

STANDING ORDER NO.36/2007.

**RECRUITMENT OF CONSTABLE (EXECUTIVE MALE
& FEMALE) IN CHANDIGARH POLICE**

(1) OBJECT

The object of this Standing Order is to lay down procedure for selection of candidates for the post of Constable (Executive) in Chandigarh Police so that suitable, smart, intelligent candidates of standard physical fitness and having driving skills are selected in a fair and transparent manner. The selection process will include Physical Efficiency Test, Physical Measurement Test, Written Test and Interview.

(2) NOTIFICATION OF VACANCIES

The vacancies to be filled up will be advertised in the local newspapers and Employment News indicating clearly the number of posts to be filled up category wise. At least 30 days time will be given to submit application forms from the date of advertisement in the local Newspapers/Employment news. The cost of the application form will be decided by the Police Establishment Board (now and hereinafter referred to as 'PEB') and proper record of amount so collected will be kept by the Accounts Branch. The

amount will be deposited in an Account in the name of "Section Officer/Accounts, Police Headquarter (UT) Chandigarh". All day to day expenditure on the recruitment process will be met out of this account and after the completion of recruitment process, the outstanding balance in the account will be credited to government head.

(3) COMPOSITION OF THE SELECTION BOARD

The Police Establishment Board will nominate an officer of the rank of SP or above as Chairman of Board for conduct of Physical Efficiency Test and Physical Measurement Test. The Officer so nominated will be responsible for the smooth conduct of Physical Efficiency Test and Physical Measurement Test according to the guidelines mentioned in this standing order. The PEB may also nominate more than one Recruitment Boards for this purpose keeping in view the number of candidates/applicants. The PEB will also nominate an officer of the rank of SP or above to conduct Written Test. To test the driving skills of the candidates, the PEB will constitute a Board with an officer of the rank of SP or above as Chairman. The PEB will also constitute Interview Board comprising of an officer of the rank of SP or above as Chairman of the Interview Board with two Chandigarh Police gazetted officers as members. In

addition, one member each will be from Central Police or Paramilitary Organization based in Chandigarh and academic/psychology background from reputed institutions of Chandigarh, respectively, to give a wide base to the Interview Board. The PEB may constitute more than one Interview Board, if necessary. Officer nominated by PEB as Chairman for Written Test Board can co-opt, after the approval of IGP, an independent reputed source/agency for setting the Written Test question papers and evaluating the sheets. It would be the responsibility of the officer so nominated and the agency to ensure complete confidentiality in preparation of sufficient number of question papers. Question Booklets/Question Papers will be retained which will be sent to the DSP/Lines in sealed covers. The candidates will be allotted fictitious roll numbers on their answer sheet by the Chairman for the written test before handing over to the agency for evaluating. After evaluation the answer scripts will be taken back from the concerned officer/agency in sealed cover under their respective seals.

(4) ESSENTIAL QUALIFICATIONS:-

(a) Age 18 to 23 year

Relaxation –

- i) Relaxable up to the age of 28 years for

SC candidates;

- ii) Relaxable up to the age of 26 years for OBC candidates;**

(This relaxation to SC/OBC is admissible for those Castes notified in the Central List and List issued by the Chandigarh Administration and the candidate has to submit certificate issued by the competent authority when asked for during or after the recruitment process).

- iii) Relaxable up to the maximum age of 45 years for ex-servicemen provided break in service does not exceed two years from the date of discharge from army as on the cut off date prescribed for the recruitment in the initial advertisement.**

- iv) Five years relaxation (in addition to SC/OBC relaxation) for working UT Home Guard Volunteers provided they are**

working/on roll continuously for the last five years as on the cut off date prescribed for recruitment in the initial advertisement. To avail relaxation in age, as above, the candidate has to submit a certificate from District Commandant Home Guards in prescribed form as at Annexure - I whenever asked for during or after the recruitment process.

- v) Two years relaxation (in addition to SC/OBC relaxation) for wards (sons and daughters only) of working or retired or deceased (*retirees*) Chandigarh Police employees.
- vi) Three years relaxation (in addition to SC/OBC relaxation) for wards (sons and daughters only) of Chandigarh Police employees, died while in service.

**(b) Minimum Educational : 10+2
Qualification**

The crucial/cut of date for all purposes such as minimum educational qualification, determining the age of the candidates, etc. will be treated as 1st January of the year where the last date of receipt of applications is between 1st of January to 30th June and the same will be 1st of July of the year where the last date of receipt of applications is between 1st of July to 31st of December. In case the last date of receipt of application forms, as initially fixed and advertised, is extended for any reasons, the cut of date for all purposes will remain the same as published in the initial advertisement i.e. 1st of January or 1st of July, as the case may be.

**(c) Height : 5' 7" (male)
5' 2" (female)
(2" relaxation to
the wards (sons
and daughters
only) of
working/retired/
deceased (except
dismissed,
compulsory retired
or removed from**

service)
Chandigarh Police
employees).

(d) Chest (only for male) : 33" (with expansion of one and half inch) (2" relaxation to the wards (sons and daughters only) of working/retired/ deceased (except dismissed, compulsory retired or removed from service) Chandigarh Police employees).

NOTE (1) :- Only one relaxation in height or chest, as above, to the ward of a Chandigarh Police working, retired, or deceased employee will be available either in height or in chest. Double relaxation in both height as well as chest to the same ward will not be available. Maximum two wards (sons or daughters) of an employee will be entitled to claim relaxation.

(2):- In order to claim relaxation, the candidate (ward of Chandigarh Police working, retired or deceased employee) has to produce a certificate in Annexure - II which will be issued by the Establishment Branch of Police Headquarters under the signatures of SP or SSP or DIG of Chandigarh Police on the basis of an affidavit (Annexure - III) to be submitted by the candidate and as per the office record.

(5) RESERVATION OF VACANCIES.

Vacancies in a recruitment year shall be reserved as follows:-

- (a) 15% for Scheduled Caste candidates;**
- (b) 27% for OBC candidates as per Central list and List issued by the U.T. Chandigarh Administration);**
- (c) 10% for Ex-servicemen.**

(6) YARDSTICK FOR FINAL RESULT

The following yardstick should be adopted for the preparation of final result. Total Marks for Written Test and Interview would be as under:-

Sr. No.	Test	Marks
1.	Written Test	85

2.	Interview	15
Total		100

15 marks of Interview also include 5 marks on account of driving skills of the candidates called for Interview. The candidates called for Interview – having valid driving licenses for Light Transport Vehicles and or Heavy Transport Vehicles issued by the competent licensing authority will be put to a ‘driving skill test’ to be conducted by a duly constituted Board for this purpose, who will award the marks out of 5 marks to such candidates on the basis of their performance in driving skill. Only those candidates who will secure 40% marks (i.e. 40 marks) or above in the aggregate as above will be considered qualified in the selection process. The PEB may, however, relax this percentage, for the reasons to be recorded, such as non selection of sufficient number of candidates, provided the percentage should not be below 35% in any case.

(7) RECRUITMENT PROCESS

The recruitment process would be conducted in different stages as under:-

- (i) Assessment of vacancies: The Establishment Branch of the Police Headquarters, in the first week of January and July**

each year, will submit the details of vacancies in the rank of Constable (Executive) available as on proceeding 31st December and 30th June, respectively to the PEB to take a decision regarding date of recruitment;

(ii) Constitution of Recruitment Board: - The PEB will nominate officers as Chairman/Physical Efficiency and Physical Measurement Test and also for Appellate Board for Physical Measurement Test;

(iii) Notification of Vacancies:- The vacancies will be advertised in the news papers/Employment News, besides Regional Employment Exchange (UT);

(iv) Application Forms: - There will be on line system for calling applications from the desirous candidates who will be asked to fill up the application forms available on line on the Chandigarh Police Website and thereafter send downloaded printed copy to Chandigarh Police Headquarters, Sector - 9, Chandigarh through registered post along with a demand draft (of the amount to be fixed by PEB) in the name of

**'Section Officer/Accounts
Police Headquarters (UT)' and
payable at Chandigarh.
Arrangements would also be
made to receive the
application forms
(downloaded) in the Police
Lines, Sector-26, Chandigarh
from the candidates who may
intend to deposit the same
personally instead of sending
the same through registered
post. Application Forms
received through registered
post will be received by the In
charge/Computer Section/
PHQ. Similarly, application
forms received in Police Lines
will also be handed over to In
charge/Computer Section
daily. DSP/Lines will be
responsible for ensuring
proper arrangement for
receipt of forms in Police
Lines. A record of application
forms received in Police Lines
will be kept and forms will be
handed over to In
charge/Computer Section
under proper receipt. In case
of representations from the
candidates regarding problem
in downloading the forms from
computer, IGP Chandigarh can
issue directions for manual
filing of forms on such
representations and the same**

will be dully received by the Computer Section on directions of the IGP;

- (v) Maintenance of Account:- The Accounts Branch of the Police Hqrs. will maintain proper account of the Demand Drafts received on account of fee along with application forms. An account will be opened in the bank in the name of Section Officer/Accounts, Police Headquarters (UT) Chandigarh. All day to day expenditure on recruitment will be met out of this account and after the close of the recruitment process balance lying in the account will be deposited in the receipt head of Police Department. No application form will be accepted after the closing date under any circumstances or reasons for delay. This condition will be clearly indicated in the advertisement;
- (vi) Scrutiny of application forms and Preparation of lists of applicants:- The Computer Section will scrutinize the application forms and prepare lists of applicants to be used at the time of Physical Efficiency Test and Physical Measurement Test. At least

45 days time will be given to the Computer Section for this job. They will, however, not wait for the last date of receipt of application forms but from the very first day of receipt of application forms would start the work of data processing on day to day basis. If so required, with the permission of the PEB, sufficient staff for data entry, etc. will be made available to the Computer Section for this purpose;

- (vii) Physical Efficiency and Physical Measurement Test:- All the candidates/applicant shall be called for Physical Efficiency and Physical Measurement Test in the Police Lines, Sector-26, Chandigarh for which tentative date will be published in the advertisement itself. No separate intimation regarding dates of Physical Efficiency and Measurement Test will be sent to the candidates. The candidates, through the advertisement published, would be advised to check the dates of their test in the newspapers and on Chandigarh Police website on the dates mentioned in the**

advertisement. The schedule for Physical Efficiency Test and Measurement Test will be published in the newspapers and Chandigarh Website by the Chairman of the Board for Physical Efficiency Test and Physical Measurement Test. The entire proceedings of the Physical Efficiency Test and Measurement Test will be video graphed. The Chairman will decide, keeping in view the number of candidates, the number of counters to be set up for conducting the Physical Efficiency and Physical Measurement Test. One officer of the rank of DSP assisted by an Inspector and supporting staff will be assigned the responsibility to conduct the tests on each counter. Chairman will announce the names of DSPs/Inspectors and supporting staff on the morning of each day of test who will conduct the test on different counters. The staff will be shuffled daily from one counter to another. A certificate will be obtained from each member of the staff conducting the test that no candidate appearing for test is related to him. The Chairman

will properly brief the staff to maintain complete integrity while conducting the test and inform them that any lapse on their part would be viewed as grave misconduct. The entire process of PET/PMT will be video graphed and cassettes/CDs of video graphy will be kept in safe custody by the Chairman. The following will be the minimum qualifying standard for Physical Efficiency and Physical Measurement Test:-

Event	Male	Female
Race	One mile in 5.30 minutes	500 meters in 2 minutes
Long Jump	14'	8'
High Jump	4'	3'
Height	5' 7"	5' 2"
Chest	33" with expansion of one and half inch	Not applicable

Only those candidates who will qualify Race will be put to the next event of Long Jump and those who will also qualify in the Long Jump will be put to the next event of High Jump. Only those candidates who will qualify all the three

events will be put to the Physical Measurement Test. First height will be measured and those below the minimum standard will stand eliminated and will not go for measurement of chest. If a candidate does not qualify in any of the events, he will be disqualified for further process of selection and would stand eliminated from further recruitment process. No checking of documents would be required at this stage and those declared qualified in the Physical Efficiency Test and Physical Measurement Test would be subject to verification of their certificates regarding qualification, age, etc.

For Ex-servicemen from the defense, above 35 years of age, Physical Efficiency Test will consist of one mile jogging in 10 minutes. The cut off date of age for this purpose will also be the same as for other purposes i.e. age and qualification initially advertised i.e. 1st of January or 1st July as the case may be.

For the event of Race there will be only one chance but for Long Jump and High Jump maximum three chances will be allowed. In case a candidate is injured during the Physical Efficiency Test, he will not be eligible for any further chance on this ground. There will be no appeal against the Physical Efficiency Test of Race, Long Jump and High Jump. However,

candidates would be allowed to appeal against the Physical Measurement to the Appellate Board. An Appellate Board for this purpose will be constituted by the PEB under an officer of the rank of SP and above with one DSP assisted by an Inspector. Height measurement stands will be prepared in adequate numbers to meet the full requirement and checked up personally by Chairman before the start of process to ensure that they are properly marked. When tapes are to be used, tapes [preferably of steel], of standard make and uniform markings will be procured in adequate numbers and supplied to all recruitment teams. The DSP and Inspector detailed for physical measurement and efficiency tests will personally supervise and be held responsible for correctness of measurements and tests and accurate recording of the results. Chairman will supervise the work and carry out test checks to ensure that the work is done properly and efficiently. He will also clearly brief all the DSPs/Inspectors and other staff detailed for this job regarding the manner for carrying out these measurement/tests and recording of the result and their responsibility in the matter. Entries regarding the Efficiency Test and Physical Measurements would be made on the Attendance Sheet at the spot, at the time of measurement/tests by the GO/Inspector in own hand. No

over-writing/errors would be made under any circumstances and all legitimate corrections would be personally attested by the GO/Inspector concerned and got countersigned by the Chairman and handed over to the Chairman/Recruitment Board who will ensure their safe custody.

- (viii) Written Test:- Only those candidates who will qualify the Physical Efficiency Test and Physical Measurement Test will be called for Written Test which will be of 85 marks. All candidates [either male or female], who qualify the physical efficiency test and physical measurement test, shall be put through a written test of one hour duration which will carry 85 marks. The question paper will be of objective type and include questions on General Knowledge, Arithmetic and Reasoning. The question paper for written test will be bilingual. The PEB will either nominate an officer of the rank of SP or above as Chairman/Written Test to set the question paper/papers or the task of setting up of question paper will be entrusted to any independent and reputed agency. The same Officer/independent agency who/which set the paper shall be responsible for evaluating the answer sheets. The entire proceedings of the Written Test would also be video graphed. The responsibility to conduct the written test would lie upon the Chairman/Written Test. The PEB,

considering the number of candidates, would take a decision as to whether the written test is to be conducted in the police lines complex or educational institutions in the city. Only those candidates who would secure 40% marks in the Written Test would be considered as having qualified the Written Test. The PEB may, for the reasons to be recorded, lower this condition of 40% in case of any category or class but it should not be below 35% in any case. The result of Written Test – indicating the marks in detail will be published on the website of Chandigarh Police for the information of candidates.

- (ix) **Interview:-** Candidates declared qualified in the written test and within the range of twice the number of vacancies plus four will be considered for interview. The interview will carry 15 marks. The purpose of the interview will be to determine the general awareness and alertness of the candidates and to assess their overall suitability for Chandigarh Police. Out of the 15 marks of Interview, five marks would be on account of driving skill of the candidate, which will be awarded by a Board other than the Interview Board constituted by the PEB to test the driving skills of the candidates selected for interview before their appearance for interview before the Interview Board. Only those candidates will be put to driving skill test who are having valid

driving license for Light Motor Transport Vehicle and/or Heavy Motor Transport Vehicle. The appearance of the candidate in interview will be compulsory. Those who do not appear in the interview will not be considered in the final selection irrespective of their performance in physical and written tests. The Interview Board with an officer of the rank of SP or above as Chairman will be constituted by the PEB. The Interview Board will also consist of one GO (from any of the CPOs like CBI or IB etc.), one Psychologist (preferably a lady from Punjab University or PGI). One of the members of the Interview Board must be from the SC category. The Interview Board will be free to adopt the criteria for assigning the interview numbers (out of 10 marks) to the candidates. Chairman/Interview Board will handover proceedings of the Interview Board in a sealed cover to the Chairman/Written Test. The entire process of testing of motor driving skills and interview will be video graphed and Chairman/Interview Board will ensure safe custody of video cassettes and CDs.

- (x) Final merit list: - The Chairman/Written Test will prepare the final selection list after adding the marks obtained by candidates in the written test and interview. Where equal marks have been obtained by the candidates, their merit will be fixed as per date of birth, the older in age being senior.**

In case date of birth is also the same, marks secured in written test would decide the merit i.e. candidate securing more marks in the written test will be senior in merit. The list will be duly published on the website of the Chandigarh Police for the information of all the candidates, indicating separately the numbers of candidates secured in written test as well as in interview.

- (xi) **Final selection list and waiting list:**
- From the final merit list of the candidates, a selection list will be issued according the vacancies advertised. A waiting list up to 10% of the vacancies will also be issued which will remain valid for six months from the date of issue of appointments to the selected candidates. For the purpose of waiting list a fraction will be rounded to one. For example, if there are 32 vacancies – it being 3.2 @ 10%, waiting list of four candidates will be prepared. The waiting list will be utilized only in case a candidate selected declines the offer of appointment or is found unfit for appointment on any ground such as medical/character antecedents, etc. In case any selected candidate has joined but quits the job for any reasons, the vacancy will not be filled up from the waiting list. Final selection list and waiting list will also be displayed on the notice boards in Police Lines, Police Headquarters

and on the website of Chandigarh Police, in order of merit.

- (xii) Medical examination and verification of character & antecedents: - The candidates to be selected should not only have to qualify the selection process but should also be having sound state of health and free from any type of physical defects, organic or contagious disease or any other defect or tendency likely to render him unfit to perform the full duties of a police officer in any unit of the police force. The candidate must be without any defect in eyesight, speech and hearing. His eyesight (both eyes) should be 6/6 without glasses and also without any color vision defect. After the declaration of final selection list, all the selected candidates will be called for their medical examination from the PMO Chandigarh Administration to examine their fitness for the post of Constable (executive) in Chandigarh Police. They will also be asked to fill up the Attestation Forms for the verification of their character & antecedents, from the places they have resided during the last 10 years and also from their permanent home address. The appointing authority i.e. SSP Chandigarh will reserve the right to consider the verification report and take a decision after forming his opinion as to whether a candidate is desirable to be appointed to the post in the disciplined force or otherwise. No candidate under any

circumstances be appointed before the medical examination and verification of character & antecedents. The appointments made on the basis of such selection will be subject to the condition of verification of certificates regarding caste/category/qualification/age, etc. A condition in this regard must be made in the appointment letters.

(xiii) **Appeal:** - An officer of the rank of SP or above assisted by one DSP and one Inspector to be nominated by the PEB will constitute the Appellate Board. The Board will consider the cases of such candidates who have submitted an appeal against the physical measurements only, on the same day of Physical Measurement Test and in the ground itself and conduct their re-measurements on the same day and record its findings. Appeals made to any other functionary except Appellate Board and after leaving the ground will not be entertained under any circumstances. There will be no appeal against Physical Efficiency Test, Written Test or Interview.

(xiv) **Clarifications, etc. :** In case any clarification, etc. would be required concerning any ongoing recruitment, the same will be placed before the PEB for decision. However, PEB will not be empowered to change the laid down criteria after the posts having been advertised except in cases as already provided under

the provisions of this standing order.

Shantid
23/4/07
(S.K.JAIN)

**INSPECTOR GENERAL OF POLICE,
UNION TERRITORY, CHANDIGARH.**

No. 11291 /UT (E-2) dated Chd., the 23/04/07
00-00-2007

ANNEXURE - I

**OFFICE OF THE DISTRICT COMMANDANT HOME
GUARDS, UNION TERRITORY, CHANDIGARH.**

Certified that Shri _____

Son of Shri _____

resident of _____

is presently (on the cut off date) serving in
Chandigarh Home Guard as Volunteer
No. _____ . As on the cut off
date, he has been serving Chandigarh Home
Guards for the last more than five years
continuously.

**District Commandant Home Guards,
Union Territory, Chandigarh.**

No.

Dated :

ANNEXURE -II

**CERTIFICATE SHOWING THE CANDIDATE AS
WARD OF SERVING/RETIRED/DECEASED
CHANDIGARH POLICE EMPLOYEE.**

Certified that Shri/Smt.

_____ (name

of the Chandigarh Police employee):-

(i) is serving in Chandigarh Police as

_____ (rank)_____

_____ (Number) since _____

(ii) is/was a retired employee of the Chandigarh Police from the post of

_____ w.e.f. _____

(iii) is a deceased employee of the Chandigarh Police, who died while in service on _____

while serving as _____ (rank and number).

His son/daughter _____
_____ (name) want to appear in the recruitment of Constables in Chandigarh Police and want to claim relaxation.

**Senior Superintendent Police/
Deputy Inspector General of Police,
Headquarters (UT) Chandigarh.**

No. /UT(E-2) dated Chandigarh, the