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"SECRETARIAT SECURITY FORCE"
(MINISTRY OF HOME AFFAIRS)
GOVERNMENT OF INDIA

RECRUITMENT FOR THE POST OF CONSTABLE (BARBER) AND CONSTABLE (WASHERMAN)- 2025 IN SECRETARIAT SECURITY FORCE (SSF)

Online Applications are invited from eligible **Male Indian citizens** only possessing educational qualification & age as prescribed below for filling up following vacancies to the post of **Constable (Barber & Washerman)**, General Central Service, Group 'C' Non-Gazetted (Non-Ministerial) on temporary basis likely to be permanent in Secretariat Security Force (SSF). On appointment, the candidates shall be governed by the Central Civil Services (conduct) Rules and other Rules applicable from time to time. Applications from eligible candidates will be accepted through **ONLINE MODE** only. No other mode for submission of application is allowed. **ONLINE APPLICATION MODE WILL BE OPENED W.E.F. 30TH MARCH, 2026 (30/03/2026) AT 00:01 AM AND WILL BE CLOSED ON 28TH APRIL, 2026 (28/04/2026) AT 11:59 PM.** The applicants are advised to check their eligibility before applying, so as to avoid disappointment at a later stage.

2. Details of vacancies are as under :

Name of Post	Total vacancies	Particulars	Category					Total
			UR	SC	ST	OBC	EWS	
Constable (Barber)	03	Male	3	0	0	0	0	3
Constable (Washerman)	07	Male	5	1	0	1	0	7

Note:-

a) The vacancies are tentative and may increase or decrease without any Notice. Any change in the number of vacancies will be intimated through ITBPF Recruitment website i.e. **https://recruitment.itbpolice.nic.in.**

b) Secretariat Security Force (SSF) reserves the right to make changes in sequence of the recruitment process after publication of this advertisement. Secretariat Security Force (SSF) also reserves the right to cancel or postpone the recruitment at any stage due to administrative reasons.

c) 10% of the vacancies are reserved for Ex-Servicemen in the respective Post/Category. In case vacancy reserved for Ex-servicemen remains unfilled due to non-availability of eligible or qualified candidates, the same shall be filled by non Ex-serviceman candidates of respective categories.

d) Candidates claiming **OBC (NCL)** status may note that certificate on Non-Creamy Layer status should be based on the income earned during three

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previous financial years (i.e. 2024-25, 2023-24 and 2022-23) and must ensure that he should be in possession of caste/community and Non-Creamy Layer (NCL) certificate before the **closing date** for submission of online applications, i.e. **28th April, 2026 (28.04.2026)**.

3. **PAY SCALE AND OTHER ALLOWANCES** :

a) Pay Scale	Level- 2 in the Pay Matrix Rs. 19,900–63,200 (as per 7th CPC).
b) Other allowances	Post will carry Dearness Allowance, free accommodation or HRA, Transport Allowance, Leave Travel Concession and any other allowance(s)/facility(ies) as admissible to the Central Civil Employees from time to time under the rules/instructions. On appointment, the candidates shall be entitled for the pension benefits as per the **"New Restructured Defined Contributory Pension Scheme"** applicable for the new entrants to the Central Government Services w.e.f. **01.01.2004**.

4. **ELIGIBILITY CONDITIONS** :

a)	**Educational Qualifications & Age Limit:** (As on **Crucial date** i.e. closing date for receipt of online applications)		
	Name of Post	Age Limit (as on closing date for receipt of online application)	Minimum educational and other essential qualifications
	Constable (Barber)	Between 18 to 23 years	i) Matriculation pass or equivalent from a recognised School or Institution/Board; ii) Candidates will have to pass a Trade in the profession.
	Constable (Washerman)	Between 18 to 23 years	i) Matriculation pass or equivalent from a recognised School or Institution/Board; ii) Candidates will have to pass a Trade Test in the profession.
b)	**Cut off date for Age and Relaxations** :		
	i) Crucial date for determining the age limit shall be the closing date for receipt of online applications, i.e. **28th April, 2026 (28/04/2026)**. ii) For the post of Constable (Barber & Washerman) **(18 to 23 years)** as on **28.04.2026**. Candidates should not have been born **earlier than 29th April, 2003 (29/04/2003)** and **not later than 28th April, 2008 (28/04/2008).**		

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Note:-

i) The date of Birth as recorded in the Matriculation certificate available on the date of submission of application shall be accepted as proof for determining the age and no subsequent request for its change will be considered or granted.

ii) Certificates for claiming **SC/OBC (NCL)** status should be issued before the **closing date** for submission of online applications.

iii) Candidates claiming **OBC (NCL)** status may note that certificate on **Non-Creamy Layer** status should be based on the income earned during three previous financial years (i.e. 2024-25, 2023-24 and 2022-23) and should be in possession before the closing date of submission of online applications, i.e. **28th April, 2026 (28/04/2026).**

iv) Candidates who wish to be considered against reserved vacancies or seeking age relaxation must submit requisite certificate(s) issued by the Competent Authority, in the prescribed format when such certificates are sought by the Recruitment Board, otherwise, their claim for SC/OBC (NCL) status will not be entertained and their candidature/applications will be considered under Un-reserved (UR) category.

v) The formats of the certificates **Annexure- I, II, II-A, III, IV, V, VI & VII** are annexed. Certificates obtained in any other format will not be accepted.

vi) Age relaxation available to different categories of eligible candidates are as under :-

Sl. No.	Category	Age-Relaxation permissible beyond the upper age limit
1	SC	5 years
2	OBC (NCL)	3 years
3	Ex-Servicemen (Unreserved/General)	3 years after deduction of the military service rendered from the actual age.
4	Ex-Servicemen (OBC/NCL)	6 years (3 years + 3 years) after deduction of the military service rendered from the actual age.
5	Ex-Servicemen (SC)	8 years (3 years + 5 years) after deduction of the military service rendered from the actual age.
6	Departmental Candidates	UR- 40 years OBC (NCL)- 40+3 = 43 years SC- 40+5 = 45 years

Explanation of Ex-Serviceman:

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An Ex-Serviceman means a person:

1. Who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and

a) Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension.

or

b) Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension.

or

c) Who has been released from such service as a result of reduction in establishment.

or

2. Who has been released from such service after completing the specific period of engagement, 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, namely, pension holders for continuous embodied service or broken spells of qualifying service;

or

3. Personnel of the Army Postal Service who are part of regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;

or

4. Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987.

or

5. Gallantry award winners of the Armed Forces including personnel of Territorial Army;

or

6. Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

c) **Physical Standards:**

Constable (Barber & Washerman)

(a) **Height** :

Description	Height (in Cms.)
For the candidates belonging to the General Category.	170 Cms.
For the candidates falling in the categories of Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the states of Assam, Himachal Pradesh, Kashmir region of Union territory of Jammu & Kashmir and Leh region of Union territory of Ladakh.	165 Cms.

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	For the candidates hailing from North-Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.	162.5 Cms.
	For the candidates belonging to the Scheduled Tribes (ST) hailing from the North-Eastern States as above and the Left-Wing Extremism affected Districts.	160 Cms.
	For the candidates belonging to the Scheduled Tribes (ST) other than North-Eastern States and Left-Wing Extremism affected Districts.	162.5 Cms.

(b) Chest :

(i) For the candidates belonging to the General Category :
Unexpanded – 80 centimeters;
Expanded – 85 centimeters;

(ii) For the candidates belonging to hill area other than North-Eastern States :
Unexpanded – 78 centimeters;
Expanded – 83 centimeters;

(iii) For the candidates belonging to the Scheduled Tribes :
Unexpanded – 76 centimeters;
Expanded – 81 centimeters;

(iv) For the candidates hailing from North-Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura :
Unexpanded – 77 centimeters;
Expanded – 82 centimeters;

Weight- Proportionate to height and age as per medical standards.

Note:- Candidate who intends to avail relaxation in Height/Chest measurement shall have to submit certificate in prescribed format as per **Annexure-'IV'**, whenever sought by the Recruitment Board.

d) **Medical Standards** :

(a) Eye sight – Both eye sights should be in 6/6 without correction, without wearing glass.

(b) The candidate must not suffer from knock-knees, flat foot, varicose veins or squint in the eyes and shall possess high colour vision and they must be in good mental and bodily health and free from any physical defect likely to interface with the efficient performance of duties.

(c) **Tattoos**: -

(a) **Content**: Being a secular country, the religious sentiments of our countrymen are to be respected and thus, tattoos depicting religious symbol or figures and the name, as followed in Indian Army are to be permitted.

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	(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 are to be allowed. (c) **Size**: Size must be less than ¼ of the particular part (Elbow or Hand) of the body. **Note** :- In case a candidate has undergone removal of tattoo(s) prior to appearing for recruitment process and the same has faded substantially, this will be treated as a **"scar"** and not a tattoo. Such candidates will be permitted to undergo the entire selection process with the approval of Presiding Officer of the recruitment Board. Further, the scar resulting due to removal of tattoo will be reviewed by the Medical Board during Detailed Medical Examination.

5. **HOW TO APPLY AND BY WHICH DATE:**

a)	Eligible and interested candidates need to apply online through ITBPF recruitment website **https://recruitment.itbpolice.nic.in.** Candidates are advised to fill the online application form after reading the instructions carefully and should provide genuine and functional e-mail ID and Mobile number at the time of filling online application form. Details as required under various segments should be mentioned clearly, correctly and logically. As the applications need to be submitted online only, applications received offline shall not be considered and will be rejected summarily.
b)	Candidates are to fill all information e.g. Category (UR/SC/OBC (NCL)), Employment status etc. in the profile created on ITBP recruitment website before submission of online application. Any false/incorrect information in online application will lead to cancellation of candidature and no request for change in such details will be considered at later stages.
c)	APPLICATION FEE & MODE OF PAYMENT – Male candidates belonging to General (UR) & OBC category applying for this recruitment will have to pay **Rs. 100/- (Rupees one hundred only)** as application fee through online payment gateway system on **https://recruitment.itbpolice.nic.in.** Application received with any other mode of fee payment will be summarily rejected. **Candidates belonging to Scheduled Caste (SC) and Ex-Servicemen are exempted from paying the fee.** **Note:-** i) Fee once paid will not be refunded under any circumstances. ii) Fee paid by modes other than online mode will not be accepted and the applications of such candidate will be rejected forthright. Besides above, the payments made in such cases shall stand forfeited.
d)	Candidates working in Central/State Government/Autonomous/Statutory Bodies/Public Sector Undertaking etc. applied to the post are required to furnish "**No Objection Certificate**" in original as per **Annexure-'III'** issued

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	by the employer at the time of verification of documents. The candidature of candidates who fail to submit "**No Objection Certificate**" at the time of documentation shall be summarily rejected.
e)	**Online application mode will be opened w.e.f. 30th March, 2026 (30/03/2026) at 00:01 a.m. and will be closed on 28th April, 2026 (28/04/2026) at 11:59 p.m.**
f)	Procedure for online submission of application is available on ITBPF recruitment website **https://recruitment.itbpolice.nic.in**
g)	Candidates are strongly advised to apply well in time without waiting for the last date for submission of online application form.

6. **SELECTION PROCESS:**

a) Admit Cards to the candidates will be issued online mentioning the date and venue of recruitment test. Candidature of candidates who are issued online admit cards will remain provisional till they are finally selected and submit all related documents/certificates in original and in prescribed format at the stage of verification of original documents.

b) **Candidates are required to bring a clear & legible print out of their online application form & admit card; else they will not be permitted to enter the venue of Physical Efficiency Test (PET) and Physical Standard Test (PST).**

Note:-

(i) Before start of PET & PST, the candidates will undergo thorough verification of identity including Biometric capture.

(ii) Biometric identification of candidates can also be verified at any stage of recruitment.

(iii) It is candidate's responsibility to check his hands before so that the biometric machines are able to capture the fingerprint image. In case, if the biometric machine is not able to capture the fingerprint image due to Mehndi, wax, etc. then, the candidate will not be allowed to appear in the examination.

(iv) **Failure in biometric verification at any stage will lead to cancellation of candidature.**

c) Candidates will have to undergo the following recruitment tests:-

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<table>
<tr><th colspan="2">PHASE - I</th></tr>
<tr><td>PHYSICAL EFFICIENCY TEST (PET)</td><td>i) The events of the PET are as follows :-.
<table>
<tr><td>i) 1.6 Kms Race</td><td>To be completed within 7.30 minutes.</td></tr>
<tr><td>ii) Long Jump</td><td>11 Feet (03 Chances).</td></tr>
<tr><td>iii) High Jump</td><td>3½ Feet (03 Chances).</td></tr>
</table>
ii) No marks will be awarded for this test and PET shall be qualifying in nature. Candidates have to qualify each event of PET, those who do not qualify shall be eliminated.

iii) There is no provision of appeal by a candidate who fails in any event of the Physical Efficiency Test (PET).

<u>Note</u>:- PET will not be held for Ex-Servicemen. However, Ex-Servicemen will be required to qualify the requisite PST, Written Examination, Trade/Skill Test and Medical Examination.</td></tr>
<tr><td>PHYSICAL STANDARD TEST (PST)</td><td>(i) Candidates who qualify Physical Efficiency Test (PET) will be screened for Height, Chest and Weight measurements. Those who do not meet the required physical measurement as applicable will be eliminated at this stage. The Candidates who are declared not qualified in Physical Standard i.e. height & chest (as applicable) may prefer an appeal on same day, if they so desire, to the Appellate Authority nominated for the centre, through Presiding Officer. The decision of the Appellate Authority will be final and no further appeal or representation in this regard, will be entertained.

ii) Underweight/Overweight candidates will be allowed to participate in the next stage of recruitment and shall not be debarred at PST stage. The final decision on fitness/unfitness due to underweight/overweight will be decided at the time of Detailed Medical Examination (DME) based on the weight and age on the day of DME and the height as measured by the PST Board.

iii) Rejection Slip to the candidates who are less in height and chest will be issued at the time of PST. Board shall ensure that measurement is mentioned in writing in the Rejection Slip. In case, if any candidate is not satisfied with the physical measurement recorded by the Board, he may make a representation/appeal in writing to the Presiding Officer of the Recruitment Board on the same day for re-measurement. In such case, the physical measurement of aggrieved candidate(s) shall be measured by the Presiding Officer (PO) himself and shall dispose off the representation/appeal immediately in writing to the candidate then and there. In case, any candidate refuses to sign or leaves the PST centre without signing the rejection slip, the Presiding Officer should endorse the remarks in the rejection slip as "candidate refused to sign/candidate left without receiving rejection slip/candidate did not turn up to receive rejection slip" and same may be kept in record properly having duly signed by the Presiding Officer of the Board.</td></tr>
</table>

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PHASE - II

Written Examination (50 Marks)

(i) The candidates who qualify Physical Standard Test (PST) will have to undergo Written Examination. Admit cards to the candidates, will be issued online by mentioning date and venue of the Written Test. Candidates have to download online admit card from ITBPF recruitment website i.e. **https://recruitment.itbpolice.nic.in**

(ii) The written examination carrying 50 marks will consist of objective type Multiple Choice Questions. However, pattern of written test i.e. OMR or Computer Based Test (CBT) will be at the **discretion of Secretariat Security Force (SSF)/ITBP**. The pattern of question paper for OMR/CBT based written examination will be as under:-

50 Questions (Objective type), Maximum Marks– 50
Time – 1 Hour

Sl. No.	Subject	No. of questions	Marks
a)	General awareness/General knowledge	15	15
b)	Knowledge of elementary Mathematics	10	10
c)	Analytical aptitude and ability to observe and distinguish patterns.	15	15
d)	Basic knowledge of the candidates in English/Hindi	10	10
Total		**50**	**50**

Note : There shall be 10 questions for Hindi and 10 questions for English. Candidates will have an option to attempt 10 questions in either of the language i.e. either in Hindi or in English.

Note:

i) Answer Key of the question papers will be uploaded on ITBPF recruitment website i.e. **https://recruitment.itbpolice.nic.in** after the written examination is completed.

ii) Candidates are not permitted to use Mobile phone, calculators or any other electronic/electrical device. Possession of these items, whether in use or not, will be considered as "**use of unfair means**" in the examination and appropriate action will be taken against such candidates.

iii) The minimum cut-off percentage of marks for qualifying in written examination will be as follows :-

UR & Ex-Servicemen category : 18 Marks
SC & OBC category : 17 Marks

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<table>
<tr><td></td><td>iv) There shall be no provision for re-evaluation/re-checking of scores. No correspondence in this regard shall be entertained.

v) There will be no negative marking.</td></tr>
<tr><td colspan="2">PHASE - III</td></tr>
<tr><td>TRADE TEST
(50 MARKS)</td><td>Candidates, who qualified the written examination, to the tune of ten times category-wise vacancies will be called to appear in Trade Test on the basis of marks secured in written examination. Each candidate will be allowed to appear for one trade test only as applied in the online application form. This trade test will carry 50 marks and qualifying marks shall be 50% for all categories. However, the trade test will be qualifying in nature only and the criteria of trade test is as under :-
<table>
<tr><th>Name of Post</th><th>Activity</th><th>Max. Marks</th></tr>
<tr><td rowspan="3">Constable (Barber)</td><td>Hair cutting of various types.</td><td>20</td></tr>
<tr><td>Body/head massage.</td><td>15</td></tr>
<tr><td>Knowledge about use of tools/machines used in the trade work.</td><td>15</td></tr>
<tr><td></td><td>Total =</td><td>50</td></tr>
<tr><td rowspan="4">Constable (Washerman)</td><td>Washing of various types of clothes.</td><td>15</td></tr>
<tr><td>Ironing of clothes.</td><td>10</td></tr>
<tr><td>Knowledge about dry-cleaning of clothes.</td><td>10</td></tr>
<tr><td>Knowledge about use of various detergents/washing powders, soaps etc. and their use in correct quantity.</td><td>15</td></tr>
<tr><td></td><td>Total =</td><td>50</td></tr>
</table>
</td></tr>
<tr><td>MERIT LIST</td><td>(i) After completion of Written Examination, merit lists in each category namely UR, SC and OBC (NCL) and Ex-serviceman will be drawn on the basis of marks obtained by the candidates in the Written Examination. On the basis of merit, the candidates shall be shortlisted for Verification of Original Documents and Detailed Medical Examination (DME) as per the category wise vacancies. Extended list in each category shall also be prepared to cover the shortfall due to failure of candidates in documentation, Detailed Medical Examination and Review Medical Examination (RME). However, there shall be no reserve list.

(ii) SC & OBC candidates who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such SC & OBC (NCL) candidates shall be accommodated against the General/Un-reserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC & OBC (NCL) candidates who are lower in merit than the last General</td></tr>
</table>

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	candidate on Merit List of un-reserved category, but otherwise found suitable for appointment even by relaxed standard.
RESOLUTION OF TIE CASES	a) In case of tie in marks, the candidate older in age will be higher in merit. b) If the tie still persists, the candidate whose name comes first in the alphabetic order (English) will be kept higher in the merit list. c) The Merit List will be approved by the Nodal Officer. Thereafter, list of candidates shortlisted for verification of original documents and DME/RME will be uploaded on ITBP recruitment website.
PHASE – IV	
VERIFICATION OF ORIGINAL DOCUMENTS	The candidates will be shortlisted in order of merit in each category will be put through verification of Original Documents. Testimonials of the candidates will be checked before Detailed Medical Examination (DME). Original documents will be returned on the spot after verification and self attested copies of certificates will be retained with the application. Original copy of following documents will be required for verification :- (i) Educational Certificate(s) . (ii) Matriculation or 10th Class Certificate for verification of DOB. (iii) Professional/Experience certificate, if any; (iv) Scheduled Caste (SC) Certificate as per **Annexure-'I'**, OBC certificate as per **Annexure-'II'** (if belonging to any of these categories) issued by an authority not lower than Tehsildar or SDO. Certificates obtained in any other format will not be accepted. Candidates claiming OBC status may note that certificate on non creamy layer status as per **Annexure-'II-A'** should have been obtained within three years before the closing date i.e. **28th April, 2026 (28/04/2026)**. (v) Persons serving in Government Services applying for the post are required to furnish "**No Objection Certificate**" in original as per **Annexure-'III'** issued by their employer at the time of physical verification of documents. Candidates who fail to submit N.O.C. at the time of documentation, shall be summarily rejected. (vi) Certificate as per **Annexure 'IV'** for claiming relaxation in height & chest (if applicable). (vii) Domicile Certificate issued by local revenue authorities or PAN Card or Aadhar Card or Driving License or Voter Card etc. for verification of citizenship. In case of West Pakistani Refugees

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	settled in Jammu and Kashmir (UT), they are required to produce Certificate in the format attached as **Annexure-'V'** issued by the Sarpanch/ Numberdar of the candidate's village to the effect that the person belonged to the West Pakistani Refugees Category, along with a copy of Electoral Roll showing the name of the candidate in the voter list for elections to the Parliamentary Constituency. (viii) Discharge certificate in case of Ex-Servicemen. (ix) Eight latest passport size photographs. (x) The Board is competent to take final decision in accepting/rejecting candidature of the candidate, if he does not produce certificates as required on his behalf in support of educational qualifications & age. (xi) Candidates failing to qualify at the stage of documentation shall be eliminated from this stage and rejection slip as format **(Annexure-'VII')** shall be issued by the Presiding Officer.
DETAILED MEDICAL EXAMINATION (DME)	Only those candidates who qualify in the documentation will be required to undergo Detailed Medical Examination (DME) to assess their fitness. The Detailed Medical Examination (DME) of the candidates will be conducted in terms of Uniform Guidelines for Recruitment Medical Examination for GOs and NGOs in CAPFs and AR issued vide MHA U.O. No. A.VI-1/2014-Rectt(SSB) dated 20.05.2015 and A.VI.I/14-Rectt(SSB) dated 24.08.2015 and as amended from time to time by the Government.
REVIEW MEDICAL EXAMINATION (RME)	i) Candidates declared unfit during Detailed Medical Examination (DME) will be allowed to undergo Review Medical Examination (RME), provided they give their written consent by appending their signature on the intimation indicating the reasons for being unfit as per **Annexure-'VI'**. (ii) The candidates who have been declared unfit in DME will be briefed about the procedure for filing an appeal for RME at the venue. (iii) The RME will be conducted in continuation to DME on the appeal by the candidate for re-medical in order to rule out any possibility of an error of judgment in the decision of the Recruiting Medical Officer in the DME. The candidate needs to be declared fit by DME or RME board (as applicable) on the date of Medical examination in all aspects as per Medical Guidelines issued by MHA/Government of India. (iv) The RME of candidates will be conducted in continuation of DME preferable on the next day of DME. The consent for RME

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	as **Annexure-'VI'** duly signed by the candidate should be submitted within **24 hours** after he is informed of his unfitness in DME. (v) The decision of ITBPF Board of Medical Officers shall be final for declaring a candidate Fit or Unfit in DME/RME. vi) There will be no provision of **"Temporary Unfit".** Medical Officer should give his verdict as **"FIT"** or **"UNFIT"** in respect of each candidate.

7. GENERAL INSTRUCTIONS:

(1) If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of recruitment or thereafter, their candidature for this recruitment will be cancelled :-

(a) Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.
(b) Leaving the Examination Venue without prior permission of the Invigilator.
(c) Assault, use of force, causing bodily harm, misbehaving, intimidating or threatening in any manner with the examination functionaries i.e. Supervisor, Invigilator, Security Guard or ITBPF representatives etc.
(d) Obstruct the conduct of examination/instigate other candidates not to take the examination.
(e) Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
(f) Obtaining support/ influence for his/her candidature by any irregular or improper means in connection with his/her candidature.
(g) Possession of Mobile Phone in either 'switched on' or 'switched off' mode.
(h) A person who is associated with the conduct of the examination in any manner, whatsoever.
(i) Damaging examination related infrastructure/equipments.
(j) Appearing in the Exam with forged Admit Card, identity proof, etc.
(k) Possession of fire arms/lethal weapons during the examination.
(l) Threatening/intimidating examination functionaries with weapons/fire arms.
(m) Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
(n) Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.
(o) Impersonate/Procuring impersonation by any person.
(p) Taking snapshots, making videos of question papers or examination

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	material, labs, etc. (q) Sharing examination terminal through remote desktop software/Apps/ LAN/WAN, etc. (r) Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination. **Note:- The ITBPF may also report the matter to Police/Investigating Agencies, etc as deemed fit, for taking further necessary action.**
(2)	All candidates who have been called for PET, PST will bring a clear and legible print out of the online application form for purpose of identification else they will not be permitted to enter the venue. The print out will be retained by ITBPF staff for office use.
(3)	Candidates are to ensure to keep sufficient number of same passport size photos used by them in filling the online application form. The candidates are also advised to bring same passport size photos submitted with online application form at all stages of recruitment.
(4)	Verification of original documents will be conducted before Detailed Medical Examination (DME); therefore candidates are advised to confirm their eligibility in all respects to avoid any disappointment at later stage.
(5)	Government Servants should submit in original a "**No Objection Certificate**" from their employer at the time of documentation else their candidature will be rejected.
(6)	**Admit card to the eligible candidates will be issued online by mentioning date and venue. Candidates have to download online admit card from ITBPF recruitment website i.e. https://recruitment.itbpolice.nic.in. Therefore, candidates should provide genuine and functional e-mail ID and Mobile number at the time of filling online application form. ITBPF/SSF will not be responsible in case of non receipt of admit card due to technical and other reasons.**
(7)	ITBPF/SSF shall not be responsible for any damage/injury to the individual sustained during the course of recruitment process.
(8)	Candidates are advised to be beware of touts or not to fall prey to the unscrupulous elements. Recruitment is totally transparent, fair and purely on the basis of performance of the aspirants. No candidate is required to pay any money in cash or otherwise, for recruitment, except nominal application fee. If someone approaches any candidate asks for money or any other favour, they may report the matter to the recruitment board or the local police.
(9)	ITBPF/SSF will not be responsible for any power failure, electronic, internet related problems, etc faced by the candidates while applying online.
(10)	There shall be a mandatory **induction training** of at least three months duration for successful completion of probation as prescribed by the Central Government.
(11)	No correspondence will be entertained from ineligible candidates whose applications have been rejected.
(12)	Candidates belonging to physically handicapped category are not eligible to

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	apply for this examination.
(13)	Any further information/notice in respect to the subject recruitment will be published on **https://recruitment.itbpolice.nic.in** only. Hence, all candidates are advised to log on the above link from time to time.
(14)	Candidates should come duly prepared for more than one day stay under their own arrangements at the Recruitment Centre.
(15)	No Travelling Allowance (TA)/ Daily Allowance (DA) will be admissible for the journey up to the recruitment venue and back.
(16)	Incomplete applications will be summarily rejected and no correspondence in this regard will be entertained.
(17)	Change in category will NOT be entertained at later stage by ITBPF and the candidature of such candidate shall be cancelled.
(18)	Application received after the last date as mentioned above will not be accepted.
(19)	All disputes and differences, if any, will be subject to the jurisdiction of the courts within the territorial limits of Delhi only.
(20)	ITBPF reserves the right to allocate to any examination city on administrative ground.
(21)	ITBPF reserves the right to cancel examination at one change and Shift the examination to another date & centre.
(22)	For any queries, complaints or clarification the candidates can write an e-mail **comdtrect@itbp.gov.in** or call on **Helpline number i.e. 011-24369482 & 011-24369483.**

8. **Disclaimer:** Information given in this advertisement and on website are guidelines only. In case of any ambiguity, the existing rules and regulations of Secretariat Security Force/Govt. of India will be final, which are amended from time to time.

DIG (Recruitment)
Directorate General, ITBPF

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ANNEXURE 'I'

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO **SCHEDULED CASTE (SC)** APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

A candidate who claims to belong to one of the Scheduled Caste should submit in support of his claim an attested/certified copy of a certificate in the form given below, from 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. Wherever photograph is an integral part of the certificate, the SSF/ITBPF would accept only attested photocopies of such certificates and not any other attested or true copy.

The form of the certificate to be produced by Scheduled Castes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____belongs to the Caste/Tribes _____ which is recognised 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 (Modification) Order, 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas Reorganization Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976)
The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956.
The Constitution (Andaman & 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 (Pondicherry) Scheduled Castes Order 1964 @.
The Constitution (Uttar Pradesh) Scheduled Tribes 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 (Scheduled Castes) Orders (Amendment) Act, 1990 @.
The Constitution (Scheduled Tribes) Orders (Amendment) Ordinance, 1991 @.
The Constitution (Scheduled Tribes) Orders (Second Amendment) Act, 1991 @.
The Constitution (Scheduled Tribes) Orders (Amendment) Ordinance, 1996

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2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration. This certificate is issued on the basis of the Scheduled Castes certificate issued to Shri/Shrimati _____Father/Mother _____of Shri/ Shrimati/Kumari* _____ of village/town* in District/Division* _____of the State/Union Territory* _____ who belongs to the _____ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

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

Signature _____

** Designation _____

(with seal of office)

State/Union Territory

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.

** The authorities competent 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.

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Annexure- 'II'

FORM OF CERTIFICATE TO BE PRODUCED BY **OTHER BACKWARD CLASSES (OBC)** 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_____ in District/Division _____ _____ in the State/Union Territory_____ belongs to the _____Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*. Shri/Smt/Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. 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 08.09.1993, OM No. 36033/3/2004-Estt. (Res.) dated 09.03.2004 and OM No. 36033/3/2004-Estt. (Res.) dated 14.10.2008**.

District Magistrate
Deputy Commissioner etc.
***

Dated:
Seal

` Government of India, in which the caste of the candidate is mentioned as OBC.
**- As amended from time to time.
***- The authorities competent to issue the Certificate:-

a. District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/ Extra-Assistant Commissioner (not below the rank of first class Stipendiary Magistrate).
b. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
c. Revenue Officers not below the rank of Tehsildar.
d. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

Note: - The term "Ordinarily" used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

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ANNEXURE-'II-A'

DECLARATION BY **OTHER BACKWARD CLASS (OBC)** CANDIDATES REGARDING **NON CREAMY LAYER** STATUS

I,_____ wife/son/daughter of Shri_____ resident of village/town/city_____ District_____ State _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services. This is also to certify that I do not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the schedule to the Government of India, Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt. (Res.) dated 08.09.1993, which is modified vide OM No. 36033/3/2004-Estt. (Res.) dated 09.03.2004, further modified vide OM No. 36033/3/2004-Estt.(Res.) dated 14.10.2008 and again further modified vide OM No. 36036/2/2013-Estt.(Res.) dated 30.05.2014.

Place:_____
Date:_____

Signature of the applicant (OBC candidate)

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Annexure 'III'

RECRUITMENT FOR THE POST OF .....
IN SECRETARIAT SECURITY FORCE (SSF)

No Objection Certificate

Note: Persons serving in Government services applied for the post of ..... must submit 'NO OBJECTION CERTIFICATE' in original duly signed by their employer at the time of documentation stage, else their candidature will be rejected.

(i) Certified that Mr./Mrs./Kumari _____ holds a permanent/temporary post of _____under Central Government.

(ii) Certified also that he/she has submitted his/her application to this department/Office on _____.

(iii) Certified also that Mr./Mrs./Kumari_____ will be released in case of his/her selection for the post of ..... in **Secretariat Security Force (SSF)**.

iv) Certified also that Mr./Mrs./Kumari..... Post..... serving in.....since .....(mention date of appointment) and no DE/Vigilance case is either pending or being contemplated against him/her.

Place:-
Dated:-

Signature of Head of Office/
Appointing Authority
with office seal

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Annexure-'IV'

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

(Please refer para 4 (d) of the advertisement)

Certified that Shri_____Son/Daughter of Shri _____ is permanent resident of village_____Tehsil/Taluka_____ District_____ ___of _____ State.

2. It is further certified that:

- Residents of entire area mentioned above are considered as_____ (Garhwali, Kumaoni, Gorkha, Dogra, Maratha, Sikkimies) for relaxation in height measurement for recruitment in Secretariat Security Force of the Union of India.

- He belongs to the Himachal Pradesh/Jammu & Kashmir/Ladakh/North Eastern States which is considered for relaxation in height measurement for recruitment in the Secretariat Security Force (SSF) of the Union of India.

- He belongs to _____Tribals/Adivasis community which is considered for relaxation in height and chest measurement for recruitment in Secretariat Security Force (SSF) of the Union of India.

Date: _____
Place _____

Signature _____
District Magistrate/Sub-Divisional Magistrate/Tehsildar

- Delete whichever is not applicable.

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Annexure-'V'

Office of the Sarpanch/Numberdar .....

Passport size photograph

IDENTITY CERTIFICATE FOR WEST PAKISTANI REFUGEE RESIDING IN THE UNION TERRITORY OF JAMMU & KASHMIR AND UT OF LADAKH

This is to certify that Shri/Ms/Smt..... S/o, D/o, W/o Shri.....formerly a resident of Village....., Tehsil....., Distt.....of undivided India (now Pakistan) presently residing at H. No....., Street/Lane No..... Mohalla.....Village....., Tehsil....., Distt..... is now a West Pakistani Refugee after having migrated form Pakistan during the Indo-Pak Conflict of 1947.

Sarpanch/ Numberdar

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ANNEXURE-'VI'
FOR OFFICIAL USE ONLY

FOR THE POST OF .....

MEMORANDUM UNFIT

Subject: **Review Medical Examination of candidates found to be UNFIT in Medical Examination Test for the post of ..... in Secretariat Security Force (SSF).**

Mr/Ms..... Roll No.....is hereby informed that he/she has been medically examined for recruitment to the post of ..... in Secretariat Security Force (SSF) on .....at ..... and found UNFIT due to the reasons mentioned below :-

(i) .....
(ii) .....
(iii) .....
(iv) .....

2. You are hereby informed that you can apply for Review Medical Examination (RME) by signing on the consent form below. RME will be conducted on ..... for which you are required to report at ..... hours.

Signature of Medical Officers
Name
Stamp

Date :
Centre :

Counter-signature of the Presiding Officer with Seal

Result of Medical Examination received
Name & Signature of the Candidate

FOR USE OF CANDIDATE ONLY

To
The Presiding Officer of Recruitment Board
.....
.....

Subject- APPLICATION FOR REVIEW MEDICAL EXAMINATION.

Sir,
I hereby convey my consent for undergoing Review Medical Examination.

Signature.....
Name .....
Roll No.....

Place.....
Date.....

(.....)
Signature of the Presiding Officer with Seal)

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ANNEXURE-'VII'

FOR THE POST OF ..... IN SECRETARIAT SECURITY FORCE (SSF)

REJECTION SLIP FOR PET/PST/DOCUMENTATION

1. Roll Number : .....
2. Name of the candidate : .....
3. Date of Birth : .....
4. Category (General/OBC/SC/ST/EWS & Ex SM) : .....

Your candidature for the post of ..... in Secretariat Security Force (SSF) is rejected due to the following reasons :

.....

.....

Signature of Candidate with date .....

(If Candidates not qualified in the above events, a copy of same may be provided to the concerned candidate)

Signature of PO or Authorized Signatory

Date :
Centre :

Note : In case any candidate refuse to sign or leave the centre without signature on the rejection slip, the Presiding Officer should mention the remarks in the rejection slip as candidate refused to signature/candidate left without receiving rejection slip/candidate did not turn up to receive rejection slip and keep in record properly after signed by the Presiding Officer of the Board.