

RECRUITMENT RULES FOR THE POST OF ASSISTANT SUB INSPECTOR [EXECUTIVE] IN CHANDIGARH POLICE

These recruitment rules deals with the direct recruitment to the post of Assistant Sub Inspector (Executive), in Chandigarh Police. The recruitment would be carried out by a Recruitment Board duly constituted by the Director General of Police/Inspector General of Police. DGP/IGP may also nominate different recruitment boards at different geographical locations as per administrative convenience. The rules will govern the entire process of recruitment and will contain the provisions under which the process of the recruitment would be carried out.

1. DEFINITIONS:

In the recruitment rules, unless the context requires otherwise, the following expressions have the meanings hereby assigned to them respectively, that is to say: -

- 1.1. *Assistant Sub Inspector (Executive)* shall mean a post of Assistant Sub Inspector in the Executive Cadre of Chandigarh Police (including India Reserve Battalion) in the entry-level of pay band as per recommendations of 7th Central Pay Commission on the pattern of Punjab Govt as adopted by Chandigarh Administration vide letter No. 7000/1/2-F&PO(7)/2020/12240 dated 17.09.2020 and as may be amended from time to time. This post is classified as a Group 'C' post by Chandigarh Administration.
- 1.2. "Scheduled Castes" (SC) means such castes, races or tribes or parts of or groups within such castes, races or tribes as are deemed under article 341 of The Constitution of India to be Scheduled Castes. The details of the castes included as Scheduled Castes shall be governed by the castes specified for the Union Territory of Chandigarh in The Constitution (Scheduled Castes) [Union Territories) Order, 1951, as amended from time to time, as on the last date of submission of the application form as issued by the Department of Social Welfare, Chandigarh Administration.
- 1.3. "Other Backward Classes" (OBC) means such backward classes of citizens other than the Schedules Castes and the Scheduled Tribes as may be specified by the Central Government lists prepared by the Government of India from time to time for purposes of making provision for the reservation of appointments or posts in favour of backward classes of citizens which, in the opinion of that Government, are not adequately represented in the services under the Government of India and any local or other authority within the territory of India or under the control of the Government of India. It is further clarified that for this Standing Order "OBC" means the castes specified in the State List of OBCs¹ issued for Chandigarh by Chandigarh Administration, Department of Social Welfare, as on the last date of submission of the application form.
- 1.4. "Wards of Police Personnel" (WPP) means the sons and daughters of serving Chandigarh Police personnel, or of Chandigarh Police personnel who died while in service and the sons and daughters of retired Chandigarh Police personnel (on superannuation or by voluntary retirement-whether living or deceased). The sons and daughters of Chandigarh Police personnel dismissed, discharged, removed from service or given compulsory retirement shall not be considered as "Wards of Police Personnel". Intending candidates applying under this category must obtain a certificate from the competent as per prescribed proforma.

¹ Chandigarh Administration Circular letter No. 27/4/94-IH(7)-2015/6074 dated 03/08/2015 refers.

- 1.5. 'Chandigarh Police Personnel' shall mean any employee of Chandigarh Police of whatever rank and group including Group D (formerly Class-IV) employees.
- 1.6. "Departmental Candidate" means a Group "C" and 'D' employee enlisted in Chandigarh Police with a minimum of 3 years of continuous service as on the cutoff date.
- 1.7. "Ex-Serviceman" shall have the same meaning as set out in the definition of Ex-servicemen in Notification No. G.S.R. 11/Const./Art. 309,234 and 318/82 dated 02/02/1982 published in Punjab Gazette dated 12 February 1982 and as adopted by Chandigarh Administration vide Notification no. 9673-IH(7)- 2000/4585 dated 10.03.2000.
- 1.8. "Punjab Police Rules" (PPR) means Punjab Police Rules, 1934 as they existed on 01/11/1966 and as further amended or modified by the Chandigarh Administration from time to time.
- 1.9. "Director General of Police/Inspector General of Police" (DGP/IGP) means an officer of the rank of Director General or Inspector General of Police or any other rank who performs the functions of Head of Police Force in respect of Chandigarh Police.

2. MODE OF RECRUITMENT:

Recruitment to the posts of Assistant Sub Inspector (Exe) available in any given year shall be carried out entirely by filling up the posts in the following manner:

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|----------------------------|-----|
| 2.1. By Direct Recruitment | 25% |
| 2.2. By Promotion | 75% |

The process of recruitment shall begin with the release of an advertisement of the number of posts of Assistant Sub Inspector (Exe.) intended to be filled, the gender and category wise details of such posts to be filled and the details of recruitment process being communicated to the Employment Exchange in Chandigarh (U.T) for wide publicity. To promote heterogeneity and diversity and to maintain the metropolitan character of Chandigarh Police, candidates from all parts of the country shall be eligible and encouraged to apply. To achieve this end, wide publicity shall be ensured by placing advertisements in Employment News and Rozgar Samachar. Additionally, Resident Commissioners of all States/UTs, based in Delhi, will also be requested to publicize the recruitment in their respective States/UTs. To ensure local and regional coverage, the vacancies and the process shall also be advertised in leading national, regional and local newspapers (in English, Hindi and Punjabi). A copy of the advertisement shall also be uploaded on the Chandigarh Police website. The cut of date for all purpose such as age, qualification, etc. will be the first of January (where the last date of initial publication of advertisement in the local newspapers is between 1st January to 30th June) and first of July (where the date is between 1st July to 31st December). In case the last date for receipt of application forms is extended for any reasons, the cutoff 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.

3. RESERVATION OF VACANCIES:

Vacancies proposed to be filled up by direct recruitment (Para 2.1 above) in any recruitment year shall generally be reserved as per government policy and guidelines issued from time to time. The present position of reservation in Group 'C' posts in the UT of Chandigarh is as follows:-

3.1. Vertical reservation:

- 3.1.1. Scheduled Caste candidates: 18%
- 3.1.2. OBC candidates: 27 %
- 3.1.3. Economically Weaker Sections: 10%

3.2. Horizontal Reservation²:

3.2.1. Ex-Servicemen³ candidates: 13%³

3.2.2. Women candidates: 33%

However, in any given year, the vacancies in any of the categories may vary as per backlog of one or more categories. The advertisement for the recruitment process shall carry the details of the total vacancies to be filled and the category wise breakdown of the vacancies.

4. RESERVATION FOR WOMEN CANDIDATES

In line with Government of India instructions regarding 33% reservation for women in direct recruitment in all Union Territories, issued by Government of India, Ministry of Home Affairs, vide F. No. 14011/52/2013-UTP dated 26.03.2015, Chandigarh Police aims to achieve a minimum of 33% representation of women in its strength. Therefore, a minimum of 33% vacancies shall be reserved for women candidates for direct recruitment to the post of Assistant Sub Inspector (Exe) as specified in para 3.2.2 above.

5. RECRUITMENT BOARD/S:

The DGP/IGP shall exercise overall supervision on the entire recruitment process, specifying the number of vacancies to be filled along with gender ratio and representation of various categories as per vacancies and backlog, if any. He shall further nominate Recruitment Board (s) with one Chairperson (of the rank of DIG/SSP/SP) and other Members (of the rank of ASP/DSP) to conduct different phases of recruitment such as Physical Endurance and Measurement Test (PE&MT), Written examination, etc. While the constitution of the board shall be decided by the DGP/IGP, the Recruitment Board for conducting different phases of the recruitment shall normally include, besides a DIG/SSP/SP, two or more officers of the rank of ASP/DSP to be nominated by the DGP/IGP, Chandigarh. If necessary, a panel of officers of the ranks of SSP/SP and ASP/DSP may be nominated to work on different dates, especially during large scale recruitments. The requisite number of Non-Gazetted Officers (NGOs) and Other Ranks (ORs) to assist the Recruitment Board(s) shall be deputed by the Police Headquarters (PHQ) with the approval of DGP/IGP, Chandigarh. Frequent changes shall be made amongst the staff connected with the physical tests and measurements, if considered necessary, by calling officers/men from different Units/IRB. However, the DGP/IGP, Chandigarh may entrust, either in whole or in part, the task of PE&MT, conduct of written test and evaluation of answer sheets, biometric checks, or any other kind of assessment of applicants to an independent agency. The DGP/IGP may also nominate different recruitment board at different geographical locations as per administrative convenience.

6. ESSENTIAL QUALIFICATIONS:

The minimum standards of the age, educational and other qualifications, is as under:-

Qualification	Male	Female
Age ¹ (in completed years on the cut off date)	18-25	18-25
Relaxable by:	18-28	18-28
In case of OBC candidates: by 3 years		
In case of SC candidates: by 5 years	18-30	18-30
For Wards(Sons & Daughters) of Chandigarh Police Personnel ²		
Serving by 2 years	18-27	18-27
Retired(living or deceased) by 2 years	18-27	18-27
Died in service by 3 years	18-28	18-28
In case of Departmental candidates upto 40 years	<=40	<=40
In case of Ex-Servicemen upto 45 years	<=45	N/A
Dependent Child of Ex-Servicemen (As per category)	--	--

² Within the Horizontal Categories, vertical reservation for SC (18%) and OBC (27%) shall apply.

³ The benefit of reservation for ex-servicemen shall extend to the wife or one dependent child in terms of para 4 of the notification dated 02.02.1982 noted above, subject to the condition that no ex-serviceman candidate himself qualifies in the selection process. The benefit of age relaxation shall extend only to the spouse of the ex-servicemen and shall not be given to the dependent child who should be within the age limits prescribed for the category to which he/she belongs.

Minimum Educational Qualifications: (As on the date of application)	Male & Female
For all candidates (except for ex-servicemen):	Graduation or its equivalent from any recognized university.
For Ex-Servicemen candidates:	As above or Certificates awarded in the Defence Services which are recognized as equivalent to Graduation for civil employment as notified by GOI from time to time.
Driving License: (As on the date of application)	Male & Female
For all Candidates ³ (including ex-servicemen):	A valid Driving License ⁴ issued by the Licensing Authority to drive throughout the territorial jurisdiction of India, a "Motor Vehicle" of the following classes "Motor Cycle" and "Motor Car". It is certified that license for "Light Motor Vehicle" and "Transport Vehicle" being a heavier class than "Motor Car", shall be deemed to fulfil the conditions of "Motor Car" but such applicants must be licensed to drive a "Motor Cycle" also.

7. DRIVING AND COMPUTER SKILLS:

Driving skills are now an integral part of the skill set required for the post of Assistant Sub Inspector (Exe) and their candidature shall be validated only if they accept this stipulation in the application process. Therefore, possession of a valid driving license to drive both, two-wheelers and four-wheel vehicles, is mandatory for candidates of all categories as on the date of submission of online application. However, this condition may be waived by the DGP/IGP in case of women in any given recruitment as a special case to widen the base pool of women candidates.

- 7.1.1. **Computer Skills:** Candidates should have basic knowledge of computer skills from any recognized institute in line of GOI/MHA No. 25019/01/2018-PM-II dated 5th November 2018 and Chandigarh Administration Home Department No. 10385-HIII (1) 2018/23703 Dated 14.11.2018.

8. PHYSICAL ENDURANCE & MEASUREMENT (PE&MT):

PE&MT shall be conducted by one or more Boards consisting of one SSP/Comdt./SP assisted by 02 or more ASsP/DSsP to be nominated by DGP/IGP, Chandigarh, and other subordinate staff as required. The subordinate staff for assistance will be detailed by the Police Establishment Branch (PEB).

The first measurement of a candidate would be his/her height. Candidates not fulfilling the height criteria would be rejected forthwith. Only candidates fulfilling the height criteria would be allowed to proceed further in PE&MT as per following criteria:-

(a)	Height	5' 7" (male) 5' 2" (female)
(b)	Chest (only for male)	33" (with expansion of one and half inch)
(c)	Race	*One mile in 5.30 minutes (male) **500 metres in 2 minutes (female) ***For Ex-Serviceman above 35 years of age, Physical Efficiency Test will consist of one mile jogging in 10 minutes.
(d)	Long Long Jump	14' (Male) 8' (Female)
(e)	High Jump	4' (Male) 3' (Female)

All candidates shall be subjected to a dope test before PE&MT.

9. APPELLATE BOARD FOR PE&MT:

An Appellate Board consisting of one DIG/SSP/Comdt./SP and one or more officer(s) of appropriate ranks shall be constituted by the DGP/IGP, Chandigarh to consider the appeals filed by candidates against the measurement of height and chest and to carry out re-measurement on the same day or as early as possible. Appeal forms shall be made available in the on-site office of

the Chairman of the Board for PE&MT and no appeal shall be entertained once the candidate leaves the PE&MT ground.

10. WRITTEN TEST/CBT TEST

All candidates [including ex-servicemen], who qualify the PE&MT, shall be put through a Computer Based Test (Tier 1- 50 Marks) and written test (Tier II- 50 Marks).

10.1. CBT Test shall be based on General Knowledge/Current Affairs, IQ, Reasoning, Numerical Ability and questions shall be multiple choice objective types and will carry one mark for every correct answer and a negative marking of 0.25 for every wrong answer.

10.2. Written Test shall be subjective and shall include questions on:

Language Essay (English, Hindi, Punjabi)	—30 marks
Language Skills (English)	-- 20 Marks

The question paper for the written test shall be in Hindi, English and Punjabi. Each candidate will be given the test paper only in the language selected by the candidate during the application process. Change of medium will not be permitted. In view of guidelines on Transparent Recruitment Process, (TRP) issued by BPR&D, there shall be no interview and the merit list for each category shall be based only on the outcome of the marks obtained in the written examination.

11. CUT OFF MARKS FOR WRITTEN TEST/CBT:

The minimum qualifying cut-off marks for each category shall be as follows for selection in the Final Merit List of written exam/CBT only :-

General Candidates	50%
SC Candidates	40%
OBC Candidates	40%
Ex-Servicemen Candidates	40%

However, the DGP/IGP may lower the cutoff marks for one or more categories in case the requisite numbers of candidates have not qualified in the final merit list.
