

## STANDING ORDER NO.39/2022

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

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

#### **1. DEFINITIONS:**

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

- 1.1. *Assistant Sub Inspector (Executive)* shall mean a post of Assistant Sub Inspector in the Executive Cadre of Chandigarh Police (including India Reserve Battalion) in the entry-level of pay band as per recommendations of 7<sup>th</sup> Central Pay Commission on the pattern of Punjab Govt as adopted by Chandigarh Administration vide letter No. 7000/1/2-F&PO(7)/2020/12240 dated 17.09.2020 and as may be amended from time to time. This post is classified as a Group 'C' post by Chandigarh Administration.
- 1.2. "Scheduled Castes" (SC) means such castes, races or tribes or parts of or groups within such castes, races or tribes as are deemed under article 341 of The Constitution of India to be Scheduled Castes. The details of the castes included as Scheduled Castes shall be governed by the castes specified for the Union Territory of Chandigarh in The Constitution (Scheduled Castes) [Union Territories) Order, 1951, as amended from time to time, as on the last date of submission of the application form as issued by the Department of Social Welfare, Chandigarh Administration.
- 1.3. "Other Backward Classes" (OBC) means such backward classes of citizens other than the Schedules Castes and the Scheduled Tribes as may be specified by the Central Government lists prepared by the Government of India from time to time for purposes of making provision for the reservation of appointments or posts in favour of backward classes of citizens which, in the opinion of that Government, are not adequately represented in the services under the Government of India and any local or other authority within the territory of India or under the control of the Government of India. It is further clarified that for this Standing Order "OBC" means the castes specified in the State List of OBCs<sup>1</sup> issued for Chandigarh by Chandigarh Administration, Department of Social Welfare, as on the last date of submission of the application form.
- 1.4. "Economically Weaker Sections" (EWS) means such persons who are not covered under the existing scheme of reservation for the SC/ST and Socially and Educationally backward classes, to receive the benefits of reservation on a preferential basis in civil posts and services of Govt. of India whose family has gross annual income below Rs. 8:00 lakhs. All the persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income (1) 5

<sup>1</sup> Chandigarh Administration Circular letter No. 27/4/94-IH(7)-2015/6074 dated 03/08/2015 refers.  
<sup>2</sup> Govt. Of India OM No. 36039/01/2019-Estt(Res) dated 22.01.2029 & 31.01.2019 regarding EWS.

Acres of Agriculture 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 200sq yards and above in areas other than the notified municipalities.

- 1.5. "Wards of Police Personnel" (WPP) means the sons and daughters of serving Chandigarh Police personnel, or of Chandigarh Police personnel who died while in service and the sons and daughters of retired Chandigarh Police personnel (on superannuation or by voluntary retirement-whether living or deceased). The sons and daughters of Chandigarh Police personnel dismissed, discharged, removed from service or given compulsory retirement shall not be considered as "Wards of Police Personnel". Intending candidates applying under this category must obtain a certificate from the competent as per prescribed proforma.
- 1.6. 'Chandigarh Police Personnel' shall mean any employee of Chandigarh Police of whatever rank and group including Group D (formerly Class-IV) employees.
- 1.7. "Departmental Candidate" means a Group "C" and 'D' employee enlisted in Chandigarh Police with a minimum of 3 years of continuous service as on the cutoff date.
- 1.8. "Ex-Serviceman" shall have the same meaning as set out in the definition of Ex-servicemen in Notification No. G.S.R. 11/Const./Art. 309,234 and 318/82 dated 02/02/1982 published in Punjab Gazette dated 12 February 1982 and as adopted by Chandigarh Administration vide Notification no. 9673-IH(7)- 2000/4585 dated 10.03.2000.
- 1.9. "Punjab Police Rules" (PPR) means Punjab Police Rules, 1934 as they existed on 01/11/1966 and as further amended or modified by the Chandigarh Administration from time to time.
- 1.10. "Director General of Police/Inspector General of Police" (DGP/IGP) means an officer of the rank of Director General or Inspector General of Police or any other rank who performs the functions of Head of Police Force in respect of Chandigarh Police.

## **2. MODE OF RECRUITMENT:**

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

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

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

### **3. RESERVATION OF VACANCIES:**

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

#### **3.1. Vertical reservation:**

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

#### **3.2. Horizontal Reservation<sup>2</sup>:**

- 3.2.1. Ex-Servicemen<sup>3</sup> candidates: 13%<sup>4</sup>
- 3.2.2. Women candidates: 33%

Out of total vacancies advertised, three percent of the posts shall be filled up by the outstanding sports persons who have achieved distinction in International, National level. However, in any given year, the vacancies in any of the categories may vary as per backlog of one or more categories. The advertisement for the recruitment process shall carry the details of the total vacancies to be filled and the category wise breakdown of the vacancies.

### **4. RESERVATION FOR WOMEN CANDIDATES**

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

### **5. RECRUITMENT BOARD/S:**

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

<sup>2</sup> Within the Horizontal Categories, vertical reservation for SC (18%) and OBC (27%) shall apply

<sup>3</sup> As defined in Government of Punjab, Department of Personnel & Administrative Reforms (Personnel Policies Branch) Notification dated 02.02.1982 as applicable to Chandigarh vide Chandigarh Administration, Department of Personnel, notification dated 10.03.2000

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

assessment of applicants to an independent agency. The DGP/IGP may also nominate different recruitment board at different geographical locations as per administrative convenience.

## **6. ESSENTIAL QUALIFICATIONS:**

Chandigarh is a Union Territory and also the capital of two states, i.e., Punjab and Haryana. It is a highly urbanized metropolitan city with a high literacy rate and diverse population which has migrated to the city not only from neighboring states but also from all other parts of the country. To cater to this diverse diaspora, Chandigarh Police shall endeavor to broad base the catchment area for its recruitment from all parts of India. Police work is by nature arduous and the men and women who perform police duties should be able to withstand the rigors of long hours, exposure to the elements, physical exertion and yet be able to protect others and themselves. The minimum standards of the age, educational and other qualifications, is set out at Annexure 'EQ'.

## **7. DRIVING AND COMPUTER SKILLS:**

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

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

## **8. BIOMETRIC REGISTRATION:**

To prevent impersonation at each stage of recruitment, i.e. Written/OMR/Computer Based Test Examination, Physical Measurement & Endurance Test (PE&MT), Medical examination and final joining of training, biometric identification (Fingerprints or IRIS Scan or any other biometric or a combination) shall form an integral part of the process.

## **9. E-GOVERNANCE AND "ONLINE" APPLICATION PROCESS:**

To promote the objectives of e-governance, to reduce paperwork, saving of postal costs for applicants, to prevent delay and loss in transit, to reduce the carbon footprint, and to reduce the gestation period, the application process shall be entirely online and paper application forms shall neither be made available nor be accepted. 'Online' application link shall be available on the website of Chandigarh Police.

Detailed instructions on eligibility criteria, filling out of application forms, deposit of requisite fee and method of communication shall be provided in the advertisement for the posts as well as on the website of Chandigarh Police. Before applying for the post, candidates must have their email ID and a unique mobile phone number for effective communication. Candidates should avoid to mention email ID & Mobile Number of Cyber Café and other persons. For all queries clarifications, communications related to recruitment, candidates shall be encouraged to correspond by email or by SMS/WhatsApp to a mobile number to be specified in the advertisement.

## **10. SCHEDULE OF FEES:**

An application fee shall be charged as under:

10.1.1. General candidates	Rs. 500/-
10.1.2. OBC/EWS candidates	Rs. 200/-

10.1.3. SC candidates	Exempt <sup>5</sup>
10.1.4. Ex-Servicemen	Exempt <sup>6</sup>

An account with regard to application fee shall be maintained by SO Accounts.

#### 11. ADMIT CARDS:

All candidates who register themselves on the website being provided by the Department and whose applications are found to be in order and are provisionally accepted by the Department as per the terms and conditions of the Notice of Examination, will be assigned Roll numbers and issued Admit Card (AC) for appearing in the Written Test/Computer Based Examination/OMR Sheet Based Test. Subsequently, shortlisted candidates will be issued separate Admit Card for PE&MT.

#### 12. HELPLINE E-MAIL:

To assist the aspiring candidate during recruitment period, Chandigarh police shall provide a helpline e-mail address to answer the queries of candidates in filling up of application forms and any other deification during different stages of recruitment. A list of Frequently Asked Question (FAQs) shall also be posted on the website. The e-mail address shall be included in the advertisement for inviting applications.

#### 13. WRITTEN TEST/CBT TEST/OMR SHEET BASED TEST:

All candidates [including ex-servicemen], shall be put through a Computer Based Test/OMR Sheet Based Test (**Tier 1- 50 Marks**) and written test (**Tier II- 50 Marks**).

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

13.2. Written Test(Tier II) shall be subjective and shall include questions on:

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

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

#### 14. QUALIFYING MARKS FOR TIER-I:

The minimum qualifying cut off Marks in the Tier-I paper for each Category shall be as follows:-

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

<sup>5</sup> Refer OM No. 3601z/3/8s-Nett. (SCT) of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, dated 1<sup>st</sup> of July, 1985.

<sup>6</sup> Refer OM No. 36034/6/82-Estt. {SCT} at Ministry of Home Affairs, Department of Personnel & Administrative Reforms dated 22<sup>nd</sup> of June, 1982

Only those Candidates who score the above mention qualifying marks in Tier-I shall be eligible for evaluation of their Tier-II/Test. Shortlisted candidate after written test will be called for PE&MT @10 times of each category of candidates in merit order.

**15. PHYSICAL ENDURANCE & MEASUREMENT (PE&MT):**

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

Electronic measurement equipment for measuring height and for chest shall be made available in adequate numbers to meet the requirements and the same shall be regularly checked by I/C Computer Cell, to ensure that they are accurately calibrated and are functioning properly. The PE&MT may also incorporate RFID based automated measurements of Race timings.

The ASP/DSP/Insp. detailed for physical measurement and endurance tests will personally supervise the same and will be responsible for the correctness in measuring and faithful recording of the same. The SSP/Comdt./SP in-charge of each PE&MT board shall supervise the work and carry out test checks to ensure that the work is done properly and honestly. He will also clearly brief all the ASP/DSP/Insp. and other staff detailed for the task.

The outcome of endurance tests and physical measurements shall be recorded on the spot by the GO/In-charge in his handwriting unless recording of that measurement is automated. Errors, if any, should not be obliterated but should be struck out clearly and corrected entries should be attested by the GO/Insp. concerned. The same shall be handed over to SSP/Comdt./SP who will scrutinize the records for its correctness and keep them in safe custody. After physical endurance & measurement tests, randomly computer-generated roll numbers will be given to the qualified candidates for appearing in the written test. Request for change in date of PE&MT in extremely exceptional circumstances with supporting documents shall be made to the DGP/IGP Chandigarh in advance or to the Chairperson of the PE&MT Board up to 0900 Hrs. on the actual date of the test. Such candidates may be given an alternate date for PE&MT at the sole discretion of the DGP/IGP or authorized representative within the overall schedule of PE&MT for the ongoing recruitment. No request for change of date for PE&MT shall be entertained after 0900 Hrs. on the scheduled date of PE&MT.

The entire PE&MT process shall be carried out under videography and the recordings shall be kept in the safe custody of DSP/Training for three years. All officers connected with the recruitment process, directly or indirectly, must put their complete signatures at required places with their names, rank and date mentioned below the signature.

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

(a)	Height	5' 7" (male) 5' 2"(female) Relaxable to notified Hill Area residents by 5 cms
(b)	Chest (only for male)	33" (with expansion of one and half inch) Relaxable to notified Hill Area residents by 5 cms
(c)	Race	*One mile in Six minutes (male) **500 meters in Two minutes & Thirty Seconds (female) ***For Ex-Serviceman above 35 years of age, Physical Efficiency Test will consist of one mile jogging in 10 minutes.
(d)	Long Jump	14' (Male) 8' (Female)
(e)	High Jump	4' (Male) 3' (Female)

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

**16. APPELLATE BOARD FOR PE&MT:**

An Appellate Board consisting of one DIG/SSP/Cmdt./SP and one or more officer(s) of appropriate ranks shall be constituted by the DGP/IGP, Chandigarh to consider the appeals filed by candidates against the measurement of height and chest and to carry out re-measurement on the same day or as early as possible. Appeal forms shall be made available in the on-site office of the Chairman of the Board for PE&MT and no appeal shall be entertained once the candidate leaves the PE&MT ground.

**17. OVERALL MERIT LIST:**

Based on total marks obtained in the Tier-I and Tier-II test and the number of vacancies available in each category, a merit list shall be prepared by category and by gender as follows:

General: Male, Female & Ex-Servicemen

SC: Male, Female & Ex-Servicemen

OBC: Male, Female & Ex-Servicemen

EWS: Male, Female & Ex-Servicemen

It is clarified that candidates of SC and OBC Category who score total marks enabling them to be eligible for selection in the Merit List of General candidates, shall be treated as 'General' candidates on the principle of 'On Own Merit' (OOM) provided they have not availed any benefit of relaxed standards.

**18. WAITING LIST:**

In any recruitment, whenever felt desirable and necessary, at the time of the declaration of Merit List, a '**Waiting List**' of candidates shall also be announced for each category and gender up to 10% of the number of vacancies advertised subject to having obtained the minimum cut-off marks for their category. In case of candidates higher up in the merit list (category-wise) do not make it through the medical examination or police verification, or are unable to join the training due to personal reasons or other exigencies, candidates of the same category from the waiting list can be appointed in the order of merit. The waiting list shall be valid for three months from the date on which the candidature of any of the candidates in the main list is rejected on grounds of medical fitness, antecedent verification or any other ground or till the next recruitment for the same post is advertised, whichever is earlier. However, the total number of candidates selected in any recruitment shall not exceed the number of vacancies advertised.

**19. RESOLUTION of TIES:**

In case of two or more candidates of the same category and gender obtain the same total marks in the written examination and PE&MT; the following principles shall be applied one after another in the following manner till the tie is resolved:

19.1. Total Marks of Tier-I and Tier-II test.

19.2. Firstly, by date of birth, the older candidate getting advantage.

19.3. Secondly, by educational qualification, higher education getting advantage.

**20. DECLARATION OF SELECTED AND WAITLISTED CANDIDATES:**

Once the Merit List and the Waiting List has been approved by the DGP/IGP, the same shall be uploaded on the website of Chandigarh Police and may also be published in leading newspapers. Selected candidates shall also be informed by email and by SMS on email id and mobile phone number filled up by them in the application form. The cutoff of each category should also be mentioned on the website.

**21. MEDICAL EXAMINATION:**

Candidates placed in the Merit List shall be medically examined by doctors in government hospitals in Chandigarh as per the standards prescribed.

Waitlisted candidates shall be called for medical examination as per requirement but being subjected to such medical examination will not confer any legal claim or right upon such waitlisted candidates for appointment to the post.

Candidates who fail to clear the medical examination shall be entitled to appeal to the DGP/IGP, within 7 days of being rejected, for being examined by a Medical Board for which a request shall be made by the DGP/IGP to Director, Health Services, UT of Chandigarh, through Home Department, Chandigarh Administration, and the decision of the Board so constituted shall be final and binding.

## **22. ANTECEDENTS AND BACKGROUND CHECKS:**

Candidates who are declared medically fit will be subjected to antecedent and background checks through the authorities concerned.

Educational qualification certificates, driving licenses and computer skill certificate of candidates, discharge certificates of ex-servicemen, caste/class certificates in case of SC/OBC candidates, and all other documents relied upon by the candidates in support of their eligibility or for seeking relaxation shall be got verified from the issuing authorities. Any candidate, whose document submitted as part of the application process is found forged or tampered, at any stage, shall render himself liable to criminal prosecution. In case, such forgery or tampering is detected after he joins service, he shall be liable to departmental proceedings leading to dismissal from service in addition to criminal prosecution. The candidature of any candidate whose documents are found to be forged/tampered shall be summarily rejected.

While filling out the verification forms, candidates must truthfully declare their involvement in any civil or criminal case registered against them along with the present status of the case, whether the pending investigation, pending trial or decided. In the case of decided cases, the outcome must be truthfully declared whether acquitted, discharged or convicted. It is clarified that mere involvement in a case will not be cause for rejection of the candidature of the applicant. Such cases will be referred to a screening committee to be constituted by the DGP/IGP under the provisions of PPR 12.14. The screening committee shall make a recommendation regarding the suitability of the candidate with due consideration to the facts and circumstances of the case, his role in the case, age at the time of involvement, grounds of acquittal as elucidated in the judgment, etc.

Departmental candidates, if selected, should be clear from Preliminary Enquiry (PE), Departmental Enquiry (DE), Criminal Case, Vigilance Enquiry, etc., and in case they are not, their candidature shall also be referred to the Screening Committee for making a recommendation on their suitability.

However, willful and even inadvertent non-disclosure and/or concealment shall be viewed adversely, and the candidature of such applicants shall be summarily rejected.

If any discrepancy /non-disclosure/forgery/ tempering etc. as mentioned in this section is found out after appointment to service, he/she shall be liable for departmental proceedings which ordinarily will result in dismissal from service.

## **23. LETTER OF OFFER OF APPOINTMENT:**

Candidates in the Merit List who are declared medically fit and whose antecedents are verified shall be given a provisional 'letter of offer of appointment' by the Police Establishment Branch (PEB) by registered post/courier service in addition to intimation by email and SMS for joining the Basic Training Program for Recruit Assistant Sub Inspector s on a given date and time. The appointing authority should include a clause in the offer of appointment as follows: -

"The appointment is provisional and is subject to verification of the caste/tribe certificate through proper channels and if the verification reveals that the claim of belonging to SC/OBC, as the case may be, is false, the candidate/police personnel will be dealt departmentally under the provisions of the Punjab Police Rules 12.21 or 16.24, as the case may be, and action will be taken to dismiss/remove him/her from service or to take any other action as warranted under the facts and circumstances of the case without prejudice to such further action as may be taken under the provisions of criminal law for the production of false certificates".



The list of candidates finally selected will also be put up on the Chandigarh Police Web Site stating the date of joining for training.

**24. BASIC TRAINING JOINING TIME:**

Candidates who are issued a 'letter of offer of appointment' shall be expected to join on the date and time given for joining of training. Those who do not join the training on time, latest within fifteen (15) days after the date fixed for the commencement of the training, will be deemed to be disqualified unless he/she seeks and obtains exemption on the extreme medical condition of the candidate/ compassionate etc. grounds for permission to join training with the next batch. The period of joining time may be extended at the sole discretion of the DGP/IGP/Chandigarh for reasons to be recorded in writing and for the period specified therein, subject to a maximum of 4 months from the date of joining mentioned in the offer letter.

**25. RETENTION OF RECRUITMENT RECORDS:**

After evaluation and preparation of the result, physical records, such as OMR sheets, attendance sheets, records of PE&MT, the video recording of PE&MT and the written exam, etc., shall be sealed and handed over to the DSP/Recruitment for safe custody. Two copies of the data collected in the online application process shall also be prepared and given hash values using the MD-5 algorithm. One copy shall be kept with the sealed records and the other shall serve as a working copy along with a working copy of the result for dealing with complaints and with RTI applications.

The physical record as enumerated above shall be retained for five years from the date of declaration of Merit List. The period can be extended beyond three years till such time that court matters, if any, are finally disposed of. Before the final disposal of the physical records, approval of the DGP/IGP shall be sought and obtained and the physical records shall be destroyed only after the same is digitized and the digitized copy shall be retained along with other digital records for five years from declaration of result.

Representations received against the result of PE&MT and the written examination announced shall be retained in a separate file by Recruitment Cell for three years from the date of announcement of Merit List. Application forms and documents of selected/appointed candidates may be sent to their respective places of posting for preparation of their service record.

**26. CERTIFICATE OF APPOINTMENT:**

Selected candidates who join training shall be given a 'Letter of Appointment' and shall also be issued a 'Certificate of Appointment' by SSP/SP (UT).

**27. BASIC TRAINING PROGRAM:**

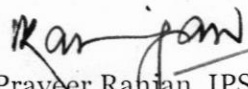
On appointment, the candidates shall be required to undergo and complete a basic training course at any institute selected for the purpose by the DGP/IGP. After completion of Basic Training Course, Assistant Sub Inspectors shall be posted in districts/units for practical Training as per PPR 19.25.

**28. SENIORITY AND PROBATION:**

Seniority and probation of Assistant Sub Inspector shall be determined as per Punjab Police Rules 12.2.

**29. REPEAL AND SAVINGS:**

This Standing Order supersedes previous Standing Order No. 32/2021 issued vide 31673/UT (E-1) dated 13.10.2021 and all amendments made thereto.

  
(Praveer Ranjan, IPS)  
Director General of Police  
U.T., Chandigarh.

25441  
No.

/UT/E-1 dated, Chandigarh the:

31/05/2022

## Annexure 'EQ'

ESSENTIAL QUALIFICATIONS OF AGE, EDUCATION AND DRIVING LICENCE  
FOR THE POSTS OF ASSISTANT SUB INSPECTOR S (EXE) IN CHANDIGARH POLICE.

Qualification		Male	Female
Age <sup>1</sup> (in completed years on the cutoff date)		18-25	18-25
Relaxable by:.		18-28	18-28
<b>In case of OBC candidates:</b> by 3 years			
In case of SC candidates: by 5 years		18-30	18-30
<b>For Wards(Sons &amp; Daughters) of Chandigarh Police Personnel <sup>2</sup></b>			
Serving by 2 years		18-27	18-27
Retired(living or deceased) by 2 years		18-27	18-27
Died in service by 3 years		18-28	18-28
<b>In case of Departmental candidates upto 40 years</b>		<=40	<=40
In case of Ex-Servicemen upto 45 years		<=45	N/A
Dependent Child of Ex-Servicemen (As per category)		--	--
<b>Minimum Educational Qualifications: (As on the date of application)</b>		Male & Female	
For all candidates (except for ex-servicemen):		Graduation or its equivalent from any recognized university.	
<b>For Ex-Servicemen candidates:</b>		As above or Certificates awarded in the Defence Services which are recognized as equivalent to Graduation for civil employment as notified by GOI from time to time.	
<b>Driving License: (As on the date of application)</b>		<b>Male &amp; Female</b>	
For all <sup>3</sup> candidates (including ex-servicemen):		A valid Driving License <sup>4</sup> issued by the Licensing Authority to drive throughout the territorial jurisdiction of India, a "Motor Vehicle" of the following classes "Motor Cycle" AND "Motor Car". It is certified that license for "Light Motor Vehicle" and "Transport Vehicle" being a heavier class than "Motor Car", shall be deemed to fulfil the conditions of "Motor Car" but such applicants must be licensed to drive a " Motor Cycle also.	

<sup>1</sup> The DGP/IGP may relax the condition of age for one or more category or class of applicants in public interest.

<sup>2</sup> Age relaxation for Chandigarh Police Personnel shall be in addition to the age relaxation available to the candidates on the basis of belonging to SC/OBC Category.

<sup>3</sup> This condition may be waived by DGP/IGP/Chandigarh in any particular recruitment for one or more category or class of applicants in public interest.

<sup>4</sup> "Driving Licence", "Licensing Authority", "Motor Vehicle", "Motor Cycle", "Motor Car", "Light Motor Vehicle", Transport Vehicle" shall have the same meaning as defined in Sec 2(10),2(20),2(28),2(27)2(26), 2(21),2(47) respectively of the Motor Vehicles Act, 1988.