



DELHI POLICE

STANDING ORDER NO. 212 OF 2020

**DIRECT RECRUITMENT OF CONSTABLE (EXECUTIVE) MALE
& FEMALE IN DELHI POLICE:-**

1. INTRODUCTORY.

This Standing Order deals with the direct recruitment of Constables (Exe.)-Male and Female in Delhi Police in accordance with Rule 9 and 14(c) respectively of Delhi Police (Appointment & Recruitment) Rules, 1980.

ii) The DCP/Establishment, Delhi will put up the vacancy position category-wise i.e. Un-reserved, Economically Weaker Sections, SC, ST, OBC 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 entire vacancies category wise i.e. UR, EWS, OBC, SC, ST 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 & the Delhi Police. Subsequent stage of examination i.e. Physical Endurance & Measurement Tests (PE&MT) will be conducted by Delhi Police.

(iii) Candidates from all parts of the country will be eligible to apply. The Examination will be notified by the Staff Selection Commission on its website i.e. <https://ssc.nic.in> and a link will also be provided on the website of Delhi Police i.e. www.delhipolice.nic.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 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 Physical Endurance & Measurement Test (PE&MT) in Delhi. The constitution of the Board shall be decided by the Commissioner of Police. The Recruitment Board shall comprise of a DCP/Addl.DCP and two officers of the rank of ACP to be nominated by the Commissioner of Police, Delhi. If necessary, a panel of Addl. DCsP/ACsP 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, if considered necessary, even by calling officers/men from other Distts./Units/Battalions.

For Computer Based Examination to be conducted on Pan India basis, the DGsP of States/concerned shall be requested by Delhi Police to provide adequate security at all examination venues for maintaining proper Law & order and Traffic arrangements for the smooth conduct of Computer Based Examination.

3. MODE OF RECRUITMENT.

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

Sl.No.	Tests/Examinations	Maximum marks/qualifying
1.	Computer Based Examination	100 marks
2.	Physical Endurance & Measurement Tests(PE&MT)	Qualifying

4. RESERVATION POLICY.

a) 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).

b) Also, there is a provision for the following reservations:-

10% for Ex-servicemen candidates as per rule. Out of the 10% quota meant for Ex-servicemen, half, i.e. 50% of such quota, will be reserved for the following categories:-

i) Having served in the special forces/NSG(Special Action Group) or;

ii) Having received a QI 'Qualified Instructors' grading in the Commando course or;

iii) Officers from the Navy/Air Force who have worked in the specialized Commando type units.

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. Instructions issued by the Govt. of India regarding direct recruitment in respect of candidates belonging to reserved categories [SC/ST/OBC/EWSs] from time to time, will be applicable in the direct recruitment of Constable [Exe.]-Male/Female.

5. ESSENTIAL QUALIFICATIONS FOR CONSTABLE (EXECUTIVE) MALE.

A) EDUCATIONAL QUALIFICATION

10+ 2 (Senior Secondary) pass from a recognized Board, on the closing date of receipt of online applications.

Relaxable up to 11th pass only for:-

i) Bandsmen, buglers, mounted constables, drivers, dispatch riders, etc. of Delhi Police only.

ii) Sons of serving, deceased, retired police personnel including Multi-Tasking Staff of Delhi Police.

B) ESSENTIAL REQUIREMENT

Candidate must possess a valid driving license for LMV (Motor cycle or Car) for the post of Const. (Exe.) Male in Delhi Police as on the date of PE&MT. Learner License is not acceptable.

C) AGE

1. Age 18 to 25 years. The crucial date for determining the age will be as per the instructions contained in para-12 of this Standing Order. The upper age limit as prescribed above will be relaxable only in the following cases: -
 - (i) Upto a maximum of 5 years if a candidate belongs to a Scheduled Caste or Scheduled Tribe category.
 - (ii) 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 National Capital Territory of Delhi.
 - (iii) Upto a maximum of 5 years for sportsmen 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 closing date of receipt of online applications. 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 is eligible for 5 years relaxation in upper age limit over and above the relaxation prescribed at Clause C-1(i). In effect, he qualifies for relaxation in the upper age limit upto a maximum of 10 years.
 - (iv) Relaxation in the upper age limit is admissible upto 40 years for general category (UR), 43 years for OBC & 45 years for SCs/STs in case of departmental candidates of Delhi Police. A "departmental candidate" means bandsman, bugler, mounted Constable, dispatch rider, driver, dog handler and Multi-Tasking Staff enlisted in Delhi Police with a minimum of three years continuous service in Delhi Police on the closing date of receipt of online applications and who otherwise fulfills all educational and other physical qualifications.
 - (v) Relaxation in the upper age limit is admissible upto 29 years in case of sons of serving, retired or deceased police personnel/Multi-Tasking Staff of Delhi Police.

Note 1 : 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. They must ensure that they are entitled to such reservation as per eligibility and do not fall in creamy layer on the crucial date. The crucial date for this

purpose will be the closing date of receipt of online applications. The format of certificate is annexed as **Annexure-D**

Note 2 : Candidates seeking reservation benefits for SC/ST/EWS must ensure that they are entitled to such reservation as per eligibility on the crucial date. They should also possess the caste/community certificate. The crucial date for this purpose will be the closing date of receipt of online applications. The formats of certificates are annexed as **Annexure-E & 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.

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 constables at the discretion of the appointing authority if their discharge certificate shows previous service as Good or of higher classification/grading, provided that- (a) they present themselves within two years of their previous discharge from the closing date of receipt of online applications (b) they conform to the educational standards laid down for recruits from open market, and qualify such endurance/efficiency tests as prescribed by the Commissioner of Police, Delhi from time to time by issuing necessary Standing Orders. They are medically fit for police service according to standards prescribed for recruits.

Note 1 : Ex-Servicemen(ESM) 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 will be permitted the benefit of age relaxation as prescribed for ESM for securing another employment in higher grade or cadre in Group-C/D under the Central Government. However, such candidate will not be eligible for the benefit of reservation for ESM in Central Government jobs.

However, if an ESM applies for various vacancies before joining any civil employment, he can avail of the benefit of reservation as ESM for any subsequent employment. However, to avail of this benefit, an ESM as soon as he joins any civil employment, should give self declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ESM.

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 Ex-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 the status of Ex-Servicemen at the relevant time of submitting his application for the Post/Service 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 receipt of online applications. Such candidates must also acquire the status of an Ex-Servicemen within the stipulated period of one year from the closing date of receipt of online applications.

Note-4: A matriculate Ex-Servicemen (which term includes an Ex-Servicemen, who has obtained the Indian Army Special Certificate of Education or the corresponding certificate in the Navy or Air Force); who has put in not less than 15 years in the Arms Forces of the Union may be considered eligible for appointment to the post for which essential qualification is Graduation and where experience of technical or professional nature is not essential.

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 at the time of documents verification, 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 receipt of online applications.

6. STANDARD OF PHYSICAL MEASUREMENT FOR CONSTABLE (EXECUTIVE) MALE - (QUALIFYING)

(I) HEIGHT: Minimum 170 Cms, relaxable by:-

- i) 5 cms(165 cms) for residents of Hill areas i.e. Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to states of Sikkim, Nagaland, Arunanchal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Jammu & Kashmir and Leh & Ladakh. (Candidates claiming this relaxation would have to produce a certificate to this effect from the competent authority i.e. DC/DM/SDM

or Tehsildar of their place of residence at the time of Physical Measurement Test). The format of certificate is annexed as **Annexure-G**.

- ii) 5 cms(165 cms) for ST candidates.
 - iii) 5 cms (165 cms) in case of sons of either serving, retired or deceased Delhi Police personnel/Multi-Tasking Staff of Delhi Police.
- (II) CHEST:** Minimum 81 cms - 85 cms (with minimum of 4 cms expansion). Relaxable by:-
- i) 5 cms for residents of Hill areas as listed at Para-6(I)(i) above.
 - ii) 5 cms for ST candidates.
 - iii) 5 cms for sons of either serving, retired or deceased Delhi Police personnel/Multi-Tasking Staff of Delhi Police.

(III) PHYSICAL ENDURANCE TEST (QUALIFYING) FOR THE POST OF CONSTABLE (EXE.) MALE FOR ALL CANDIDATES INCLUDING EX-SERVICEMEN AND DEPARTMENTAL CANDIDATES (AGE-WISE) WILL BE AS UNDER:-

Age	Race 1600 Mtrs	Long jump	High Jump
Upto 30 years	6 Minutes	14 Feet	3' 9"
Above 30 to 40 years	7 Minutes	13 Feet	3' 6"
Above 40 years	8 Minutes	12 Feet	3' 3"

Note-1: Those who qualify in the race will be eligible to appear in Long jump and then High Jump. The 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 & High jump.

7. PHYSICAL MEASUREMENT.

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

8. ESSENTIAL QUALIFICATIONS FOR CONSTABLE (EXECUTIVE) FEMALE – (QUALIFYING).

A) EDUCATIONAL QUALIFICATION.

10+2 (Senior Secondary) pass from a recognized Board on the closing date of receipt of online applications.

Relaxable upto 11th pass only for the daughters of either serving, retired or deceased Delhi Police Personnel/Multi-Tasking Staff of Delhi Police.

B) AGE.

1. 18 to 25 years. The crucial date for determining the age will be as per para-12 of this Standing Order. The upper age limit as prescribed above will be relaxable only in the following cases: –
 - i) Upto a maximum of 05 years if a candidate belongs to a Scheduled Caste or Scheduled Tribe category.
 - ii) Upto a maximum of 05 years for widows, divorced and judicially separated women who have not re-married. The crucial date for such claim will be the closing date for receipt of online applications.
 - iii) Upto a maximum of 03 years for OBC. This relaxation is admissible for those castes notified in the Central List and List issued by the Govt. of National Capital Territory of Delhi.
 - iv) Upto a maximum of 5 years for 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 closing date of receipt of online applications. 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, she is eligible for 5 years relaxation in upper age limit over and above the relaxation prescribed at Clause 8-(B)(1)(i). In effect, she qualifies for relaxation in the upper age limit upto a maximum of 10 years.
 - v) Relaxation in the upper age limit is admissible upto 40 years for general category (UR), 43 years for OBC & 45 years for SCs/STs in case of departmental candidates of Delhi Police. A "departmental candidate" means who has rendered minimum of three years continuous service in

Delhi Police on the closing date of receipt of online applications and who otherwise fulfills all other qualifications.

- vi) Relaxation in the upper age limit is admissible upto 29 years in case of daughters of either serving, retired or deceased Delhi Police personnel/Multi-Tasking Staff of Delhi Police.

Note 1: 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. They must ensure that they are entitled to such reservation as per eligibility and do not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date of receipt of online applications. The format of certificate is annexed as **Annexure-D**.

Note 2 : Candidates seeking reservation benefits for SC/ST/EWS must ensure that they are entitled to such reservation as per eligibility on the crucial date. They should also possess the caste/community certificate. The crucial date for this purpose will be the closing date of receipt of online applications. The formats of certificates are annexed as **Annexure-E & F**.

9. STANDARD OF PHYSICAL MEASUREMENT FOR CONSTABLE (EXECUTIVE) FEMALE – (QUALIFYING).

(I) HEIGHT: Minimum 157 Cms. Relaxable by:-

- i) 2 cms for 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, Jammu & Kashmir and Leh & Ladakh. (Candidates claiming this relaxation would have to produce a certificate to this effect from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test). The format of certificate is annexed as **Annexure-G**.
- ii) 2 cms for SC/ST candidates.
- iii) 5 cms for daughters of either serving, retired or deceased Delhi Police personnel/Multi-Tasking Staff of Delhi Police.

(II) PHYSICAL ENDURANCE TEST (QUALIFYING) FOR THE POST OF CONSTABLE (EXE.) FEMALE FOR ALL CANDIDATES INCLUDING DEPARTMENTAL CANDIDATES (AGE-WISE) WILL BE AS UNDER:-

Age	Race 1600 mtrs	Long jump	High Jump
Upto 30 years	08 Minutes	10 Feet	03 Feet
Above 30 to 40 years	09 Minutes	09 Feet	2'9"
Above 40 years	10 Minutes	08 Feet	2'6"

Note-1: Those who qualify in the race will be eligible to appear in Long jump and then High Jump. The 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 & High jump.

Note-2: The female candidates, who are pregnant, at the time of PE&MT, may not be allowed to participate in Physical Endurance Test. Her Physical Endurance Test may be conducted after "the period of confinement" and till then result of such cases may be kept in a sealed cover and the vacancies will be kept in reserve.

10. PHYSICAL MEASUREMENT.

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

11. MEDICAL STANDARD FOR CONSTABLE (EXE.) MALE & FEMALE:

- i) Sound state of health, free from defect/deformity/disease, vision 6/12 without glasses both eyes, free from colour blindness and without any correction like wearing glasses or surgery of any kind to improve visual acuity. Free from defect, deformity or disease likely to interfere with the efficient performance of the duties. No relaxation is allowed/permissible to any category of candidates on this count.
- ii) Tattoos on various parts of body:-
 - (a) Content - Tattoos depicting religious symbol or figure and the name, as followed in Indian Army, shall be permitted.
 - (b) Location - Tattoos marked on traditional sites of the body like inner aspect of forearm, but only left forearm, being non saluting limb or dorsum of the hands shall be allowed.
 - (c) Size - Size must be less than $\frac{1}{4}$ of the particular part (Elbow or Hand) of the body.

12. CRUCIAL DATE FOR DETERMINING AGE-LIMIT.

The crucial date for determining the age of the candidates 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.

13. 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, age and educational qualifications, the following relaxations are admissible:-

FOR CONSTABLE (EXE.) MALE:-

- | | |
|-----------------------|--|
| 1. Age | : Maximum age limit upto 29 years. |
| 2. Height | : Relaxable by 5 centimeters. |
| 3. Chest | : Relaxable by 5 centimeters. |
| 4. Edu. Qualification | : Relaxable upto 11 th pass (from a recognized school). |

FOR CONSTABLE (EXE.) FEMALE:-

- | | |
|-----------------------|---|
| 1. Age | : Maximum age limit upto 29 years. |
| 2. Height | : Relaxable by 5 centimeters. |
| 3. Edu. Qualification | : Relaxable upto 11 th pass (from a recognized school) |

The relaxation will be extended to the sons/daughters of only those Delhi Police personnel/Multi-Tasking Staff, who have not been awarded the punishment of dismissal/removal/termination or compulsory retirement by way of penalty. The certificate of 11th pass (produced by the wards of Delhi Police personnel for getting relaxation in education) must be accompanied by a marks-sheet. If 11th class pass certificate does not contain the detailed marks-sheet of 11th class final examination then a separate marks certificate should be produced by the candidates at the time of checking of documents.

- NOTE** (i) 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.
- (ii) Candidates in this category will be allowed to take the test provisionally on production of certificate in prescribed format as per **Annexure-'H'**, issued only by the DCP/Addl.DCP/ACP/HQ of the concerned Distt./Units (DCP/HQ or ACP/HQ (C&T) 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 endurance & measurement test.

14. ADMIT CARDS/ADMISSION CERTIFICATE.

Admit Card/Admission Certificate for any stage of examination will not be sent by Post. Facility for download of Admit Cards for Computer Based Examination will be provided on the website of concerned Regional/Sub-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. **www.delhipolice.nic.in**.

The Physical Endurance and Measurement Test (PE&MT) will be conducted by the Delhi Police in Delhi. Delhi Police will provide Schedule and Centres for conducting PE&MT to the Staff Selection Commission. Thereafter, the Staff Selection Commission will provide Admit Cards/Admission Certificate of all shortlisted candidates for appearing in PE&MT in soft copy for uploading the same on the website of Delhi Police i.e. **www.delhipolice.nic.in**. The Staff Selection Commission will provide data of all shortlisted candidates, in soft copy only, to the Delhi Police for the smooth conduct of PE&MT.

DCP/Recruitment, New Police Lines will upload Admit Cards/Admission Certificate for PE&MT on the website of Delhi Police with the help of DCP/IT/PHQ or Outsourced agency/firm hired by him for the purpose.

Candidates have to download and print hard copy of the Admit Card/Admission Certificate from the concerned website

15. COMPUTER BASED EXAMINATION.

The Staff Selection Commission will conduct the examination in Computer Based Examination mode on all India basis throughout the Country depending on number of applicants from different States & UTs. All candidates (Male & Female) including Ex-servicemen shall be put through a Computer

Based Examination of One and half hour duration. The Computer Based Examination will consist of one objective type paper containing of 100 Questions carrying 100 marks. There will be negative marking of 0.25 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 Knowledge/Current Affairs	50	50
Part-B	Reasoning	25	25
Part-C	Numerical Ability	15	15
Part-D	Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.	10	10
	Total	100	100

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 question paper shall be of Matriculation Level having distribution as Easy Questions-30%, Medium level Questions-50% and Difficult Questions-20%.

(i) **The syllabus for the Examination is as follows:-**

A- General Knowledge/Current Affairs: Question in this component will be aimed at testing the candidate's general awareness around him/her. Questions will also be designed to test his/her knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Indian Economy, General Polity, Indian Constitution, Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

B- Reasoning: Analytical aptitude and ability to observe and distinguish patterns will be tested through questions principally of non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, visual memory, discrimination, observations, relationship concepts, arithmetical reasons and figural classification, arithmetic number series, non-verbal series, coding and decoding etc.

C- Numerical Ability: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work. etc.

D- 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).

16. RESOLUTION OF TIE CASES.

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

1. Total marks in Part-A.
2. Total marks in Part-B
3. Date of birth, with older candidates placed higher.
4. Alphabetical order of the names of the candidates.

Note:-Cases of all selected candidates against whom any criminal case is registered/pending trial in the court, will be considered as per law in view of the provisions of Standing Order No.398/2018. Cases of departmental selected candidates against whom any Departmental Enquiry/Preliminary Enquiry/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.

17. EXAMINATION CENTRE.

- (i) The Computer Based Examination will be conducted on Pan India basis. The examination centres will be decided by the SSC. Each candidate 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 photograph 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, New Police Lines, Delhi in a soft copy to verify/match their data/finger prints/biometric features/photograph to verify their identities, 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, New Police Lines by the Staff Selection Commission.

18. PROVIDING SECURITY COVER AT ALL EXAMINATION VENUES.

DGsP/concerned States/UTs will be requested by Delhi Police to provide adequate security at all examination venues for maintaining proper Law & Order and Traffic arrangements. MHA may be requested by Delhi Police to make arrangements for deployment of sufficient number of personnel from CAPFs at examination venues for providing security cover.

19. 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 test/examination, the entire 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 DCP/Recruitment, New Police Lines, Delhi.

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

The candidates of General Category securing 35% marks, SC/ST/OBC/EWS candidates securing 30% marks and Ex-servicemen securing 25% marks in aggregate, in the Computer Based Examination, will be considered eligible for short-listing the candidates category-wise for appearing in PE&MT. However, short-listing of candidates for calling to appear in PE&MT will be strictly on merit basis.

The result of the Computer Based Examination shall be declared by the SSC. The candidates who come within the range of merit of Computer Based Examination equal to twelve (12) times the number of vacancies in each category i.e. General/SC/ST/OBC/EWSs and Ex-serviceman (category-wise) shall be called for appearing in the PE&MT.

21. PHYSICAL ENDURANCE & MEASUREMENT TEST (PE&MT) AND CHECKING OF THE ORIGINAL DOCUMENTS/CERTIFICATES TO VERIFY ELIGIBILITY CRITERIA.

- i) DCP/Recruitment, New Police Lines, Delhi will provide Schedule and Centres for conducting PE&MT to the Staff Selection Commission.
- ii) The PE&MT will be conducted at 03 centres namely Police Training School/Wazirabad, Police Training School/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.
- iii) DCP/Recruitment, New Police Lines will set up necessary infrastructure like computers & accessories, Internet Connection, furniture and all other requirements for checking of documents at the time of PE&MT.
- iv) 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, New Police Lines, Delhi.
- v) The DCP/Addl.DCP/ACP detailed for physical measurement and endurance tests will personally supervise the same and will be responsible for the correctness of measurement and its recording.
- vi) 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.

- vii) The candidates who are coming to appear in PE&MT should first report to holding area. The staff of holding area will check the photograph on the Admit Card of the candidates and also pass them through biometric system to verify their finger prints/biometric features to match with the Biometric data and photographs provided by the SSC to avoid impersonation.
- viii) 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.
- ix) RFID Tags (Radio Frequency Identification) on the candidates will be used in race.
- x) Height and Chest will be measured through digital equipment.
- xi) The Endurance Test and Physical Measurement shall be recorded on the spot by the Gazetted Officer /Incharge in his own handwriting. No over-writings/corrections should be made. The PE&MT 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 by DCP/Recruitment, New Police Lines and maintained as per prescribed format annexed as **Annexure-I**. The PE&MT sheet alongwith all required documents shall be handed over by all the PE&MT Boards to DCP/Recruitment, New Police Lines, who will scrutinize the records for its correctness and keep them in safe custody for keeping with the dossiers of candidate.
- xii) 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 age relaxation, valid Driving License (motorcycle or car) 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.
- xiii) 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. However, the candidate must have a valid Driving License issued on or before the actual date of PE&MT.

- xiv) 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.
- xv) The entire PE&MT process shall be covered by CCTV/videography and the video recordings shall be kept in safe custody of DCP/Recruitment, New Police Lines, Delhi for a period of three years.
- xvi) After conduct of PE&MT, DCP/Recruitment, New Police Lines, 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 declaration of final result of provisionally selected candidates. Accuracy of data in all respect will be the sole responsibility of DCP/Recruitment, New Police Lines, Delhi.

22. 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.

23. DECLARATION OF FINAL RESULT.

- i) The list of provisionally selected candidates (as per the number of vacancies advertised) (category-wise i.e. General/SC/ST/OBC/EWSs and Ex-serviceman) from the list of candidates, declared qualified in PE&MT, will be prepared & announced by the Staff Selection Commission strictly on the basis of merit of Computer Based Examination (100 marks). A "Reserve Panel" of 10% 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 to be uploaded.

- ii) SC, ST and OBC candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates (SC, ST & OBC) will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST & OBC candidates.
- iii) SC, ST & OBC candidates who qualifies on the basis of relaxed standards irrespective of his/her merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit.
- 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 as per the provisions of Standing Order No.398/2018 and will also be liable to refund the money spent on his/her training given from the State Exchequer. He/She shall also be debarred from serving in Delhi Police, besides initiation of legal action against him/her.
- vi) A "Reserve Panel" of 10% 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 to be uploaded. 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 a period of two years or the next recruitment is advertised, whichever is earlier. 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 forms etc.
- viii) DCP/Recruitment, New Police Lines 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, 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 Report(PVR) and joining date etc.
- x) A call letter shall be issued to the selected candidates for receiving the "Offer of Appointment" letters. Call 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 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 DCP/Recruitment, New Police Lines by the Training Institution.

24 MEDICAL EXAMINATION

The candidates so selected shall be medically examined by Doctors in selected Government Hospitals in Delhi as per the prescribed standards in Rule-9, 14 (c) and Rule-24(Appendix) of the Delhi Police (Appointment & Recruitment) Rules, 1980.

25. 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.

26. VERIFICATION OF GENUINENESS OF EDUCATIONAL QUALIFICATION/SC/ST/OBC/EWS CERTIFICATE/DRIVING LICENCE ETC.

- i) The verification of the genuineness of Educational Qualification/SC/ST/OBC/EWS certificate/Driving License etc. of all selected candidates will be got done using "DigiLocker" online by DCP/Recruitment, New Police Lines.
- ii) If documents are not available in "DigiLocker" online, DCP/Recruitment, New Police Lines get it done from the issuing authorities by post or any other appropriate means.
- iii) The verification of Driving Licence of selected candidates may be done through the following website of Ministry of Road Transport and Highways, Govt. of India or any other appropriate means:-

"<https://parivahan.gov.in/sarathiservice8/sarathiHomePublic.do>."
- iv) The verification record of Educational Qualification/SC/ST/OBC/EWS certificate/Driving License etc. shall be kept with the service book of the candidates.

27. 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 and Driving License 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 Standing Order No.398/2018."

DCP/Recruitment, New Police Lines will maintain proper record and monitor the status of such criminal cases till the finalization and also send a quarterly diary to DCP/Establishment for the perusal of Jt.CP/Hdqrs.

28. MAINTENANCE OF RECRUITMENT RECORDS.

- i) All record pertaining to the recruitment i.e. of Computer Based Examination including PE&MT will be maintained by DCP/Recruitment, New Police Lines in safe custody.
- ii) Application forms/dossiers of candidates who fail in the examination will be retained for a period of three years from the date of declaration of final results. The record 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 candidates 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 record will be destroyed after the given period with due approval of the competent authority.

29. 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 Website of Delhi Police 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) No trainee shall be allowed for joining basic training after 10 days of commencement of training except in exceptional circumstances and that too with the prior approval of the Commissioner of Police, Delhi.

- iii) 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.
- iv) This permission to join training with the next batch of Constable (Recruits) shall be granted by the Commissioner of Police, Delhi. Under no circumstances will this permission be extended beyond the commencement of the training of the next batch of constable recruits.
- v) On appointment, the candidates shall be required to undergo and successfully complete basic training course and pass out of Police Training College/School as per Standing Order No.16. 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.
- vi) 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.

30. INTER-SE SENIORITY.

The seniority of Constable (Exe.) Male/Female 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 DCP/Recruitment, New Police Lines.

31. ENQUIRY/CALL CENTRE.

DCP/Recruitment, New Police Lines, 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 answer their queries. A list of FAQs (Frequently Asked Questions) will be prepared by DCP/Recruitment, New Police Lines, Delhi and uploaded on the website of Delhi Police and will also be available with the Helpdesk Telephone Number Operators.

32. SPECIAL RECRUITMENT FROM OTHER STATES/UTs.

The Commissioner of Police, Delhi may order Special Recruitment from specific State/States/UTs to recruit Constables to enhance the representation of the States/UTs in Delhi Police.

A. The following procedure shall be adopted to accomplish such recruitment:-

- (i) The decision about the number of vacancies category-wise (UR, SC, ST, OBC & EWSs) from specific State(s)/UT(s) will be taken by the Commissioner of Police, Delhi, based on requirement. The candidates who are natives of that particular State and who fulfill the standard requirement for the post shall be eligible to participate in such special recruitment.
- (ii) Spl.CP/Recruitment or any other officer as nominated shall exercise overall supervision on such Special recruitment processes. The Commissioner of Police, Delhi shall nominate the Recruitment Boards, one for each State consisting of one DCP as 'Chairman' and 2 ACsP to assist the Chairman for the smooth conduct of Special Recruitment. The other supporting staff will be provided by PHQ.
- (iii) An Appellate Board consisting of one Jt. Commissioner of Police/Addl. Commissioner of Police may be constituted by the Commissioner of Police, Delhi to consider the appeals filed by candidates against physical measurement and carry out re-measurement.

B. THE RECRUITMENT BOARD SHALL BE RESPONSIBLE FOR:-

- i) Ensuring proper publicity about the recruitment at local level by way of advertising through news-paper, print/electronic media and other effective medium so that maximum number of people of the area are informed. The Board will also decide the frequency of advertisements and dissemination of information via different mediums of publicity/contacts.
- ii) Making advance visits to the concerned State/UT to liaise with the local authorities and for arranging logistics etc.
- iii) The Chairman of Recruitment Board will issue Admit Card for PE&MT and Written Test.
- iv) All other provisions of this Standing Order No.212/2020 shall be applicable for this mode of recruitment also, except for the specific provisions made herein in this para, wherever applicable.

- v) Conducting PE&MT as per the standard already prescribed above. The recruitment team shall also check the Educational Qualification and other required documents of aspiring candidates after PE&MT.
 - vi) Written examination of MCQ type will be conducted on carbon-less OMR sheet or Computer Based Examination . The Written examination will be conducted as per the standard already prescribed above.
 - vii) The Chairman of Recruitment Board will be responsible for setting of Question papers, printing thereof, conducting the written test, evaluation of Answer Sheets and preparation of result.
 - viii) The candidates of General Category securing 35% marks, SC/ST/OBC/EWS candidates securing 30% marks and Ex-servicemen securing 25% marks in aggregate, in the written test, may be considered to have qualified in the test. In case requisite number of candidates have not qualified, the Commissioner of Police, Delhi may lower the minimum marks secured in aggregate for each category separately.
 - ix) The Medical examination and verification of character and antecedents of selected candidates shall be done in that particular State with the help of C.M.O. and Superintendent of Police of the concerned districts of the State. Only in exceptional cases, the same can be got conducted in Govt. Hospitals in Delhi by DCP/Recruitment, New Police Lines, Delhi.
- C.** DCP/Recruitment, New Police Lines, Delhi shall arrange the required application forms, medical examination forms, PVR forms, stationery articles and other relevant items for Board(s).
- D.** The DGsP of States/UTs concerned shall also be requested to nominate a suitable local officer at their Police Headquarters as a "Nodal Officer" for co-ordinating with the Recruitment Board of Delhi Police in their respective States and the "Nodal Officer" should have one dedicated helpline during office hours manned by police personnel who can communicate in the local language/dialects of the State.
- E.** The Application fee will be Rs.100/-. Fee is exempted for all Women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe and Ex-Servicemen eligible for reservation on production of Caste Certificates/Discharge Book or NOC, as per existing Government orders. The entire money so collected in lieu of application form shall be deposited by the Chairman of Recruitment Board to DCP/Recruitment, New Police Lines, Delhi.
- F.** After completion of the recruitment process the Chairmen of Recruitment Boards shall hand over all the record of recruitment to

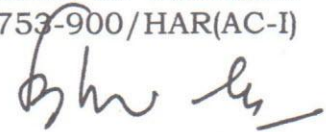
DCP/Recruitment, New Police Lines and who will upload the result on Delhi Police website with intimation to the Commissioner of Police, Delhi and Joint CP/Headquarters.

33. 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.

34. SUPERSESSSION CLAUSE

This Standing Order supersedes previous Standing Order No. 212/2019 so far as it relates to selection of candidates for appointment as Constable (Executive) Male & Female in Delhi Police issued vide No.753-900/HAR(AC-I) PHQ dated 06.06.2019.



(S.N. SHRIVASTAVA)
COMMISSIONER OF POLICE,
DELHI.

Order Book No. 11 /HAR/PHQ Dated 11-03-2020

No. 1651-1800 /HAR(AC-I) PHQ/ dated Delhi, the 11-03-2020

Copy forwarded for information and necessary action to the:-

1. All Special Commissioners of Police, Delhi.
2. Managing Director, Delhi Police Housing Corporation, Delhi.
3. All Joint Commissioners of Police and Additional Commissioners of Police, Delhi/New Delhi.
4. Principal, P.T.C., Jharoda Kalan, Delhi.
5. S.O. to C.P., Delhi.
6. All Distt./Units DCsP including Principals/PTS/Wazirabad, Dwarka and FRRO, Delhi/New Delhi.
7. All ACsP/PHQ, L.A. and F.A. to C.P., Delhi.
8. P.A. to C.P., Delhi.
9. All. Insprs./PHQ
10. HAR/PHQ with 10 spare copies.
11. Library/PHQ
12. All ACs of R.Cell./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 - 2

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

STATE ASSOCIATION OF _____ IN THE

GAME OF _____

(AFFILIATED WITH STATE OLYMPIC ASSOCIATION)

*Passport
size
photograph
duly
signed by
issuing
authority.*

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 _____ in the National
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-C

FORM 1

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

NATIONAL FEDERATION/NATIONAL ASSOCIATION
OF _____

(AFFILIATED WITH INDIAN OLYMPIC ASSOCIATION)

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

Passport
size
photograph
duly
signed by
issuing
authority.

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 _____

Name _____

Designation _____

Name of the Federation/National Association _____

Address _____

Seal _____

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

ANNEXURE-D

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

This is to certify that Shri / Smt. / Kumari _____ Son / Daughter of Shri/Smt. _____ of
Village/Town _____ District/Division _____ in
the _____ State belongs to the _____ Community which is recognized as a backward class
under:

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.
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.
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.
Resolution No. 12011/96/94-BCC dated 9/03/96.
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.
Resolution No. 12011/13/97-BCC dated 03/12/97.
Resolution No. 12011/99/94-BCC dated 11/12/97.
Resolution No. 12011/68/98-BCC dated 27/10/99.
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.
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.
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.
Resolution No. 12015/9/2000-BCC dated 06/09/2001.
Resolution No. 12011/1/2001-BCC dated 19/06/2003.
Resolution No. 12011/4/2002-BCC dated 13/01/2004.
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. / Kumari _____ 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

(with Seal of office)

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.

ANNEXURE-E

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/Smt./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@

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

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/Smt. _____ Father/mother _____ of Shri/Smt./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/Smt./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-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.

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/o Shri _____ 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 Leh Ladakh.
- * 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) Chota Adalpur, (7) Paharu, (8) Sukna Forest, (9) Sukna Part-I, (10) Pantapati Forest-I, (11) Mahanadi Forest, (12) Champasari Forest, (13) Salbari Chhat Part-II, (14) Sitong Forest, (15) Sivoke Hill Forest, (16) Sivoke Forest, (17) Chhota Chenga, (18) Nipania.
- * He / She belong to Scheduled Tribe.

Signature

District Magistrate / Sub-Division Magistrate / Tehsildar

Date:

Place:

* Delete whichever is not applicable

ANNEXURE-H.

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

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

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

(Name & Designation of the Officer with seal)

Dated _____.

ANNEXURE-I

RECRUITMENT TO THE POST OF CONSTABLE (EXE) MALE AND FEMALE IN DELHI POLICE.

PE&MT-SHEET

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

PHYSICAL ENDURANCE & MEASUREMENT TEST SHEET

For candidate:-

Write the certification statement in your running handwriting and put your signature:
"I certify that I am the person whose Name and Roll No. appear on this Admission Certificate" _____

Please Write
Mother's name _____

Signature of candidate _____

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	D- Essential requirement	Y or N	Remarks
(i) Matriculation Certificate for date of birth			E-Driving License (No. _____ Date of issue _____ Issuing Authority _____)		
(ii) 11 th pass with marks-sheet (in case of wards of police personnel & MTS of Delhi Police) (on the closing date of receipt of online applications)			E- Ex-Servicemen		
(iii) 10+2(Senior Secondary) (on the closing date of receipt of online applications)			(i)Date of discharge (must be within two years from the closing date of receipt of online applications).		
(iv) Graduation BA/B.Com/Bsc _____ B.Tech _____ Others _____					
(v) Post Graduation, if any			(ii) In case of NOC (proposed date of discharge must be within one year from the closing date of receipt of online applications)		
A- SC/ST/OBC/EWS certificate			(iii) Ex-Servicemen (Commando)		
B-1 Police Ward certificate			F. Ex-Servicemen (Others)		
C-Sports certificate (in sports preceding three years from the closing date of receipt of online applications)			G. Whether Departmental candidate, if yes:- Date of enlistment in Delhi Police _____		
(i) Represented State at the National level _____ (ii) Name of Sport _____					
(i) Represented Country at the International level _____ (ii) Name of Sport _____					

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 Constable (Exe.) Male/Female) 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 10th/12th 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/Driving Licence/Hill Area Certificate/Ward of Police Personnel certificate/Discharge Book/NOC not produced.

5. 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 Constable (Exe.) Male/Female) in Delhi Police, _____(Year).

Signature
Chairman/Recruitment Board.