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भारत सरकार,
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
कार्मिक एवं प्रशिक्षण विभाग,
कर्मचारी चयन आयोग,
ब्लॉक सं12-,केन्द्रीय कार्यालय परिसर,
लोधी रोड, नई दिल्ली-110003.

Government of India,
Ministry of Personnel, Public Grievances & Pensions,
Department of Personnel and Training,
Staff Selection Commission,
Block No. 12, CGO Complex, Lodhi Road,
New Delhi – 110003.

(To be uploaded on the website of the Commission (https://ssc.nic.in) on 17.05.2022)

# Notice

## Head Constable (Ministerial) in Delhi Police Examination, 2022

| | |
|---|---|
| **Dates for submission of online applications** | **17.05.2022 to 16.06.2022** |
| **Last date and time for receipt of online applications** | **16.06.2022 (2300 hours)** |
| **Last date and time for making online fee payment** | **17.06.2022 (2300 hours)** |
| **Last date and time for generation of offline Challan** | **18.06.2022 (2300 hours)** |
| **Last date for payment through Challan (during working hours of Bank)** | **20.06.2022** |
| **Dates of 'Window for Application Form Correction' and online payment of Correction Charges.** | **21.06.2022 to 25.06.2022 (2300 hours)** |
| **Schedule of Computer Based Examination** | **September, 2022** |

"GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY"

**F. No. 3/1/2022–P&P-II** The Staff Selection Commission will conduct an open competitive examination for recruitment of Head Constable (Ministerial) in Delhi Police as per the Memorandum of Understanding signed between Delhi Police and the Staff Selection Commission. Candidates from all parts of the country will be eligible to apply. The salient features of the recruitment are as under:

1.1 The Notice of the Examination will be notified by SSC on its website i.e. https://ssc.nic.in after vetting by Delhi Police. A notice/link in this regard will also be provided on the website of Delhi Police i.e. https://delhipolice.gov.in

1.2 Vacancies, vertical & horizontal, for recruitment of Head Constable (Ministerial) in Delhi Police would be reported by the Delhi Police to the Staff Selection Commission.

1.3 Applications will be accepted through on-line mode only by the Staff Selection Commission.

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1.4 The Staff Selection Commission will conduct the examination in 'Computer Based Examination' (CBE) Mode on Pan India basis depending on the number of applications from different states and UTs. The Computer Based Examination would be conducted in English and Hindi only.

1.5 Admission certificates for Computer Based Examination will be uploaded on the websites of the concerned 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.

1.6 The result of the Computer Based Examination will be declared by the Commission.

1.7 The candidates who come within the range of merit of Computer Based Examination equal to twenty (20) times the number of vacancies in each category will be shortlisted for appearing in the Physical Endurance and Measurement Test (PE&MT).

1.8 PE&MT will be conducted by Delhi Police at Delhi only. Delhi Police will provide schedule and centres for PE&MT to SSC. Thereafter, SSC will provide a link for download of Admit Cards/Admission Certificates of all shortlisted candidates for appearing in PE&MT. The Notice regarding download of the Admit cards by the candidates will be provided to Delhi Police on its website.

1.9 After conduct of PE&MT, Delhi Police will update the result of each candidate on the 'Web-tool' provided by the SSC for conducting of other required Skill/ Trade Test by Delhi Police.

1.10 Skill Tests/Trade Tests for all the posts will be conducted by Delhi Police. Depending on the feasibility, the result of Skill Test/Trade Test will either be uploaded on the web-tool or provided to SSC in electronic form by Delhi Police.

1.11 Collection of Documents from the candidates, their verification and Detailed Medical Examination (DME) will be carried out by Delhi Police.

1.12 The final list of provisionally selected candidates from the list of candidates declared qualified in PE&MT and Skill/Trade tests required will be prepared & announced by the Staff Selection Commission strictly on the basis of merit of tests/examinations prescribed for the post and uploaded on its official website. A "reserve panel/additional list" of 15% candidates (category-wise) 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. The "Reserve Panel" will be valid for a period of two years or till the next recruitment is advertised, whichever is earlier.

1.13 RTI/Public Grievances relating to Notice of Examination (excluding policy issues related to Physical Standards, Medical Standards, Age, Reservation etc. pertaining to Recruitment Rules), on-line applications, conduct of Computer Based Examination and preparation of Merit List would be handled by the Staff Selection Commission whereas other RTI/Public Grievances relating to Recruitment Rules, Standing Orders and any Test/Exam (e.g. PE&MT, Medical Exam, Skill Tests/Trade Tests etc.) conducted by Delhi Police would be handled by Delhi Police.

1.14 Court cases relating to Notice of Examination, conduct of Computer Based Examination, short-listing of candidates for appearing in PE&MT or any test conducted by the SSC and preparation of final result of provisionally selected candidates, filed by the candidates at

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Delhi would be handled by Delhi Police. Such court cases in other regions/out of Delhi on the matter will be handled by the SSC.

1.15 Court cases/RTI/Public Grievances relating to all other issues like Scheme of Examination, vacancies, conduct of Physical Endurance & Measurement Test (PE&MT), collection of Documents from the candidates and their verification, or any test conducted by Delhi Police, Detailed Medical Examination (DME), Review Medical Examination (RME) will be dealt with by the Delhi Police.

1.16 Any representation regarding change (inclusion/exclusion) in the Merit/Selection list/Reserve List due to wrong verified data or change in PE&MT/Medical Fitness Status will be dealt with by Delhi Police.

1.17 In case of any change in result due to wrong inclusion/exclusion of any candidate in/from the Merit/Selection List/Reserve List, the revised result will be issued by the SSC.

1.18 The process of cancellation of candidature of candidates found indulging in any malpractice or impersonation etc. during the conduct of Computer Based Examination will be handled by the SSC.

1.19 The cases of candidates found indulging in any malpractice or impersonation etc. during the conduct of PE&MT or Typing Test on Computer and Computer (Formatting) Test conducted by Delhi Police will be handled by the Delhi Police.

2. **Pay Matrix:** Pay Level-4 (Rs. 25500-81100)

3. **Vacancies:** The details of vacancies are as follows:

**Head Constable (Ministerial)-Male**

| S. No. | Category | Gen/UR | EWS | OBC | SC | ST | Total |
|---|---|---|---|---|---|---|---|
| 1 | Open | 217 | 50 | 123 | 59 | 54 | 503 |
| 2 | Ex-SM | 24 | 06 | 14 | 06 | 06 | 56 |
| | Total | 241 | 56 | 137 | 65 | 60 | 559 |

Out of 503 vacancies under Open category, 15 vacancies are reserved for Persons with Disabilities (PwD) {locomotor disability of 40% and above (either one or both leg affected)}. Their post will be civilian in nature and they will not wear uniform of Delhi Police. The candidates having such disability certificate at the time of applying for the post will be considered.

**Head Constable (Ministerial)-Female**

| S. No. | Category | Gen/UR | EWS | OBC | SC | ST | Total |
|---|---|---|---|---|---|---|---|
| 1 | Open | 119 | 28 | 67 | 32 | 30 | 276 |

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| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Total | 119 | 28 | 67 | 32 | 30 | 276 |

Out of 276 vacancies under Open category, 08 vacancies are reserved for Persons with Disabilities (PwD) {locomotor disability of 40% and above (either one or both leg affected)}. Their post will be civilian in nature and they will not wear uniform of Delhi Police. The candidates having such disability certificate at the time of applying for the post will be considered.

3.1 The vacancies of SC/ST/OBC/EWSs are earmarked by Delhi Police on the basis of post based roster as per Government of India's instructions/rules issued from time to time.

3.2 Delhi Police has reported that 10% vacancies are reserved for Ex-Servicemen (ESM) as per Government of India's instructions. The personnel of Central Para Military Forces are not eligible to apply under Ex-Servicemen category.

3.3 The Commission will make selection of candidates in accordance with the vacancies reported by the Delhi Police. The Commission does not have any role in deciding the number of vacancies of Delhi Police. Implementation of reservation policy, maintaining reservation roster and earmarking of vacancies for different categories come under the domain of Delhi Police.

4. **Nationality/ Citizenship**: Candidates must be the citizen of India.

5. **Age Limit**: 18 to 25 years as on 01.01.2022 **(i.e. candidates born not before 02-01-1997 and not later than 01-01-2004)**. The upper age limit as prescribed above will be relaxable only in the following cases:-

5.1 Upto a maximum of 5 years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe category.

5.2 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 NCT of Delhi.

5.3 Upto 35 years (38 years for OBC, 40 years for SCs/STs) for widows/divorced women and women judicially separated from their husbands and who are not re-married.

5.4 Upto a maximum of 5 years for sportsmen/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 date of advertisement of vacancies. 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/she is eligible for 5 years relaxation in upper age limit over and above the relaxation prescribed at Clause 5.1. In effect, he/she qualifies for relaxation in the upper age limit upto a maximum of 10 years.

5.5 Relaxation in the upper age limit is admissible upto 40 years for general category, 43 years for OBC & 45 years for SCs/STs in case of departmental candidates of Delhi Police. A "departmental candidate" means a person who has rendered a minimum

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three years regular and continuous service in Delhi Police who otherwise fulfills all educational and other physical qualifications.

5.6 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.

5.7 Relaxation in the upper age limit is admissible upto 35 years (38 years for OBC, 40 years for SCs/STs) for Persons with Disability (PwD) candidates. Only the persons having locomotor disability of 40% and above (either one or both leg affected) shall be allowed.

**Note1:** 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. The Certificate should be in the prescribed format issued by the competent authority empowered for the purpose. No other certificate will be accepted as sufficient proof.

**Note 2:** Candidates seeking reservation benefits for SC/ST/OBC must ensure that they are entitled to such reservation as per eligibility. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of PE&MT as per format attached as **Annexure-'D' & 'E'.**

**Note 3:** Candidates seeking reservation benefits for Economically Weaker Sections (EWSs) must ensure that they are entitled to such reservation as per eligibility. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of PE&MT as per format attached as **Annexure- 'F'.**

**Note 4:** Candidates seeking reservation benefits for Persons with Disabilities (PwD) must ensure that they are entitled to such reservation as per eligibility. They should also be in possession of the certificates in the prescribed format issued by the competent authority/medical board in support of their claim at the time of PE&MT.

**Note 5:** Date of Birth filled by the candidate in the online application form should be as recorded in the Matriculation/Secondary Examination Certificate and the same will be accepted by the Commission for determining the age and no subsequent request for change will be considered or granted.

5.8 **Permissible relaxation in upper age limit for different categories based on para 5.1 to 5.7 above are as under:**

| Code No. | Category | Age-relaxation permissible beyond the upper age limit |
|---|---|---|
| 01 | SC/ST | 5 years |
| 02 | OBC | 3 years |
| 03 | PwD (Unreserved) | 10 years |
| 04 | PwD(OBC) | 13 years |
| 05 | PwD (SC/ST) | 15 years |
| 06 | Ex-Servicemen (ESM) | 03 years after deduction of the |

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| | | |
|---|---|---|
| | | military service rendered from the actual age as on closing date of receipt of online application. |
| 08 | Sportsmen/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 date of advertisement of vacancies (other than SC/ST). | 05 years |
| 9 | Sportsmen/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 date of advertisement of vacancies (SC/ST). | 10 years |
| 10 | Departmental candidates of Delhi Police (UR) | Up to 40 years of age |
| 11 | Departmental candidates of Delhi Police (OBC) | Up to 43 years of age |
| 12 | Departmental candidates of Delhi Police (SC/ST) | Up to 45 years of age |
| 13 | Widows/divorced women and women judicially separated from their husbands and who are not re-married (UR) | Up to 35 years of age |
| 14 | Widows/divorced women and women judicially separated from their husbands and who are not re-married (OBC) | Up to 38 years of age |
| 15 | Widows/divorced women and women judicially separated from their husbands and who are not re-married (SC/ST) | Up to 40 years of age |

**6. <u>Relaxations for wards of Police personnel/Multi-Tasking Staff of Delhi Police:</u>**

6.1 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, the following relaxations are admissible:-

1. Height (Male/Female) : Relaxable by 5 centimeters.
2. Chest(Male only) : Relaxable by 5 centimeters.

**6.2** The relaxation will be extended to the sons/daughters of only those Delhi Police personnel/Multi-Tasking Staff, who have not been awarded punishments of dismissal/removal/termination or compulsory retirement by way of penalty.

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**NOTE 1:** 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.

**NOTE 2:** Candidates in this category can be allowed to take the test provisionally on production of certificate in prescribed format as per **Annexure-'G'**, issued only by the DCP/Addl. DCP/ACP/HQ of the concerned Distt./Units (DCP/HQ or ACP/CR(PHQ) 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 measurement test.

7. **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 14-04-1987 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 HC(Ministerial) at the discretion of the appointing authority if their discharge certificate shows previous service as Good or of higher classification/grading, provided that they conform to the educational standards laid down for Head

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Constable(Ministerial) from open competition and qualify such endurance/efficiency tests as prescribed by the Commissioner of Police, from time to time by issuing necessary Standing Orders. They are medically fit for police service according to standards prescribed for recruits.

**Note1:** Ex-Servicemen 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 on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for the age relaxation only.

**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 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, at the relevant time of submitting his application for the Post/Service, the status of ex-serviceman and /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 the application form.

**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 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 application form. NOC having no mention of the date of discharge from the Armed forces will not be entertained and their Application forms will be rejected without assigning any further reasons.

A matriculate Ex-Serviceman (which term include an ex-serviceman, who has obtained the Indian Army Special Certificate (Graduation Certificate) or the corresponding certificate in the Navy or the Air Force) who has put in not less than 15 years of service on closing date of application form with the Armed Forces of the Union will not be eligible for applying for the post.

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**8. Process of certification and format of certificates:**

8.1 Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by Delhi Police at the time of PE&MT, Typing Test on Computer/Computer (Formatting) Test, otherwise, their claim for SC/ ST/ OBC/ EWS/ PwD/ ESM category will not be entertained and their candidature/ application will be considered under Unreserved (UR)/ relevant category. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.

8.2 Crucial date for certificates of various reserved categories will be on the date of Physical Endurance & Measurement Tests (PE&MT).

8.3 A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date.

8.4 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Delhi Police. Candidates are cautioned that they will be debarred from the examination conducted by the Commission in case they fraudulently claim SC/ST/OBC/EWS/PwD/ESM status or avail any other benefit.

9 **Essential Qualification (The candidates should be 10+2 pass or possess equivalent qualification at the time of applying for the post):**

(i) 10 + 2 (Senior Secondary) pass or equivalent from a recognized Board at the time of filling of application form.

(ii) Professional Attainments:

- Speed in English Typing - 30 words per minute.

**OR**

- Speed in Hindi Typing - 25 words per minute.

9.1 As per Ministry of Human Resource Development Notification dated 10-06-2015 published in Gazette of India all the degrees/ diplomas /certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification.

9.2 As per UGC (Open and Distance Learning) Regulations, 2017 published in official

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Gazette on 23-06-2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy, etc. are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11-03-2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others, B. Tech. degree/ diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.

9.3 All candidates who are declared qualified for the Document Verification will be required to produce the relevant Certificates such as Mark sheets, Provisional Certificates etc. for completion of Intermediate/ Higher Secondary/ 10+2/ Senior Secondary in original as proof of having acquired the minimum educational qualification on or before the stipulated date, failing which the candidature of such candidates will be cancelled by the Delhi Police. The candidates who are able to prove, by documentary evidence, that the result of the qualifying examination was declared on or before the cut-off date and he has been declared passed, will also be considered to meet the educational qualification. **It is reiterated that the result of required educational qualification must have been declared by the Board/ University by the specified date. Mere processing of the result by the Board/ University by the crucial cut-off date does not fulfill the EQ requirement**.

9.4 The educational qualification and other physical standards for the post shall be the same as prescribed in the rules for direct recruitment to such post. No relaxation other than those provided in the Standing Order, will be given in any qualifications or standards, except in the cases and manner laid down in the Delhi Police [Appointment & Recruitment] Rules, 1980.

9.5 In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the authorities concerned at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by Delhi Police.

10 **Incentive to NCC Certificate Holders:**

10.1 The incentive to 'NCC Certificate' holders will be granted at the following scales:

| Certificate Category | Incentive/ Bonus marks |
|---|---|
| NCC 'C' Certificate | 5% of the maximum marks of the examination |
| NCC 'B' Certificate | 3% of the maximum marks of the examination |
| NCC 'A' Certificate | 2% of the maximum marks of the examination |

**Note:** The benefit will only be given on production of the original certificate supporting their claims (subject to verification) at the time of document verification (i.e. PE&MT). The crucial date for this purpose will be the closing date of receipt of online applications. This benefit is not available for Ex-servicemen.

**10.2 Weightage of Additional Marks:** The weightage of additional marks shall be given to the candidates possessing Degree or Post Graduate Diploma Certificate awarded by the Rashtriya Raksha University (RRU) which will be at the following scales:-

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| Class obtained in Degree/ Post Graduate Diploma | Additional marks to be given |
|---|---|
| Distinction | 5% of the maximum marks of the examination |
| First Class | 4% of the maximum marks of the examination |
| Second Class | 3% of the maximum marks of the examination |
| Pass Class | 2% of the maximum marks of the examination |

**Note:** The benefit will only be given on production of the original certificate supporting their claims (subject to verification) at the time of document verification (i.e. PE&MT). The crucial date for this purpose will be the closing date of receipt of online applications.

11 **How to apply:**

11.1 Applications must be submitted in only online mode on the website of SSC Headquarters i.e. https://ssc.nic.in. For detailed instructions, please refer to **Annexure-I** and **Annexure-II**. Sample proforma of One-time Registration and online Application Form are attached as **Annexure-IA** and **Annexure-IIA** respectively.

11.2 In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). **The photograph should not be more than three months old from the date of publication of the Notice of Examination.** Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap and spectacles.

11.3 **If the proper photograph is not uploaded by a candidate, his/her candidature will be cancelled. Specimen of photographs which are acceptable/ not acceptable is given at Annexure-L.**

11.4 Last date and time for submission of online applications is **16.06.2022 (2300 hrs).**

11.5 **Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days.**

11.6 The Commission will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Commission.

11.7 Before submission of the online application, candidates must check that they have filled correct details in each field of the form.

12 **Application fee and Mode of Payment:**

12.1 Fee payable: Rs 100/- (Rs One hundred only).

12.2 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), PwD and Ex-Servicemen (ESM) eligible for reservation are exempted

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from payment of fee.

12.3 Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan.

12.4 Online fee can be paid by the candidates up to **17.06.2022 (2300 Hours).** However, candidates who wish to make the cash payment through challan of SBI, may make the payment in cash at the Branches of SBI within the working hours of bank up to **20.06.2022** provided the challan has been generated by them before **18.06.2022 (2300 Hours).**

12.5 Candidates who are not exempted from fee payment must ensure that their fee has been deposited with SSC. If the fee is not received by SSC, status of the Application Form is shown as 'Incomplete' and this information is printed on the top of the printout of online Application Form. Further, status of fee payment can be verified at the 'Payment Status' link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.

12.6 Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

13. **Window for Application Form Correction [21.06.2022 to 25.06.2022 (2300 hours)]:**

13.1 After the closing date for receipt of online applications, the Commission will provide a period of 5 days to enable candidates to correct/ modify online application parameters, wherein candidates will be allowed to re-submit applications after making requisite corrections/changes in the one-time registration/ online application data as per their requirement.

13.2 A candidate will be allowed to correct and re-submit his modified/ corrected application two times during the 'Window for Application Form Correction' *i.e*. if he has made mistake in his updated application also, he will be allowed to re-submit one more modified/corrected application after making requisite corrections/modifications. No more corrections in the application form will be allowed under any circumstances.

13.3 Only those candidates will be allowed to make corrections in the application form, whose completed online applications along-with payment of requisite fee, have been received by the Commission within the specified period.

13.4 Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates will be cancelled.

13.5 The Commission will levy a uniform correction charges of ₹ 200/- for making correction and re-submitting modified/corrected application for the first time and ₹ 500/- for making correction and re-submitting modified/ corrected application for the second time. The correction charges will be applicable to all candidates irrespective of their gender/ category.

13.6 The correction charges can be paid only by online mode through BHIM UPI, Net Banking or by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards.

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13.7 The correction charges once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.

13.8 Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. After expiry of 'Window for Application Form Correction', no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Commission and will be summarily rejected.

14. **Centres of examination**:

14.1 A candidate must indicate the Centre(s) in the online Application Form in which he/ she desires to take the examination. Details about the Examination Centres and Regional Offices under whose jurisdiction these Examination Centres are located are as follows:

| S No | Examination Centres and Centre Code | SSC Region and States/ UTs under the jurisdiction of the Region | Address of the Regional Offices and their websites |
|---|---|---|---|
| 1 | Bhagalpur(3201), Muzaffarpur(3205), Patna(3206), Purnea (3209), Agra(3001), Bareilly (3005), Gorakhpur (3007), Jhansi (3008), Kanpur(3009), Lucknow(3010), Meerut(3011), Prayagraj(3003), Varanasi(3013) | **Central Region (CR)/** Bihar and Uttar Pradesh | Regional Director (CR), Staff Selection Commission, 34-A, Mahatma Gandhi Marg, Civil Lines, Kendriya Sadan, Prayagraj – 211001. (www.ssc-cr.org) |
| 2 | Port Blair (4802), Dhanbad (4206), Hazaribagh(4204),Jamshedpur(4207), Ranchi(4205), Balasore(Odisha) (4601), Berhampore(Odisha) (4602), Bhubaneswar(4604), Cuttack(4605), Dhenkenal(4611), Rourkela(4610), Sambalpur(4609), Gangtok(4001), Asansol(4417), Burdwan(4404), Durgapur(4426), Kalyani(4419), Kolkata(4410), Siliguri(4415) | **Eastern Region (ER)/** Andaman & Nicobar Islands, Jharkhand, Odisha, Sikkim and West Bengal | Regional Director (ER), Staff Selection Commission, 1st MSO Building, (8th Floor), 234/4, Acharya Jagadish Chandra Bose Road, Kolkata, West Bengal-700020 (www.sscer.org) |
| 3 | Kavaratti(9401), Belagavi (9002), Bengaluru (9001), Hubballi (9011), Kalaburagi (Gulbarga) (9005), Mangaluru (9008), Mysuru (9009), Shivamogga (9010), Udupi (9012). Ernakulam (9213), Kannur (9202), Kollam (9210), Kottayam (9205), | **Karnataka, Kerala Region (KKR)/** Lakshadweep, Karnataka and Kerala | Regional Director (KKR), Staff Selection Commission, 1st Floor, "E" Wing, Kendriya Sadan, Koramangala, Bengaluru, Karnataka-560034 (www.ssckkr.kar.nic.in) |

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| | | | |
|---|---|---|---|
| | Kozhikode (9206), Thrissur (9212), Thiruvananthapuram (9211). | | |
| 4 | Bhopal (6001), Gwalior(6005), Indore (6006), Jabalpur (6007), Satna (6014), Sagar (6015), Ujjain (6016), Bilaspur (6202), Raipur (6204), Durg-Bhilai (6205) | **Madhya Pradesh Region (MPR)/** Chhattisgarh and Madhya Pradesh | Regional Director (MPR), Staff Selection Commission, 5th Floor, Investment Building, LIC Campus-2, Pandri, Raipur, Chhattisgarh-492004 (www.sscmpr.org) |
| 5 | Itanagar(5001), Dibrugarh(5102), Guwahati(Dispur)(5105), Jorhat(5107), Silchar(5111), Churachandpur(5502), Imphal(5501), Ukhrul(5503), Shillong(5401), Aizwal(5701), Dimapur (5301), Kohima(5302), Agartala(5601) | **North Eastern Region (NER)/** Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura. | Regional Director (NER), Staff Selection Commission, Housefed Complex, Last Gate, Beltola-Basistha Road, P.O. Assam Sachivalaya, Dispur, Guwahati, Assam-781006 (www.sscner.org.in) |
| 6 | Dehradun(2002), Haldwani(2003), Haridwar(2005), Roorkee(2006), Delhi(2201), Ajmer(2401), Alwar(2402), Bikaner(2404), Jaipur(2405), Jodhpur(2406), Kota(2407), Sriganganagar(2408), Udaipur(2409), Sikar(2411) | **Northern Region (NR)/** Delhi, Rajasthan and Uttarakhand | Regional Director (NR), Staff Selection Commission, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003 (www.sscnr.nic.in) |
| 7 | Chandigarh/ Mohali(1601), Ambala(1801), Hamirpur(1202), Shimla(1203), Jammu(1004), Samba(1010),Srinagar(J&K)(1007) Leh(1005), Amritsar(1404), Jalandhar(1402), Patiala(1403) | **North Western Region (NWR)/** Chandigarh, Haryana, Himachal Pradesh, Jammu and Kashmir, Ladakh and Punjab | Regional Director (NWR), Staff Selection Commission, Block No. 3, Ground Floor, Kendriya Sadan, Sector-9, Chandigarh-160009 (www.sscnwr.org) |
| 8 | Chirala(8011), Guntur(8001), Kakinada (8009), Kurnool(8003), Nellore(8010), Rajahmundry(8004), Tirupati(8006), Vizianagaram(8012), Vijayawada(8008), Vishakhapatnam(8007), Chennai(8201), Coimbatore(8202), Madurai(8204), Salem(8205), Tiruchirapalli(8206), Tirunelveli(8207), Vellore (8208), Hyderabad(8601), Karimnagar (8604), Warangal(8603) | **Southern Region (SR)/** Andhra Pradesh, Puducherry, Tamil Nadu and Telangana. | Regional Director (SR), Staff Selection Commission, 2nd Floor, EVK Sampath Building, DPI Campus, College Road, Chennai, Tamil Nadu-600006 (www.sscsr.gov.in) |

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| | | | |
|---|---|---|---|
| 9 | Panaji(7801), Ahmedabad(7001), Anand(7011), Gandhinagar(7012), Mehsana(7013), Rajkot(7006), Surat(7007), Vadodara(7002), Amravati(7201), Aurangabad(7202), Jalgaon(7214), Kolhapur(7203), Mumbai(7204), Nagpur(7205), Nanded (7206), Nashik(7207), Pune(7208) | **Western Region (WR)/** Dadra and Nagar Haveli and Daman and Diu, Goa, Gujarat and Maharashtra | Regional Director (WR), Staff Selection Commission, 1st Floor, South Wing, Pratishtha Bhawan, 101, Maharshi Karve Road, Mumbai, Maharashtra-400020 (www.sscwr.net) |

14.2 A candidate has to give option for three centres, in the order of priority, within the same region. No request for change of Centre will be considered later under any circumstances. Hence, the candidates should select the centers, carefully and indicate the same correctly in their applications.

14.3 The Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

15 **Scheme of Examination/Mode of Recruitment:**

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

| Sl. No. | Tests/Exams | Maximum Marks/Qualifying |
|---|---|---|
| (i) | Computer Based Examination by SSC | 100 Marks |
| (ii) | Physical Endurance & Measurement Tests (PE&MT) by Delhi Police | Qualifying |
| (iii) | Typing Test on Computer by Delhi Police | 25 Marks |
| (iv) | Computer (Formatting) Test by Delhi Police | Qualifying |

15.1 All candidates (Male & Female) shall be put through a Computer Based Examination of one and half hour **(90 Minutes)** duration to be conducted at different Centres.

15.2 The Computer Based Examination will consist of one objective type paper containing **100 Questions** carrying **100 marks.**

15.3 There will be **negative marking** of 0.50 marks for each wrong answer.

15.4 The question paper for Computer Based Examination will cover the following subjects and will be conducted in **HINDI and ENGLISH Only**:-

| Subject | | No. of Questions | Max. Marks |
|---|---|---|---|
| Part-A | General Awareness | 20 | 20 |
| Part-B | Quantitative Aptitude (Basic Arithmetic Skill) | 20 | 20 |

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| | | | |
|---|---|---|---|
| Part-C | General Intelligence | 25 | 25 |
| Part-D | English Language (Basic Knowledge) | 25 | 25 |
| Part-E | Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc. | 10 | 10 |
| **Total** | | **100** | **100** |

15.6 No scribe will be provided to Persons with Disabilities (PwD) candidates for the examination.

15.7 The dates of examination indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.

15.8 There shall be no provision for re-evaluation/re-checking in the examination. No correspondence in this regard shall be entertained.

15.9 The Computer Based Examination will consist of Objective Type, Multiple choice questions only.

15.10 There will be negative marking of 0.50 marks for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

15.11 Marks scored by candidates in the Computer Based Examination will be normalized by using the formula published by the Commission *vide* Notice No: **1-1/2018-P&P-I dated 07-02-2019** and such normalized scores will be used to determine final merit and cut-off marks.

15.12 Tentative Answer Keys of the Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs 100/- per question. Any representation regarding the Answer Keys received through the online modality within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. Representations on the matter received through any other modalities e.g. letter, application, email, etc. will not be entertained.

16 **Indicative Syllabus for the Computer Based Examination**:

**(A)** **General Awareness:** Questions will be designed to test the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Indian Economy, General Polity, Indian Constitution, Scientific Research.

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**(B)** **Quantitative Aptitude:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work, Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base, Trigonometry, Trigonometric ratios, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and distances, Histogram, Frequency polygon, Bar-diagram, Pie-chart.

**(C)** **General Intelligence:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding and de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & un-folding, Figural Pattern-folding and completion, Indexing Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

**(D)** **English Language**: Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

**(E)** **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)

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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) etc.

17. **Declaration of the result of computer based examination for appearing in PE&MT:**

17.1 The result of the Computer Based Examination shall be declared by SSC.

17.2 The candidates who come within the range of merit of Computer Based Examination equal to twenty (20) times the number of vacancies advertised in each category i.e., General/SC/ST/OBC/EWSs and Ex-serviceman (category-wise) shall be called for appearing in the PE&MT. In case there are a large number of candidates on cutoff marks, all candidates on that cutoff for the relevant category will be called for the PE&MT.

17.3 Persons with Disabilities (PwD) shall be qualified in Computer Based Examination 20 times of the number of vacancies, directly for Typing Test on Computer as they are exempted from Physical Endurance & Measurement Tests (PE&MT).

17.4 The candidates of General/EWS Category securing 40% marks, SC/ST/OBC candidates securing 35% marks, Persons with Disabilities (PwD)/ Ex-servicemen securing 30% marks in aggregate, in the above Computer Based Examination, may be considered to have qualified in the test. In case requisite number of candidates have not qualified, the SSC may lower the minimum marks secured in aggregate for each category separately.

18. **Physical Endurance Test (Qualifying)**

A) **Male Candidates:**

For Male candidates including ex-servicemen and departmental candidates (age-wise) will be as under:-

| Age | Race-1600 Meters | Long Jump | High Jump |
|---|---|---|---|
| Upto 30 years | 07 minutes | 12½ feet (12'6") | 3½ feet (3'6") |
| Above 30 to 40 years | 08 minutes | 11½ feet (11'6") | 3¼ feet (3'3") |
| Above 40 years | 09 minutes | 10½ feet (10'6") | 3 feet |

**B) Female Candidates:**

For Female candidates including departmental candidates and widow/ divorced/judicially separated women candidates (age-wise) will be as under:-

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| Age | Race - 800 Meters | Long Jump | High Jump |
|---|---|---|---|
| Upto 30 years | 05 minutes | 9 feet | 3 feet |
| Above 30 to 40 years | 06 minutes | 8 feet | 2½ feet (2'6") |
| Above 40 years | 07 minutes | 7 feet | 2¼ feet (2'3") |

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

**Note-2:-** "The female candidates, who are either pregnant, or gave birth to a baby or have miscarriage at the time of PE&MT, may not be allowed to participate in Physical Endurance Test and shall be declared temporarily unfit until the confinement is over. Till then result of such cases may be kept in a sealed cover and the vacancies will be kept in reserve.

She will be re-examined for Physical Efficiency Test (PET) six weeks after the expiry of confinement, subject to the production of medical certificate of fitness from a registered medical practitioner.

The confinement period will be:-

i) 6 month from the date of delivery to a baby.
ii) 45 days from the date of miscarriage.

If she is declared qualified during PE&MT, her result will be declared as per merit. She will be appointed to the post kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time"

**Physical Measurement (Male and female)**

**A) Male Candidates:**

**(a) Height:-** 165 cms, relaxable by 5 cms for:-

(i) 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, Kashmir region of J&K and Ladakh (Candidates claiming this relaxation would have to produce a certificate to this effect **(Hill area certificate)** from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test).

(ii) ST Candidates.

(iii) Sons of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of Delhi Police.

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**(b)** **Chest:**-Minimum 78 cms - 82 cms (with minimum of 4 cms expansion). Relaxable by 5 cms for:-

(i) Residents of hill areas, for which certificate as above will be produced.

(ii) ST Candidates.

(iii) Sons of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of Delhi Police.

**B) Female Candidates:**

**Height:-** 157 cms, relaxable by 5 cms for:-

(i) 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, Kashmir region of J&K and Ladakh (Candidates claiming this relaxation would have to produce a certificate to this effect **(Hill area certificate)** from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test).

(ii) SC/ST candidates.

(iii) Daughters of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of Delhi Police.

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

20 **No Physical Endurance & Measurement Tests for Persons with Disabilities (PwD) candidates:** The Persons with Disability (PwD) candidates (Male/Female) shall be exempted from Physical Endurance & Measurement Tests.

21. **Medical Standard:** The candidates should be of sound state of health, free from defect, deformity or disease. Both eyes should have a vision of 6/12 with or without glasses. No relaxation is allowed to any category of candidates on this count.

21.1 **For persons with disabilities:-** Sound state of health, vision of 6/12 with or without glasses in both eyes. Locomotor disability of 40% and above (either one or both leg affected) shall be allowed. The physical requirements for the post are as under:-

| (F, PP, L, B, S, BL) | |
|---|---|
| Code | Physical Requirements |
| F | Work performed by manipulating (with Fingers) |
| PP | Work performed by pulling & pushing. |
| L | Work performed by lifting. |
| B | Work performed by bending. |
| S | Work performed by sitting (on bench or chair) |
| BL | Both leg affected but not arms. |

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22 **Physical Endurance & Measurement Test (PE&MT)**

22.1 Only those candidates qualified in Computer Based Exam shall be called for Physical Endurance & Measurement Tests (PE&MT).

22.2 The PE&MT will be conducted at 03 Centres namely Delhi Police Academy Campus/Wazirabad, Delhi Police Academy Campus-II/Jharoda Kalan and New Police Lines, Kingsway Camp, Delhi after the result of Computer Based Examination is declared.

22.3 The candidates who are coming to appear in PE&MT should first report to the Holding area. The Holding area staff will check the photograph on the Admit Card of the candidates to avoid impersonation. Thereafter, chest number may be allotted to the candidates and holding staff will prepare the batch for the racing event.

22.4 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.

22.5 RFID Tags (Radio Frequency Identification) on the candidates will be used in race.

22.6 Height and Chest will be measured through digital equipments.

22.7 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 relaxation, etc. would be checked only of the candidates who successfully qualify all the events of PE&MT (i.e. Race, Long/High jump and Physical Measurement). The candidates will also be required to produce self-attested copies of all the documents/ certificates for checking their eligibility at the time of PE&MT.

22.8 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.

22.9 The document checking/biometric mapping/verification of persons with disabilities (PwD) will be done separately at the office of Recruitment Cell, NPL, Delhi.

22.10 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.

23. **Appellate Board for Physical Measurement Tests:** The candidates qualified in the Physical Endurance & Measurement Tests (race, long jump and high jump) shall have to further appear in the Physical Measurement Tests i.e. Height/Chest(male candidates) and Height (female candidates) as per the standards prescribed for the post. Candidates not satisfied with their physical measurement will have to file an appeal against disqualification on the day of PE&MT itself. No application/appeal will be entertained at later stage.

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24. **Typing Test on Computer (Maximum 25 marks):** Candidates who qualify in the Physical Endurance & Measurement Tests (PE&MT) as well as Persons with Disabilities (PwD) who qualify in the Computer Based Examination will be called for Typing Test on Computer. The test shall be of 10 minutes duration. The marks will be taken into account while preparing the final result. The candidates will be allotted marks according to speed achieved in the typing test.

25. **Computer (Formatting) Test (Qualifying):** The candidates who qualify in the Typing Test on Computer shall be called for Computer (Formatting) Test and will be tested on MS-Word, MS-PowerPoint and MS-Excel which will be of qualifying nature. The candidates will be given 10 minutes time for each tests separately. The candidates shall have to format in the same way as it is in the supplied handout and to print the same in the printer. The following formatting features used in the routine would be tested:

**MS-Word** **Time:10 minutes**

| | | | |
|---|---|---|---|
| (i) | Indenting of paragraphs | (xi) | Superscript |
| (ii) | Underline | (xii) | Subscript |
| (iii) | Using different font type | (xiii) | Page numbering |
| (iv) | Inserting of paragraph numbers | (xiv) | Insertion of symbol |
| (v) | Setting of left/ right margin | (xv) | Draw/Insertion of table |
| (vi) | Select text in bold | (xvi) | Bullets/ Numbering |
| (vii) | Italics | (xvii) | Change case |
| (viii) | Using different font size | (xviii) | Setting of paragraphs |
| (ix) | Centre, left, right, justification | (xix) | Some text as Header |
| (x) | Line spacing of the passage, viz. single, double etc. | (xx) | Some text as Footer |

**MS-PowerPoint** **Time:10 minutes**

| | | | |
|---|---|---|---|
| (i) | Insert Header | (xi) | Background style of slide |
| (ii) | Use text box | (xii) | Design of Slide |
| (iii) | Create Hyperlink | (xiii) | Print handout |
| (iv) | Insert Chart/Graph | (xiv) | Insert clipart |
| (v) | Drawing of Table | (xv) | Insert Footer |
| (vi) | Insert auto number in table | (xvi) | Slide Numbering |
| (vii) | Insert bullet in table | (xvii) | Insert Picture |
| (viii) | Insert shapes | (xviii) | Publish handout with MS Word |
| (ix) | Insert Smart art | (xix) | Insert action |
| (x) | Insert text with WordArt | (xx) | Alignment of text |

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**MS-Excel** **Time:10 minutes**

| | | | |
|---|---|---|---|
| (i) | Insert Chart/Graph | (xi) | Format cell as rupee |
| (ii) | Wrap text | (xii) | Insert clipart |
| (iii) | Merge cells | (xiii) | Font size |
| (iv) | Centre a Text | (xiv) | Font style |
| (v) | Centre align as text | (xv) | Font colour |
| (vi) | Orientation of text | (xvi) | Insert footer |
| (vii) | Bold a text | (xvii) | Sort data |
| (viii) | Underline a text | (xviii) | Insert formula |
| (ix) | Italics | (xix) | Insert shapes |
| (x) | Insert header | (xx) | Format cell as number and decimal places |

20 features of formatting, as listed above may be tested in each test with 1/2 mark each for every feature of formatting. **In case of formatting features if the candidates carry out the formatting as per the specimen, 1/2 mark each shall be given. Otherwise, no marks shall be given.** Out of the 10 marks for the formatting features for each test, a candidate should secure at least 6 marks in each test to qualify. There is no bar to candidates correcting the mistakes by use of editing tools.

26. **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:-

i) The older candidate shall be given preference.
ii) In case, the date of birth is also same, the candidate who secured higher marks in Computer Based Examination shall be given preference.
iii) If date of birth and marks in Computer Based Examination are also same, higher marks in Typing Test on Computer will be given preference.
iv) If date of birth, marks in Computer Based Examination and marks in Typing Test on Computer are also same, alphabetical order in which first names of the candidates appear will decide the case.

**27 Declaration of Final Result**

27.1 The list of provisionally selected candidates (as per the number of vacancies advertised) (category-wise) from the list of candidates, declared qualified in Computer (Formatting) Test will be prepared and announced by the Staff Selection Commission strictly on the basis of merit of Computer Based Examination (100 marks), Typing Test on Computer (25 marks) and incentive/bonus marks (if any). A "Reserve Panel" of 15% 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 be uploaded.

27.2 SC, ST, OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC candidates will be

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accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC candidates which will thus comprise of SC, ST, OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

27.3 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.

27.4 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 against the candidate as per the provisions of Standing Order No. 398/2018 and amendments from time to time and he/she will also be liable to refund the amount spent on his/her training given to him/her from the State Exchequer. He/She shall also be debarred from serving in Delhi Police. Legal action shall also be initiated against him/her.

27.5 A "Reserve Panel" of 15% candidates" will be announced in addition to the number of candidates selected as per the notified vacancies according to their merit/category-wise. 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 next recruitment is held. 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.

27.6 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 form etc.

27.7 Recruitment Cell, New Police Lines, Delhi will upload the schedule for filling up/depositing of requisite forms on the website of Delhi Police.

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27.8 To maintain transparency in the recruitment process and to avoid frequent visit of candidate in the office of Recruitment Cell, New Police Lines, Delhi, 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 (PVR) and Joining Date etc.

27.9 A "Call Letter" shall be issued to the selected candidates for receiving the "Offer of Appointment" letters. This 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 and final checking of documents etc.

27.10 "Offer of Appointment" letters will only be issued by the Competent Authority to the candidate, who successfully submitted all required documents (in original).

**Note:-** Cases of all selected candidates against whom any criminal case is registered/pending investigation/pending trial in the court will be considered as per law in view of the provisions of S.O.No.398/2018 and amendments from time to time. Cases of departmental selected candidates against whom any DE/PE/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.

27.11 **Basic Training Course:** The candidates selected for the post will have to undergo Residential Basic Training course at training centre in Delhi for 04 (four) months duration or as prescribed from time to time by the Commissioner of Police, Delhi and will have to pass out successfully from the Delhi Police Academy as per training Standing Order.

**Note:**

(i) The Persons with Disabilities (PwD) candidates shall be exempted from Outdoor training. However, they will undergo Indoor training as per training Standing Order for the post.
(ii) The medium of instruction in Delhi Police Academy will be Hindi.

28. **Admission to the Examination**:

28.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificates (AC) for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examinations.

28.2 The Commission will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Computer Based Examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of essential qualifications, age, physical and medical

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standards etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of the competent authority shall be final.

28.3 Admission Certificates for the Computer Based Examination will be uploaded on the website of the concerned Regional/Sub-Regional Office of the Commission. Admission Certificates will not be issued by post for any stage of examination. Therefore, candidates are advised to visit the websites of concerned Regional Offices and SSC (Headquarters) regularly for updates and information about the examination.

28.4 Information about the Examination indicating the time table and City/Centre of examination for the candidates will be uploaded on the websites of the concerned Regional/Sub-Regional Offices of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/she must immediately contact the concerned Regional/Sub-Regional Office of the Commission with proof of having submitted his/her application. Failure to do so will deprive him/ her of any claim for consideration.

28.5 Candidates must write Registration Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.

28.6 Facility for download of Admission Certificates will be made available about 3-7 days before the examination on the website of concerned Regional/ Sub-Regional Office. Candidates must bring printout of the Admission Certificate to the Examination Hall.

28.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, **Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate**, such as:

28.7.1 Aadhaar Card/ Printout of E-Aadhaar,

28.7.2 Voter's ID Card

28.7.3 Driving License

28.7.4 PAN Card,

28.7.5 Passport,

28.7.6 ID Card issued by University/ College/ School,

28.7.7 Employer ID Card (Govt./ PSU),

28.7.8 Ex-serviceman Discharge Book issued by Ministry of Defence.

28.7.9 Any other photo bearing valid ID card issued by the Central/ State Government.

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28.8 If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued by only CBSE/ICSE/State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.

28.9 Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.

28.10 Applications with blurred photograph and/or signature will be rejected.

29. **Document Verification**:

29.1 All the candidates shortlisted on the basis of their performance in the Computer Based Examination and who qualify all the events of PE&MT (i.e. race, long/ high jump and physical measurement) are required to appear for Document Verification along with the photocopies and original documents as mentioned at Para no: 29.3.

29.2 Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof as listed at Para 28.7 above while appearing for the Document Verification.

29.3 Candidates will have to submit copies of various documents like:

29.3.1 Matriculation/ Secondary Certificate.

29.3.2 Essential Educational Qualification Certificate.

29.3.3 Order/letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification.

29.3.4 Caste/ Category Certificate, if belongs to reserved categories

29.3.5 PwD certificate.

29.3.6 Hill Area Certificate (**Annexure-H**), if applicable.

29.3.7 For Ex-Servicemen (ESM):

29.3.8 Serving Defence Personnel Certificate/NOC as per **Annexure-i**, if applicable.

29.3.9 Undertaking as per **Annexure-J.**

29.3.10 Discharge Certificate, if discharged from the Armed Forces,

29.3.11 Relevant Certificate if seeking any age relaxation.

29.3.12 Wards Certificate issued to wards of Delhi Police personnel/ Multi-Tasking Staff of Delhi Police (**Annexure-G**), if applicable.

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29.3.13 RRU certificate, if any.

29.3.14 Sports Certificate, if applicable.

29.3.15 Certificate of Departmental candidates of Delhi Police (**Annexure-K**), if applicable.

29.3.16 No Objection Certificate, in case already employed in Government/ Government undertakings.

29.3.17 NCC Certificate-A, B or C, if applicable.

29.3.18 A candidate who claims change in name after matriculation on account of marriage or remarriage or divorce, etc. the following documents shall be submitted:

29.3.19 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

29.3.20 In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

29.3.21 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.

29.3.22 Proof to available relaxation under "widow/divorced women and women judicially separated from their husbands.

29.3.23 In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

29.3.24 Any other document specified in the Admission Certificate for PE&MT/ DV.

30. **Mode of Selection:**

30.1 The recruitment process will consist of Computer Based Examination (CBE), Physical Endurance and Measurement Test (PE&MT), Typing Test on Computer and Computer (Formatting) Test, Police verification of character & antecedents and Medical Examination of finally selected candidates.

30.2 All candidates whose online applications are found to be in order will be called to appear in the Computer Based Examination. The Commission will conduct the

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examination for all candidates in Computer Based Mode only. Admission Certificates for Computer Based Examination will be uploaded on the website of the concerned SSC Regional Offices.

30.3 Computer Based Examination will be conducted in **English and Hindi** only.

30.4 PE&MT will be of qualifying nature.

30.5 Document verification (i.e. collection of required eligibility certificates/ documents from the candidates and their verification with original documents) will be conducted by Delhi Police at the time of PE&MT for the candidates who qualify all the events of PE&MT.

30.6 The candidates who are qualified in all stages of examination will be considered for inclusion in the final merit list.

30.7 SC, ST, OBC and EWS candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates 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, EWS, ESM and PwD candidates.

30.8 SC, ST, OBC, EWS, ESM, and PwD candidates who qualify on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his 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. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly, for PwD candidates, relaxation of 10 years in upper age limit will not be termed as relaxed standards.

30.9 A person with disability who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.

30.10 Success in the examination confers no right of appointment unless the Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.

30.11 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the examination, it

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is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

30.12 If a candidate is finally selected and does not receive any correspondence from the Commission or the User Department concerned within a period of one year from the declaration of final result, he must communicate immediately thereafter with the User Department concerned.

30.13 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Computer Based Examination, Typing Test on Computer and Computer (Formatting) Test, PE&MT and Medical Examination as well as after issue of Offer of Appointment/ joining the service, it is found that they do not fulfill any of the eligibility conditions, their candidature/ selection for the post will be cancelled by the Commission/ Delhi Police.

30.14 Cases of all selected candidates against whom any criminal case is registered/ pending investigation/pending trial in the court, will be considered by Delhi Police as per law in view of the provisions of its 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.

30.15 Skill Tests will be conducted at Delhi only.

31. **Action against candidates found guilty of misconduct:**

31.1 If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Commission for the period mentioned below:

| S No | Type of Malpractice | Debarment period |
|---|---|---|
| 1 | Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination. | 2 Years |
| 2 | Leaving the Examination Venue uninformed during the Examination | 2 Years |
| 3 | Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc. | 3 Years |
| 4 | Obstruct the conduct of examination/ instigate other candidates not to | 3 Years |

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| | take the examination. | |
| 5 | Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc. | 3 Years |
| 6 | Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature. | 3 Years |
| 7 | Possession of Mobile Phone in either 'switched on' or 'switched off' mode. | 3 Years |
| 8 | Appearing in the same examination more than once in contravention of the rules. | 3 Years |
| 9 | A candidate who is also working on examination related matters in the same examination. | 3 Years |
| 10 | Damaging examination related infrastructure/ equipments. | 5 Years |
| 11 | Appearing in the Exam with forged Admit Card, identity proof, etc. | 5 Years |
| 12 | Possession of fire arms/ weapons during the examination. | 5 Years |
| 13 | Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Commission's representatives etc. | 7 Years |
| 14 | Threatening/ intimidating examination functionaries with weapons/ fire arms. | 7 Years |
| 15 | Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc. | 7 Years |
| 16 | Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall. | 7 Years |
| 17 | Impersonate/ Procuring impersonation by any person. | 7 Years |
| 18 | Taking snapshots, making videos of question papers or examination material, labs, etc. | 7 Years |
| 19 | Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ VAN, etc. | 7 Years |
| 20 | Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination. | 7 Years |

31.2 The Commission may also report the matter to Police/Investigating Agencies, as deemed fit. Further, the Commission may also take appropriate action to get the matter examined by the concerned authorities/ forensic experts, etc.

32. **Commission's Decision Final:** The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

33. In accordance with the directions issued by DoP&T *vide* its O.M. No.39020/1/2016-Estt. (B) dated 21.06.2016 for increasing access of the unemployed candidates to job opportunities it has been decided that after declaration of final result the Commission will make the scores and rankings in the said open Competitive Examinations conducted by the Commission available on its website or on the website of National

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Career Service (NCS), Ministry of Labour and Employment in descending order of ranking. Accordingly, it has been decided that the following details of the candidates will be made available on its website: (i) Name of candidate, (ii) Father/ Husband's name, (iii) Date of Birth, (iv) Category (Gen/ SC/ ST/ OBC/ PwD/ EWS/ ESM), (v) Gender of the candidate, (vi) Educational Qualifications, (vii) Total Marks obtained in the qualifying examination, (viii) Ranking by which the merit is decided, (ix) Complete address, (x) E-mail address. However, the candidate will have the option, at the time of filling up of his application form, from opting out of disclosing the above details publicly. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the above details will be made available on the website of the Commission/ NCS.

34. **Court's Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over the place of concerned Regional/ Sub-Regional Office of the Commission where the candidate has appeared for the Computer Based Examination.

35. **Disqualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**36. Important Instructions to candidates:**

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| 1 | Before applying, candidates are advised to go through the instructions given in the notice of examination, very carefully. IN CASE OF ANY DISPUTE, THE ENGLISH VERSION WILL PREVAIL. |
| 2 | Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days. |
| 3 | Collection of documents from the candidates and their verification will be carried out at the time of PE&MT by Delhi Police. Therefore, candidature will be accepted only provisionally. Candidates are advised to go through the requirements of essential qualifications, age, physical standards, etc. and satisfy themselves that they are eligible for the posts, before applying. When scrutiny of document is undertaken at the time of PE&MT, if any claim made in the application is not found substantiated, the candidature will be cancelled. |
| 4 | Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ ESM or any other relaxation as per the provisions of this Notice, must ensure that they are entitled to such reservation/ relaxation. They should also be in possession of the certificates in the prescribed format in support of their claim when the copies of the |

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| | certificates are sought during PE&MT. |
| 5 | When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records. Normally, printout of the 'Application Form' is not required to be submitted to the Commission/ Delhi Police. |
| 6 | Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, all the applications will be rejected by the Commission and his/ her candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Commission as per rules. |
| 7 | Applications with blurred/ illegible Photograph/ Signature will be rejected summarily. |
| 8 | Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. Such requests received through Post/ Fax/ Email/ By hand, etc shall not be entertained. |
| 9 | Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Commission/ Delhi Police through e-mail/ SMS. |
| 10 | The candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by the MoD or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. **If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.** |
| 11 | In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act. |
| 12 | If a candidate scoring more than cut-off marks at any Paper/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional/ Sub-Regional Office of the Commission within two months of the declaration of the result or two week prior to the conduct of next stage of the examination, whichever is earlier. |
| 13 | If a candidate is finally selected and does not receive any correspondence from the Commission or Delhi Police within a period of one year after declaration of result, he/ she must communicate immediately thereafter with the Delhi Police. |

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| 14 | Fee payable: Rs 100/- (Rs. one hundred only). Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), PwD, Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee. |
| 15 | Candidate should note that they are applying for a Police Force and should participate in the recruitment process with due physical/ mental preparation and will be fully responsible for any incident/ accident occurring during any stage of recruitment. Staff Selection Commission/ Delhi Police will not be held responsible for any unforeseen incident/ accident. Candidates will participate in recruitment at their own risk. |
| 16 | If any candidate deliberately make head injury (bulge/ swelling) or keep tamarind on his/ her head for taking privilege of height. Such candidate will be debarred for further process of recruitment. |
| 17 | Any candidate found under influence of any energetic medicine during PE&MT will be debarred for further process of recruitment. |
| 18 | Appellate authority for Physical Measurement Test will be available at each centre. If any candidate is not satisfied/ do not agree with the decision of the board, he/ she may appeal to appellate authority through Presiding Officer only at concerned recruitment centre on same day. The decision of the appellate authority will be final and no further appeal or representation in this regard will be entertained thereafter. There is no appeal against Physical Endurance Test. |
| 19 | **Special attention is invited to the declaration at the end of the Application Form. Before agreeing to/signing the declaration, the candidates must go through the Application details filled in and the contents of the declaration itself and agree to/sign it only after satisfying themselves that the information furnished is correct. Any concealment/misrepresentation/misdeclaration shall lead to cancellation of candidature.** |

Under Secretary (P&P-II)
Staff Selection Commission (Headquarters)

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**ANNEXURE-I**

**(Procedure for filling online Application)**

The process of filling online application for the examination consists of two parts:

I. One Time Registration
II. Filling of online Application for the Examination

**Part-I (One-Time Registration)**

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.

2. Before proceeding with One-Time Registration, keep the following information/ documents ready:
   a. Mobile Number (to be verified through OTP)
   b. Email ID (to be verified through OTP).
   c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
      i. Voter ID Card
      ii. PAN
      iii. Passport
      iv. Driving License
      v. School/ College ID
      vi. Employer ID (Govt./ PSU/ Private)
   d. Information about the Board, Roll Number and Year of Passing the Matriculation ($10^{th}$) Examination.
   e. Disability Certificate Number, if you are a Person with Disability.

3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on https://ssc.nic.in.
4. One-Time Registration process requires filling up of following information:
   a. Basic details
   b. Additional and contact details
   c. Declaration.
5. **For filling up the 'One-Time Registration Form', please follow the following steps:**

   a. Few critical details (e.g. Aadhaar Number, Name, Father's Name, Mother's Name, Date of Birth etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, it will not be accepted and an indication will be given in red text.

   b. S No-1, provide information about Aadhaar Number/Identity Card and its Number. Any one of these Numbers is required to be given.

   c. S No-2: Fill your name **exactly** as given in Matriculation ($10^{th}$ Class) Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.

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d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.

e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th Class) Certificate.

f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.

g. S No-6: Matriculation (10th Class) Examination Details which include:
   i. Name of Education Board
   ii. Roll Number
   iii. Year of passing

h. S No-7: Gender (Male/Female)

i. S No-8: Level of Educational Qualification (highest).

j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Commission/ Delhi Police may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.

k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Commission/ Delhi Police may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/ Registration Number, if required.

l. Provide detail of State/ UT of your Permanent Address.

m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.

n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.

o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.

p. After successful password change, you need to login again using your Registration Number and changed password.

q. On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your one-time Registration.

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r. S No-11: Provide information about your Category.

s. S No-12: Provide information about your Nationality

t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.

u. S No-14: Provide information about disability, if any. Persons with Disabilities (PwD) (Locomotor), Locomotor disability of 40% and above (either one or both leg affected): Yes/No. Provide Disability Certification Number.

v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.

w. Save the information provided. Take draft printout and review the information provided thoroughly, before 'Final Submit'.

x. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.

y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.

z. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.

6. After completion of registration process, 'Basic Details' can be changed. However, it is advised to the candidates to be cautious while making one time registration.

**7.** You are again cautioned that name, father's name, mother's name, date of birth, matriculation examination details should be filled exactly as recorded in matriculation certificate. Your candidature may get cancelled in case of incorrect/ wrong information.

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**ANNEXURE-IA(1/3)**

## BASIC DETAILS

**NOTE: Candidates must be cautious while filling up Registration details. Your candidature may get cancelled in case incorrect/ wrong information is furnished.**

| | |
|---|---|
| 1. Do you have Aadhaar ? * | ○ Yes ◉ No |
| 1a. Aadhaar Number | Aadhaar Number should be same as mentioned in Aadhaar Card |
| 1b. Verify Aadhaar Number | |
| 1c. Type of ID * | Driving License<br>Type of ID and ID Number to be provided if you don't want to give Aadhaar number |
| 1d. ID Number * | BRHPK3731M |
| 2a. Name * | SAMPLE NAME<br>1. Name should be same as mentioned in Matriculation Certificate<br>2. Please enter name without any salutation (i e Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof) |
| 2b. Verify Name * | SAMPLE NAME |
| 2c. Have you ever changed Name? | ○ Yes ◉ No |
| 2d. New Name / Changed Name | |
| 3a. Father's Name * | SAMPLE FATHER NAME<br>1. Father's Name should be same as mentioned in Matriculation Certificate<br>2. Please enter name without any salutation (i e Mr/ Shri/ Late/ Dr/ Prof etc |
| 3b. Verify Father's Name * | SAMPLE FATHER NAME |
| 4a. Mother's Name * | SAMPLE MOTHER NAME<br>1. Mother's Name should be same as mentioned in Matriculation Certificate<br>2. Please enter name without any salutation (i e Mrs/ Ms/ Smt/ Late/ Dr/ Prof etc |
| 4b. Verify Mother's Name * | SAMPLE MOTHER NAME |
| 5a. Date of Birth (DD/MM/YYYY) * | 02/01/1999<br>Date of Birth should be same as mentioned in Matriculation Certificate |
| 5b. Verify Date of Birth (DD/MM/YYYY) * | 02/01/1999 |
| 6. Matriculation (10th Class) Examination details : | |
| (i). Education Board * | Central Board of Secondary Education (CBSE)<br>Education Board of Matriculation Examination |
| (ii). Verify Education Board * | Central Board of Secondary Education (CBSE) |
| (iii). Roll Number * | 301739<br>1. Roll Number should be same as mentioned in Matriculation Certificate<br>2. Only / and - are allowed , Please enter Roll number without any other special character(s)<br>3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No." |

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**ANNEXURE-IA(2/3)**

| | |
|---|---|
| (iv). Verify Roll Number * | 301739 |
| (v). Year of Passing * | 2013 |
| (vi). Verify Year of Passing * | 2013 |
| 7a. Gender * | ○ Male ◉ Female ○ Transgender |
| 7b. Verify Gender * | ○ Male ◉ Female ○ Transgender |
| 8. Level of Educational Qualification * | Graduation |
| 9a. Mobile Number * | 8111111111 |
| 9b. Verify Mobile Number * | 8111111111 |
| 10a. Email ID* | sample123@gmail.com |
| 10b. Verify Email ID* | sample123@gmail.com |
| • State / UT of Permanent Address * | Delhi |

Save Reset Close

## ADDITIONAL AND CONTACT DETAILS

Edit

| | |
|---|---|
| 11a. Category * | ◉ General ○ EWS ○ OBC ○ ST ○ SC |
| 11b. Verify Category * | ◉ General ○ EWS ○ OBC ○ ST ○ SC |
| 12. Nationality * | Citizen of India |
| 13. Identification Marks* | MOLE ON RIGHT CHEEK |
| 14a. Are you a Person with Benchmark Disability? * | ◉ Yes ○ No |
| 14b. Type of Disability | OH |

**NOTE**
**VH:** Blindness and low vision.
**HH:** Deaf and hard of hearing.
**OH:** Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
**Others:** Autism, intellectual disability, specific learning disability and mental illness, multiple disabilities from amongst persons under the above mentioned clauses including deaf-blindness.

| | |
|---|---|
| 14c. Disability Certificate Number | DERT1234 |
| 15a. Permanent Address * | SAMPLE PERMANENT ADDRESS |
| 15b. State/ UT * | Punjab |

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**ANNEXURE-1A(3/3)**

| | |
|---|---|
| 15c. District * | Patiala |
| 15d. PIN Code * | 140401 |
| 16. Is Present Address same as Permanent Address? | (•) Yes ( ) No |
| 17a. Present Address * | SAMPLE PERMANENT ADDRESS |
| 17b. State/ UT * | Punjab |
| 17c. District * | Patiala |
| 17d. PIN Code * | 140401 |
| 18. Contact details for other nationals | |

Previous | Save | Next | Reset | Close

## DECLARATION

**Declaration :** I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage,my candidature/appointment is liable to be cancelled/terminated.

☑ I Agree.

Previous | Take Draft Print | Final Submit | Close

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**ANNEXURE-II**

## Part-II (Online Application Form)

1. Before proceeding with filling of online application, keep the following data ready:
   - **a.** Recent scanned colour passport size photograph (**not more than three months old from the date of publication of the Notice of Examination)** in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap and spectacles. **Applications with blurred photograph will be rejected. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled. Specimen of photographs which are acceptable/not acceptable is given at Annexure-L.**
   - **b.** Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with illegible/blurred signature will be rejected.**
   - c. Details of qualifying educational qualification like passing year, roll number, percentage/CGPA, name of university, etc.
2. Login to online system through your '**Registration Number**' and password.
3. Click 'Apply' link in 'Head Constable (Ministerial) in Delhi Police Examination-2022' Section under 'Latest Notifications' tab.
4. Information in columns at S No-1 to 14 will be automatically filled from your One-time Registration Data which is non-editable. However, if you want to modify any of One-Time Registration details, click on 'Modify Registration' tab provided at the left hand top corner of your dashboard and make suitable corrections before proceeding further.
5. S No-15: Select 'Yes' if you belong to a caste 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 {Refer to para 5.7 (Note-I) of the Notice}.
6. S No-16: Select 'Yes' if you are a widow/divorced/judicially separated woman.
7. S. No. 17: Select 'Yes' if you are a 'Departmental Candidate' of Delhi Police (Refer to para 5.5 of the Notice).
8. S No-18: Select 'Yes' if you are son/daughter of the serving, deceased, retired Delhi Police personnel/ Multi-Tasking Staff of Delhi Police (Refer to para 6 of the Notice).
9. S No-19: Select 'Yes' if you have represented your State at the National Level or the country at the international level in sports during the preceding three years from the closing date of receipt of online applications (Refer to para 5.4 of the Notice).
10. S. No. 19.1: If 'Yes', Select the discipline of your sport (Refer to Annexure-A of the Notice).
11. S. No. 20: Medium for Computer Based Examination (CBE) (Hindi or English) (Refer to para 15.5 of the Notice).

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12. S No-21: Give your preference for Examination Centers. You may choose examination Centers within the same Region. Choice for all the three Centers must be given in the order of preference. Please refer to para 14.1 of the Notice of Examination for more information.

13. S No-22.1 to 22.6: If you are serving in Armed Forces or are an Ex-Serviceman, fill up the required information from Point No. 22.1 to 22.6. Wards of servicemen/Ex-Serviceman are not treated as Ex-Serviceman. There is no special quota for Ex-Servicemen (Refer to para 7 of the Notice).

14. S No-23.1 to 23.2: If you are seeking age relaxation, select appropriate age-relaxation category at S. No. 23.2 (Refer to para '5.8' of the Notice).

15. **S No**-24.1 to 24.2: Do you possess NCC certificate?. If 'Yes', provide the details of NCC Certificate (Refer to para 10.1 of the Notice).

16. S. No 25: Indicate medium of Typing Test (English/Hindi) {Refer to para 9(ii) of the Notice}.

17. S. No. 26.1 to 26.2: Do you possess degree or post graduate diploma certificate awarded by the Rashtriya Raksha University (RRU)? If 'Yes', provide the details of degree/certificate (Refer to para 10.2 of the Notice).

18. S No. 27: Indicate your highest Educational Qualifications.

19. S. No. 28: Provide details of qualifying Educational Qualifications (*i.e.* 12th, equivalent to 12th, Deemed Graduation in case of Ex-Servicemen candidates). Following details be filled:
    i. Status
    ii. Passing Year
    iii. State/UT of Board/University
    iv. Name of Board/University
    v. Roll No.
    vi. Percentage
    vii. CGPA

20. S. No. 29: Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM No. 39020/1/2016-Estt(B) dated 21.06.2016 (Yes/No) (Please refer to para 33 of the Notice).

21. S. No. 30 to 31: Information with regard to Present and Permanent Address will be filled up automatically from the One-time Registration Data.

22. Upload your recent photograph (**not more than three months old from the date of publication of the Notice of Examination)** as specified at S. No. 1a above. **Applications with blurred photograph will be rejected. Specimen of photographs acceptable/not acceptable is given at Annexure-L. Candidate may refer to the same.**

23. Upload your signature as specified at S. No. 1b above. **Applications with blurred signature will be rejected.**

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24. S. No. 32: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click 'Yes', if the photograph uploaded above is not more than three months old from the date of publication of the Notice of Examination.

25. Go through the declaration carefully and click on "I agree" check box, if you accept the same. Fill up captcha code.

26. Preview and verify the information provided by you. **If you want to modify any entry, click on 'Edit/Modify' button and make requisite corrections before proceeding further**. When you are satisfied that the information is correctly filled, preview and verify the information and submit the Application.

27. Proceed to make fee payment if you are not exempted from payment of fee.

28. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan. Refer Para-11 of the Notice of Examination for further information on the payment of fee.

29. When application is successfully submitted, it will be accepted '**Provisionally**'. Candidates should take printout of the application form for their own records. Printout of the 'Application Form' is normally not required to be submitted to the Commission at any stage. However, you may be required to provide printout of the online application form to address grievances related to online application, if any.

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**ANNEXURE–IIA(1/4)**

## Head Constable (Ministerial) in Delhi Police Examination, 2022

### Instructions

**PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM**

| | |
|---|---|
| 1. Candidate's Name: (As per the Matriculation Certificate) | SAMPLE NAME |
| 2. New / Changed Name. | |
| 3. Father's Name. (As per the Matriculation Certificate) | SAMPLE FATHER NAME |
| 4. Mother's Name. (As per the Matriculation Certificate) | SAMPLE MOTHER NAME |
| 5. Date of Birth (DD/MM/YYYY): (As per the Matriculation Certificate) | 02/01/1999 |
| 6. Age as on 01/01/2022: | 22.11 |
| 7. Gender: | Female |
| 8. Category: | UR |
| 9. Whether Person with Disability (PwD)? : | Yes |
| 9.1. If Yes, Type of Disability: | OH |
| 10. Nationality: | Citizen of India |
| 11. Mark of Visible Identification: | MOLE ON RIGHT CHEEK |
| 12. Matriculation (10th Class) Examination Board: | Central Board of Secondary Education (CBSE) |
| 13. Matriculation (10th Class) Roll No.: | 301739 |
| 14. Matriculation (10th Class) Year of Passing: | 2013 |
| 15. Do you possess OBC category certificate notified in the Central list or by the Govt. of NCT of Delhi: | (●) Yes ( ) No |
| Please refer to the Notice of Examination, Para-5.7 (Note-1) | |
| 16. Whether a widow/ divorced/ judicially separated women: | (●) Yes ( ) No |
| 17. Whether Departmental Candidate of Delhi Police:* | ( ) Yes (●) No |
| Please refer to the Notice of Examination, Para-5.5 | |
| 18. Whether Son/ Daughter of serving, retired or deceased personnel/ Multi-Tasking Staff of Delhi Police:* | (●) Yes ( ) No |
| Please refer to the Notice of Examination, Para-6 | |
| 19. Have you represented a State at the National level or the Country at the international level in sports during preceding 3 years from the closing date of receipt of online applications:* | (●) Yes ( ) No |
| Please refer to the Notice of Examination, Para-5.4 | |

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**ANNEXURE-IIA(2/4)**

| | |
|---|---|
| 19.1. If Yes, Please select the Discipline of your Sport: | Badminton |
| 20. Medium for Computer Based Examination (CBE):* | English |
| Verify Medium for Computer Based Examination (CBE): | English |
| 21. Preference of Examination Centres:* | NR-Delhi(2201) / NR-Jaipur(2405) / NR-Jodhpur(2406) |
| 22.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :* | ○ Yes ◉ No |
| 22.2. Date of Joining the Armed Forces (DD/MM/YYYY): | |
| 22.3. Date of Discharge/ Likely Date of Discharge from the Armed Forces (DD/MM/YYYY): | |
| 22.4. Length of service in the Armed Forces: | |
| 22.5. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM): | ○ Yes ○ No |
| Please refer to the Notice of Examination, Para-7 | |
| 22.6. Date of Joining to Civil Post (DD/MM/YYYY): | |
| 23.1. Whether seeking Age Relaxation? :* | ○ Yes ◉ No |
| 23.2. If Yes, Age Relaxation code: Please see Para-5.8 of the Notice | --Select Age Relaxation Code-- |
| 24.1. Are you a National Cadet Corps (NCC) Certificate holder? : * | ◉ Yes ○ No |
| 24.2. Type of the NCC Certificate: * | NCC 'A' Certificate |
| Confirm Type of the NCC Certificate: | NCC 'A' Certificate |
| Please refer to the Notice of Examination, Para-10.1 | |
| 25. Medium for Typing Test:* | English |
| Verify Medium for Typing Test: | English |
| 26.1. Do you possess Degree/ Post Graduate Diploma awarded by Rashtriya Raksha University (RRU)? : * | ◉ Yes ○ No |
| 26.2. If Yes, class obtained in Degree/ Post Graduate Diploma: * | First Class |
| Please refer to the Notice of Examination, Para-10.2 | |
| 27. Highest Educational Qualification:* | BCA (17) |
| 28. Details of Qualifying Educational Qualification:* | 12th Standard |

| Status | Passing Year | State/ UT of Board/ University | Name of Board/ University | Roll No | Percentage | CGPA |
|---|---|---|---|---|---|---|
| Passed | 2015 | Delhi | Central Board of Second | 2520905 | 74 | |

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| | |
|---|---|
| 29. Do you want to make your personal information available for accessing job opportunities in terms of DoP&T's OM.No.39020/1/2016-Estt.(B) dated 21/06/2016? * Please see Para - 33 of the Notice | (●) Yes ( ) No |
| 30. Correspondence Address: | Sample Permanent Address |
| State: | Punjab |
| District: | Patiala |
| Pin Code: | 140401 |
| 31. Permanent Address | Sample Permanent Address |
| State: | Punjab |
| Pin Code: | 140401 |
| Mobile Number: | 8111111111 |
| Email: | sample123@gmail.com |

## Photograph And Signature

Upload a photograph taken on or after 17-Feb-2022*
Please refer to the Notice of Examination, Annexure-L
Allowed File Size: 20 KB to 50 KB
Format: JPEG/ JPG
Image Size: About 3.5 cm (width) x 4.5 cm (height)
Choose File SamplePhot...hwithdate.jpg



Upload Signature *
Allowed File Size: 10 KB to 20 KB
Format: JPEG/ JPG
Image Size: About 4.0 cm (width) x 2.0 cm (height)
Choose File SampleSignature.jpg




| | |
|---|---|
| 32. Whether the photograph has been taken on or after 17-Feb-2022?: | (●) Yes ( ) No |

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## Declaration

1. I have read the Notice of Examination and accept all the Terms & Conditions mentioned therein.

2. I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found supressed/ false or incorrect at any stage or ineligibility being detected before or after the Examination, my candidature/ appointment is liable to be cancelled.

3.I declare that the photograph uploaded in the Application Form has been taken on or after the stipulated dated.

☑ I Agree




Try Another

FMRVL

Preview Reset Close

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**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

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**ANNEXURE-B**

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 ASSOCATION)

Passport size photograph duly signed by issuing authority.

**Certificate to meritorious sportsman for employment to Group '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 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_____

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

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**ANNEXURE-C**

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 ASSOCATION)

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 _____ 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.

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**ANNEXURE-D**

## 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/Shrimati/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@27
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

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% 2. 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/Shrimati _____Father/mother _____ of Shri/Srimati/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/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)

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.

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**ANNEXURE-E**

**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. / Kum. _____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:

*(i)* 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.
*(ii)* 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.
*(iii)* 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.
*(iv)* Resolution No. 12011/96/94-BCC dated 9/03/96.
*(v)* 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.
*(vi)* Resolution No. 12011/13/97-BCC dated 03/12/97.
*(vii)* Resolution No. 12011/99/94-BCC dated 11/12/97.
*(viii)* Resolution No. 12011/68/98-BCC dated 27/10/99.
*(ix)* 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.
*(x)* 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.
*(xi)* 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.
*(xii)* Resolution No. 12015/9/2000-BCC dated 06/09/2001.
(i) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
(ii) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
(iii) 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. / Kum. _____ 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: _____

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District Magistrate/Deputy Commissioner /Competent Authority
Seal

**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.

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UNDERTAKING TO BE SUBMITTED BY OBC CANDIDATES

**DECLARATION**

I, _____ son/daughter of Shri _____ resident of village/town/city _____District _____State _____ hereby declare that I belong to the _____ (Indicate your sub caste) community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel & Training OM No. 36012/22/93- Estt.(SCT), dated 08.09.1993. It is also declared that I do not belong to persons/section(s) (Creamy Layer) mentioned in column 3 of the Schedule to the above referred OM dated 08.09.1993 and subsequent through O.M. No. 36033/3/2004-Estt.(Res.), dated 09.03.2004,

Place: Signature of the candidate

Date: Name of the candidate

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**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.

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**ANNEXURE–G**

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

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

Signature of DCP/ADDL.DCP/ACP/HQ_____
of concerned District/Units.
(Name & Designation of the Officer with seal)

Dated_____

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**ANNEXURE-H**

**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, W/o Shri _____ is permanent resident of village_____, Tehsil/ Taluka _____ District_____ of _____ State.

2. It is further certified that:

* He/ she falls in the categories of Garhwalis, Kumaonis, Dogras, Marathas and candidates belonging to the States/ UTs of Assam, Himachal Pradesh, Jammu & Kashmir and Ladakh.

* He/ she hails 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

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**ANNEXURE-i**

**Form of Certificate for serving Defence Personnel**

I hereby certify that, according to the information available with me (No.) _____ (Rank) _____ (Name) _____ is due to complete the specified term of his engagement with the Armed Forces on the (Date) _____.

(Signature of Commanding Officer)

Office Seal:

Place:

Date:

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**ANNEXURE-J**

## UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I ……., bearing Roll No……,

appearing for the Document Verification of the …….

Examination, 20……., do hereby undertake that:

(a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

(b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

(c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ……on…… in the office of …… I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

(d) I have already availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ……. on…… in the office of ……. Therefore, I am not eligible for the benefit of reservation provided to ex-servicemen;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....

Name: …….

Roll Number: .....

Date: …….

Date of appointment in Armed Forces: …….

Date of Discharge: …….

Last Unit/ Corps: …….

Mobile Number: …….

Email ID: …….

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**ANNEXURE-K**

**CERTIFICATE SHOWING THE CANDIDATE AS DEPARTMENTAL CANDIDATE**

It is certified that Shri/Smt. _____ (Name of Delhi Police Personnel), Rank, _____ Range/Constabulary/Belt No._____ and PIS No._____ was enlisted in Delhi Police on _____ and has completed three years of continuous service in the present rank/department. He/She is presently posted in _____ District/Units of Delhi Police and wish to appear in the test for recruitment of Head Constable (Ministerial)- Male/Female in Delhi Police provisionally. It is also clarified that he/she has completed the period of probation satisfactorily on _____ and during his/her service, he/she has been awarded _____ No. of Major and _____ No. of Minor punishments. At present no DE/PE/Criminal case is pending against him/her as per record (if yes mention the present status thereon).

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

(Name & Designation of the Officer with seal)

Dated _____.

Note:- A 'departmental candidate' means a person who have rendered a minimum three years regular and continuous service in Delhi Police **on the closing date of receipt of on-line applications** and who otherwise fulfils all educational and other physical qualifications.

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**ANNEXURE-L**

## Specimen of Photographs

**Acceptable Photograph**



**Samples of photographs which are not acceptable**

Extra Colour



Too close



With hat/cap



Blur Photographs







Inverted



Too dark



With goggles



Facing Sideways



Too Small



With spectacles



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**ANNEXURE-M**

## Essential Educational Qualification Code

| Educational Qualification | Code |
|---|---|
| Matriculation/ 10th Class Pass | 01 |
| Intermediate/ Higher Secondary/ 10+2 | 02 |
| Certificate | 03 |
| Diploma | 04 |
| BA | 05 |
| BA (Hons.) | 06 |
| B. Com. | 07 |
| B.Com. (Hons.) | 08 |
| B.Sc. | 09 |
| B.Sc. (Hons.) | 10 |
| B. Ed. | 11 |
| LLB | 12 |
| BE | 13 |
| B. Tech | 14 |
| AMIE (Part A & Part B) | 15 |
| B.Sc. (Engg.) | 16 |
| BCA | 17 |
| BBA | 18 |
| Graduation issued by Defence (Indian Army, Air Force, Navy) | 19 |
| B. Lib. | 20 |
| B. Pharm. | 21 |
| ICWA | 22 |
| CA | 23 |
| PG Diploma | 24 |
| MA | 25 |
| M.Com. | 26 |
| M. Sc. | 27 |
| M.Ed. | 28 |
| LLM | 29 |
| ME | 30 |
| M. Tech. | 31 |
| M. Sc. (Engg.) | 32 |
| MCA | 33 |
| MBA | 34 |
| Others | 35 |