

STANDING ORDER NO. 46/2010

RECRUITMENT OF CONSTABLE (MALE) FOR BAND STAFF
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 Male (Band Staff) in Chandigarh Police so that suitable, smart, intelligent candidates of standard physical fitness and having band equipments playing skills are selected in a fair and transparent manner. The selection process will include Physical Efficiency Test, Physical Measurement Test, Band Instrument Playing Test and Interview.

(2) NOTIFICATION OF VACANCIES

The vacancies to be filled up will be advertised in the local newspapers indicating clearly the number of posts to be filled up category wise. At least 45 days time will be given from the date of advertisement to submit application. The cost of the application form will be decided by IGP 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 IGP will nominate an officer of the rank of SP or above as Chairman of PET/PMT Board for the conduct of Physical Efficiency Test (PET) and Physical Measurement Test (PMT). The Officer so nominated will be responsible for the

smooth conduct of PET & PMT according to the guidelines mentioned in this standing order. The IGP will also nominate an officer of the rank of SP or above to conduct Band Instruments Playing Test. The IGP will also constitute an Interview Board comprising of an officer of the rank of SP or above as Chairman of Interview Board with two Chandigarh Police gazetted officers as members.

(4) ESSENTIAL QUALIFICATIONS:-

(a) Age 18 to 23 year

Relaxation –

- i) Relaxable up to the age of 28 years for SC candidates and up to the age of 26 years for OBC candidates to those categories/ castes as per the Chandigarh Administration rules/ guidelines;
- ii) Relaxable up to the maximum age of 45 years for ex-servicemen as on the cut off date prescribed for the recruitment in the initial advertisement.
- iii) Relaxation upto Five years (in addition to SC/OBC relaxation) for Home Guard Volunteers provided they are working/ on roll continuously for the last 2 years or more, as on the cut date, published for recruitment in the initial advertisement as under:-
 - (A) 2 years relaxation in age to those Home Guards Volunteers who are working/ on roll continuously for 2 years or more as on the cut date as in the initial advertisement;
 - (B) 3 years relaxation in age to those Home Guards Volunteers who are working/ on roll continuously for 3 years or more as on the cut date as in the initial advertisement;

(C) 4 years relaxation in age to those Home Guards Volunteers who are working/ on roll continuously for 4 years or more as on the cut date as in the initial advertisement;

(D) 5 years relaxation in age to those Home Guards Volunteers who are working/ on roll continuously for 5 years or more as on the cut date as in the initial advertisement.

iv) Two years relaxation (in addition to SC/OBC relaxation) for wards (sons only) of working or retired or deceased Chandigarh Police employees.

v) Three years relaxation (in addition to SC/OBC relaxation) for wards (sons only) of Chandigarh Police employees, died while in service.

(b) Minimum Educational Qualification

10+2

Relaxation in Educational Qualification :-

(A) For a person who have retired from the defence services and have worked as a member of the Defence Band Staff, the minimum educational qualification will be Middle standard.

(B) For a person who have performed in Police Band or in Central Para Military Forces the minimum educational qualification will be Middle standard.

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.

(c) Height

5' 7" (male)

- (i) 2" relaxation to the wards (sons only) of working/retired/deceased (except dismissed, compulsory retired or removed from service) employees of Chandigarh Police.
- (ii) 2" relaxation to candidates who are residents of hill areas.
- (iii) 2" relaxation to candidates who retired from the defence services and have worked as a member of the Defence Band Staff.
- (iii) 2" relaxation to candidates who have performed in Police band or in Central Para Military Forces.

(d) Chest (only for male)

- (i) 33" (with expansion of one and half inch)
[2" relaxation to the wards (sons only) of working/retired deceased (except dismissed, compulsory retired or removed from service) employees of Chandigarh Police]
- (iii) 2" relaxation to candidates who retired from the defence services and have worked as a member of the Defence Band Staff.
- (iv) 2" relaxation to candidates who have been performed in Police Band or Central Para Military Forces.

NOTE (1): -

- (1) 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 -II) to be submitted by the candidate and as per the office record.

- (2) A candidate will be eligible to claim relaxation of physical standard either as a Chandigarh Police Ward or as a Hill Area candidate or as a member of the Defence Band Staff or as a member of Police Band and Central Para Military Forces.
- (3) In order to claim relaxation of hill area, the candidate has to produce a valid 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. If any candidate failed to produce the same at the time of Physical Measurement Test, he will not be entitled to claim this benefit at a later stage of recruitment process.
- (4) In order to claim relaxation by retired defence personnel or who have performed in Police band or in Central Para Military Forces in age, qualification, height and chest (as applicable), the candidate has to produce a valid certificate to this effect from the Competent Authority at the time of Physical Measurement Test. If any candidate failed to produce the same at the time of Physical Measurement Test, he will not be entitled to claim this benefit at a later stage of recruitment process.

(5) YARDSTICK FOR FINAL RESULT

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

Sr. No.	Test	Marks
1.	Band Instrument Playing Test	85
2.	Interview	15

The candidates will be first put to Physical Efficiency Test of Race, and only those who will qualify the Physical Efficiency Test will be put to Physical Measurement Test. Those who will qualify Physical Efficiency Test as well as Physical Measurement Test will be asked to appear in the Band Instrument Playing Test. Further, those candidates who will secure 40% marks (i.e.34 marks) or above will be asked to appear before Interview Board. Only those candidates who will secure 40% marks or above in the aggregate as above will be considered qualified in the selection process. The IGP may, however, relax this percentage, for the reasons to be recorded, such as non selection of sufficient number of candidates but this should not be below 35% in any case.

(6) RECRUITMENT PROCESS

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

- (i) Notification of Vacancies:-
The vacancies will be advertised in the news papers, besides Regional Employment Exchange (UT);
- (ii) Application Form:- 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 the Chandigarh Police Website

www.chandigarhpolice.nic.in and thereafter send downloaded printed copy to the Dy. Superintendent of Police, Lines, Sector 26, Chandigarh through registered post along with a demand draft (of the amount to be fixed by IGP) in the name of Section Officer/Accounts Police Headquarters (UT) and payable at Chandigarh. DSP/Lines will make adequate arrangements to receive the application forms at 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 also be received by DSP/Lines. 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 Incharge Computer Section will make necessary arrangement for data entry of the application forms.

- (iii) 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;

- (iv) Scrutiny of application forms and Preparation of lists of applicants: - The Computer Section will scrutinize the application forms and prepare the lists of applicants to be used at the time of Physical Efficiency Test and Physical Measurement Test. 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 and securitization on day to day basis. If so required, with the permission of the IGP, sufficient staff for data entry etc. will be made available to the Computer Section for this purpose. Will be made available to Computer Section for purpose scrutiny of the application forms;
- (v) Constitution of Recruitment Board: The/IGP will nominate an officer(s) of the rank of SP or above as Chairman, PET/PMT Board and also for the PMT Appellate Board.
- (vi) Physical Efficiency and Physical Measurement Test: - All the candidates/applicants shall be called for Physical Efficiency Test 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 Police website by the Chairman of the Board for Physical Efficiency Test and Physical Measurement Test. The entire proceedings of the Physical Efficiency Test and Physical Measurement Test will be video graphed. The Chairman will decide, keeping in view the number of candidates, the number of counters to be setup for conducting the Physical Efficiency Test 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. The 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 Test and Physical Measurement Test:-

Event	Male
Race	One mile in 7 minutes
Height	5' 7"
Chest	33" with expansion of one and half inch

Only those candidates who will qualify the race 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 the stage of start of PET/PMT. Those declared qualified in the Physical Efficiency Test and Physical Measurement Test would be issued call letters for Band Instrument Playing Test by Incharge Computer Section after checking of original testimonials including SC/OBC certificates.

For Ex-servicemen from the defence or who have been performed in Police band or in Central Para Military Forces 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.

For the event of Race there will be only one chance. 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. However, candidates would be allowed to appeal against the Physical Measurement to the Appellate Board. An Appellate Board for this purpose will be

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 the 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 Test and Physical 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 Physical Efficiency Test and Physical Measurements Test would be made on the Attendance Sheet at the spot, at the time of measurement/tests by the GO/Inspector in his 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;

- (vii) Band Instrument Playing Test: - Only those candidates who will qualify the Physical Efficiency Test and Physical Measurement Test

will be called for Band Instrument Playing Test which will be of 85 marks. The IGP will nominate an officer of the rank of SP or above as Chairman/Band Instrument Playing Test to conduct Band Instrument Playing Test. The entire proceedings of the Band Instrument Playing Test would also be video graphed. Only those candidates who would secure 40% marks in the Band Instrument Playing Test would be considered as having qualified the Band Instrument Playing Test. The IGP 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 Band Instrument Playing Test indicating the marks in detail will be published on the website of Chandigarh Police for the information of candidates after the display of selection list.

- (viii) Interview: - Candidates declared qualified in the Band Instrument Playing Test and within the rank 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 Band Staff. The appearance of the candidate in interview will be compulsory. Those who do not appear in the interview will not be considered in final selection irrespective of their performance in PET/PMT and Band Instrument Playing Tests. The Interview Board with an officer of the rank of SP or above as Chairman. The entire process of Interview will be video graphed.

- (ix) Final merit list: -The Chairman, Interview Board will prepare the final selection list on the basis of the marks obtained by a candidate. Where equal marks have been obtained by the candidates, their merit will be fixed as per date of birth, the older in age will be senior. In case date of birth is also the same, marks secured in Band Instrument Playing Test and Interview would decide the merit i.e. candidate securing more marks in aggregate 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 the numbers of candidates secured in Band Instrument Playing Test and interview.
- (x) Final selection list and waiting list:- From the final merit list of the candidates, a selection list will be issued according to 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.

- (xi) Appeal:- An officer of the rank of SP or above assisted by one DSP and one Inspector to be nominated by the IGP 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 & Band Instrument Playing Test.
- (xii) Clarifications etc: - In case any clarification, etc. would be required concerning any ongoing recruitment, the same will be placed before the IGP for decision. However, IGP 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.



(P.K.SRIVASTAVA, IPS)
INSPECTOR GENERAL OF POLICE,
UNION TERRITORY, CHANDIGARH

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 ____ 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 and 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 (_____ (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 _____