

**STANDING ORDER
NO. 33 /2007**

**STANDING ORDER GOVERNING THE SELECTION OF
CANDIDATES FOR THE POST OF
ASSISTANT SUB INSPECTOR OF POLICE**

1. OBJECT

The object of this Standing Order is to lay down procedure for selection of candidates for the post of Assistant Sub inspector in Chandigarh Police so that suitable smart and intelligent candidates of strong well-proportioned physical standard are selected in a fair and transparent manner. The selection process will include Physical Measurement Test, Physical efficiency Test, Written Test and Interview.

2. NOTIFICATION OF VACANCIES

The vacancies to be filled up will be advertised in the local newspapers and Employment News indicating clearly the number of posts to be filled up category wise. At least 30 days time will be given to submit application forms from the date of advertisement in the local Newspapers/Employment news. It will be ensured that application forms in sufficient number are available on the date of advertisement in the newspaper. The cost of the application form will be decided by the IGP and proper record of amount so collected will be kept by the Accounts Branch. The amount will be deposited in an Account in the name of "Chairman/Selection Board". All day to day expenditure on the recruitment process will be met out of this account and after the completion of recruitment process; the outstanding balance in the account will be credited to government head.

3. COMPOSITION OF THE SELECTION BOARD

The Inspector General of Police will nominate an officer of the rank of SP or above as Chairman of the Selection Board for conducting Physical Measurement Test and Physical Efficiency Tests. The Inspector General of Police may also nominate more than one Selection Board for this purpose keeping in view the number of candidates/applicants. Separately, IGP will nominate an officer of the rank of SP or above to conduct Written Test. IGP will be Chairman of the Interview Board with two officers of the rank of SP and above as members. In addition, IGP can co-opt members from academic and psychology background from reputed institutions. IGP can also co-opt members from any of the CPO based in Chandigarh to give a wide base to the Interview Board. Officer nominated by IGP as Chairman from Written Test Board can co-opt, after the approval of IGP, an accepted and reputed source/agency for setting the Written Test question papers and evaluating the sheets. It would be the responsibility of the officer so nominated and the agency to ensure complete confidentiality in preparation of sufficient number of question papers. Question Booklets/Question Papers will be retained which will be sent to the DSP/Lines in sealed covers. The candidates will be allotted fictitious roll numbers on their answer sheet by the Chairman for the written test before handing over to the agency for evaluating. After evaluation the answer scripts will be taken back from the concerned officer/agency in sealed cover under their respective seals.

4. PHYSICAL STANDARDS AND OTHER CONDITIONS

- (i) The recruitment will be made as per PPR 12.6. The minimum and maximum age for enrolment will be as per the rules and

instructions of the Chandigarh Administration at the time of recruitment which is at present 18 to 25 years. The candidates shall have minimum height of 5'7" (in case of male) & 5'2" (in case of female) and normal chest 33" with expansion of 1.5". Age relaxation as per government rules/instructions will be allowed. At present age relaxation to the candidates belonging to SC (5 years), OBC (3 years) and Ex-servicemen (up to 45 years of age – provided break in service does not exceed 2 years from the date of discharge from army) is available. Further departmental candidates of Chandigarh police only will be allowed relaxation in age up to 40 years but they will have to compete like general candidates in all events. The minimum educational qualification to apply for the post of ASI will be graduation or its equivalent examination from a recognized university. The cut of date for all purpose such as age, qualification, etc. will be the first of January (where the last date of receipt of applications is between 1st January to 30th June) and first of July (where the last date for receipt of application forms is between 1st July to 31st December). In case the last date for receipt of application forms is extended for any reasons, the cut off date for all purposes will remain the same as published in the initial advertisement i.e. 1st January or 1st July, as the case may be.

- (ii) The candidates to be selected should not only have to qualify the selection process but should also be having sound state of health and free from any type of physical defects, organic or contagious disease or any other defect or tendency likely to render him unfit to perform the full duties of a police officer in any unit of the police force. The candidate must be without any defect in eyesight, speech

and hearing. His eyesight (both eyes) should be 6/6 without glasses and also without any colour vision defect.

- (iii) The following yardstick should be adopted for the preparation of final result. Total marks for Written Test and Interview will be 100 as under:-

Sr. No.	Test	Marks
1.	Written Test	90
2.	Interview	10
Total		100

Only those candidates who will secure 40% marks (i.e. 40 marks) or above in the aggregate as above will be considered qualified in the selection process. The IGP may, however, relax this percentage, for the reasons to be recorded, such as non selection of sufficient number of candidates, provided the percentage should not be below 35% in any case.

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

(a) PHYSICAL MEASUREMENT AND EFFICIENCY TESTS

All candidates shall be called for Physical Efficiency Test and Physical Measurement Tests for which minimum standard will be as under:-

Event	Male	Female
Height	5'7"	5'2"
Chest	33" with expansion of 1.5"	Not applicable
Race	One mile in 5.30 minutes	500 mtrs. in 2 minutes
Long Jump	14'	8'
High Jump	4'	3'

Only those candidates who will qualify Race will be put to the Long Jump and those who will also qualify Long Jump will be put to the next event i.e. High Jump in Physical Efficiency Test and

only those candidates who will qualify the above said all events will be put to the Physical Measurement Test. If any candidate fails to qualify in any of the events, he will stand disqualified for further process of selection.

For Ex-servicemen above 35 years of age, Physical Efficiency Test will consist of one mile jogging in 6 minutes. The cut off date of age for this purpose will also be the same as for other purposes i.e. age and qualification initially advertised i.e. 1st of January or 1st July as the case may be.

The entire process of Physical Efficiency and Physical Measurement Tests will be video graphed. For the event of Race there will be only one chance but for Long Jump and High Jump maximum three chances will be allowed. In case a candidate is injured during the Physical Efficiency Test, he will not be eligible for any further chance on this ground.

(b) WRITTEN TEST

Only those candidates who will qualify the Physical Measurement and Physical Efficiency Test will be called for Written Test which will be of 90 marks as under:

(i) GK and IQ	50 marks
(ii) Language Essay(Eng. Hindi or Punjabi)	20 marks
(iii) English	20 marks

Entire proceedings of Written Test would be video graphed. A candidate securing 35% marks(i.e. 31.5 marks out of total 90

marks) or above will be considered as qualified in the Written Test.

No relaxation will be granted in minimum pass marks of written test.

(c) INTERVIEW

After the Written Test, the candidates who have qualified in the Written Test (restricted to two times of the vacancies) will be called for interview to test the personality, general knowledge, expression and also fitness for police service. While restricting the candidates twice the vacancies advertised, if there is more than one candidate with equal marks at the end, all of them will be called. Interview will be of 10 marks. The entire process of interview will be video graphed.

5. FINAL MERIT LIST

Final merit list will be prepared by adding marks obtained by the candidates in Written Test and Interview. According to the Vacancies advertised, candidates in order of merit will be selected. In case there are more than one candidate in the merit with equal aggregate marks, the candidate older in age will be senior in the merit and in case date of birth is also the same, the candidate securing more marks in the Written Test, further, in case marks secured in the Written Test are also same than candidate having higher qualification will be senior in the merit list. 5% of the vacancies will also be kept on waiting list, which will be operative for 6 months from the date of issue of appointment letters. The waiting list will not be for the purpose of making appointments over and above the vacancies initially

advertised. The final result sheet on the basis of above marking system will be completed and signed by all the members of the Interview board. Final result of the candidates declared successful in the selection process will be signed by the Chairman and displayed.

6. RECORD – Safe custody & destruction

(i) SAFE CUSTODY OF RECORD

Physical Measurement Test & Physical Efficiency Test : All result sheets, Video Cassettes/CDs, proceedings and other relevant papers (including record of Appellate Board) will be kept by the Chairman, PET & PMT Board and further the same will be handed over to the Chairman, Written Test. Application forms of disqualified candidates & absentees will be sent to the DSP/Lines under sealed cover.

Written Test : All result sheets, Video Cassettes/CDs/Floppies, proceedings, answer scripts and other relevant papers will be kept by the Chairman, Written Test Board. After displaying the result of Written Test, the application forms of disqualified candidates & absentees and Question Booklets/question Papers will be sent to the DSP/Lines under sealed cover.

Interview : All result sheets, Video Cassettes/CDs/Floppies, proceedings and other relevant papers will be kept by the Chairman, Written Test Board. Application forms of disqualified candidates & absentees will be sent to the DSP/Lines under sealed cover.

Overall record: All result sheets, Video Cassettes/CDs/Floppies, proceedings, answer scripts and other relevant papers will be kept

by the Chairman, Written Test Board. After one year from the date of issue of appointment letters to the selected candidates same will be handed over to the Establishment Branch.

Application forms of disqualified candidates & absentees and Question Booklets/Question Papers will be kept by DSP/lines.

(b) DESTRUCTION OF RECORD

Establishment Branch : Answer scripts or any other record which is not required by the Establishment branch will be destroyed on completion of 3 years from the date of issue of appointment letters to the selected candidates with the approval of the IGP, provided there is no case, challenging the selection, pending in any court.

DSP/Lines : Application forms of unsuccessful candidates & absentees and Question booklets/Papers will be destroyed on completion of one year from the date of issue of appointment letters to the selected candidates with the approval of the IGP/DIGP/SSP(HQ), provided there is no case, challenging the selection, pending in any court.

7. APPEAL

Those candidates not satisfied with result of their Physical Efficiency Tests and Physical Measurement Test, will be allowed to prefer an appeal, for once only. A special Appellate Board for this purpose will be appointed by the IGP and same will be headed by an officer of the rank of SP and above with one officer each of the rank of

DSP and Inspector. Appeal will be permitted only once. Once the candidate has left the ground, no appeal will be permitted. In case of appeal against measurement of chest and height, the Appellate Board will carry out re-measurement of the candidate and record its findings. In case of appeal against Physical Efficiency Test, the Appellate Board will take a decision on the basis of video recording but will not allow the test again. No appeal against the result of written test/interview is permissible.

All the earlier Standing Orders for the selection of candidates for the post of Assistant Sub Inspector in Chandigarh police are hereby repealed.

Sd/-
Inspector General of Police
UT, Chandigarh