STANDING ORDER NO. HRD/08/2022

DIRECT RECRUITMENT OF HEAD CONSTABLE(MINISTERIAL) IN DELHI POLICE

S E C T I O N – 1

(PRE-EXAMINATION PROCESS)

1. INTRODUCTORY

(i) The Ministry of Home Affairs, Govt. of India, New Delhi, vide letter No. E.14014/20/2020-UTP, dated 12.10.2020, has conveyed approval of the competent authority for conducting direct recruitment of all categories of vacancies presently available for recruitment in Delhi Police through Staff Selection Commission (SSC).

(ii) This Standing Order (S.O) deals with direct recruitment of Head Constable(Ministerial) in Delhi Police through Staff Selection Commission in accordance Rule 10 of Delhi Police (Appointment & Recruitment) Rules, 1980 and amendments as well as Govt. of India's rules and instructions issued from time to time. This Standing Order covers various aspects of recruitment, including roles and responsibilities of Staff Selection Commission and Delhi Police during the recruitment process. However, any contradiction/issue between SSC and Delhi Police in the roles and responsibilities, interpretation, meaning and operation shall be resolved through mutual consultation.

(iii) The DCP/Hdqrs.(III), Delhi will put up the vacancy position category-wise i.e. Un-reserved, Economically Weaker Sections, SC, ST, OBC, Persons with Disabilities (PwD) and

Ex-servicemen candidates to the Commissioner of Police, Delhi, each year. Commissioner of Police, Delhi will take a decision regarding recruitment depending on the number of vacancies and availability of training infrastructure. The decision regarding recruitment will be communicated by DCP/Hdqrs.(III), Delhi to DCP/Recruitment, Delhi who will initiate the process of recruitment.

(iv) The entire vacancies category-wise i.e. UR, EWS, OBC, SC, ST, PwD and Ex-Servicemen meant for direct recruitment to the post will be intimated to the Staff Selection Commission (SSC) by Delhi Police. The Staff Selection Commission will conduct the Computer Based Examination on PAN India basis as per MoU signed between SSC and the Delhi Police. The Physical Endurance & Measurement Tests (PE&MT), Typing Test on Computer and Computer (Formatting) Test will be conducted by Delhi Police.

(v) Candidates from all parts of the country will be eligible to apply. The vacancies will be notified by the Staff Selection Commission on its website i.e. http://ssc.nic.in and a link will also be provided on the website of Delhi Police i.e. https://delhipolice.gov.in. In the advertisements, full particulars of the essential requirements will be given so that only those candidates who fulfill the eligibility criteria can apply online alongwith a fee of Rs. 100/-only. Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with Disability (PwD) and Ex-Servicemen eligible for reservation.

2. CONSTITUTION OF RECRUITMENT BOARD

A Special Commissioner of Police and one or more Joint/Addl. Commissioner of Police shall be nominated by the Commissioner of Police, Delhi to exercise overall supervision over the entire recruitment process.

One or more Recruitment Boards shall be nominated by the Commissioner of Police for conducting of Physical Endurance & Measurement Test (PE&MT), Typing Test on Computer and Computer(Formatting) Test in Delhi Police. The Recruitment Board(s) shall comprise of one Joint CP/Addl. CP assisted by two DCsP to be nominated by the Commissioner of Police, Delhi. If necessary, a panel of Joint CsP, Addl. CsP and DCsP may be nominated to work on different

dates, especially during large scale recruitments. Requisite number of officers and subordinate staff to assist the Board (s) shall be deputed by the Police Headquarters with the approval of Commissioner of Police, Delhi. Changes will be made amongst the staff connected with the physical tests and measurements/Skill/Trade tests, if considered necessary, even by calling officers and men from other Districts, Units and Battalions.

3. MODE OF RECRUITMENT

The selection process shall consist of the following compulsory tests in the given order:-

Sl. No.	Tests/Exams	Maximum Marks/ Qualifying
(i)	Computer Based Examination by SSC	100 Marks
(ii)	Physical Endurance & Measurement Tests (PE&MT) by Delhi Police	Qualifying
(iii)	Typing Test on Computer by Delhi Police	25 Marks
(iv)	Computer (Formatting) Test by Delhi Police	Qualifying

4. RESERVATION POLICY

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

(i) 15% for Scheduled Caste candidates.
(ii) 7½% for Scheduled Tribe candidates.
(iii) 27% for OBC candidates as per Central List and List issued by the Govt. of NCT of Delhi.
(iv) 10% for Economically Weaker Sections (EWSs).
(v) 3% for Persons with Disabilities (PwD) (Locomotor). Only the persons having locomotor disability of 40% and above (either one or both leg affected) shall be allowed. Their post will be civilian in nature and they will not wear uniform of Delhi Police.
(vi) 10% for Ex-Servicemen as per rule.
(vii) Reservation for women candidates as per GOI's instructions issued from time to time.

The vacancies of SC/ST/OBC/EWSs shall be reserved on the basis of post based roster as per Government of India's instructions/rules issued from time to time.

The educational qualification and other physical standards for the post shall be the same as prescribed in the rules for direct recruitment to such post. No relaxation other than those provided in this Standing Order, will be given in any qualifications or standards, except in the cases and manner laid down in the Delhi Police [Appointment & Recruitment] Rules, 1980.

5. ESSENTIAL QUALIFICATIONS

A) Educational Qualification

(i) 10 + 2 (Senior Secondary) pass or equivalent from a recognized Board at the time of filling of application form.

(ii) Professional Attainments:

- Speed in English Typing - 30 words per minute.

OR

- Speed in Hindi Typing - 25 words per minute.

B) Age

18 to 25 years. The upper age limit as prescribed above will be relaxable only in the following cases:-

a) Upto a maximum of 5 years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe category.

b) Upto a maximum of 3 years if a candidate belongs to an OBC category. This relaxation is admissible for those castes notified in the Central List and the List issued by the Govt. of NCT of Delhi.

c) Upto 35 years (38 years for OBC, 40 years for SCs/STs) for widows/divorced women and women judicially separated from their husbands and who are not re-married.

d) Upto a maximum of 5 years for sportsmen/sportswomen of distinction who have represented a State at the National level or the Country at the International level in sports during preceding three years from the date of advertisement of vacancies. The discipline of sports for which relaxation is available is mentioned in the **Annexure 'A'**. The Sports Certificate shall be issued in the

proforma attached at **Annexure-'B' & 'C'** having photograph of the candidate duly attested by the Secretary of the State/National Sports Federation. If a candidate belongs to SC/ST category and fulfills the above criteria, he/she is eligible for 5 years relaxation in upper age limit over and above the relaxation prescribed at Clause B-(a). In effect, he/she qualifies for relaxation in the upper age limit upto a maximum of 10 years

e) Relaxation in the upper age limit is admissible upto 40 years for general category, 43 years for OBC & 45 years for SCs/STs in case of departmental candidates of Delhi Police. A "departmental candidate" means a person who has rendered a minimum three years regular and continuous service in Delhi Police who otherwise fulfills all educational and other physical qualifications.

f) Age concession to Ex-Servicemen will be allowed in accordance with the orders issued by the government 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.

g) Relaxation in the upper age limit is admissible upto 35 years (38 years for OBC, 40 years for SCs/STs) for Persons with Disability (PwD) candidates. Only the persons having locomotor disability of 40% and above (either one or both leg affected) shall be allowed.

Note1: Candidates claiming benefits under OBC category shall be in accordance with castes notified in the Central List. This relaxation will also be admissible for candidates who are issued OBC certificate by the Govt. of NCT of Delhi. The Certificate should be in the prescribed format issued by the competent authority empowered for the purpose. No other certificate will be accepted as sufficient proof.

Note 2: Candidates seeking reservation benefits for SC/ST/OBC must ensure that they are entitled to such reservation as per eligibility. They should also be in possession of the certificates in the prescribed format in support of their claim

at the time of submitting application form as per format attached as **Annexure-'D' & 'E'.**

Note 3: Candidates seeking reservation benefits for Economically Weaker Sections (EWSs) must ensure that they are entitled to such reservation as per eligibility. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of submitting application form as per format attached as **Annexure- 'F'.**

Note 4: Candidates seeking reservation benefits for Persons with Disabilities (PwD) must ensure that they are entitled to such reservation as per eligibility. They should also be in possession of the certificates in the prescribed format issued by the competent authority/medical board in support of their claim at the time of submitting application form.

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 and Air Force of the Indian Union and

i) who retired from such service after earning his/her 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 as HC(Ministerial) at the discretion of the appointing authority if their discharge certificate shows previous service as Good or of higher classification/grading, provided that they conform to the educational standards laid down for Head Constable(Ministerial) from open competition and qualify such endurance/efficiency tests as prescribed by the Commissioner of Police, from time to time by issuing necessary Standing Orders. They are medically fit for police service according to standards prescribed for recruits.

Note1: Ex-Servicemen who have already secured employment under Central Government (including State Govt./Public Sector Undertakings/Autonomous Bodies/Statutory Bodies/ Nationalized Banks etc.) 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.

Note 2: 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.

Note 3: 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.

All such candidates who are serving in the Armed Forces and intend to apply under Ex-Servicemen category will be required to submit NOC from the department which shall clearly mention their date of discharge from the Armed Forces. The date of discharge/ date of completion of specified term of engagement with the Armed Forces must be within one year from the closing date of application form. NOC having no mention of the date of discharge from the Armed forces will not be entertained and their Application forms will be rejected without assigning any further reasons.

A matriculate Ex-Serviceman (which term include an ex-serviceman, who has obtained the Indian Army Special Certificate (Graduation Certificate) of the corresponding certificate in the Navy or the Air Force) who has not put in not less than 15 years of service on closing date of application form with the Armed Forces of the Union will be eligible for applying for the post.

6. STANDARD OF PHYSICAL MEASUREMENT (MALE AND FEMALE)

A) Male Candidates:

(a) **Height:-** 165 cms, relaxable by 5 cms for:-

(i) 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 region of J&K and Ladakh (Candidates claiming this relaxation would have to produce a certificate to this effect **(Hill area certificate)-(Annexure-'H')** from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test).

(ii) ST Candidates.

(iii) Sons of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of Delhi Police.

(iv) Appointment on compassionate grounds.

(b) **Chest:-** Minimum 78 cms - 82 cms (with minimum of 4 cms expansion). Relaxable by 5 cms for:-

(i) Residents of hill areas, for which certificate as above will be produced.

(ii) ST Candidates.

(iii) Sons of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of Delhi Police.

(iv) Appointment on compassionate grounds.

B) Female Candidates:

Height:- 157 cms, relaxable by 5 cms for:-

(i) 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 region of J&K and Ladakh (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).

(ii) SC/ST candidates.

(iii) Daughters of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of Delhi Police.

(iv) Appointment on compassionate grounds.

7. PHYSICAL ENDURANCE TEST (QUALIFYING)

A) Male Candidates:

For Male candidates including ex-servicemen and departmental candidates (age-wise) will be as under:-

Age	Race-1600 Meters	Long Jump	High Jump
Upto 30 years	07 minutes	12½ feet (12'6")	3½ feet (3'6")
Above 30 to 40 years	08 minutes	11½ feet (11'6")	3¼ feet (3'3")
Above 40 years	09 minutes	10½ feet (10'6")	3 feet

B) Female Candidates:

For Female candidates including departmental candidates and widow/ divorced/judicially separated women candidates (age-wise) will be as under:-

Age	Race-800 Meters	Long Jump	High Jump
Upto 30 years	05 minutes	9 feet	3 feet
Above 30 to 40 years	06 minutes	8 feet	2½ feet (2'6")
Above 40 years	07 minutes	7 feet	2¼ feet (2'3")

Note 1:- Those who qualify in the race will be eligible to appear in Long Jump and then High Jump. Long Jump and High Jump are to be cleared in any one of the three chances that will be given. There shall be no appeal against disqualification in race, long jump and high jump.

Note-2:- "The female candidates, who are either pregnant, or gave birth to a baby or have miscarriage at the time of PE&MT, may not be allowed to participate in Physical Endurance Test and shall be declared temporarily unfit until the confinement is over. Till then result of such cases may be kept in a sealed cover and the vacancies will be kept in reserve.

She will be re-examined for Physical Efficiency Test (PET) six weeks after the expiry of confinement, subject to the production of medical certificate of fitness from a registered medical practitioner.

The confinement period will be:-

i) 6 month from the date of delivery to a baby.
ii) 45 days from the date of miscarriage.

If she is declared qualified during PE&MT, her result will be declared as per merit. She will be appointed to the post kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time"

8. PHYSICAL MEASUREMENT

Physical Measurement Test shall be taken only of those who qualify the Endurance Tests.

9. NO PHYSICAL ENDURANCE & MEASUREMENT TESTS FOR PERSONS WITH DISABILITIES (PwD) CANDIDATES

The Persons with Disability (PwD) candidates (Male/Female) shall be exempted from Physical Endurance & Measurement Tests.

10. MEDICAL STANDARD

(i) The candidates should be of sound state of health, free from defect, deformity or disease. Both eyes should have a vision of 6/12 with or without glasses. No relaxation is allowed to any category of candidates on this count.

(ii) **For persons with disabilities:-** Sound state of health, vision of 6/12 with or without glasses in both eyes. Locomotor disability of 40% and above (either one or both leg affected) shall be allowed.

The physical requirements for the post is as under:-

(F, PP, L, B, S, BL)	
Code	Physical Requirements
F	Work performed by manipulating (with Fingers)
PP	Work performed by pulling & pushing.
L	Work performed by lifting.
B	Work performed by bending.
S	Work performed by sitting (on bench or chair)
BL	Both leg affected but not arms.

11. CRUCIAL DATE FOR DETERMINING AGE-LIMIT

The crucial date for determining the age of a candidate will be treated as 1st January of the year of recruitment in case the recruitment starts before 30th June. However, if the recruitment starts in the 2nd half of the year, the crucial date will be 1st July of the calendar year. For this purpose, the date of notification of vacancies would be taken as the date for start of recruitment. The Date of Birth as recorded in the Matriculation/Secondary Examination Certificate will be accepted for determining the age eligibility and no subsequent request for its change will be considered.

12. RELAXATIONS FOR WARDS OF POLICE PERSONNEL/ MULTI-TASKING STAFF OF DELHI POLICE

In case of sons/daughters of either serving, retired or deceased Delhi Police personnel/Multi-Tasking Staff of Delhi Police, who do not fulfill the general conditions of physical standard, the following relaxations are admissible:-

1. Height (Male/Female) : Relaxable by 5 centimeters.
2. Chest(Male only) : Relaxable by 5 centimeters.

The relaxation will be extended to the sons/daughters of only those Delhi Police personnel/Multi-Tasking Staff, who have not been awarded punishments of dismissal/removal/termination or compulsory retirement by way of penalty.

NOTE 1: Wards of police personnel and Multi-Tasking Staff of Delhi Police belonging to SC/ST/OBC/Hill area category will not be entitled to get double relaxation. They can either avail relaxation in their own category or as a ward of police personnel & Multi-Tasking Staff of Delhi Police.

NOTE 2: Candidates in this category can be allowed to take the test provisionally on production of certificate in prescribed format as per **Annexure-'G'**, issued only by the DCP/Addl. DCP/ACP/HQ of the concerned Distt./Units (DCP/HQ or ACP/CR(PHQ) in respect of PHQ staff), where the Police personnel had last served, after verification of the relevant service records. This certificate would be required to be produced at the time of physical measurement test.

SECTION-2

(EXAMINATION PROCESS)

13. MODE OF SUBMISSION OF APPLICATION FORM

The application forms will be made available "online" by the Staff Selection Commission on its official website. Application from candidates will be accepted through ON-LINE-MODE ONLY. Detail information shall be given in the Notification of vacancies by the Staff Selection Commission.

14. ADMIT CARD/ADMISSION CARD

The Physical Endurance and Measurement Test (PE&MT), Typing Test on Computer and Computer (Formatting) Test will be conducted by the Delhi Police at Delhi. Admit Card/Admission Card for any stage of examination will not be sent by Post. Candidates have to download and print hard copy of the Admit Card/Admission Certificate.

Delhi Police will provide schedule and centres for PE&MT to SSC. Thereafter, SSC will provide a link for download of Admit Cards/ Admission Certificates of all shortlisted candidates for appearing in PE&MT. The notice regarding downloading of the Admit Cards by the candidates will be provided to Delhi Police on its website i.e. https://delhipolice.gov.in. The SSC shall be given thirty (30) days time in this regard after finalizing of PE&MT schedule by Delhi Police. The SSC will provide biometric data of all shortlisted candidates, in soft copy, to the Delhi Police for verification of candidates, if required arrangement will also be made for issue of Admit Cards for Typing Test on Computer and Computer(Formatting) Tests.

15. COMPUTER BASED EXAMINATION

(i) The Staff Selection Commission will conduct the examination in "Computer Based Examination" (CBE) Mode on Pan India basis depending on the number of applicants from different States and UTs. Call letters for Computer Based Examination will be uploaded on the websites of the concerned Regional Offices of the Staff Selection Commission and a "Notice" about information regarding Admit Card/ Admission Certificate will be provided on the website of Delhi Police i.e. https://delhipolice.gov.in.

(ii) All candidates (Male & Female) shall be put through a Computer Based Examination of one and half hour (90 Minutes) duration to be conducted at different Centres. The Computer Based Examination will consist of one objective type paper containing of 100 Questions carrying 100 marks. There will be negative marking of 0.50 marks for each wrong answer. The question paper for Computer Based Examination on the following subjects will be conducted in HINDI and ENGLISH Only:-

Subject		**No. of Questions**	**Max. Marks**
Part-A	General Awareness	20	20
Part-B	Quantitative Aptitude (Basic Arithmetic Skill)	20	20
Part-C	General Intelligence	25	25
Part-D	English Language (Basic Knowledge)	25	25
Part-E	Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.	10	10
Total		**100**	**100**

(iii) No scribe will be provided to Persons with Disabilities (PwD) candidates for the post.

(iv) The detail information regarding Computer Based Examination shall be given by the Commission in the Examination Notification.

(v) The Staff Selection Commission will ensure absolute transparency in the process of Computer Based Examination and in order to eliminate any possibility of impersonation/malpractice during the examination.

(vi) If the Computer Based Examination is conducted by the Staff Selection Commission in multi-shifts, the score of the candidates may be suitably normalized by the SSC.

The Syllabus for the Examination is as follows:

(A) **General Awareness:** Questions will be designed to test the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Indian Economy, General Polity, Indian Constitution, Scientific Research.

(B) **Quantitative Aptitude:**
Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work, Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base, Trigonometry, Trigonometric ratios, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and distances, Histogram, Frequency polygon, Bar-diagram, Pie-chart.

(C) **General Intelligence:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and

figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding and de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & un-folding, Figural Pattern-folding and completion, Indexing Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

(D) **English Language**: Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

(E) **Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.**

This paper will include questions on the following:

1. Elements of Word Processing (Word Processing Basics, Opening and closing Documents, Text Creation, Formatting the Text and its presentation features).

2. MS Excel (Elements of Spread Sheet, Editing of Cells, Function and Formulas)

3. Communication (Basics of E-mail, Sending/receiving of Emails and its related functions)

4. Internet, WWW and Web Browsers (Internet, Services on Internet, URL, HTTP, FTP, Web sites, Blogs, Web Browsing Software, Search Engines, Chat, Video conferencing, e-Banking) etc.

16. EXAMINATION CENTRE

(i) The Computer Based Examination will be conducted on PAN India basis. The examination centres will be decided by the SSC. Each candidates will be frisked before entry to the examination hall and no electronic device or gadget is permitted inside the hall. The SSC will also capture biometric and photography of each candidate at the time of Computer Based Examination.

(ii) The SSC will provide data of Application Form, Commission copy of Admission Certificate of Computer Based Examination, photograph and biometric record of all candidates who had appeared in Computer Based Examination as well as the shortlisted candidates separately for conducting PE&MT to DCP/Recruitment (Recruitment Cell, New Police Lines, Delhi) in a soft copy to verify/match their identifies during PE&MT process. Original Commission copy of Admission Certificate of Computer Based Examination of all candidates, who appeared in the Computer Based Examination, will be provided to DCP/Recruitment (Recruitment Cell, New Police Lines, Delhi) by the Staff Selection Commission.

17. SECURITY COVER AT ALL EXAMINATION VENUES

Delhi Police will request DGPs of States/UTs concerned to provide adequate security at all examination venues for maintaining proper law & order and traffic arrangements. If required and considered necessary, Ministry of Home Affairs/Delhi Police will make arrangements for deployment of personnel from CAPFs at examination venues for providing additional security cover/frisking of candidates.

18. CCTV COVERAGE/ VIDEOGRAPHY/ PHOTOGRAPHY AND BIOMETRIC DURING TESTS/EXAMINATIONS

To ensure absolute transparency in the process of selection and in order to eliminate any possibility of impersonation/malpractice during tests/examinations, all the events should be covered by CCTV/Videographed and footage should be kept in archives for three

years. Similarly, biometric system should be used for capturing finger prints of the candidates to fix and verify their identities at different stages of recruitment and joining training as well. The photograph and biometric record of each candidate shall be kept for three years. All these records shall be maintained by Recruitment Cell, New Police Lines, Delhi.

19. REPRESENTATION IN RESPECT OF THE TENTATIVE ANSWER KEYS OF COMPUTER BASED EXAM.

The representations in respect of the tentative answer keys of Computer Based Exam shall be dealt by Staff Selection Commission as per their procedure.

20. DECLARATION OF THE RESULT OF COMPUTER BASED EXAMINATION FOR APPEARING IN PE&MT

The result of the Computer Based Examination shall be declared by SSC. The candidates who come within the range of merit of Computer Based Examination equal to twenty (20) times the number of vacancies advertised in each category i.e. General/SC/ST/OBC/EWSs and Ex-serviceman (category-wise) shall be called for appearing in the PE&MT. In case there are a large number of candidates on cutoff marks, all candidates on that cutoff for the relevant category will be called for the PE&MT. Persons with Disabilities (PwD) shall be qualified in Computer Based Examination 20 times of the number of vacancies, directly for Typing Test on Computer as they are exempted from Physical Endurance & Measurement Tests(PE&MT).

The candidates of General/EWS Category securing 40% marks, SC/ST/OBC candidates securing 35% marks, Persons with Disabilities (PwD)/ Ex-servicemen securing 30% marks in aggregate, in the above Computer Based Examination, may be considered to have qualified in the test. In case requisite number of candidates have not qualified, the SSC may lower the minimum marks secured in aggregate for each category separately.

21. CHECKING OF ORIGINAL DOCUMENTS /CERTIFICATES FOR ELIGIBILITY CRITERIA AT THE TIME OF PE&MT

Recruitment Cell, New Police Lines, Delhi will set up necessary infrastructure like computers and accessories, Internet connection, furniture and all other requirements for checking of documents at the time of PE&MT.

All the original documents/certificates pertaining to age, education, SC/ST/OBC/EWS, Hill areas, NOC/Discharge Certificate (in case of Ex-Serviceman), sports certificate, wards certificate issued to wards (sons/daughters) of Delhi Police personnel, proof to avail age relaxation as a widow/divorced/judicially separated woman etc. would be checked only of the candidates who successfully qualify all the events of PE&MT (i.e. race, long/high jump and physical measurement). The document checking/biometric mapping/verification of Persons with Disabilities (PwD) will be done at the time of Typing Test on Computer as they are exempted from PE&MT.

The candidates will also be required to produce self attested copies of all the documents/certificates for checking their eligibility at the time of PE&MT as per PE&MT Sheet. The PE&MT Sheet is annexed as **Annexure-'I'.** After documents are checked, candidates should be passed through the biometric system to verify their finger prints/biometric features to match with the biometric data and photographs provided by the **Outsourced Agency** from different Computer Based Examination Centres.

22. PHYSICAL ENDURANCE & MEASUREMENT TEST (PE&MT)

(i) Only those candidates qualified in Computer Based Exam shall be called for Physical Endurance & Measurement Tests (PE&MT).

(ii) DCP/Recruitment, Delhi will provide schedule and Centres for conducting PE&MT to the Staff Selection Commission.

(iii) The PE&MT will be conducted at 03 Centres namely Delhi Police Academy Campus/Wazirabad, Delhi Police Academy Campus-II/Jharoda Kalan and New Police Lines, Kingsway Camp, Delhi after the result of Computer Based Examination is declared. However, the PE&MT of female candidates will be conducted at New Police Lines, Kingsway Camp, Delhi.

(iv) Recruitment Cell, New Police Lines, Delhi will set up necessary infrastructure like computers & accessories, Internet Connection, future and all other requirements for checking of documents at the time of PE&MT.

(v) PE&MT shall be conducted by Boards consisting of one DCP/Addl.DCP assisted by 2/3 ACsP and other subordinate staff to be nominated by the Commissioner of Police, Delhi.

The subordinate staff for assistance will be detailed by DCP/Recruitment, Delhi.

(vi) The DCsP/Addl.DCsP/ACsP detailed for physical measurement and endurance tests will personally supervise the same and will be responsible for the correctness of measurement and its recording.

(vii) The DCP 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 ACsP/Insprs. and other staff detailed for the task.

(viii) The candidates who are coming to appear in PE&MT should first report to the Holding area. The Holding area staff will check the photograph on the Admit Card of the candidates to avoid impersonation. Thereafter, chest number may be allotted to the candidates and holding staff will prepare the batch for the racing event.

(ix) After verification/establishing the identities of the candidates in Holding Area, a chest number will be allotted to the candidates and holding staff will prepare the batch for racing event.

(x) RFID Tags (Radio Frequency Identification) on the candidates will be used in race.

(xi) Height and Chest will be measured through digital equipments.

(xii) The Endurance Test and Physical Measurement shall be recorded on the spot by the Gazetted Officer/Incharge in his own hand writing. No over-writings/corrections should be made under any circumstances. The PE&MT test sheets and all legitimate corrections, if any, would be personally attested by the Gazetted Officer concerned with his name in capital letters in brackets and his office stamp with date. The PE&MT sheet shall be prepared and maintained as per prescribed format annexed as **Annexure-'I'**. The PE&MT sheet shall be handed over to DCP/Recruitment, Delhi (Recruitment Cell, NPL) who will scrutinize the records for its correctness and keep them in safe custody for keeping with the dossiers of candidate.

(xiii) All the original documents/certificates pertaining to age, education, SC/ST/OBC/EWS, Hill areas, NOC/Discharge Certificate (in case of Ex Serviceman), sports certificate, wards certificate issued to wards (sons/daughters) of Delhi Police personnel for seeking relaxation etc. would be checked only of the candidate who successfully qualify all the events of PE&MT (i.e. Race, Long/High jump and Physical Measurement). The candidate will also be required to produce self-attested copies of all the documents/ certificates for checking their eligibility at the time of PE&MT as per PE&MT Sheet.

(xiv) In case any candidate fails to produce the requisite documents during PE&MT process, his/her candidature will be rejected. However, he/ she may be given a chance to submit the required documents within 05 working days. After production of required documents, his/her candidature will be re-considered on merit.

(xv) The document checking/biometric mapping/verification of persons with disabilities (PwD) will be done separately at the office of Recruitment Cell, NPL, Delhi.

(xvi) The result of PE&MT process may be provided to each candidate under proper receipt clearly indicating qualify/disqualify. However, in case of disqualify/rejection, reasons thereof may be mentioned clearly. A copy of acknowledgement of "Qualified Slip"/"Rejection Slip" may also be kept in record.

(xvii) The entire PE&MT process shall be covered by CCTV/videography and the video recordings shall be kept in safe custody of Recruitment Cell, NPL, Delhi for a period of three years.

(xviii) After conduct of PE&MT, DCP/Recruitment (Recruitment Cell, NPL, Delhi) will update the result of each candidate with the assistance of DCP/IT/PHQ or Outsourced Agency/firm hired by him for the purpose on the "Web-tool" provided by the SSC within a period of 2 to 3 weeks of completion of PE&MT for conducting of other required skill/trade test by Delhi Police.

23. APPELLATE BOARD FOR PHYSICAL MEASUREMENT TESTS

An Appellate Board for each venue consisting of one Joint Commissioner of Police/Addl. Commissioner of Police and one or more officer(s) of appropriate ranks shall be constituted by the Commissioner of Police, Delhi to consider the appeals filed by candidates against physical measurement (Height and Chest) and carry out re-measurement on the same day.

24. TYPING TEST ON COMPUTER (MAXIMUM 25 MARKS)

Candidates who qualify in Physical Endurance and Measurement Tests (PE&MT); as well as Persons with Disability (PwD) who qualify in Computer Based Examination will be called for Typing Test on Computer which will be of maximum 25 marks. The marks will be taken into account while preparing the final result. The Typing Test on Computer will be conducted by DCP level officer(s) assisted by ACsP to be nominated by C.P., Delhi and shall be conducted under the overall supervision of the Recruitment Board.

ATTENTION:-

1. Mobile phone or any other unauthorized Electronic gadgets are strictly prohibited inside the Examination venue.

2. Invigilator may please ensure that they obtain the Signature and thumb impression of the candidate on the Admission certificate and ask the candidate to write his address on the reverse in his presence and take it back from the candidate.

The question paper of Typing Test will be got set by the **Secrecy Officer** already nominated by C.P., Delhi through an outside agency/experts on the panel of SSC/any government organization like CAPFs for setting of question papers and evaluation of typing answer sheets. After evaluation, the **Secrecy Officer** shall get the marks of Qualified candidates fed on the data field of candidates by the **Outsourced Agency** and send the result of Qualified candidates on Typing Test on Computer to Joint C.P/Hdqrs., Delhi in sealed cover for declaration.

Candidates appearing in Typing Test in Hindi will be allowed to bring the Hindi font.

The print-out of the typing sheets will be signed by the candidate, invigilation staff and also **Chairman/Conducting officer**, nominated by C.P., Delhi.

25. PROCEDURE OF TYPING TEST ON COMPUTER

The test shall be of 10 minutes duration. Minimum qualifying speed shall be 30 w.p.m. in English and 25 w.p.m. in Hindi. Candidates will be provided with a printed passage containing a minimum of 400 words or 2000 strokes in English or 350 words or 1750 strokes in Hindi. The passage may preferably be the one being regularly used in the day-to-day office working like a D.O. letter, proposal for creation of post etc. The passage should indicate the number of strokes at the end of each line, each para and at the end of the passage.

The conducting officer and **Outsourced Agency** should strictly ensure that no candidate is allowed/continue to type the passage after the duration of 10 minute is over.

A maximum 25 marks has been allotted for the Typing Test and marking shall be done as under:-

English Typing		**Hindi Typing**	
Below 30 w.p.m.	Disqualify	Below 25 w.p.m.	Disqualify
30 w.p.m.	10 Marks	25 w.p.m.	10 Marks
From 31 to 35 w.p.m.	12 Marks	From 26 to 30 w.p.m.	12 Marks
From 36 to 40 w.p.m.	15 Marks	From 31 to 35 w.p.m.	15 Marks
From 41 to 45 w.p.m.	18 Marks	From 36 to 40 w.p.m.	18 Marks
From 46 to 50 w.p.m.	21 Marks	From 41 to 45 w.p.m.	21 Marks
Above 50 w.p.m.	25 Marks	Above 45 w.p.m.	25 Marks

PROCEDURE FOR EVALUATION OF ENGLISH AND HINDI TYPING SPEED

DURATION - 10 MINUTES

i) Total strokes/5 - Words
ii) Total words/time of test - Tentative Speed

MISTAKES - 1 word for each mistake

Omission, substitution, addition of punctuation marks, wrong typing of "letter" i.e. "capital letter" instead of "small letter" and vice versa, gap in a word and more gap between two words and not making paragraph(s).

EXAMPLE

i)	Total No. of strokes typed	-	2000
ii)	Words	-	2000 ÷5 = 400 words
iii)	Tentative Speed	-	Total Words/time of the test (400 ÷ 10 = 40 w.p.m)
iv)	No. of mistakes done	-	10
v)	**Actual Speed**	-	**40-10 = 30 w.p.m.**

26. COMPUTER (FORMATTING) TEST (QUALIFYING)

The candidates who qualify the Typing Test on Computer shall be called for Computer (Formatting) Test and will be tested on MS-Word, MS-Power Point and MS-Excel which will be of qualifying nature. The Computer (Formatting) Test will be conducted by DCP level officer(s) assisted by ACsP to be nominated by C.P., Delhi and shall be conducted under the overall supervision of the Recruitment Board.

The question papers of Computer (Formatting) Test will be got set by the **Secrecy Officer** already nominated by C.P., Delhi through an outside agency/any government organization for setting of question papers and evaluation of Computer (Formatting) Test sheets. After evaluation, the Secrecy Officer shall get the data of Qualified candidates fed on the data field of candidates by the **Outsourced Agency.**

The candidates will be given 10 minutes time for each tests separately. The conducting officer and **Outsourced Agency** should strictly ensure that no candidate is allowed/continue to type the passage after the duration of 10 minute is over. The candidate shall have to format in the same way as it is in the supplied hand-out and to print the same in the printer.

The following formatting features used in routine should be tested:-

MS-Word **Time:10 minutes**

(i)	Indenting of paragraphs	(xi)	Superscript
(ii)	Underline	(xii)	Subscript
(iii)	Using different font type	(xiii)	Page numbering
(iv)	Inserting of paragraph numbers	(xiv)	Insertion of symbol
(v)	Setting of left/ right margin	(xv)	Draw/Insertion of table
(vi)	Select text in bold	(xvi)	Bullets/ Numbering
(vii)	Italics	(xvii)	Change case
(viii)	Using different font size	(xviii)	Setting of paragraphs
(ix)	Centre, left, right, justification	(xix)	Some text as Header
(x)	Line spacing of the passage, viz. single, double etc.	(xx)	Some text as Footer

MS-PowerPoint **Time:10 minutes**

(i)	Insert Header	(xi)	Background style of slide
(ii)	Use text box	(xii)	Design of Slide
(iii)	Create Hyperlink	(xiii)	Print handout
(iv)	Insert Chart/Graph	(xiv)	Insert clipart
(v)	Drawing of Table	(xv)	Insert Footer
(vi)	Insert auto number in table	(xvi)	Slide Numbering
(vii)	Insert bullet in table	(xvii)	Insert Picture
(viii)	Insert shapes	(xviii)	Publish handout with MS Word
(ix)	Insert Smart art	(xix)	Insert action
(x)	Insert text with WordArt	(xx)	Alignment of text

MS-Excel **Time:10 minutes**

(i)	Insert Chart/Graph	(xi)	Format cell as rupee
(ii)	Wrap text	(xii)	Insert clipart
(iii)	Merge cells	(xiii)	Font size
(iv)	Centre a Text	(xiv)	Font style
(v)	Centre align as text	(xv)	Font colour
(vi)	Orientation of text	(xvi)	Insert footer
(vii)	Bold a text	(xvii)	Sort data
(viii)	Underline a text	(xviii)	Insert formula
(ix)	Italics	(xix)	Insert shapes
(x)	Insert header	(xx)	Format cell as number and decimal places

20 features of formatting, as listed above may be tested in each test with 1/2 mark each for every feature of formatting. **In case of formatting features if the candidates carry out the formatting as per the specimen, 1/2 mark each should be given. Otherwise, no marks should be given.** Out of the 10 marks for the formatting features for each test, a candidate should secure at least 6 marks in each test to qualify. There is no bar to candidates correcting the mistakes by use of editing tools.

ATTENTION:-

1. Mobile phone or any other unauthorized Electronic gadgets are strictly prohibited inside the Examination venue.

2. Invigilator may please ensure that they obtain the Signature and thumb impression of the candidate on the Admission certificate and ask the candidate to write his address on the reverse in his presence and take it back from the candidate.

27. INCENTIVES TO NCC CERTIFICATE HOLDERS

The incentives to NCC certificate holders will be granted at the following scales:-

Certificate Category	Incentive/Bonus marks
NCC 'C' Certificate	5% of the maximum marks of the examination
NCC 'B' Certificate	3% of the maximum marks of the examination
NCC 'A' Certificate	2% of the maximum marks of the examination

Note:- The benefit will only be given on production of the original certificate supporting their claims (subject to verification) at the time of document verification (i.e. PE&MT). The crucial date for this purpose will be the closing date of receipt of online applications. This benefit is not available for Ex-servicemen.

28. WEIGHTAGE OF ADDITIONAL MARKS

The weightage of additional marks shall be given to the candidates possessing Degree or Post Graduate Diploma Certificate awarded by the Rashtriya Raksha University (RRU) which will be at the following scales:-

Class obtained in Degree/ Post Graduate Diploma	Additional marks to be given
Distinction	5% of the maximum marks of the examination
First Class	4% of the maximum marks of the examination
Second Class	3% of the maximum marks of the examination
Pass Class	2% of the maximum marks of the examination

Note: The benefit will only be given on production of the original certificate supporting their claims (subject to verification) at the time of document verification (i.e. PE&MT). The crucial date for this purpose will be the closing date of receipt of online applications.

29. RESOLUTION OF TIE CASES

In case where more than one candidate secure the equal aggregates marks, tie will be resolved by applying the following methods one after another:-

i) The older candidate shall be given preference.
ii) In case, the date of birth is also same, the candidate who secured higher marks in Computer Based Examination shall be given preference.
iii) If date of birth and marks in Computer Based Examination are also same, higher marks in Typing Test on Computer will be given preference.
iv) If date of birth, marks in Computer Based Examination and marks in Typing Test on Computer are also same, alphabetical order in which first names of the candidates appear will decide the case.

30. DECLARATION OF FINAL RESULT

(i) After completion of Computer (Formatting) Test, the marks of Typing Test on Computer along with result of Computer (Formatting) Test (qualified candidates) will be sent to SSC for declaration of final result. The list of provisionally selected candidates (as per the number of vacancies advertised) (category-wise) from the list of candidates, declared qualified in Computer (Formatting) Test will be prepared and announced by the Staff Selection Commission strictly on the basis of merit of Computer Based Examination (100 marks), Typing Test on Computer (25 marks) and incentive/bonus marks (if any). A "Reserve Panel" of 15% candidates" will also be prepared by the SSC in addition to the number of candidates selected as per the notified vacancies according to their merit/category-wise and the same will be provided to Delhi Police in a sealed cover, not be uploaded.

(ii) The data of selected candidates along with marks in hardcopy as well as softcopy will be provided by SSC to Delhi Police which will be maintained by Recruitment Cell, NPL.

(iii) SC, ST, OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs candidates which will thus comprise of SC, ST, OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

(iv) A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

(v) The candidates will be selected provisionally subject to police verification of their character and antecedents and medical fitness as prescribed for the post. The concealment of facts/misrepresentation of any type in Attestation Form may result into cancellation of candidature. In case the concealment of facts/misrepresentation of any type in Attestation Form, is detected after joining, action will be taken against the candidate as per the provisions of Standing Order No. 398/2018 and amendments from time to time and he/she will also be liable to refund the amount spent on his/her training given to him/her from the State Exchequer. He/She shall also be debarred from serving in Delhi Police. Legal action shall also be initiated against him/her.

(vi) A "Reserve Panel" of 15% candidates" will be announced in addition to the number of candidates selected as per the notified vacancies according to their merit/category-wise. They would be considered for filling up the category-wise vacancies, which may arise if any of the finally selected candidates in the main list do not join the department for any of the reasons viz. (i) being medically unfit (ii) adverse police verification report (iii) otherwise not willing to join the department (iv) not found eligible for appointment (v) due to resignation or death of selected candidates within one year of joining to the post, etc. till next recruitment is held. These candidates will have no claim or right for appointment

per se against the vacancies notified for the recruitment. They can get the appointment only in the event any vacancy (category-wise) arises as a result of selected candidates not joining the department for the reasons stated above. Vacancies shall be filled up strictly according to the category-wise merit list. Further, no candidates from this list will be considered against any future/other vacancies. Candidates from this list will be called for codal formalities i.e. police verification, medical examination etc. only if vacancies arise due to reasons cited above.

(vii) Just after the declaration of final result of provisionally selected candidates, the SSC will provide the same to Delhi Police in a soft/hard copy to enable Delhi Police to start subsequent stages of codal formalities i.e. medical examination and police verification by filling up/depositing of police verification/medical examination form etc.

(viii) Recruitment Cell, New Police Lines, Delhi will upload the schedule for filling up/depositing of requisite forms on the website of Delhi Police.

(ix) To maintain transparency in the recruitment process and to avoid frequent visit of candidate in the office of Recruitment Cell, New Police Lines, Delhi, the status of all provisionally selected candidates will be made available on the website of Delhi Police with complete information i.e. Name, Father's Name, Roll No. Category, Status of Medical Examination, Police Verification (PVR) and Joining Date etc.

(x) A "Call Letter" shall be issued to the selected candidates for receiving the "Offer of Appointment" letters. This letter will be issued to the selected candidates only after due completion of all codal formalities i.e. subject to medical fitness, verification of Character and Antecedents and final checking of documents etc.

(xi) "Offer of Appointment" letters will only be issued by the Competent Authority to the candidate, who successfully submitted all required documents (in original).

(xii) "Agreement Form/Bond" (F-81) will, thereafter, be given to the candidates, who shall submit the same at the time of joining their training. The same shall be handed over to Recruitment Cell, NPL by the Training Institution.

Note:- Cases of all selected candidates against whom any criminal case is registered/pending investigation/pending trial in the court will be considered as per law in view of the provisions of S.O.No.398/2018 and amendments from time to time. Cases of departmental selected candidates against whom any DE/PE/Criminal case/Vigilance enquiry etc. is pending will be kept pending till the finalization of their cases and their cases will be decided on merit after finalization of the cases.

S E C T I O N - 3

(POST EXAMINATION PROCESS)

31. MEDICAL EXAMINATION

The candidates so selected shall undergo Medical Examination by doctors in selected Government hospitals in Delhi as per the prescribed standards in Rule-10 and Rule-24(Appendix) of the Delhi Police (Appointment & Recruitment) Rules, 1980.

32. VERIFICATION OF CHARACTER AND ANTECEDENTS

The verification of Character and Antecedents of the candidates will be conducted through concerned authorities expeditiously. If need be, special teams shall be sent to liaise with district authorities to expedite the police verification.

33. VERIFICATION OF GENUINENESS OF EDUCATIONAL QUALIFICATION/SC/ST/OBC/EWS CERTIFICATE/ETC.

(i) The verification of the genuineness of Educational Qualification/ SC/ST/OBC/EWS certificate etc. of all selected candidates will be got done using "DigiLocker" online by Recruitment Cell, NPL.

(ii) If documents are not available in "DigiLocker" online, Recruitment Cell, NPL to get it verified from the issuing authorities by post or any other appropriate means.

(iii) The verification record of Educational Qualification/SC/ST/ OBC/EWS certificate etc. shall be kept with the service book of the candidates.

34. PROVISIONAL APPOINTMENT SUBJECT TO VERIFICATION

Even where the prescribed certificates have been produced, the appointing authority shall include a clause in the offer of appointment as follows:-

> *"The appointment is provisional and is subject to verification of the Educational Qualification/SC/ST/OBC/EWS certificate etc. In case the verification reveals that the above document/certificate is false, necessary pursuant action against such police personnel will be taken by the Disciplinary Authority concerned and in the event of forgery of document(s), then in addition to the departmental action, a criminal case may also be registered against the individual as per law in view of the provisions of S.O.No.398/2018" and amendments from time to time.*

35. MAINTENANCE OF RECRUITMENT RECORDS

(i) All records pertaining to the recruitment of Computer Based Examination including PE&MT, Typing Test on Computer and Computer (Formatting) Test will be maintained by Recruitment Cell, NPL in safe custody.

(ii) Application forms/dossiers of candidates who fail in the examination and application forms/dossiers of candidates who are included in the merit list will be retained for a period of three years from the date of declaration of final results. Records relating to court cases shall be kept till the finalization of the case.

(iii) Application forms/dossiers of such candidates, whose appointment has not been done for one reason or the other, should be retained for a period of five years or till such time that the matter is finally disposed of.

(iv) Representations received against the result announced should be retained in a separate file along with candidate's data/record if available for a period of five years from the date of announcement of final result. The period can be extended beyond five years till the matter is finally disposed of in specific cases. Application forms/dossiers of

selected/appointed candidates may be sent to their respective places of posting for preparing their service record.

(v) The records will be destroyed after the given period with due approval of the competent authority.

36. BASIC TRAINING AND JOINING ON OR AFTER FIXED DATE

(i) The detail of Selected candidates(Name, Father's Name & Roll No.), who are found fit for joining, will be uploaded on the Delhi Police Website and Intra DP (INTRANET of Delhi Police) clearly stating the dates for collection of "Offer of Appointment" letters and joining of the basic training. These candidates may also be informed through registered post/courier service and SMS/E-mail.

(ii) On appointment, the candidates shall be required to undergo and successfully complete a 04 (four) months training course or as prescribed from time to time by the Commissioner of Police, Delhi and pass out of the Delhi Police Academy as per training Standing Order. The training courses will be conducted in Hindi medium for all candidates and they will have to learn and pass the test/examination in Hindi.

(iii) The Persons with Disabilities (PwD) candidates shall be exempted from Outdoor training. However, they will undergo Indoor training as per the training Standing Order for the post.

(iv) The recruit Head Constable(Ministerial)should be specifically directed in the appointment letter to report at the Delhi Police Academy for training. They may be attached to any Distt./Unit for pay purposes, but their lien with the Distt./Unit starts and ends there. They should be under the disciplinary control of the Joint Director/Delhi Police Academy and they should not join any Distt./Unit unless they have passed out. In case any person is medically unfit then he/she proceed on leave without pay and should re-join with the next batch.

(v) No recruit Head Constable(Ministerial) shall be sent to the Distt./Units to which he/she is allocated for drawal of pay for any purpose whatsoever, unless he/she has successfully completed the training and has passed out of the Delhi Police Academy.

(vi) Ordinarily, the services of those recruit Head Constable(Ministerial)who fail to qualify in the final examination will be terminated under Rule 5 of Central Civil

Services Temporary Services Rules, 1965 by the Joint Director/Delhi Police Academy. However, one additional chance will be given to the failed trainees and if he/she does not pass in all the papers even after availing the additional chance, his/her services will be terminated by the Joint Director/Delhi Police Academy.

(vii) The Joint Director/Delhi Police Academy shall be the competent authority for initiating/finalizing (if the recruit is still in the Delhi Police Academy) disciplinary action against the recruit Head Constable(Ministerial). He shall also be the competent authority to pass order regarding termination of the services of a recruit Head Constable(Ministerial). In order to eliminate an unsuitable trainee from the force at the stage of his/her training itself, any one of the following grounds shall be sufficient for termination of services:-

(a) Frequent absence of the trainee from outdoor/indoor programme leading to a conclusion that he/she is an un-devoted trainee and a habitual absentee, not likely to become a good police officer.

(b) Submission of false Medical Certificate from any doctor for availing leave or light duty or rest.

(c) Gross misconduct with the Indoor/Outdoor Instructors or with other trainees/staff.

(d) If the performance of a trainee in the monthly tests and mid-term examination is found to be very poor i.e. he/she is continuously obtaining less than 40% marks in monthly test.

(e) If he/she commits any mischief or any crime involving his/her moral turpitude during his/her training.

(f) If any information submitted by the trainee in his/her job application is found to be false, fabricated or manipulated to gain employment.

(g) Any other ground which adversely reflects his/her behaviour and the officer is otherwise found unsuitable for Police services.

(viii) A trainee shall not be allowed to take final examination, until he/she has successfully undergone a stipulated period of training at Delhi Police Academy. 90% attendance in indoor/outdoor periods is compulsory, relaxable by 5% in exceptional circumstances by Joint Director/Delhi Police Academy in-charge Training, failing which he/she will be debarred from appearing for the final examination. In all such cases where the attendance falls short of the requirement, he/she shall be considered for termination of

his/her services or ordered to undergo further training with the next batch.

However, Director/Delhi Police Academy, Delhi can allow a further relaxation of 5% in deserving cases of short attendance on representation by the individual.

(ix) No trainee shall be allowed to join the basic training 10 days after the commencement of training, except in exceptional circumstances and that too with the prior approval of the Commissioner of Police, Delhi.

(x) The selected candidates who do not join the training on time, even within 10 days after the date fixed for commencement of the training, will be deemed to be disqualified unless he/she seeks exemption on extreme medical/compassionate grounds etc. for permission to join with the next batch with the approval of the Commissioner of Police, Delhi. Under no circumstances will this permission be extended beyond the commencement of training of the next batch.

(xi) The women trainees are expected to undergo the rigorous outdoor training. Pregnant women trainees will not be allowed to join training. If she is pregnant or becomes pregnant during the period of training she shall not be allowed to continue the training and will be directed to proceed on leave with or without pay as per her entitlement and join in the subsequent batch.

37. INTER-SE SENIORITY

The inter-se seniority of Head Constable(Ministerial) shall be fixed as per the provision of Rule 22 of Delhi Police (Appointment & Recruitment) Rules, 1980. A gradation list shall be prepared and maintained by Recruitment Cell, NPL.

38. ENQUIRY/CALL CENTRE

Recruitment Cell, NPL, Delhi shall provide a Helpdesk Telephone Number which shall be published in the schedule of Physical Endurance & Measurement Test (PE&MT) etc. The Helpdesk Telephone Number shall be manned from 09:30 AM to 06:00 PM every day except on Sundays and on National Holidays by trained persons to guide and help the applicants and also answer their queries. A list of FAQs (Frequently Asked Questions) will be prepared by Recruitment Cell, NPL, Delhi and uploaded on the website of Delhi Police and will also be available with the Helpdesk Telephone Number Operators.

39. FINAL AUTHORITY

In case of any dispute in any clause of this Standing Order, the decision of the Commissioner of Police, Delhi will be final.

40. SUPERSESSION CLAUSE

This Standing Order supersedes previous Standing Order No. 324/2019 so far as it relates to recruitment of Head Constable(Ministerial) in Delhi Police issued vide No. 1051-1200/HAR(AC-I)/PHQ dated 27.06.2019.

41. DISCLAIMER

It is made clear that this Standing Order is exclusively for internal smooth functioning of Police Department.

Rakesh Asthana

(RAKESH ASTHANA),
COMMISSIONER OF POLICE:
DELHI. 29.04.22

No. 19751-19900/Record Branch/PHQ, dated Delhi the 29/04/2022

Copy forwarded to:-

1. All Special Commissioners of Police, Delhi.
2. All Joint Commissioners of Police, Delhi including Jt. Director, Delhi Police Academy, Delhi/New Delhi.
3. All Additional Commissioners of Police, Delhi.
4. OSD to CP, Delhi.
5. All Deputy Commissioner of Police, Distt./Units including PHQ, CP Sectt., FRRO and Deputy Director/Delhi Police Academy, Delhi/New Delhi.
6. DCP/IT (PHQ) with the direction to upload the Standing Orders in Intra DP Net.
7. LA to CP & FA to CP, Delhi.
8. All ACsP/Insprs./PHQ.
9. PS/Reader to CP, Delhi.
10. HAR/PHQ.
11. Librarian/PHQ.

ANNEXURE – 'A'

LIST OF GAMES/SPORTS.

1. Archery
2. Athletics
3. Badminton
4. Basketball
5. Boxing
6. Cricket
7. Cycling
8. Equestrian
9. Football
10. Gymnastics
11. Hockey
12. Judo
13. Kabaddi (circle Kabaddi/beach kabaddi)
14. Karate
15. Kho-Kho
16. Swimming
17. Shooting
18. Table Tennis
19. Tennis
20. Triathlon
21. Volleyball
22. Wrestling
23. Weightlifting

ANNEXURE-B

FORM 1

(For representing India in an International Competition in one of the recognized Games/Sports)

Passport size photograph duly signed by issuing authority.

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF_____

(AFFILIATED WITH INDIAN OLYMPIC ASSOCATION)

Certificate to meritorious sportsman for employment to Group 'C' and 'D' Services under the Central Government

Certified that Shri/Smt./Kumari_____ son/wife/daughter of Shri_____Date of birth _____ resident of _____ (complete address) represented the Country in the game/championship of _____ in _____ Competition/Tournament held at_____ from_____ to_____.

The position obtained by the individual/team in the above said Competition/Tournament was_____.

The Certificate has been issued on the basis of record available in the Office of National Federation/National Association of _____ _____.

Place_____

Date_____ Signature_____

Designation_____

Name of the Federation/National Association

_____

Address_____

NOTE: This certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

ANNEXURE-C

FORM 2

(For representing a State in India in a National Competition
in one of the recognized Games/Sports)

Passport size photograph duly signed by issuing authority.

STATE ASSOCIATION OF _____IN THE GAME OF_____

(AFFILIATED WITH STATE OLYMPIC ASSOCATION)

Certificate to meritorious sportsman for employment to Groups 'C' and 'D' Services under the Central Government

Certified that Shri/Smt./Kumari_____ son/wife/daughter of Shri_____Date of birth _____ resident of _____ (complete address) represented the State of _____ in the game/ championship of _____ in _____ Competition/Tournament held at_____ from_____ to_____.

The position obtained by the individual/team in the above said Competition/ Tournament was_____.

The Certificate has been issued on the basis of record available in the Office of State Association of_____.

Place_____

Date_____

Signature_____

Name_____

Designation_____

Name of the State Association/federation - _____

Address_____

Seal

_____

NOTE: This certificate will be valid only when signed personally by the Secretary of the State Association.

ANNEXURE-D

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education.

(The Form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* in District/Division *_____ of the State/Union Territory* _____belongs to the Caste/Tribes_____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950* The Constitution (Scheduled Tribes) order, 1950*
The Constitution (Scheduled Castes) Union Territories order, 1951* The Constitution (Scheduled Tribes) Union Territories Order, 1951*
(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Re-organisation Act, 1960 the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act 1970 and the North-Eastern Area(Re-organisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order, (Amendment) Act, 1976)
The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956@
The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959@ as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976@
The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962@ The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@
The Constitution (Puducherry) Scheduled Castes Order 1964@
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order 1978@
The Constitution (Sikkim) Scheduled Tribes Order 1978@
The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@27
The Constitution (SC) orders (Amendment) Act, 1990@
The Constitution (ST) orders (Amendment) Ordinance 1991@
The Constitution (ST) orders (Second Amendment) Act, 991@
The Constitution (ST) orders (Amendment) Ordinance 1996.
The Scheduled Caste and Scheduled Tribes Orders(Amendment)Act,2002
The Constitution (Scheduled Caste) Orders (Amendment) Act,2002
The Constitution (Scheduled Caste and Scheduled Tribes) Orders (Amendment) Act,2002

The Constitution (Scheduled Caste) Order (Amendment) Act,2007
% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

2. This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____Father/mother _____ of Shri/Srimati/Kumari*_____ of village/town*_____ in District/Division* _____of the State/Union Territory*_____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe in the State/Union Territory* issued by the _____dated_____.

3. Shri/Shrimati/Kumari and /or* his/her* family ordinarily reside(s) in village/town*_____ of _____ District/Division* _____of the State/Union Territory* of _____.

Signature_____
** Designation_____
(with seal of office)

Place _____
Date _____

* Please delete the words which are not applicable
@ Please quote specific Presidential Order
% Delete the paragraph which is not applicable.

NOTE
: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.
**
List of authorities empowered to issue Caste/Tribe Certificates:
(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Dy.Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii)Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii)Revenue Officers not below the rank of Tehsildar.

(iv)Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

ANNEXURE-E

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. / Kum. _____Son /Daughter of Shri/Smt._____ of Village/Town_____ _____ District/Division _____in the _____State belongs to the _____Community which is recognized as a backward class under:

(i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
(ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
(iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
(iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
(v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
(vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
(vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
(viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
(ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
(x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
(xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
(xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
(xix) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
(xx) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
(xxi) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in the _____ District / Division of _____ State. 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 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004.

Dated: _____

District Magistrate/Deputy Commissioner /Competent Authority

Seal

NOTE:

(a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificates are indicated below:

(i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tehsildar' and

(iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATES

DECLARATION

I, _____ son/daughter of Shri _____ resident of village/town/city _____District _____State _____ hereby declare that I belong to the _____ (Indicate your sub caste) community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel & Training OM No. 36012/22/93- Estt.(SCT), dated 08.09.1993. It is also declared that I do not belong to persons/section(s) (Creamy Layer) mentioned in column 3 of the Schedule to the above referred OM dated 08.09.1993 and subsequent through O.M. No. 36033/3/2004-Estt.(Res.), dated 09.03.2004,

Place: Signature of the candidate

Date: Name of the candidate

ANNEXURE-F

Government of.....
(Name & Address of the authority issuing the certificate)
INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ **Date:**
_____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____son/daughter/wife of _____permanent resident of _____, Village/Street _____Post. Office _____District _____in the State/Union Territory _____Pin Code_____whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year_____ . His/her family does not own or possess any of the following assets*** :

I. 5 acres of agricultural land and above;
II. Residential flat of 1000 sq. ft. and above;
III. Residential plot of 100 sq. yards and above in notified municipalities;
IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent Passport size attested photograph of the applicant

Signature with seal of Office _____

Name_____

Designation _____

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2:The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

ANNEXURE – G

CERTIFICATE SHOWING THE CANDIDATE AS WARD OF SERVING/RETIRED/DECEASED POLICE PERSONNEL.

It is certified that Shri _____ (name of the Police Personnel) Rank _____ Range/Constabulary No./PIS No._____ is serving/retired/deceased since/on _____ in/from _____ Distts./Units. His son/un-married daughter _____ (name) want to appear in the test for recruitment of Head Constable(Ministerial) in Delhi Police provisionally.

Signature of DCP/ADDL.DCP/ACP/HQ_____
of concerned District/Units.
(Name & Designation of the Officer with seal)

Dated_____

ANNEXURE-H

FORM OF CERTIFICATE TO BE SUBMITTED BY THOSE CANDIDATES WHO INTEND TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT.

Certified that Shri/Smt./Kumari _____ S/o, D/oShri _____is permanent resident of village_____, Tehsil/Taluka _____ District_____ of _____ State.

2. It is further certified that :

* Candidates falling in the categories of Garhwalis, Kumaonis, Dogras, Marathas and candidates belonging to the States of Assam, Himachal Pradesh, Jammu & Kashmir and LehLadakh.

* Candidates hailing from the North Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura and candidates hailing from Gorkha Territorial Administration (GTA) comprising of the three Sub-Divisions of Darjeeling District namely Darjeeling, Kalimpong and Kurseong and includes the following "Mouzas" Sub-Division of these districts:

  (1) Lohagarh Tea Garden, (2) Lohagarh Forest, (3) Rangmohan, (4) Barachenga, (5) Panighata, (6) ChotaAdalpur, (7) Paharu, (8) Sukna Forest, (9) Sukna Part-I, (10) Pantapati Forest-I, (11) Mahanadi Forest, (12) Champasari Forest, (13) SalbariChhat Part-II, (14) Sitong Forest, (15) Sivoke Hill Forest, (16) Sivoke Forest, (17) ChhotaChenga, (18) Nipania.

* He / She belong to Scheduled Tribe.

Signature

District Magistrate / Sub-Division Magistrate / Tehsildar

Date:

Place:

* Delete whichever is not applicable

ANNEXURE-I

RECRUITMENT TO THE POST OF HEAD CONSTABLE (MINISTERIAL) IN DELHI POLICE

PHYSICAL ENDURANCE & MEASUREMENT TEST SHEET

Roll No-	Name:
DOB-	Father's name:
Age as on _____	Sex: Male/Female
	Category-
	PE&MT Date:
	PE&MT Centre:

Physical Efficiency Test

Particulars	Qualified	Not qualified	Signature of candidate	Ranks & Name of the conducting officer
Race				
Long Jump				
High Jump				

Physical measurement of the candidate

Particulars	Height (Cms)	Chest (Cms)	Chest (Cms) Expanded	Cleared/ Not cleared	Signature of candidate	Ranks & Name of the measuring officer
First reading						

After appeal						

DOCUMENTS VERIFICATION WITH ORIGINAL

Submitted (Yes or No)					
A-Educational Qualification	Y or N	Remarks	i) State at the National level ii)Name of Sport _____	Y or N	Remarks
i) Matriculation Certificate for date of birth			i) Country at the International level ii) Name of Sport _____		
ii) 10+2(Senior Secondary) (date of issue must be as per advertisement)			D- Ex-Servicemen		
iii) Graduation BA/B.Com/Bsc_____ B.Tech_____ Others_____			1. Date of discharge		
iv) Post Graduation, if any					
B- SC/ST/OBC/EWS PwD certificate			2. In case of NOC (proposed date of discharge must be within one year from the closing date		

			of advertisement)		

B-1 Police Ward certificate			E- Whether in Govt./PSU/Semi-Govt. Name of Deptt._____		
C-Sports certificate (in sports preceding three years from the date of advertisement of vacancies)			NCC certificate-A/B/C No._____ dated_____.		
Degree or Post Graduate Diploma Certificate awarded by the Rashtriya Raksha University (RRU), if yes Distinction/First Class/ Secord Class/ Pass Class			Whether Departmental candidate, if yes:- Date of enlistment in Delhi Police_____		
Whether Widow/Divorced woman/Judicially separated women					

After verification of documents(Tick which ever applicable)	Cleared	Not Cleared	Signature & thumb impression of candidate	Rank, Name of the I/C Documents Checking Team	

Rank and Name of documents checking officer			

TO BE FILLED IN CASE OF NOT CLEARED CANDIDATE ON BEING FOUND INELIGIBLE IN PHYSICAL EFFICIENCY TEST (Race, Long Jump, High Jump)/PHYSICAL MEASUREMENT TEST (height & chest)/CHECKING OF DOCUMENTS.

I have not been cleared.

Signature of candidate_____

Member Member

Chairman

REJECTION SLIP(Candidate Copy)

Date
Roll No.
Name of Candidate

Your candidature for the post of Head Constable (Ministerial) in Delhi Police,_____(Year) is rejected on the following grounds:-

1. Disqualified in Biometric verification (Photo and Left Thumb Impression does not match).
2. Original $10^{th}/12^{th}$ standard certificate in support of verification of Educational qualification and date of birth not produced.
3. Original Caste certificate (i.e. SC/ST/OBC/EWS) not signed/issued by the competent authority and candidate is not eligible to consider him under UR standard.
4. Original Sports Certificate/Hill Area Certificate/Ward of Police Personnel certificate/Discharge Book/NOC not produced.
5. Proof to avail age relaxation under widow/divorced women/judicially separated women.
6. Any other discrepancy noticed (Specify):

Note- However, you can submit the required document to prove your eligibility for the post within 05 workings days i.e. by _____ to re-consider your candidature on merit.

Signature of candidate

Signature
Chairman/Recruitment Board

QUALIFIED SLIP(Candidate Copy)

Date
Roll No.
Name of Candidate

You have successfully qualified Physical Endurance & Measurement Test for the post of Head Constable (Ministerial) in Delhi Police, _____(Year).

Signature
Chairman/Recruitment Board

ANNEXURE-J

CERTIFICATE SHOWING THE CANDIDATE AS DEPARTMENTAL CANDIDATE

It is certified that Shri/Smt. _____ (Name of Police Personnel), Range/Constabulary/Belt No._____ and PIS No._____ was enlisted in Delhi Police on _____ and has completed three years of continuous service in the present rank/department. He/She is presently posted in _____ District/Units of Delhi Police and wish to appear in the test for recruitment of Head Constable (Ministerial)-Male/Female in Delhi Police provisionally. It is also clarified that he/she has completed the period of probation satisfactorily on _____ and during his/her service, he/she has been awarded _____ No. of Major and _____ No. of Minor punishments. At present no DE/PE/Criminal case is pending against him/her as per record (if yes mention the present status thereon).

Signature of DCP/Addl. DCP/ACP/HQ
of concerned District/Units.

(Name & Designation of the Officer with seal)

Dated _____.

Note:- A 'departmental candidate' means a person who have rendered a minimum three years regular and continuous service in Delhi Police **on the closing date of receipt of on-line applications** and who otherwise fulfills all educational and other physical qualifications.