

RECRUITMENT OF SUB-INSPECTORS (Male/Female) IN DISTRICT POLICE CADRE

STANDING ORDER NO. 6 of 2016

(Issued under Sec. 4(d) and Sec. 45(g) of Punjab Police Act 2007)

This Standing Order is being issued to lay down detailed guidelines for the recruitment of **Sub-Inspectors** (both Male & Female, including Ex-Servicemen, except recruitment against 3% posts reserved for Sportspersons) in the District Police Cadre of Punjab Police. The Standing Order will govern the entire process of recruitment and will contain detailed provisions under which the process of recruitment will be completed, under the overall regulatory framework laid down by the Punjab Police Act, 2007 and Punjab Police Rules, 1934.

**1. CONSTITUTION OF RECRUITMENT BOARD**

The recruitment shall be made through a **State Level Police Recruitment Board** (to be called as Central Recruitment Board) duly constituted by the Director General of Police with the approval of State Govt. Central Recruitment Board for Sub-Inspector (Male/Female) (to be referred as '**Board**' hereinafter) shall be constituted under the Chairmanship of one Additional Director General of Police and two members i.e. one IGP rank officer and one DIG rank officer. The Board shall exercise overall supervision of the entire recruitment process. The Chairperson of the Board may constitute such numbers of Recruitment Boards at the Regional/Range Level, as may be required, with the approval of the Director General of Police. The Chairpersons of the Regional Recruitment Boards may associate such number of Gazetted Officer, Non Gazetted Officer and Enrolled Police Officers, Expert members and other solution providers as deemed necessary for the purpose of conduct of Recruitment Process .

**2. RESERVATION POLICY**

The Punjab Government instructions regarding reservations for Scheduled Castes/Scheduled Tribes, Backward Classes, Ex-Servicemen (including wife/a dependent child of Ex-Servicemen, where applicable), Wards of Freedom Fighters and Wards of Punjab Police Personnel shall be strictly followed during the recruitment process and the Board will ensure that the guidelines laid down on the Reservation Policy by the State Government are complied with.

An ex-serviceman means a person as notified in the notification of **Department of Personnel & Administrative Reforms, Government of Punjab, dated February 2, 1982:**

- (i) who has served in any rank whether as a combatant or non-combatant in the Naval, Military and Air Forces of the Union of India, and (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension or (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or (c) who has been released from such service as a result of reduction in establishment; or
- (ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity, and includes personnel of the Territorial Army, namely pension holders for continuous embodied service or broken spells of qualifying service; or
- (iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension; or
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987; or
- (v) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

**Note:** The personnel of Central Para-Military Forces (BSF, CRPF, ITBP, CISF, SSB etc) are not eligible to be considered under the Ex-Servicemen category.

**Wards of Freedom Fighters:**

The Wards of Freedom Fighter shall include son, daughter, grandson and granddaughter. Wards of those Freedom Fighters will be eligible for reservation who have either been granted a Freedom Fighters pension from the Punjab Govt. or have been awarded Tamra Patras for their political sufferings during pre-independence Freedom movements. The Deputy Commissioner of District to which a Freedom Fighter

belongs will be the only competent authority to provide an eligibility certificate to this effect, i.e. for the grant of all types of those concessions to a Freedom Fighter or his/her wards.

**Wards of Police Personnel:**

In accordance with Govt. of Punjab Instructions issued by Deptt. of Home Affairs & Justice vide No.1(211)94-2H(I)/10176 dated 11.6.1996, wards of police personnel belonging to the following categories shall be covered:

- (i) Who have suffered casualty of one or more of the following relatives on the anti-terrorist front:
  - (a) Father
  - (b) Mother
  - (c) Sister/Brother
  - (d) Son/daughter
  - (e) Any other dependant family member
- (ii) Who have suffered permanent disability on account of action against terrorists or attack by terrorists.
- (iii) Who have been awarded President's Police Medal for Gallantry or Police Medal for Gallantry for showing bravery in action(s) against terrorists.
- (iv) Who have taken part in at least 3 encounters with terrorists.
- (v) Who otherwise in the opinion of the Director General of Police have been in forefront of fight against terrorism

The wards proposed to be covered would include dependent son, daughter, brother and sister or any other dependent family member.

**3. RECRUITMENT PROCESS**

The recruitment process will be done in following stages:

1) Physical Trials

- (i) The Substance Abuse (Drug Addiction) Test,
- (ii) Physical Screening Test (PST),
- (iii) Physical Measurement Test,

2) Written Examination

3) Interview-cum-Personality Test.

These tests will be conducted at a place to be decided by the Central Recruitment Board. The schedule and place for Physical Trials at Regional Recruitment Centres will be uploaded on the website [www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in). The date and place of written test will be uploaded subsequent to the completion of Physical Trials. The venue and schedule of interview will be uploaded after the result of written examination.

**4. ELIGIBILITY CRITERIA FOR CANDIDATES**

The candidate should be a citizen of India. He/She should not have obtained the citizenship/permanent residency/green card of any other country.

(i) **AGE**

The minimum age of recruitment for Sub-Inspector shall be 18 years and the maximum age shall be 28 years. The cut-off date shall be 1<sup>st</sup> January of the year in which the advertisement is published. Relaxation in the upper age limit in the case of Scheduled Castes/Scheduled Tribes and Backward Classes shall be as laid down by the Punjab Government.

**Ex-Servicemen** shall be given relaxation in the upper age limit by 3 years plus the number of years of service rendered in the Indian Defense Forces. In accordance with Punjab Govt. instructions issued vide No.G-S-R-11/Const./Arts, 309, 234 & 318/82 dated 02.02.1982, where an Ex-Servicemen is not available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled in by recruitment of the wife or one dependent child of an Ex-Serviceman who has not been recruited against a reserved vacancy as prescribed under the Punjab Recruitment of Ex-Servicemen Rules, 1982. Provided further that the wife or the dependent child of the Ex-Serviceman shall be recruited against the reserved vacancy subject to the conditions that:

- a) He/she possesses the prescribed qualifications and is within the prescribed age limits;
- b) He/she is not already in service;
- c) He/she will be eligible to avail the benefit only once in life.

The relaxation in age will also be allowed to the Candidates who are Serving Government Employees of Punjab Govt., Central Govt. or any other State Govt. upto the age of 33 years. However, there shall be no relaxation to such candidate in any of the parameters of Physical Measurement Test, Physical Screening Test and Medical Examination.

(ii) **EDUCATIONAL QUALIFICATIONS**

The minimum Educational Qualifications shall be Graduation for all candidates or its equivalent from a recognized University, and the candidate must have passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language.

Provided that if the Ex-Serviceman (or the wife/a dependent child of Ex-Serviceman, as the case may be) has not passed Matriculation examination with Punjabi as one of the compulsory or elective subjects, he/she shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he/she shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government **within a period of two years** from the date of his appointment as per the Punjab Government Notification No. GSR-33/Const./Art 309/94 dated 4<sup>th</sup> of May, 1994.

The candidate must have attained the above mentioned educational qualifications on or before the date of publication of advertisement of the recruitment process.

(iii) **PHYSICAL STANDARDS**

<b>Candidate</b>	<b>Minimum Height required</b>
<b>Candidate (Male)</b>	<b>5' 7" (5 feet 7 inches)</b>
<b>Candidate (Female)</b>	<b>5' 3" (5 feet 3 inches)</b>

**5. SELECTION PROCESS**

The Selection Process shall consist of various stages as below:

- (a) Physical Trials consisting of Substance Abuse (Drug Addiction) Test, Physical Screening Test (PST) and Physical Measurement Test (PMT)
- (b) Written Test - 100 Marks
- (c) Interview-cum-Personality Test - 15 Marks

**5.1 PHYSICAL TRIALS**

The Physical Trials shall be conducted at each Regional Recruitment Center by Regional Recruitment Boards. The Substance Abuse (Drug Addiction) Test, Physical Screening Test (PST) and Physical Measurement Test of a candidate shall be conducted on a single day and the process shall be videographed.

**5.1.1 SUBSTANCE ABUSE (DRUG ADDICTION) TEST (SAT)**

Every candidate will be required to undergo a Substance Abuse (Drug addiction) Test (SAT) at the Recruitment Centre before the conduct of the Physical Screening Test (PST) and Physical Measurement Test (PMT). The SAT shall be conducted under the supervision of officials of the Health Department/recognized Medical University/Institute. **Only the candidates who clear the Substance Abuse Test shall be eligible for appearing in the Physical Screening Test and Physical Measurement Test.**

**5.1.2 PHYSICAL SCREENING TEST (PST)**

All those candidates who clear the SAT shall be required to appear in the **Physical Screening Test**, which shall be of a qualifying nature and shall comprise of the following events:

**For Male Candidates (except Ex-Servicemen but including the male lineal descendents of Ex - Servicemen/Service women)**

- (a) 1600 Meters Race to be completed in 6:30 minutes (only one chance).
- (b) Long Jump 3.80 Meters (3 chances).
- (c) High Jump 1.15 Meters (3 chances).

**For Male Candidates (Ex-Servicemen)**

**For Candidates of age upto and including 35 years**

- (a) 1400 Meters Walk and Run to be completed in 09 minutes.  
(only one chance).
- (b) 10 Sit ups within 2 Minutes.

**For Candidates of age more than 35 years**

- (a) 1400 Meters Walk and Run to be completed in 12 minutes.  
(only one chance).
- (b) 10 Sit ups within 3 Minutes.

**For Female Candidates (except Ex-Service women but including the female lineal descendents of Ex - Servicemen/Service women)**

- (a) 800 Meters Race to be completed in 4 minutes 30 seconds (only one chance).
- (b) Long Jump 3.25 Meters (3 chances).
- (c) High Jump 1 Meters (3 chances).

**For Female Candidates (Ex-Servicewomen)**

- (a) 800 Meters run/walk Race to be completed in 8 minutes (only one chance).

**NOTE:** A candidate must qualify in all the above events. Failure to qualify in any one of the above events of Physical Screening Test shall disqualify the candidate.

**5.1.3 PHYSICAL MEASUREMENT**

Only those candidates who qualify the PST shall be screened for height and only those candidates who have been found to be of requisite height will be considered for the written test.

**5.2 APPEALS RELATING TO PMT/PST**

Those candidates who are declared not qualified in Physical Measurement Test and/or Physical Screening test may prefer an appeal, if they so desire, to the Chairperson of the Regional/Range Recruitment Board on the same day in writing. The decision of the Chairperson shall be final and no further appeal or representation in this regard will be entertained. The Chairperson will record the reasons thereof for each case separately in writing.

**5.3 WRITTEN TEST**

The candidates who qualify the Physical trials (SAT, PST and PMT) will be eligible for written test, which will be of Hundred (100) marks. The Examination will consist of Objective type questions and the candidates shall have to mark their responses on the OMR sheet. The examination would be based on topics viz. General Knowledge/Awareness on current National and International issues, including knowledge about India and Punjab in particular, Mathematical ability, Information Technology and its applications, Numerical Aptitude, Logical Reasoning, Analytical ability, General Mental ability, Decision Making and Problem Solving, Basic Numeracy and Data Interpretation, Comprehension etc.

To qualify in the Written Examination, a candidate must score minimum 45% marks for SC/ST/BC and 50% marks for the General category. There will be no negative marking. The date and venue of written test will be uploaded on the recruitment website after the completion of physical trials. No separate information will be supplied to any candidate and the candidate will have to remain vigilant and keep

checking on the website regularly for the update and no claim of any candidate will be entertained that he missed the date of Written Test.

5.4 **INTERVIEW-CUM-PERSONALITY TEST**

The Interview-cum-Personality Test shall be of 15 marks. From amongst the candidates who qualify the Written Test, the Interview-cum-Personality Test Lists comprising of candidates to the extent of three times the total number of vacancies, separately for Male and Female Sub-Inspectors (Category wise) at the State Level shall be prepared by the Central Recruitment Board. However, in case there are more candidates who have scored same marks in Written Examination as the marks obtained by the last candidate in the respective category, then candidates more than three times can be called for Interview-cum-Personality Test. The Central Recruitment Board will assess the suitability of each candidate vis a vis the job requirements of Punjab Police, and will award marks to the candidates accordingly. The candidates appearing in the Interview-cum-Personality Test shall be required to bring along with them all the relevant certificates and supporting documents, in original, alongwith at least one self-attested photocopy of each. The documents shall be scrutinized at the time of Interview-cum-Personality Test and only those candidates whose documents have been found correct and in order shall be considered during the preparation of the Merit List. The venue and date of interview will be uploaded subsequent to the result of written examination.

6. **FINAL MERIT LIST**

While preparing the Final Merit List, in the event of two candidates securing equal marks, the following Tie resolution criteria shall be adopted:

- (a) In the event of the candidates having equal marks, the candidate senior in age shall be put higher in the merit.
- (b) In the event of the candidates having equal marks and having same date of birth, then their relative merit shall be prepared on the basis of marks obtained in the Written Examination and the candidate having higher marks in the Written Examination shall be placed higher in the merit.
- (c) In the event of the candidates having equal marks, same date of birth, equal marks in the written examination, then their relative merit shall be prepared on the basis of higher aggregate percentage in the graduation



examination and the candidate having higher aggregate percentage in the graduation examination shall be placed higher in the merit.

Selection List of the candidates shall be prepared category-wise (by factoring in laid down reservations for various categories), on the basis of the Final Merit Lists prepared in the above manner and the category-wise number of vacancies.

**7. DECLARATION OF FINAL RESULT**

The Central Recruitment Board shall submit the Selection List, as described in above Para, to Director General of Police, Punjab. After the final seal of approval of DGP Punjab, the Selection List shall be released in the public domain on the official website of Punjab Police.

**8. WAITING LIST**

The Board shall also prepare and maintain separate Waiting List of 20% candidates out of the Final Merit List, in the order of merit, from each category (minimum one candidate of each category). The Waiting List shall be valid upto six months from the date of declaration of the final merit list.

**9. APPELLATE AUTHORITY**

The Director General of Police, Punjab shall be the Appellate Authority for any kind of redressal of grievance related to the declaration of Final Result only as mentioned in Para - 7. Any candidate having a grievance should make a representation in writing, addressed to the Director General of Police, Punjab within 30 days of the declaration of the Result. Any representation received after the expiry of 30 days shall not be considered.

**10. COMPLETION OF SELECTION PROCESS**

The entire Selection Process shall be deemed to have been completed at the expiry of 180 days from the date of declaration of the final results.

**11. PROVISIONAL SELECTION**

The selection in the Recruitment process shall be absolutely provisional, and it shall be subject to the following mandatory clearances:

- a) Medical Examination,
- b) Character and antecedent verification, and
- c) Verification of his/her educational qualification certificates from the concerned Boards/Universities.

**12. MEDICAL EXAMINATION**

Before their enlistment in the Police, the candidates shall have to be medically examined and certified physically fit for service by the Civil Surgeon/Medical Board constituted for this purpose. The Medical Examination will be done as per the provisions of Punjab Police Rules (Appendix # 12.16). A certificate in the prescribed form signed by the Civil Surgeon is an essential qualification for enrolment, as provided in PPR 12.16. No relaxation whatsoever shall be granted in any of the parameters of Medical Examination.

**13. VERIFICATION OF CHARACTER AND ANTECEDENTS**

The verification of character and antecedents of all the candidates who figure in the Selection List shall be undertaken as laid down in the Punjab Police Act 2007, Punjab Police Rules 1934, other relevant Rules, Government Instructions and the Judgements delivered by the Hon'ble Supreme Court of India and Hon'ble High Court of Punjab & Haryana in this regard by following the prescribed procedures through the concerned authorities. The verification of Character and background of a candidate is of vital importance insofar as the recruitment to Police Department is concerned. Punjab Police Rules 1934 (PPR 12.14) provides that the "Recruits shall be of good character and great care shall be taken in selecting men of a type suitable for Police Service from the candidates presenting themselves for enrollment." In addition, the Hon'ble Supreme Court of India, in "Delhi Administration vs Sushil Kumar (1996)" case has held that "the verification of character and antecedents is one of the important criteria to test whether the selected candidate is suitable to a post under the State... What would be relevant is the conduct or character of the candidate to be appointed to the Police Service." Therefore, the selection of the candidate shall be subject to the verification of his antecedents in the Verification Process and if anything adverse is found against the candidate during the verification process, his/her candidature shall be summarily rejected and no claim, whatsoever, shall be entertained in this regard thereafter.

Where the appointing authority upon verification of character and antecedents of the candidate recommended for appointment comes to know that criminal proceedings against a candidate is in progress and the status of the case is reported to be either under investigation or challaned or cancelled or sent untraced or withdrawn or under trial or has either been convicted or acquitted or the candidate has preferred appeal against the order of the court; the appointing authority upon verification shall deal with

the cases of candidates reported to have criminal cases registered against them and to the matters connected therewith as stated hereinafter;

(a) Where, a candidate is found to have been convicted for an offence involving moral turpitude or punishable with imprisonment for three years or more, shall not be considered for appointment.

(b) Where charges have been framed against a candidate for offence(s) involving moral turpitude or which is punishable with imprisonment of three years or more, shall also not be considered for appointment.

(c) Where the candidate has been acquitted in offences related to sovereignty of the State or national integrity i.e. spying against national interest / waging war against the State/act of terrorism/communal disturbance/smuggling of arms, ammunition or Narcotic Drugs & Psychotropic Substances or counterfeit currency etc. besides heinous crimes e.g. murder, rape, dacoity, robbery, kidnapping for ransom, acid attacks, human trafficking, Protection Of Child from Sexual Offences Act, 2012 or Prevention of Corruption Act, 1988 etc., 'on technical grounds' i.e. where, in the opinion of the Court the star/material prosecution witnesses have either been killed or have died or remained untraced or turned hostile or won over and the candidate has been acquitted on account of aforementioned circumstances; such candidates shall not be considered for appointment.

If it is ever revealed that a candidate has got appointment either by concealment of facts or by furnishing false or wrong information or by submitting fake or forged document(s)/certificate(s), he/she shall be summarily discharged from the service by the appointing authority from the date of appointment, i.e. without holding a regular disciplinary proceedings, treating him ineligible for service and salary paid to him may also ordered to be recovered.

#### **14. INTER-SE SENIORITY**

The inter-se seniority of the candidates selected within a batch shall be based on the total of the marks obtained in the Recruitment Test, i.e. the aggregate of the marks of Written Examination and Interview-sum-Personality Test, and on basis of this, the names of these selected candidates shall be entered in the Central Seniority List of Sub Inspectors of the District Police Cadre, as maintained in the office of the Director General of Police, Punjab. It is pertinent to mention here that as per the Punjab Police Act 2007, the District Police Cadre comprises both the Male as well as Female Sub-

Inspectors. Thus the inter-se seniority of the Male & Female Sub-Inspectors of the District Police Cadre shall be prepared in a combined manner.

**15. PERIOD OF PROBATION**

The selected Sub-Inspector shall be on Probation, which will be of the duration as specified in the Punjab Police Act 2007, the Punjab Police Rules 1934 and the relevant instructions of the State Government issued in this regard, from time to time. During this period, the selected candidate shall be required to go through Basic Training and shall also be deputed to different fields of Police functioning in a rotational manner and shall be required to perform such duties at each place in a satisfactory manner. The selected candidate will also be sent for prescribed Commando Training which he/she has to complete in a satisfactory manner. Only those selected candidates who have completed the above stated courses during the Probation Period shall be considered for confirmation in the Police Department.

**16. APPLICATION PROCESS**

**16.1 APPLICATION FORM**

In order to promote the objectives of e-governance, to reduce carbon footprint and paper work, to prevent delay and loss in postal transit and to ensure overall environmental protection, the Application Form shall be available online on the website [www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in). The period of Online Application shall be of 21 days. The period of deposit of Fees shall close two working days from the date of close of Application Form. The details of which will be mentioned in the advertisement to be published in this regard. The candidates will fill up the Applications Form and submit the same online itself, after completing it in all respects. The photograph and the signature, certificate for age relaxation category and the documents will also have to be uploaded by the candidate in the online Application.

**16.2 DEPOSIT OF FEE**

Application fees shall be charged as under:

For General Candidates	Rs. 700/-
For SC/ST/BC Candidates	Rs. 300/-
For Ex-Servicemen Candidates	No Fee

**(However, the lineal descendants of Ex-Servicemen will have to pay the application fees, as applicable to their category)**

For depositing the fees, the candidate would have an option of either depositing the same online through (i) Net Banking (ii) Credit/Debit card payment or (iii) the candidate can deposit the fees offline manually by taking the print-out of the **Fee Challan Form**, after submission of the application form. The print of the form should be downloaded.

One print of the challan form having two copies of challan should be taken and the fee should be deposited in the HDFC Bank. One copy will be retained by bank and another copy after stamping will be given by bank to the candidate. This copy should be uploaded by the candidate by logging in using his/her password.

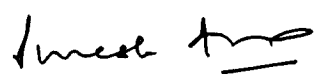
In case the Candidate fails to deposit the required fees by the last date for depositing the fee, his/her Application shall stand rejected automatically.

The Application Form fee once deposited shall not be refunded under any circumstances.

**17. CREATION OF HELPDESK/CALL CENTRE**

A Helpdesk/Call Centre shall be created to guide and assist the applicants in case of any query related with the filling up of the Application Form as well as other queries related to the recruitment process. Designated Helpline Numbers will be given in the Advertisement and the Call Centre shall be manned from 9 AM to 9 PM everyday till the time the Recruitment Process is on. The Helpdesk/Call Centre will be manned by qualified and trained persons. A list of FAQs (Frequently Asked Questions) shall also be published on the website, alongwith their answers. Applicants who have any doubts about their candidature or have not received their Roll Numbers till the date specified in the advertisement can contact the Helpdesk/Call Centre for answer to their queries.

This Standing Order shall supersede all the previous Standing Orders for recruitment of Sub-Inspector issued by the Punjab Police and may be modified, amended or revoked by the Director General of Police, Punjab only.

  
Director General of Police,  
Punjab.