

**ADVERTISEMENT FOR RECRUITMENT OF CONSTABLE (OPERATOR), CONSTABLE (HARDWARE) & CONSTABLE (SOFTWARE) MALE AND FEMALE IN INFORMATION TECHNOLOGY & TELECOMMUNICATION WING OF PUNJAB POLICE**

Advt. No.:1/2016

Date of Publication: 14.08.2016

<b>IMPORTANT DATES &amp; INFORMATION</b>	
Website for filling Online Application Form: <b>www.punjabpolicerecruitment.in</b>	
Opening date for submission of online Applications	16.08.2016
Closing date for submission of online Applications	<b>05.09.2016</b>
Closing date for deposit of online Admission Fee	<b>05.09.2016</b>
Closing date for deposit of offline Admission Fee	<b>07.09.2016</b>
Period for submission of Applications from <b>9:00 a.m. on 16.8.2016 (AUGUST) to 11:59 p.m. on 05.09.2016 (SEPT.)</b> <b>(Applications received after 11:59 p.m. on the Closing date (05.09.2016) will not be entertained.)</b>	
Helpline Numbers	<b>0172-4347161 / 4347162 / 4347163 / 4347164</b> from 9:00 a.m. to 08:00 p.m., daily till the completion of the Recruitment process
Helpline email ID	<a href="mailto:helpdesk@punjabpolicerecruitment.in">helpdesk@punjabpolicerecruitment.in</a>
Helpline Number for SMS	<b>+917347658134, +917347658139, +917347658135</b>

**NOTE**

- For full version of the advertisement document, you may please go through to the **“Advertisement”** link on the recruitment website : **www.punjabpolicerecruitment.in** to access the complete advertisement document.
- Also refer to the **“Standing Order No. 4 of 2016”** available on same website.

Online applications are invited for direct recruitment from Indian nationals using the website [www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in), to fill up 388 vacancies of Constables (breakup of which these vacancies is Constable (Operator) = 244, Constable (Hardware) = 72 & Constable (Software) = 72] of male and female constables in the Information Technology & Telecommunication Wing of Punjab Police, in the Pay Band of Rs. 10300-34800 + Grade Pay Rs. 3200/-, and other allowances as admissible.

However, as per State government instructions (no.7/204/2012-4FP1/66 dated 15.01.2015), during the probation period, they will only be eligible for fixed emoluments, i.e. equivalent to the minimum of the Pay band. During the probation period, they would not be entitled to any grade pay, annual increments or any other allowances, except TA. As per Cabinet decision (30.4.2016), the probation period of all fresh appointees would be 3 years.

**1. ONLINE COMMON APPLICATION FORM (CAF)**

The online application form can be filled up **from 9:00 a.m. 16.08.2016 till 11:59 p.m. on 05.09.2016** on website [www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in). It is made clear that no offline Application form or copy of downloaded Application form will be accepted.

**The candidates are advised to submit ONLY SINGLE ONLINE APPLICATION for the post of Constable. However, if somehow, the candidate manages to submit multiple**

online applications, only his first application shall be entertained and fee paid against one Application shall not be adjusted against any other Application.

## 2. RESERVATION OF SEATS

According to instructions issued by the Punjab Government from time to time, 20% of available vacancies will stand reserved for candidates belonging to Scheduled Castes/Scheduled Tribes, 10% for candidates belonging to Backward Classes, 13% seats for Ex-Serviceman candidates; provided that where an Ex-Serviceman 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; [of which 7% Ex-servicemen (General), 4% Ex-servicemen(SC), 2% Ex-serviceman (BC)]. In addition, 2% of seats are reserved for wards of Police Personnel and 1% seats for wards of Freedom Fighters. (for details/definitions of different categories etc., please refer to recruitment website : [www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in)).

As per State Government instructions, recruitment against 3% vacancies reserved for sports persons shall be carried out separately for which a separate advertisement shall be given by the Sports department of Punjab. The vacancies equivalent to 3% have been deducted from the total number of vacancies and recruitment would be done against the remaining vacancies. However, the sportspersons are eligible to apply here also but no extra benefit / reservation shall be admissible to them on the basis of their achievements in Sports.

## 3. ESSENTIAL ELIGIBILITY REQUIREMENTS FOR CANDIDATES

### A. NATIONALITY

The applicant/candidate should be a citizen of India.

### B. AGE

- The minimum age (as on 1<sup>st</sup> January, 2016) for recruitment at the rank of constable should be 18 years (both male/female) and maximum age should be 28 years. The cut-off date for this purpose shall be 1<sup>st</sup> January, 2016 (01.01.2016). No relaxation will be given in age to any candidate.
- Candidates belonging to **Scheduled Castes/Scheduled Tribes and Backward Classes** would be entitled to a relaxation in the upper age limit to the extent of 5 years over and above the above-mentioned upper age limit (28 years).
- Ex-Serviceman** shall be given relaxation in the upper age limit by 3 years, plus the number of years of service, rendered in the Indian Defence Forces.

### C. EDUCATIONAL QUALIFICATIONS

**Constable (Operator): -**

10+2 (with Physics as one of regular subjects) from the State Board of Education / any recognized Board or University with at least six months basic computer course (at least 200 hours) from an institute recognized by the Government;

OR

10+2 (with Physics as one of the regular subjects) from the State Board of Education / any recognized Board or University and B.Sc. (I.T.) or Bachelor in Computer Applications from a recognized University;

OR

Matriculation from the State Board of Education / Any recognized Board and Diploma in Computer Engineering / Diploma in Electronics & Communication Engineering (Duration 3 years) from a recognized State Polytechnic Institute / College approved by All India Council of Technical Education (AICTE);

OR

Graduation in the field of Electronics / Electronics and Communication from a recognized University.

**Constable (Hardware): -**

Matriculation from the State Board of Education / Any recognized Board and one year certificate course in Computer Hardware and Network Maintenance approved by National Council for Vocational Training (NCVT) with one year practical experience to be certified by Labour Officer concerned;

OR

Matriculation from the State Board of Education / Any recognized Board and Certificate Course in Information Technology & Electronics System Maintenance (Duration 2 years) or Certificate Course in Information & Communication Technology System Maintenance (Duration 2 years) approved by National Council for Vocational Training (NCVT);

OR

Matriculation from the State Board of Education / Any recognized Board and Diploma in Computer Engineering / Diploma in Electronics & Communication Engineering (Duration 3 years) from a recognized State Polytechnic Institute / College approved by All India Council of Technical Education (AICTE);

OR

Graduation in field of Computer Engineering from a recognized University.

**Constable (Software):**

Matriculation from the State Board of Education / Any recognized Board and one year certificate course in Computer Operator and Programming Assistant (COPA) approved by National Council for Vocational Training (NCVT) with one year practical experience to be certified by Labour Officer concerned;

OR

10+2 from the State Board of Education / Any recognized Board or University and 'O' level Computer Course from National Institute of Electronics & Information Technology (NIELIT) or DOEACC;

OR

Matriculation from the State Board of Education / Any recognized Board and Diploma in Information Technology (Duration 3 years) from a recognized State Polytechnic Institute / College approved by All India Council of Technical Education (AICTE);

OR

Graduation/ Post Graduation Diploma in field of Computer Science / Software engineering / Information Technology/ Computer Application from a recognized University.

**Note: -**

- **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 Punjabi 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.**
- **For additional details, please refer to the Standing Order No. 4 of 2016 and the Advertisement documents available on recruitment website.**
- **To claim any kind of age relaxation, the candidate must upload the relevant Certificates issued by the competent authority, in the format prescribed by the Punjab government, along with the Online Application Form.**
- **The candidate must have attained the above-mentioned educational qualifications on or before the date of publication of advertisement of the recruitment process.**

**D. PHYSICAL STANDARDS – HEIGHT**

Candidate	Minimum Height required
Male	5' 5" (5 feet 5 inches)
Female	5' 1" (5 feet 1 inches)

**4. SELECTION PROCESS**

All the candidates whose applications are found satisfactory after scrutiny and who qualify the preliminary medical test / drug test / dope test (if any) will be eligible to participate in the physical efficiency test consisting of the following events:

**For Male**

- i.) 800 meters race to be completed in 4 minutes (only one chance)
- ii.) Long Jump (3 chances) 9 ft.
- iii.) High jump (3 chances) 3 ft.

**For Female**

- i.) 400 meters race to be completed in 2 minutes (only one chance)
- ii.) Long Jump (3 chances) 6 ft.
- iii.) High jump (3 chances) 2 ½ ft.

Note: A candidate must qualify in all the above 3 events. Failure to qualify in any one of the above events of PET will render the candidate as disqualified.

**For Ex-servicemen:**

800 meter walk/run to be completed in 6 minutes.

The candidates who qualify phase I will be eligible to appear in Phase II.

**B)Phase-II: Physical Measurement**

Qualified candidates from Phase-I will be screened for height measurement as per criteria.

The candidates who qualify in Phase II will be eligible to appear in Phase III.

**C) Phase-III: Written test (Computer-based / OMR sheet based)**

i) A computer-based written paper (Questions displayed on computer and answers typed on computer) or OMR sheet based test in English medium will be of 100 marks consisting of Multiple choice questions. The break-up of marks for written examination is as follows:-

- a) Part I (30 marks) - Questions will be from General Knowledge and Environmental Science as given below: -

General knowledge – Current affairs – National & International; History, Geography, Economy and Polity of India in general and Punjab in particular; Terrorism & Naxalism in India. (25marks)

Environmental Science – (5 marks)

- b) Part II (30 marks) - Questions will be from Test of Quantitative Aptitude, Logical Reasoning, Numerical Aptitude & Reading Comprehension.

- c) Part III (40 marks) - Questions will be from syllabi as enumerated below for each of three categories. Efforts will be made to maintain the same overall level of difficulty for all the three categories in this part. The syllabi for each category will be as follows : -

**Constable (Operator) : -**

- Computer Components and windows operating System
- Basic concepts of electricity
- Basic Knowledge about Computer & Communication Technology
- Computer hardware basics and software installation
- Inductance
- Capacitance
- Electronic Components
- Transistor & Amplifiers
- Power supply
- AM/FM Modulation, Demodulation & Transmitters
- Digital Electronics
- Microsoft office knowledge
- Familiarization with DDS, CLI& Linux OS
- Word processing software
- Using spread sheet application
- Creating presentations & using open office / MS-office
- Data base Management
- Configuring networks
- Internet concepts
- Using accounting software (Tally) etc.

**Constable(Hardware): -**

- Basic concepts of electricity
- Resistors, Soldering & De-soldering
- Inductance
- Capacitance
- Electronic Components
- Transistor & Amplifiers
- Power supply
- Digital Electronics
- Mechanical, Electrical & Electronics Accessories
- AM/FM Modulation, Demodulation & Transmitters
- Desktop PC repair safety
- Hardware Identification
- Hardware – Remove – Test – Repair – Install
- Windows installation
- Data backup
- Hardware troubleshooting
- PC cleaning
- Hard Drives
- Virus removal
- System utilities
- User account – customization
- Windows update – software installation
- Installing Hardware drivers
- Windows utilities
- Junk file removal
- Outlook configure & backup
- Laptop& Desktop PCs
- Word processing & spread sheet software

- Linux OS
- Printers & Plotters
- Scanner & Multi Functional Device.
- Components of computer network
- Crimping & Punching
- Cabling, Install & configure & network
- Configuration of Data communication equipments
- IP addressing & TCP/IP
- Other network protocols
- Sharing resource & internet connection
- Network protection
- Control & monitoring of network devices
- Install & configure windows server
- Network security
- Internet & web browser

**Constable (Software): -**

- Computer Components and windows operating System
- Basic Knowledge about Computer & Communication Technology
- Word Processing
- Spread Sheet software
- Desktop PC repair safety
- Hardware identification
- Hardware remove – test – replace- install
- Windows installation
- Data Backup
- Hardware Trouble Shooting
- PC cleaning
- Virus Removal
- System utilities
- User account customization
- Windows update & Device Driver
- Software installation
- Installing hardware driver
- Windows utilities
- Junk files removal
- Linux OS
- Outlook configure & backup
- Laptop & Desktop PCs
- SMPS
- Motherboard
- Possible upgrading / changing components on motherboard
- Memory
- Printers & plotters, scanners, Multi Functional Device
- Monitor, display card & driver
- Sound card
- UPS
- Modem
- Practice on add on cards
- Maintenance & Trouble shooting
- Designing web pages, HTML, DHTML, CSS
- Java script
- Programming with C/C++ / Java
- Using accounting software (Tally) etc.

- ii) Minimum qualifying marks in written examination will be 50 for General Category and 40 for the candidates of Scheduled Castes / Scheduled Tribes and Backward classes. No rounding off will be permitted while comparing marks obtained in written examination with minimum qualifying marks. Only the candidates securing minimum qualifying marks in respective categories will be eligible for consideration for final selection.
- iii) The compilation of Result of Written Examination and preparation of merit list shall be undertaken by the Recruitment Board.

## 5. RECRUITMENT CENTRES

The Recruitment Centres / Venues for different phases of recruitment will be intimated to the candidates through SMS, e-mails & admit cards. The list will also be displayed on this website. Without valid admit card no candidate will be permitted to participate in the recruitment process.

## 6. HOW TO APPLY- ONLINE COMMON APPLICATION FORM (CAF)

- (I) The candidates should go to website [www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in) to fill the Common Application Form. After filling the First Page (Registration Page) of the Common Application Form, a unique Registration ID and Password will be generated. The candidate shall be required to deposit the fees after filling the application form.
- (II) The Application Form shall only be available online on the website, [www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in) from **16.08.2016 (09:00 a.m.)** to **05.09.2016 (upto 11:59 p.m.)**.
- (III) The candidate will have to fill up the Application Form online and submit the same with complete details in all respects. The required documents, photographs and the signatures will also have to be uploaded by the candidate while filling up the online application form.
- (IV) The candidate should take due care while filling up the Application Form. He/ she is allowed to make changes in the Application Form only till the time it is submitted. Once the Application Form has been submitted online, no changes whatsoever can be made thereafter. Therefore, the candidates are encouraged to fill the Application Form carefully.
- (V) The information on the application form once submitted online by the candidates shall be final. Multiple applications from the same candidate will not be entertained. They are liable to be rejected.
- (VI) After completion of online application form the candidate can either opt for online payment through (i) Netbanking (ii) Credit / Debit card or can deposit the fee through offline mode by taking the printout of the fee challan form generated online and visit any of the HDFC Bank branches / Punjab Police Saanjh Kendras and seek acknowledgement for records.



- (VII) 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.
- (VIII) Candidates already employed with the government can also apply for the recruitment after getting an NOC from the Head of Department/Office concerned. However, if the NOC is not available at the time of filling of the Application Form, then the candidate shall have to give a declaration to the effect that he/she shall produce the same in original at the time of screening of documents.
- (IX) Roll numbers shall be allotted to the eligible candidates and **Bar-coded Admit Cards** will be sent to the registered email ID (given by the candidate at the time of Registration) in the 3<sup>rd</sup> week of **Sept. 2016**. In addition, Admit Cards shall also be available for download on the Recruitment website of the Punjab Police (**[www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in)**).
- (X) In case the candidate does not receive the Admit Card by 18<sup>th</sup> Sept 2016, or experiences any difficulty in downloading the same, then he/she may contact the Help-Desk/Call Centre for assistance. Please keep your **unique Registration ID handy** while contacting the Helpdesk or Call centre.

## 7. APPLICATION FEES

The following Application fees shall be charged:

- |     |  |          |
|-----|--|----------|
| (a) | General category candidates including wards of Punjab Police Personnel and wards of Freedom Fighters | Rs 400/- |
| (b) | SC/ST/BC candidates  | Rs 100/- |
| (c) | Ex-Serviceman candidates   | No Fees  |

**(However, the lineal descendants of ex-serviceman will have to pay the application fees, as applicable to their category i.e., SC/ST/BC/GEN)**

## 8. DEPOSIT OF APPLICATION FEES

The Application fee can be deposited **online**, while filling the Application Form, by (1) Net Banking, (2) Debit/Credit Card Payment **or offline**, along with the print-out of the **Fee Challan Form**, which will be generated after the **First Page (Registration page)** of the online Application Form has been submitted successfully, at: -

- (a) HDFC Bank  
(b) Punjab Police Saanjh Kendras

**Note:- The Application Form fees, once deposited, shall not be refunded under any circumstances.**

## 9. HELPDESK/CALL CENTRE: QUERIES AND CLARIFICATIONS

- A Helpdesk would start functioning from the Punjab Police Headquarters to help candidates applying for recruitment **from 9 a.m. on 16<sup>th</sup> August 2016**. It will start functioning on these phone numbers **(+917347658134, +917347658139, +917347658135) (0172-4347161 / 4347162 / 4347163 / 4347164)** from 09:00 a.m. to 08:00 p.m., daily till the completion of the Recruitment process.
- A list of **FAQs (Frequently Asked Questions)** is also being provided on the Application website to facilitate the applicants.
- A suggested step-by-step guide is being provided on the recruitment website link for the guidance of the applicants.

#### 10. COMBINED SENIORITY LIST OF SELECTED CANDIDATES

After selection as Constable (Operator) / Constable (Hardware) / Constable (Software), a combined seniority list shall be maintained because there is no separate sub-cadre of Constable (Operator) / Constable (Hardware) / Constable (Software).

#### 11. DECLARATION OF FINAL RESULT

The Recruitment Board shall release the Selection List, in the public domain on the Punjab Police official website: [www.punjabpolice.gov.in](http://www.punjabpolice.gov.in)

#### 12. COMPLETION OF SELECTION PROCESS

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

#### 13. GENERAL INSTRUCTIONS TO THE CANDIDATES:

(i) The Application process shall be available online only.

**The paper Application Forms are neither being printed nor being accepted.**

- (ii) Candidates are expected to have their own email ID and a personal working Mobile phone number for effective communication.
- (iii) Candidates are advised to go through the guidelines/instructions for filling up the Application Form online as well as the **Standing Order No. 4 of 2016** issued by the office of Director General of Police, Punjab, which is the governing document for the Recruitment process (2016) of constables in Punjab Police. The **Standing Order No. 4 of 2016** contains detailed criteria / eligibility conditions, etc., which is available on the recruitment website ([www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in)).
- (iv) For all queries, clarifications or communications regarding the recruitment process, candidates are encouraged to correspond via email with [helpdesk@punjabpolicerecruitment.in](mailto:helpdesk@punjabpolicerecruitment.in) or by SMS to **(+91) +917347658134, +917347658139, +917347658135**
- (v) Individual messages to all candidates or to any defined group of candidates shall be sent from the *Punjab Police SMS ID PPRECT*, and individual email to all candidates or to any defined group of candidates shall be sent from the email ID [helpdesk@punjabpolicerecruitment.in](mailto:helpdesk@punjabpolicerecruitment.in), which shall be deemed to be valid communication between the Punjab Police IT&T department and the candidate.
- (vi) The Online Application Form has been designed in English and Punjabi for the convenience of the candidates. The form has to be filled in English only. ***However, if there is any variation in the interpretation of the words/instructions in both***

**English and Punjabi, the English version shall prevail** and the decision of Chairperson of the Central Recruitment Board shall be final.

- (vii) Each candidate shall be given a unique Registration ID and Password once he/she completes the Registration Process. Candidates should retain Registration ID and Password for future access to the Application Form.
- (viii) The Bar-coded admit Card for the Physical Measurement Test / Physical Efficiency Test will be made available via email, which can be downloaded and printed by the candidate. In addition, Admit Cards shall also be available for download on the Recruitment website of the Punjab Police ([www.punjabpolice.com](http://www.punjabpolice.com)). The bar-coded admit card for the written test (CBT/OMR) shall be issued separately for the eligible candidates and will be made available as per the mode described above.
- (ix) Candidate appearing for the PMT/PET / Written Test (CBT/OMR) will not be eligible for any TA/DA.
- (x) **Application Form will be liable to be rejected:**
- a. If the Application Form is incomplete;
  - b. If it has been found to have been submitted without the requisite Application fees;
  - c. If found without the supporting documents, and/or photograph and/or signatures;
  - d. If it is found to be without the mandatory declarations.

**Note: - The onus of filling of incomplete details / wrong details in the form will be the sole liability of the candidate and is liable for Application to be rejected.**

#### **14. 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.

**Any deficiency / infirmity in any of these above mentioned parameters can render the rejection of the candidature of the candidate / selection of the candidate invalid.**

**(for details on Medical Examination parameters and the verification process, refer to the Standing Order No. 4 of 2016 and the Advertisement document on recruitment website ).**

Sd/- (Amit Prasad), IPS  
Inspector General of Police-cum Chairman  
Recruitment Board IT&T Wing,  
Punjab, Chandigarh.

**CANVASSING IN ANY MANNER BY APPLICANT WILL BE A GROUND FOR DISQUALIFICATION**