# STANDING ORDER NO. HRD/60/2025

## BASIC TRAINING OF CONSTABLE - MT HELPER (MECHANICAL), MT HELPER (ELECTRICIAN), MT HELPER (PAINTER) & MT STOREMAN

### I. INTRODUCTION

This standing order provides the guidelines for basic training of newly recruited Constable - MT Helper (Mechanical), MT Helper (Electrician), MT Helper (Painter) & MT Store-man in Delhi Police. The purpose of training is to prepare them professionally to discharge their duties according to their trade efficiently and also to inculcate in them, the habit of maintaining mental and physical health, discipline, punctuality and social skills. Besides, Outdoor activities such as Physical Training (PT), Drill, Parade, etc. In Indoor activities, they will be imparted training wrt subjects of trade as well as knowledge of Police Organization, Rules & Regulations of Police Department & other such activities necessary to improve their knowledge of day-to-day police requirements in the interest of goals of Delhi Police.

### II. OBJECTIVES OF TRAINING

The objective of their basic training is as follows: -

i) To inculcate force discipline

ii) To improve physical strength and mental strength

iii) To impart theoretical knowledge & practical training in their respective trades so that they learn about its requirements in the force and the manner of doing it in a disciplined organization.

### III. DURATION

The period of basic training of Constable - MT Helper (Mechanical), MT Helper (Electrician), MT Helper (Painter) & MT Store-man will be of **06 (Six) months** prescribed in notified Recruitment Rules (RRs), as follows: -

| S. No. | Training | Period |
|---|---|---|
| 1. | Basic Training, DPA, JK | 02 Months |
| 2. | Practical training in their respective trades for their skill development at Provisioning and Logistics Unit. | 04 Months |

### IV. JOINING PERIOD

i) All trainees of a batch will join the training on the same day as per the date and time mentioned in their joining letter. However, maximum relaxation of

02 working days can be given in exceptional cases by the Director/Joint Director, Delhi Police Academy. Relaxation of 04 days can be given with the approval of Special Commissioner of Police, Training, Delhi.

ii) The whole batch of particular trade enlisted in a year should undergo training during that year and no one shall be exempted from the basic training.

## V. TRAINING NEEDS

The purpose of training is to prepare them professionally to perform their duties according to their trade efficiently and effectively and also to inculcate in them the habit of maintaining mental and physical health, hygiene, discipline and punctuality, courtesy and requisite knowledge of office and Police procedures.

## VI. TRAINING ASPECTS

The training at Delhi Police Academy shall be two folds i.e.

"***Outdoor***" aspect for all round physical fitness, capacity building, discipline and ability to perform vigorous duties in general;

"***Indoor***" and Practical training for imparting professional knowledge, develop skills sets of the subject/Trade and dynamic changes in the field of applied knowledge.

Deputy Director, DPA will be the overall In-charge of Training at DPA, JK. The schedule for basic training, syllabus of Outdoor Training/examination, Indoor Training/examination is as at *Annexure I, II & III* respectively.

### *A. Outdoor Training*

The Outdoor training shall be supervised by the Asstt. Director, DPA who will be the In-charge Outdoor training assisted by the Chief Drill Instructor (CDI), DPA.

i) The training in outdoors shall be in accordance with the principle laid down in the Police Manual prescribed from time to time.

ii) The Chief Drill Instructor will issue weekly program after obtaining approval of Assistant Director, Outdoor.

iii) The daily duration/schedule of the outdoor training shall be as follows: -

| Day time | Period | Activity | Duration |
|---|---|---|---|
| Morning | 1 | Physical Training (PT) | 40 Minutes |
| | 2 | Drill/Parade, Weapon Tactics & Training | 40 Minutes (10 minutes break in-between) |
| | 3 | Yoga, Crowd Control, Traffic Control | 40 Minutes |
| Evening | Games/Gym/UAC | | 60 Minutes |

Details of Outdoor subjects, periods & marks are given at **Annexure - II**.

iv) In order to ensure effective training and proper supervision over the outdoor training, the trainees shall be divided into platoons of not more than 30 trainees, each under the command of a drill instructor as the platoon commander. He will be responsible for the maintenance of discipline and the

general conduct of all the trainees of his squad. He will also ensure cleanliness of rooms and barracks under occupation by his trainees.

v) Team games will also form a regular part of outdoor training schedule.

***B. Indoor Training***

Indoor training shall be supervised by the ACP (Training/MT), P&L & AD/Indoor, DPA, JK assisted by In-charge/Inspector (Training/MT), P&L & CLI, DPA JK.

i) The Indoor syllabus will cover General paper wrt Organization & Administration, Police & Society, Laws, Rules etc. for all trades which is given at **Annexure – A.** Theoretical & Practical papers covering the trade related aspects is given at **Annexure - B to I** respectively for the trades.

ii) The training will be conducted according to the prescribed syllabus for which regular weekly time-table will be drawn.

iii) The main emphasis of the training will be on practical aspects of the trade. It will be the responsibility of DCP/P&L to ensure that the instructional staff is well conversant with their subjects and are able to impart learning to the trainees. The selection of instructional staff for teaching trade related aspects will be finalized by a committee headed by Joint CP/P&L.

iv) There will be 06 indoor periods (04 Theory & 02 Practical) and each period will be of 45 minutes duration. The indoor classes will run from 10:00 AM to 3:30 PM with a recess of 60 minutes duration.

v) The training courses will be conducted in English/Hindi medium for all candidates and they will have to learn and pass the test/examination in English/Hindi.

vi) Details of Indoor Subjects, Periods & Marks are given at **Annexure - III**.

## VII. STUDY MATERIAL

The Prov. & Logistic Unit will prepare comprehensive study material and the same shall be made available in the Delhi Police Academy library as well as Prov. & Logistic Unit for the trainees. Digital content available on e-ustaad BPR&D knowledge management system, i-Got Karamyogi & Delhi Police website/NIPUN may also be used as training material.

## VIII. GUIDANCE AND PROGRESS OF INDIVIDUAL TRAINEES

For effective supervision, small groups of trainees will be formed and adequate Inspectors/Sub Inspectors be designated as "Course Guide" who shall be responsible for providing in-depth personal guidance to each trainee and the continuous supervision of progress in work, discipline and all-round conduct. A weekly interactive session will be conducted by the Course Guides to monitor the progress of the trainees. An assessment of each trainee shall be done by the In-Charge/Trg./P&L, Delhi & CLI, DPA/JK with the help of Course Guide to ensure improvement in professional skills.

Assistant Director/Training, DPA, JK must ensure that the trainees are fully and comprehensively trained in all aspects. In case, where it is found that

any trainee is lagging behind, special attention shall be paid so that she/he is brought to the desired level.

## IX. ATTENDANCE AND LEAVES

(i) 90% attendance in Outdoor/Indoor periods is compulsory, failing which she/he will be debarred from appearing in the examination. 10 % relaxation in attendance may be given by Director/Joint Director, DPA in case of any unavoidable exigency.

The trainee who could not achieve the benchmark will be re-batched and be directed to proceed on leave without pay with the directions to join training from the beginning with the next scheduled batch. A trainee will be re-batched only twice, no further opportunity will be given thereafter & her/his services will be terminated by the competent authority under Rule 5 of the Central Civil Services (Temporary service) Rules, 1965.

Attendance of a trainee will be counted from the date of joining of training. However, those who join late, their syllabus will be covered by conducting extra classes.

(ii) No leave should be granted during this period and only under exceptional circumstances, it can be granted with prior approval of Deputy Director, DPA.

## X. DISCIPLINE

During basic training at Delhi Police Academy, the trainees shall be deemed to be under the administrative control of Director/Joint Director, DPA for all intent and purposes.

## XI. EXAMINATION

The assessment of the trainee will be conducted in the form of Periodical Examination and Final Examination as under: -

### *A. Periodical Examination*

Internal assessment/test of the respective trade, involving practical work related to their jobs will be conducted after completion of 01 month of the training. Maximum 10 marks will be awarded to trainee on the basis of his performance in the monthly assessment/test.

### *B. Final Examination*

On completion of their basic training course, they shall be examined by a Board of Examiners to be constituted by the Joint CP/Prov. & Logistics, Delhi on the request of DCP/Prov. & Logistics, Delhi. The Board will be constituted under the overall supervision of DCP/Prov. & Logistics with 01 ACP from Prov. & Logistics & 01 Assistant Director from DPA, JK as members. Further, Director/Joint Director/DPA will nominate an Assistant Director, DPA and examiner/s (Inspector) for conducting Outdoor Examination.

(i) In all there will be 03 papers for Indoor subjects and the examinees will be required to obtain minimum 50% marks (overall and in each paper) in order to pass the final examination: -

| A. | Final Examination | | Marks |
|---|---|---|---|
| 1. | Paper - I | General Paper | 100 |
| 2. | Paper - II | Theory (Trade) | 100 |
| 3. | Paper - III | Practical (Trade) | 100 |
| **B.** | **Periodical Assessment**: - Apart from final examination, performance of trainee will be assessed continuously on a regular interval by course instructors through unit tests etc. marks of which will be included in the final examination. | | Max. Marks |
| | Theory (Trade) | | 10 |
| | Practical (Trade) | | 10 |

(ii) The Board of examiner will consolidate the marks and declare the result. The training of those who do not pass would be extended by 02 (two) months and during this period, they would be given a maximum of 02 (two) additional chances in supplementary examinations to clear the subjects in which they have failed. However, only minimum qualifying marks i.e. 50% will be added in such subject(s) in the final result of the trainee irrespective of the marks secure in such additional chances, if anyone does not pass in all the papers even after availing the additional chances, his/her services will be terminated by the competent authority under Rule 5 of the Central Civil Services (Temporary service) Rules, 1965.

(iii) After completion of their basic training successfully, they will report to P&L unit, Delhi Police for their practical training for a period of 04 months. 04 months training program will be chalked out by DCP, P&L, Delhi for effective Hands-on training & skill development. On successful completion of their practical training, a certificate of proficiency will be issued by DCP/P&L which will be kept in their Service Book & updated in Intra DP also. A copy of the said Proficiency certificate must also be supplied to Training Branch, Delhi Police Academy, Jharoda Kalan, Delhi for record purposes.

(iv) No Constable - MT Helper (Mechanical), MT Helper (Electrician), MT Helper (Painter) & MT Store-man of Delhi Police shall be declared confirmed without passing their basic training at DPA & obtaining Proficiency Certificate in practical training from DCP/P&L, Delhi.

## XII. HONOUR LIST

The trainees will be eligible for the following awards for obtaining outstanding merit in various subjects at the occasion of the "Oath taking Ceremony " by Joint CP/ P&L or Director/Joint Director, Delhi Police Academy.

| | | |
|---|---|---|
| 1 | All Round Best | Commendation Certificate with a cash Reward of Rs. 5,000/- |
| 2 | First in Indoor | Commendation Certificate with a cash Reward of Rs. 3,000/- |
| 3 | First in Outdoor | Commendation Certificate with a cash Reward of Rs. 3,000/- |
| 4 | First in Trade test | Commendation Certificate with a cash Reward of Rs. 3,000/- |

In case the number of trainees is up to 15, then only 01 prize mentioned at S. No. 1 will be given. If the number of trainees is above 15, but up to 50, then prize mentioned at S. No. 1, 2 & 3 will be given. If the number of trainees is more then 50, then all the prizes mentioned above will be awarded. An entry to this effect will be made in the Service Book of the individual and updated in the Intra DP record also.

## XIII. ATTESTATION PARADE

On the completion of course, an oath-taking ceremony will be held for the successful candidates. However, no trainees shall be sent to the Distt/Unit to which she/he is allocated for withdrawal of pay or for any other purpose whatsoever, unless she/he has successfully completed the training and has passed out of Delhi Police Academy.

## XIV. CAUTION

While the trainee is undergoing the basic training course, Director/Joint Director, Delhi Police Academy shall be the competent authority to initiating and finalizing disciplinary action against the trainee. He shall also be the competent authority to pass an order regarding termination of services of the trainee under The CCS (Temporary Services) Rules, 1965 & The Delhi Police (Punishment & Appeal) Rules, 1980. In order to eliminate any unsuitable trainee from the force at the stage of her/his training itself, any one of the following grounds shall be sufficient for termination of services: -

a) Frequent absence of the trainee from outdoor/Indoor course leading to a conclusion that she/he is an un-devoted trainee and a habitual absentee, not likely to render satisfactory services to the organization in future.

b) Submission of a false information and fake medical Certificate from any doctor for availing leave or light duty or rest.

c) A trainee who avails medical rest of exceeding 14 days continuously will have to appear before a medical board for opinion, if required.

d) Gross misconduct with Indoor/Outdoor Instructors or with other trainees/staff.

e) Any mischief or any crime involving her/his moral turpitude during the training period.

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

g) If any information submitted by the trainee, which is found to be false, fabricated or manipulated to gain employment.

h) Any other ground which adversely reflects upon her/his behavior, and the employee being found unsuitable for Police services.

## XV. MEDICAL CONDITION/HEALTH STATUS & AGE FACTOR

i). Women trainee, who is pregnant will not be allowed to join the training. Women trainees who are incapacitated on account of pregnancy during training will be re-batched. She will be allowed to join training from the beginning with the next scheduled batch within 2 years.

ii). Trainee suffering from serious ailments/diseases or who had sustained a physical injury resulting in a medical disability before joining the training/during training, such cases will be considered appropriate for appropriate remedy/facilitation i.e. writer/translator etc. with the approval of Deputy Director, Delhi Police Academy on the recommendation of the Assistant Director/Training, DPA.

**XVI. DRESS CODE FOR TRAINING**

The dress code for the trainees for PT, Drill, Parade, Indoor Classes, Practical Training, Sports, etc. for summer and winter as well as for the attestation-cum-passing out parade shall be specified by the Director/Joint Director, Delhi Police Academy.

**XVII. INTER-SE-SENIORITY**

The Inter se-seniority shall be fixed as per the provision of Rule - 22 of Delhi Police (Appointment & Recruitment) Rules, 1980.

**XVIII. REPRESENTATION**

No representation with regard to result of any examination will be entertained after 30 days of the declaration of the result.

**XIX. RELAXATIONS**

The Commissioner of Police Delhi may relax any conditions laid down in this Standing Order as per the requirement from time to time.

**XX. SUPERSESSION CLAUSE**

This Standing Order supersedes the previous Standing Order No. HRD/32/2022 issued vide No. 40501-40650/Record Branch/PHQ dated 03.06.2022. This Standing Order come into force with immediate effect.

**XXI. DISCLAIMER**

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

3/3/25

**(SANJAY ARORA)**
COMMISSIONER OF POLICE:
DELHI

No. 1051-1200 /Record Branch/PHQ, dated Delhi the 03/03/2025

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/HQ-IV(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. Inspr. Knowledge Centre/PHQ.

## SCHEDULE FOR BASIC TRAINING COURSE OF CONSTABLE - MT HELPER (MECHANICAL), MT HELPER (ELECTRICIAN), MT HELPER (PAINTER) & MT STOREMAN

### Distribution of Training Days

| S. No. | Particulars | Days |
|---|---|---|
| 1. | Duration of the course 02 Months | 60 |
| 2. | Total number of days for Outdoor Training at DPA | 60 |
| 3. | Sundays, 2nd Saturdays & Gazetted Holidays | 12 |
| 4. | Number of days for Final Examination | 04 |
| 5. | Total number of days available for training in DPA | 60 - 16 = 44 days |
| 6. | Total periods available for Outdoor Training (44 x 4) | 176 periods |
| 7. | Total periods available for Indoor Training (44 x 6): - | 264 periods |

| | | |
|---|---|---|
| General Paper | 44 x 4 = 176 Periods | 65 Periods |
| Theory (Trade) | | 111 Periods |
| Practical (Trade) | 44 x 2 = 88 Periods | 88 Periods |

**Note: -**

- A week will consist 06 (six) working days except 2nd Saturday/Gazetted Holidays.
- Indoor period will be of 45 minutes duration, while in Outdoor, PT will be of 40 minutes duration and Drill/Weapon Training/Crowd Control/Traffic Control/Yoga will also be of 40-40 minutes duration with 10 minutes break in Morning.
- Outdoor training in the evening (60 Minutes) will be for Games of choice/Gym/UAC but compulsory.
- In case of Law & Order duties, G.H./2nd Saturday/Sunday will be deemed as working days.
- However, this schedule is subject to change/modification in case of an exigency/contingency/requirement by the Director/Joint Director, DPA.

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**Annexure – II**

## DETAILED OUTDOOR TRAINING SYLLABUS/EXAMINATION FOR BASIC TRAINING OF CONSTABLE - MT HELPER (MECHANICAL), MT HELPER (ELECTRICIAN), MT HELPER (PAINTER) & MT STOREMAN

| S. No. | Subject | Periods | Marks |
|---|---|---|---|
| 1. | Physical Training (PT) | 44 | 30 |
| 2. | Drill/Parade | 33 | 30 |
| 3. | Weapon Training & Firing | 20 | 20 |
| 4. | Yoga | 20 | 05 |
| 5. | Basics of Crowd Control | 10 | 10 |
| 6. | Basics of Traffic Control | 05 | 05 |
| 7. | Games/Gym/UAC (Evening) | 44 | -- |
| | **Total** | **176** | **100** |

**Note: -**

- CDI/DPA will provide syllabus/Test key for Outdoor Examination to the Board of Examiners duly approved by Director/Joint Director, Delhi Police Academy.

- Moreover, Outdoor training syllabus is subject to change/modification in case of an exigency/contingency/requirement by the Director/Joint Director, DPA.

## DETAILED OUTDOOR TRAINING SYLLABUS/EXAMINATION FOR BASIC TRAINING OF CONSTABLE - MT HELPER (MECHANICAL), MT HELPER (ELECTRICIAN), MT HELPER (PAINTER) & MT STOREMAN

| S. No. | Subject | Periods | Marks |
|---|---|---|---|
| 1. | **Physical Training (PT)**<br>• Physical fitness stamina building strengthening of arms, Pull –ups, Push –ups etc.<br>• Sit –ups<br>• Ground work (front, back roll etc.)<br>• Shuttle Race<br>• Lifting and carrying | 44 | 30 |
| 2. | **Drill/Parade**<br>• Turnout, wearing of uniform<br>• Attention, Stand at ease<br>• Turning<br>• Marching (Slow & Quick)<br>• Salutes<br>• Marching & Kadam Tall<br>• Formations | 33 | 30 |
| 3. | **Weapon Tactics & Training**<br>Training of Short-range weapons will be as follows: -<br>• Glock Pistol - 10 marks<br>• MP 5 - 10 marks<br>JVPC, 9MM Pistol, INSAS & AK-47 Rifle - *only for Familiarization* | 20 | 20 |
| 4. | **Yoga**<br>• Standing Asanas<br>• Sitting Asanas<br>• Lying position Asanas<br>• Pranayam<br>• Yog Nidra | 20 | 05 |
| 5. | **Crowd Control Basics**<br>• Types of Crowds<br>• Crowd Control with rope and barricades<br>• Cane Shield Drill | 10 | 10 |
| 6. | **Traffic Control**<br>• Principles of Traffic control<br>• Road Sign and discipline<br>• Road Signal<br>• Manual control by hand drill, 2-3 & multiphase traffic control through hand drill<br>• Classification of Vehicles | 05 | 05 |

| | | | |
|---|---|---|---|
| 7. | Games of Choice/GYM/UAC in Outdoor training in the evening | 44 | -- |
| **GRAND TOTAL** | | **176** | **100** |

## INDOOR TRAINING SYLLABUS/EXAMINATION FOR BASIC TRAINING OF CONSTABLE - MT HELPER (MECHANICAL), MT HELPER (ELECTRICIAN), MT HELPER (PAINTER) & MT STOREMAN

| S. No. | Subject | Days x Periods | | Total Marks |
|---|---|---|---|---|
| 1. | Paper - I General Paper | 44 x 4 =176 | 65 | 100 |
| 2. | Paper - II Theory (Trade) | | 111 | 100 |
| 3. | Paper - III Practical (Trade) | 44 x 2 = 88 | 88 | 100 |
| **TOTAL** | | | **264** | **300** |

**Note**: - Indoor training syllabus is subject to change/modification in case of an exigency/administrative requirement by the Director/Joint Director, DPA.

**Annexure - A**

## PAPER - I

GENERAL PAPER FOR ALL TRADES

**Organization, Administration, Police & Society, Laws & Service rules**

**Periods - 65** **Marks - 100** **Time - 03 Hours**

| S.No. | Subject | Periods |
|---|---|---|
| 1. | **Organization & Administration** | **20** |
| | • Organization of Central Government | 02 |
| | • Organization of State government, District & Sub-Division | 02 |
| | • Hierarchical set up of Delhi Police, Ranges, District, Sub-Divisions, Police Station, Various units of Delhi Police | 03 |
| | • Commissionerate System of Police | 01 |
| | • Badges/Flags (of cars) of all rank of police | 01 |
| | • Establishment of Communication unit & it's working | 01 |
| | • Personal hygiene, health and care | 01 |
| | • Turnout and care of Uniform | 01 |
| | • Discipline in police force - Rules & regulation etc. | 01 |
| | • Clothing & equipment | 01 |
| | • Pay and allowances, Income Tax Calculation | 01 |
| | • Rewards and decorations | 01 |
| | • Leave Procedure | 01 |
| | • Retirement benefits | 01 |
| | • Administration | 01 |
| | • Medical Benefits | 01 |
| 2. | **Police and Society** | **15** |
| | • Organization of Political & Communal parties. | 02 |
| | • Understanding human behavior | 03 |
| | o Individual | |
| | o Group behavior | 04 |
| | • Police public relations | |
| | o It's Importance | |
| | o Interpersonal relationship | 02 |
| | • Expectations of the people | |
| | o Community Policing | 04 |
| | • Human Rights | |
| | o Concept of Human rights and their importance in Police work | |
| | o Do and Don'ts for protection and observance of human rights | |
| | o Provisions of Human Rights in Indian Constitution & in other laws | |
| | o Human Rights Organization & civil liberties | |
| | o Uplift of weaker sections of the society | |
| | o Gender Sensitization | |

| | | |
|---|---|---|
| 3. | **Laws & Rules – Basic Concepts**<br>• Constitution of India - Salient features<br>• Fundamental rights, duties & directive principles<br>• Articles 303 to 311 of the Constitution of India<br>• General Structure of The Bharatiya Nyaya Sanhita, 2023<br>• General Structure of The Bharatiya Nagarik Suraksha, Sanhita, 2023<br>• General Structure of Delhi Police Act, 1978<br>• Delhi Police (Promotion & Confirmation) Rules, 1980:- Rules 4 to 19 & 23<br>• Delhi Police (General Conditions of Services) Rules, 1980:- Rules 7, 8, 10 to 13, 15, 16 & 17<br>• Delhi Police (appointment & Recruitment) Rules, 1980:- Rules 3 to 5, 7 to 11, 14, 21 to 25, 28 & 29<br>• CCS (Central Civil Services) Rules<br>• CCA (Classification, Control & Appeal) Rules 1965 | **22**<br>02<br>02<br>02<br>03<br>03<br>02<br>02<br>02<br>01<br>02<br>01 |
| 4. | **Fire Fighting**<br>• Elementary knowledge of Fire-fighting<br>• Equipment for Fire-fighting - Practical exercise. | **03** |
| 5. | **First Aid**<br>• General Principles of First aid and importance<br>• Choking, its Causes and First aid<br>• Application of bandages for control of bleeding<br>• First Aid in situation of Fracture, Burn injuries, Snake-bite & electrocution cases<br>• Basic Life Support Awareness/Cardio Pulmonary resuscitation (CPR) | **05** |
| **TOTAL** | | **65** |

**Annexure – B**

## PAPER - II CONSTABLE MT HELPER (MECHANICAL)

THEORY (TRADE)

**Periods - 111** **Marks – 100 (10 + 90)** **Time - 03 Hours**

| S. No. | Topics | Periods |
|---|---|---|
| 1. | Engine (diesel & Petrol), fault diagnosis, engine through working principles & scanning machines | 12 |
| 2. | Dismantling, assembling and repair of petrol & diesel engine - Heavy vehicles, Commercial, 4 & 2 wheelers | 12 |
| 3. | Service of various vehicles including wheel balancing, alignment, tyre rotation & suspension work | 15 |
| 4. | Car AC system, its working & repair | 10 |
| 5. | Repair of Gearbox, lubrication system, fuel system, braking system and ignition system | 15 |
| 6. | Maintenance of service records & History sheet of various vehicles, PMS (Periodic Maintenance Schedule) requirements of various vehicles | 10 |
| 7. | Engine cooling system | 09 |
| 8. | Electric wiring system of vehicles and its repair | 09 |
| 9. | CNG kit - Issues and repairing | 09 |
| 10. | Electric vehicles - functioning, fault diagnosis & repairing | 10 |
| **TOTAL** | | **111** |

**Annexure – C**

## PAPER – III CONSTABLE MT HELPER (MECHANICAL)

PRACTICAL (TRADE)

**Periods - 88** **Marks – 100 (10+90)**

| S. No. | Topics | Periods |
|---|---|---|
| 1. | Detection of faults in Gypsy, Cars, Trucks, Buses & Motor-cycles etc. | 06 |
| 2. | Engine - opening & repairing | 12 |
| 3. | Braking system repairing | 06 |
| 4. | Clutch system repairing | 06 |
| 5. | Suspension repairing | 05 |
| 6. | Differential, Transmission, Gear-box repairing | 12 |
| 7. | Auto-electrical repairing including self, alternator wiring with Battery charging system etc. | 10 |
| 8. | Electrical welding job, Door lock repairing | 05 |
| 9. | Servicing of Gypsy, Buses, Trucks, cars and motor-cycles etc. | 05 |
| 10. | Practical job of wheel balancing, alignment | 05 |
| 11. | Trouble shooting – miscellaneous issues like over-heating, starting troubles, fuse, sensor issues etc. | 05 |
| 12. | Maintenance of records in M.T. workshop, making of history sheets of vehicles | 06 |
| 13. | Preparation of documents with respect to repairs like Job order, work order etc. | 05 |
| **TOTAL** | | **88** |

**Annexure – D**

## PAPER - II MT HELPER CONSTABLE (ELECTRICIAN)

THEORY(TRADE)

**Periods - 111 Hrs** **Marks – 100 (10 + 90)** **Time - 03**

| S. No. | Topics | Periods |
|---|---|---|
| 1. | Electrical and electronic components | 15 |
| 2. | Lighting systems | 15 |
| 3. | Wiring periods | 20 |
| 4. | Electronics measuring instruments | 15 |
| 5. | Electrical components | 10 |
| 6. | Electric vehicle components | 12 |
| 7. | Insulators, conductors and semiconductors | 10 |
| 8. | Current, voltage and power | 14 |
| **TOTAL** | | **111** |

**Annexure – E**

## PAPER – III MT HELPER CONSTABLE (ELECTRICIAN)

PRACTICAL (TRADE)

**Periods - 88** **Marks – 100 (10+90)**

| S. No. | Topics | Periods |
|---|---|---|
| 1. | Electrical components: Identifying and describing the components of electrical circuits, such as switches, relays, solenoids, and resistors | 10 |
| 2. | Wiring: Understanding wiring diagrams, cable color codes, and wiring harness | 10 |
| 3. | Circuit testing: Using electrical measuring instruments to test the parameters of electrical circuits | 08 |
| 4. | Battery testing: Testing and charging batteries and selecting the appropriate tools and materials | 10 |
| 5. | Circuit construction: Constructing electrical circuits and testing them as per the circuit drawings | 10 |
| 6. | Troubleshooting: Locating and troubleshooting electrical components, such as the starter motor, wiper motor and dyna-start | 10 |
| 7. | Safety: Complying with safety rules when performing electrical operations | 10 |
| 8. | Circuit development: Developing different circuits used in automobiles with the help of drawing | 10 |
| 9. | Circuit development: Developing different circuits used in automobiles with the help of drawing | 10 |
| | **TOTAL** | **88** |

**Annexure - F**

## PAPER - II MT HELPER CONSTABLE (PAINTER)

THEORY(TRADE)

**Periods – 111 Hrs** **Marks – 100 (10+90)** **Time - 03**

| S. No. | Topics | Periods |
|---|---|---|
| 1. | Vehicle parts: Identifying and explaining different vehicle parts, body types, and chassis periods | 10 |
| 2. | Refinishing materials: Identifying and explaining different types of refinishing materials, such as sealers, paints, abrasive, adhesives, and epoxies | 11 |
| 3. | Body Fillers: Identifying and selecting body fillers and ingredients, and performing surface preparation, body filler mixing, and application | 12 |
| 4. | Corrosion: Identifying and explaining corrosion, its causes and effects, and anti-corrosion materials | 11 |
| 5. | Painting environment: Identifying painting environment variables and mixing paints using a viscosity cup | 09 |
| 6. | Painting tools and equipment: Identifying and selecting correct painting spray techniques, and using different painting tools and equipment | 12 |
| 7. | Paint shop equipment: Demonstrating proper paint shop equipment and pre-paint preparation steps | 10 |
| 8. | Computer color matching: Demonstrating the use of computer color matching systems and tinting solid and metallic colors | 09 |
| 9. | Paint Imperfections: Demonstrating how to remove minor paint imperfections | 09 |
| 10. | Painting standards and procedures: Describing painting standards and procedures followed in the company | 09 |
| 11. | Tools, equipment, and materials: Listing the tools, equipment, accessories, and materials required during painting work | 09 |
| **TOTAL** | | **111** |

**Annexure – G**

## PAPER - III MT HELPER CONSTABLE (PAINTER)

PRACTICAL (TRADE)

**Periods - 88** **Marks – 100 (10+90)**

| S. No. | Topics | Periods |
|---|---|---|
| 1. | Paint problems: How to identify and fix issues like paint color mismatch, orange peel, runs, sags, and more | 10 |
| 2. | Body filler: How to prepare the surface, mix the filler, apply it, and sand it | 10 |
| 3. | Corrosion: How to identify areas that needs corrosion treatment, and how to use anti-corrosion materials | 08 |
| 4. | Painting tools: How to use and maintain paint guns, and how to select the right paint spray techniques | 10 |
| 5. | Pre-paint preparation: How to sand, mask, buff, and detail the surface | 10 |
| 6. | Vehicle parts: How to identify the explain different vehicle parts, including the body, chassis, and sheets | 10 |
| 7. | Air compressors: How to use and maintain air compressors, and how to follow safety precautions | 10 |
| 8. | Refinishing materials: How to identify and use different refinishing materials, like sealers, paints, abrasive, and adhesives | 10 |
| 9. | Computer color matching: How to use computer systems to match colors | 10 |
| **TOTAL** | | **88** |

**Annexure – H**

## PAPER - II MT STOREMAN (CONSTABLE)

THEORY(TRADE)

**Periods - 111** **Marks – 100 (10 + 90)** **Time - 03 Hrs**

| S. No. | Topics | Periods |
|---|---|---|
| 1. | Understand the fundamentals of motor spare parts management | 15 |
| 2. | Develop skills in inventory management, stock control, and ordering | 18 |
| 3. | Learn to identify and categorize motor spare parts | 22 |
| 4. | Understand supplier management and purchasing procedures | 25 |
| 5. | Develop effective communication and Interpersonal soft skills | 15 |
| 6. | Store layout and design | 08 |
| 7. | Store operations Period | 08 |
| **TOTAL** | | **111** |

**Annexure – I**

## PAPER - III MT STOREMAN (CONSTABLE)

PRACTICAL (TRADE)

**Periods - 88** **Marks – 100 (10+90)**

| S. No. | Topics | Periods |
|---|---|---|
| 1. | Setting up a store layout | 12 |
| 2. | Receiving and inspecting stock | 12 |
| 3. | Conducting physical stock counts | 15 |
| 4. | Updating inventory records using software | 10 |
| 5. | Resolving stock discrepancies | 15 |
| 6. | Identifying spare parts using catalogs and manuals | 10 |
| 7. | Labeling and categorizing spare parts | 13 |
| 8. | Setting up inventory software | 10 |
| 9. | Creating and updating inventory records | 10 |
| 10. | Conducting safety inspection | 15 |
| 11. | Handling hazardous materials | 10 |
| | **Total** | **88** |

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