye-lids liable to the risk of aggravation or recurrence will render him unfit.

For those who can read English the test should be the Snellen's type and the standard ;

Right eye	V=6/6 JI	} without glasses
Left eye	V=6/6 JI	

For illiterates the split ring test as used in the North-Western Railways should be employed. This corresponds to the Snellen's type;

Note- In examining the recruit by means of the "Test Dot Card" the following directions should be observed:-

- i) Place the recruit with his back to the light and hold the test card perfectly upright in front of him at a measured distance of exactly 10 feet. The light should fall fully on the card.
 - ii) Examine each eye separately. The eye not under trial should be shaded by the hand of an Assistant who will take care not to press on the eyeball.
 - iii) Expose some of the "dots", not more than 5 or 6 at a time, and desire the recruit to name their number and positions, vary the group frequently to provide against deception.
 - iv) The "Test Dot Card" must be kept perfectly clean.
- (b) That the height and chest measurements are up to the standard prescribed in rule 12.15 (1);
- (c) That neither speech nor hearing is defective. As regards hearing no recruit will enlisted who suffers from deafness, aural discharge, earache, tinnitus or vertigo or who is found on examination to have dermatitis, atersia or ex-ostosis of the meatus, perforation of the tympanic membrane or who has had a radical mastoid operation;
- (d) That the recruit appears healthy, strong and active;
- (e) That he is sufficiently intelligent ;
- (f) That there is no malformation, deficiency or defect of any essential part;
- (g) That there is perfect motion in every joint and good physical development and power;
- (h) That the recruit is free from diseases of the nervous, circulatory, respiratory, digestive, cutaneous, lymphatic, generative or excretory system. Special care should be given to tracing the presence of contagious or infectious disorders, rupture, strictures, dysentery, hepatic or severe malarial disease;
- (i) That there is no evidence of fits, old injuries to the head, or of a personal or family medical history which would be likely to render him unfit;
- (j) That the recruit's declared age, as compared with appearance, physical equivalents or other evidence is correct. In case of doubt the Medical Officer will record the apparent age which will be accepted for official purposes.

Note - The points noted in (b), (d), (e) and (j) will be decided by the Superintendent when recruits are selected by him.

The recruit must strip for examination, due regard being paid to privacy and decency. A loin covering may be permitted. Every part of the body must be examined, and if a recruit will not submit to this after persuasion by caste friends, he must be rejected.

- (k) The medical Officer will reject a recruit for any disease or defect which would be likely to render him unfit for the duties of the particular branch of the service in which he is desirous of being enrolled.

Note- The following points should not be overlooked :-

- (1) Glandular swellings and enlarged thyroid.
- (2) Prominence of eyes, squint long-standing trachoma, nebulae or leucoma ta, pannus.
- (3) Polypus of nose, perforated palate, tonsils adenoids.
- (4) Insufficient sound teeth for efficient mastication, severe pyorrhoea.
- (5) Loss or deformity of fingers, flat feet, hammer toes with painful corns or bursea on the dorsum of toes, Hallux Valgus, Hallux rigidus, knock knee, deformity of chest and joints, abnormal curvature of the spine

(6) Inveterate cutaneous disease, fistulae condylomata, haemorrhoids pro-lapsus ani, vorix or vericocele, undescended testicle tachycardia.

(7) Recent marks of vaccination, and two indentification marks should be noted.

With discharged soldiers for enlistment in the Police force-

- (1) The urine of recruits over 30 years of age should be examined.
- (2) The head should be examined for blows or cuts, and the recruit questioned if he is subject to fits of any kind.
- (3) The body shall be examined for scars of war wounds.

-----X-----

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.e.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.

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.

¹THE CONSTITUTION (SCHEDULED CASTES) ²[(UNION TERRITORIES)] ORDER 1951
CO. 32

In exercise of the powers conferred by clause (1) of Article 341 of the Constitution of India, as amended by the Constitution (First Amendment) Act, 1951, the President is pleased to make the following Order, namely:-

1. This Order may be called the Constitution (Scheduled Castes) ²[(Union Territories)] Order, 1951.
2. Subject to the provisions of this Order, the castes, races or tribes or parts thereof, or groups within, castes or tribes, in ³[Parts I to III] of the Schedule to this Order shall, in relation to the ²[Union Territories] to which those parts relate, be deemed to be Scheduled Castes so far as regards members thereof resident in the localities specified in relation to them respectively in those Parts of the Schedule.
- ⁴[3. Notwithstanding anything contained in paragraph 2, no person who professes a religion other than Hindu, ⁵[the Sikh or the Buddhist] religion shall be deemed to be a member of the Scheduled Caste.]
- ⁶[4. Any reference in this Order to a Union territory in Part I of the Schedule shall be construed as a reference to the territory constituted as a Union Territory, as from the first day of November, 1956, any reference to a Union Territory in Part II of the Schedule shall be construed as a reference to the territory constituted as a Union territory as from the first day of November, 1966 and any reference to a Union territory in Part III of the Schedule shall be construed as a reference to the territory constituted as a Union territory as from the day appointed under clause (b) of section 2 of the Goa, Daman and Diu Reorganisation Act, 1987.]

²[THE SCHEDULE
³[⁴[Part II]. - *Chandigarh*

- | | |
|--|------------------------------|
| 1. Ad Dharmi | 19. Khatik |
| 2. Bangali | 20. Kori or Koli |
| 3. Barar, Burar or Berar | 21. Marija or Marecha |
| ⁵ [4. Batwal, Barwala] | 22. Mazhabi |
| 5. Bauria or Bawaria | 23. Megh |
| 6. Bazigar | 24. Nat |
| 7. Balmiki, Chura or Bhangi | 25. Od |
| 8. Bhanjra | 26. Pasi |
| 9. Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi or Ravidasi | 27. Perna |
| 10. Chanal | 28. Pherera |
| 11. Dagi | 29. Sanhai |
| 12. Darain | 30. Sanhal |
| 13. Dhanak | 31. Sansoi |
| 14. Dhogri, Dhangri or Saggi | 32. Sansi, Bhedkut or Manesh |
| 15. Dumna, Mahasha or Doom | 33. Sapela |
| 16. Gagra | 34. Sarera |
| 17. Gandhila or Gandil Gondola | 35. Sikligar |
| 18. Kabirpanthi or Julaha | 36. Sirkiband.] |

2. Parts III and IV relating to Manipur and Tripura respectively omitted by Act 81 of 1971, s. 25(2) and the Third Sch. 21-1-1972)
3. Added by Act 31 of 1966, s. 27 and the Ninth Sch. (w.e.f. 1-11-1966).
4. Part V re-numbered as Part II by Act 81 of 1971, s. 25(2) and the Third Sch. (w.e.f. 21-1-1972).
5. Subs. by Act 61 of 2002, s. 2 and Second Sch.

Scheduled Tribe:

No caste/community has been declared as Scheduled Tribe for UT Chandigarh.

**Department of Personnel and Training O.M. No. 36011/3/84- Estt.(SCT),
dated the 1st July, 1985, to all the Ministries/Departments, etc.**

Subject:- Full exemption of fees payable by SC/ST candidates for admission to any recruitment examination/selection.

As the Ministry of Home Affairs etc. are aware, the fees prescribed for admission to any examination/recruitment is to be reduced to one-fourth in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes. The Commission for Scheduled Castes and Scheduled Tribes has in its Second Annual Report for the year 1979-1980 had made the following recommendation.

Recommendation No. 423 (Para 9.186)

“The Commission recommend that full exemption of fees payable by the Scheduled Castes and Scheduled Tribes candidates for admission to any recruitment examination/selection may be allowed in order to alleviate their financial difficulty.”

The above recommendation has been considered in this Ministry. In consultation with Ministry of Finance, and it has now been decided that in modification of the existing orders, the candidates belonging to Scheduled Castes and Scheduled Tribes will not be required to pay and fees for admission to any recruitment examination/selection.

These orders take effect from 1st July, 1985. However, in respect of recruitment for which the notices/advertisements have been published or would be published by the 30th June, 1985, the payment of fees shall be regulated in terms of the Ministry of Home Affairs resolution No. 42/21/49-NGS dated 13.09.1950.

Ministry of Home Affairs etc. are requested to bring the above contents to the notice of all concerned.

**SOCIAL WELFARE DEPARTMENT
CHANDIGARH ADMINISTRATION**

Dated: the 27th June, 1995

NOTIFICATION

No. F-III-SW-127/SW/OBC/95/1245. In pursuance of Government of India, Ministry of Personnel, Public Grievances, Pensions (Department of Personnel & Training) bearing letter No. 36012/22/93-Estt.(SCT) dated the 8th September, 1993 read with Chandigarh Administrator, Finance Department Notification bearing No. 139-UTFII (14)-93/4864 dated the 31st May, 1993. The Administrator, Union Territory, Chandigarh, is pleased to declare the following castes as "Other Backward Classes (OBCs)" in the Union Territory, Chandigarh, for the purpose of reservation of vacancies in Civil posts and services in the Chandigarh Administration, namely:-

1. Aheria, Aheri, Heri, Naik, Thori or Turi
2. Berrer/Barra
3. Beta/Teta, Hansi/Hensi or Hesi
4. Chamgar/Changar
5. Chirimar/Chrimar
6. Daiya
7. Gwaria, Gauria or Gwar
8. Kanjar or Kanchan/Kanohan
9. Kummi/ Kurmi
10. Nar
11. Rehar, Rehare/Rehard or Rer/Re
12. Ghirath including Chahng and Bahti
13. Kahar, Jhinwar or Dhinwar/ Dhinear
14. Ghani/Ghazi, Goasiara/Ghasiara or Ghosi/Ghosia
15. Bagria
16. Weavers (Jullaha)
17. Labana
18. Kumhar/Kumahars
19. Nais
20. Dhobis
21. Kamboj
22. Rai Sikh
23. Barwar
24. Barai, Tarboli/Tomboli
25. Batara/Battera
26. Bairagi, Baregi/Baragi
27. Bharbhunja, Bharbhuja/Bharbhuria
28. Bhat, Bhatra, Darpi, Ramiya
29. Bhuhalia-Lohar
30. Chahang/Chang
31. Chimpa/Chiba/Chhimba, Chippi, Chhippi/Chimpa/Darji/Darj, Tank.

32. Dahakaut/Dakaut
33. Dhimar, Maliah/Mallah, Kashyap Rajput/ Kasye Rajputs
34. Faquir
35. Dhosali/Bhosali, Dosali
36. Gawla/Gawala, Gowala/Gowala
37. Gadderia/Gadaria
38. Jhangara Brahaman/Jhangra Brahman/Jangra Brahman
39. Hazam Nai/Hajjam Nai
40. Jogi Nath
41. Khati
42. Rechband/Rechhand
43. Khanghera
44. Kuchband/Kuch Band
45. Thathera/Thethera, Tamera
46. Lakhera, Kanihar/Manihar
47. Vanzara
48. Madari
49. Lohar
50. Mochi
51. Mirasi
52. Noongar
53. Nalband
54. Shorgir
55. Pinja, Pemja/Penja
56. Soi
57. Singhikar/Singhikant, Singhwala/Singiwala
58. Teli
59. Christian converted from Scheduled Castes
60. Daula, Soni Barderi/Soni

This supersedes the Chandigarh Administration, Social Welfare Department, notification bearing No. SW1-79/14556 dated the 6th October, 1979.

A.R. TALWAR,
SECRETARY FINANCE & SOCIAL WELFARE
CHANDIGARH ADMINISTRATION

Endst. No. F-III-SW-127/SW/OBC/95/1246

Dated Chandigarh, the 27.06.1995

A copy is forwarded to Government of India:-

1. Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) New Delhi.
2. Ministry of Welfare, New Delhi for information.

(-Sd-)
Director Social Welfare,
for Secretary Finance & Social Welfare,
Chandigarh Administration.

CHANDIGARH ADMINISTRATION
SOCIAL WELFARE DEPARTMENT
NOTIFICATION

No.F3/SW/OBC/2001/2272

Dated : 03.09.2K

The Administrator, U.T., Chandigarh is pleased to include the following two castes in the list of Other Backward Class at Sr. No.61 and 62 on the recommendations of the Permanent Body constituted for the purposes of entertaining, examining and recommending upon requests for inclusion/exclusion in the list of Other Backward Classes in U.T., Chandigarh already notified vide Notification NO.F-III-SW-127/OBC/95/1245 dated 27th June 1995:-

1. Gujjar
2. Sunar/Swarnkar

G.K MARWAH
SECRETARY SOCIAL WELFARE,
CHANDIGARH ADMINISTRATION

No.F3/SW/OBC/2001/2273

Dated : 03.09.2K

A copy is forwarded to the Government of India:-

1. Ministry of Personnel, Public Grievances & Pension (Department of Personnel & Training) New Delhi.
2. Ministry of Social Justice & Empowerment, New Delhi, for information.

-sd-
Director Social Welfare,
For Secretary Social Welfare,
Chandigarh Administration.

No.F3/SW/OBC/2001/2274

Dated : 03.09.2K

A copy is forwarded to the Chairman, National Commission for Backward Classes, Government of India, West Block-I, Wing-3, 2nd Floor, R.K. Puram, New Delhi for information.

-sd-
Director Social Welfare,
For Secretary Social Welfare,
Chandigarh Administration.

No.F3/SW/OBC/2001/2275

Dated : 03.09.2K

A copy is forwarded to the Director Public Relations, Chandigarh Administration for information. He is requested to issue a Press Note in this regard.

-sd-
Director Social Welfare,
For Secretary Social Welfare,
Chandigarh Administration.

No.F3/SW/OBC/2001/2276

Dated : 03.09.2K

A copy is forwarded to the Controller, Printing & Stationery Department, U.T., Chandigarh for information with a request to publish the said notification in the next issue of Chandigarh Administration Gazette and supply 50 copies to this office for record.

-sd-
Director Social Welfare,
For Secretary Social Welfare,
Chandigarh Administration.

(Extract from the Chd. Admn. Gaz., dated the 1st March, 2004)

**CHANDIGARH ADMINISTRATION
SOCIAL WELFARE DEPARTMENT**

Notification

The 5th February, 2004

No. F3/SW/OBC/2004/443-445: The Administrator, U.T., Chandigarh is pleased to add following caste at Serial No.36 as synonymous of Gaw, Gawala, Gowala Caste in the list of Other Backward Classes meant for U.T., Chandigarh already notified, -- vide notification No. F-III-SW-127/OBC/95/1245, dated 27th June, 1995.

Yadav/Ahir

Now onwards, Castes at Serial No. 36 may be read as under:-

“Gawla/Gawala, Gowala/Yadav/Ahir”

G.K. MARWAH,
Secretary, Social Welfare,
Chandigarh Administration

4632/CCUT-Govt.Press, U.T., Chd.

Annexure 'OBC'

**Social Welfare Department
Chandigarh Administration**

Notification

No. SW/OBC/2015/2451

Dated: 26.03.2015

The Administrator, Union Territory, Chandigarh, is pleased to include the following synonymous and new castes in the list of Other Backward Classes (OBCs) against their following given Serial Nos. on the recommendations of Permanent Body constituted for the purpose of entertaining, examining and recommending upon requests for inclusion/exclusion in the lists of Other Backward Classes in U.T., Chandigarh in continuation with earlier Notifications notified vide No. F-III-SW-127/OBC/95/1245 dated 27.06.1995 and subsequent Notification No. F3/SW/OBC/2001/2272 dated 03.09.2001 and Notification No. F3/SW/OBC/2004/443-445 dated 05.02.2004:-

Existing Entry		New Entries	
3.	Beta/Teta, Hansi/Hensi or Hesi	3.	Beta/Teta, Hansi/Hensi or Hesi/ Hasi
11.	Rehar, Rehere/Rehard or Rer/Re	11.	Rehar, Rehere/Rehard or Rer/Re, Rehara
15.	Bagria	15.	Bagria, Bagaria
16.	Weavers (Jullaha)	16.	Weavers (Jullaha), Julaha (excluding those in Scheduled Caste)
18.	Kumhar/Kumahars	18.	Kumhar/Kumahars/ Kumahar
19.	Nais	19.	Nais/ Nai
20.	Dhobis	20.	Dhobis/ Dhobi
24.	Barai, Tarboll/Tomboli	24.	Barai, Tarboll/Tomboli/ Tomboli
29.	Bhuhalia- Lohar	29.	Bhuhalia- Lohar/ Bhubalia- Lohar
31.	Chimba/Chiba/Chhimba, Chippi, Chhippi/Chimpa /Darji/ Darj, Tank	31.	Chimba/Chiba/Chhimba, Chippi, Chhippi/Chimpa /Darji/ Darj, Tank, Chhipi
36.	Gawla/Gawala, Gowala/Yadav/Ahir	36.	Gawla/Gawala, Gowala/Yadav/Ahir, Gwala/Gowale
37.	Gadderia/Gadarai	37.	Gadderia/Gadarai/ Gaddaria
38.	Jhangara Brahman/Jhangra Brahman/Jangara Brahman	38.	Jhangara Brahman/Jhangra Brahman/Jangara Brahman/ Jhangara-Brahman
39.	Hazam Nai/Hajjam Nai	39.	Hazam Nai/Hajjam Nai, Hajjam/Hazam
40.	Jogi Nath	40.	Jogi Nath, Jogi, Nath
57.	Singhikar/Singhikant, Singhwala, Singiwala	57.	Singhikar/Singhikant, Singhwala, Singiwala/Singhiwala
62.	Sunar/Swarnkar	62.	Sunar/Swarnkar/ Swarnakar
63.	Nil	63.	Bhar/Rajbhar
64.	Nil	64.	Ramgarhia
65.	Nil	65.	Saini

-sd-

**V LALREMATHANGA
SECRETARY SOCIAL WELFARE
CHANDIGARH ADMINISTRATION**

No. 36036/2/2013- Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi
Dated: 30th May, 2014

To,
The Chief Secretaries of
all the State Governments/Union Territories

Subject: Revision of format for OBC Caste Certificate

Madam/Sir,

The Government of India had issued instructions on 8th September, 1993 vide DoPT O.M. No. 36012/22/93-Estt.(SCT) providing for reservation to Other Backward Classes in the services and posts under the Government of India. The format of the Caste Certificate was prescribed vide Annexure A of the O.M. No. 36012/22/93-Estt.(SCT) dated 15th November 1993. In the said format, the then Ministry of Welfare's Resolution No. 12011/68/93-BCC(C) dated 10th September 1993 was mentioned, which contained the list of castes and communities treated as OBCs till that time. Since then, a large number of castes and communities have been added to the Central List of OBCs through various resolutions of the Ministry of Social Justice and Empowerment. The details of the resolutions subsequent to the Resolution dated 10th September 1993 do not find mention in the existing format. The said format also prescribes that the certificate issuing authority should certify that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993.

2. Representations have been received in this Department wherein candidates belonging to OBC Communities have reportedly faced difficulty in getting the benefits of reservation. This is because of the fact that in the caste certificate issued by the concerned district authorities, although the name of the caste/community is mentioned in the certificate, the specific resolution by which the said caste/community has been included in the Central List of OBCs is not indicated.

3. Keeping in view such problems faced by the candidates, this issue was examined in consultation with the National Commission for Backward Classes and it has been decided to revise the existing format of OBC Caste Certificate. A copy of the revised format is enclosed (Annexure). All the certificate issuing authorities are requested to invariably mention the details of the Resolution (Number and Date) by which the caste/community of the candidate has been included in the Central List of OBCs and also to ensure that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the aforesaid O.M. dated 8.9.1993 as amended from time to time.

4. I am to request that the revised format of the Certificate may please be brought to the notice of authorities under the State Governments/Union Territories who are empowered to issue the Caste Certificate.

Yours faithfully
-sd-

(Sandeep Mukherjee)

Under Secretary to the Government of India
Phone- 01 1-23092110

Copy to:

1. All Ministries/Departments of the Government of India.
2. Department of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi-110001
3. Department of Public Enterprises, Block No.14, CGO Complex, New Delhi-110003
4. Railway Board, Ministry of Railways, Rail Bhavan, New Delhi.

5. Union Public Service Commission/ Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/ President's Secretariat Prime Minister's Office/ Planning Commission.
6. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
7. Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi.
8. National Commission for SCs/National Commission for STs, Lok Nayak Bhawan, New Delhi.
9. National Commission for Backward Classes, Trikoot-I, Bhikaji Cama Place, R.K. Puram, New Delhi(w.r.t. their letter No. NCBC/7/3212012-RW dated 16.5.2013).
10. Office of the Comptroller and Auditor General of India, 10 Bahadur Shah Jafar Marg, New Delhi – 110002.
11. Information and Facilitation Center. DoPT, North Block, New Delhi.
12. Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi 110067.
13. The NIC, DoPT with a request to upload it at the website of this Department in OMs & Orders -Estt.(Reservation) SC/ST/OBC and also under 'What's New'

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____
son/daughter of _____ of village/town _____
in District/Division _____ in the state/Union Territory of _____
belongs to the _____ community which is recognized as a backward class
under the Government of India, Ministry of Social Justice and Empowerment's Resolution
No. _____ dated _____*.

Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does not
belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel & Training O.M. NO. 36012/22/93- Estt. (SCT)
dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*-The authority issuing the certificate may have to mention the detail of Resolution of Government of India, in which the case of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

No. 36.33/1/2013-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi,
Dated: the 27th May, 2013.

OFFICE MEMORANDUM

Subject: Revision of income criteria to exclude socially advanced persons/sections (Creamy Layer) from the purview of reservation for the other Backward Classes (OBCs)-reg.

The undersigned is directed to invite attention to this Department's office memorandum No. 36012/22/93-Estt. (SCT) dated 8th September, 1993 which, inter-alia, provided that sons and daughters of persons having gross annual income of Rs. 1 lakh or above for a period of three consecutive years would fall within the creamy layer and would not be entitled to get the benefit of reservation available to the Other Backward Classes. The aforesaid limit of income for determining the creamy layer status was subsequently raised to Rs. 2.5 lakh and Rs. 4.5 lakh and accordingly the expression "Rs.1 lakh" under Category-VI of Schedule to OM dated 8th September, 1993 was revised to "Rs. 2.5 lakh" and to "Rs. 4.5 lakh" vide this Department's OMs No. 36.33/3.2004-Estt. (Res.) dated 09.03.2004 and dated 14.10.2008 respectively.

2. It has now been decided to raise the income limit from Rs. 4.5 lakh to Rs. 6 lakh per annum for determining the creamy layer amongst the Other Backward Classes. Accordingly, the expression "Rs. 4.5 lakh" under Category VI in the Schedule to this Department's aforesaid O.M. of 8th September, 1993 would be substituted by Rs. "Rs. 6 lakh".

3. The provisions of this memorandum have effect from 16th May, 2013.

4. All the Ministries/Departments are requested to bring the contents of this office memorandum to the notice of all concerned.

-sd-

(Sharad Kumar Srivastava)

Under Secretary to the Govt. of India.