



RECRUITMENT OF MALE & FEMALE INTELLIGENCE ASSISTANTS
(IN THE RANK OF CONSTABLES) -2016
IN THE INTELLIGENCE CADRE OF PUNJAB POLICE

Advt. No. : **1/2016**

Date of Publication: **1 Sept., 2016**

IMPORTANT DATES & INFORMATION

Website for filling Online Application Form: www.punjabpolicerecruitment.in	
Closing date for submission of online Applications	21 st Sept., 2016.
Closing date for deposit of Admission Fee	23 st Sept., 2016.
Period for submission of Applications from 9:00 a.m. on 01/09/2016 (01 st Sept. 2016) to 11:59 p.m. on 21/09/2016 (21 st Sept. 2016.) (Applications received after 11:59 p.m. on the Closing date (21/09/2016) will not be entertained)	
Helpline Numbers:	(0172) 2740540, 2745862; +91-7087218090
From 09:00 a.m. to 09:00 p.m., daily till the completion of Recruitment process	
Helpline email ID	helpdesk_intel@punjabpolicerecruitment.in
Helpline Number for SMS	+91-7087218090, +91-7087218091

NOTE

- For full version of the advertisement document, you may please go to the "**Advertisement**" link on the recruitment website www.punjabpolicerecruitment.in to access the complete advertisement document.
- Also refer to the "**Standing Order**", available on same website.

Online applications are invited for direct recruitment from Indian nationals using the website www.punjabpolicerecruitment.in to fill up the following vacancies of male and female Intelligence Assistants (in the rank of Constable) in the Intelligence 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. POSTING/DEPLOYMENT

Selected candidate(s) can be posted/deployed anywhere in Punjab, India or abroad, on the orders of the Director General of Police, Punjab or any other officer authorized in this regard according to the exigencies of job and its manifold requirements. The candidate shall not have any right or lien to a particular place/district/area, in or outside the State of Punjab, in this regard.

2. ONLINE COMMON APPLICATION FORM (CAF):

The online application form can be filled up **from 9:00 a.m. on 01/09/2016 till 11:59 p.m. on 21/09/2016** on website **www.punjabpolicerecruitment.in**. Candidates are advised to apply online and well-in-advance without waiting for the last date of submission of online Common Application Form (CAF). It is made clear that no off-line Common Application Form or copy of downloaded Application Form will be accepted or acted upon.

The candidates are advised to submit ONLY SINGLE ONLINE APPLICATION for the post of Intelligence Assistants (in the rank of Constable). However, if any candidate submits multiple online applications, only his first application shall be entertained and fee paid against one Application shall not be adjusted against any other Application, nor refunded.

3. TENTATIVE VACANCIES FOR THE POST OF INTELLIGENCE ASSISTANT (IN THE RANK OF CONSTABLE) IN THE INTELLIGENCE WING:

Post/rank	No. of vacancies
Intelligence Assistant (in the rank of Constable)	725

Please note that the vacancies indicated in the Chart above are tentative in nature, and are liable to change (increase/decrease) during the course of the recruitment process, as per current needs and requirements. It is mentioned that the above vacancies are open to male and female candidates.

4. 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 filled 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).

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.

5. ESSENTIAL ELIGIBILITY REQUIREMENTS FOR CANDIDATES:

A. NATIONALITY: The applicant/candidate should be a citizen of India.

B. AGE:

(a) The minimum age (**as on 1st September, 2016**) for recruitment to the post of Intelligence Assistant (Constable) should be 21 years (both male and female) and maximum age (**as on 1st September, 2016**) should be 28 years. No relaxation will be given in age to any candidate.

(b) 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).

(c) **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 Defence Forces.

Note: (i) For additional details, please refer to the **Standing Order** document available on recruitment website. (ii) 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.

C. EDUCATIONAL QUALIFICATIONS:

The minimum educational qualification for direct recruitment as Intelligence Assistants (in rank of Constables) shall be as defined in Appendix 'B' (Sr. No. 04) of Punjab Intelligence Cadre (Group 'C') Service Rules, 2015 as amended by the Punjab Intelligence Cadre (Group 'C') Service (First Amendment) Rules, 2016:

(a) Should be a graduate from a recognized university or institution, as the case may be, provided that such candidate should also possess an 'O' Level Certificate of Information Technology from Department for Electronics Accreditation of Computer Course (DOEACC) or National Institute of Electronics and Information Technology (NIELIT) or its

equivalent institution recognized by the Government of India or any State Government;

OR

- (b) B.Sc/B.Tech./BE in Information Technology or Computer Science or Information Systems or B.C.A or Post Graduate Diploma in Computer Applications from a recognized university or institution, as the case maybe.


D. KNOWLEDGE OF PUNJABI LANGUAGE:

As per Rule 17 of Punjab Civil Service (General and Common Conditions of Service) Rules, 1994 which is Appendix 'E' of Punjab Intelligence Cadre (Group 'C') Service Rules, 2015, candidate must have passed matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language, which may be specified by the Govt. from time to time.

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 4th of May, 1994.

Note: The candidate must have attained the above-mentioned educational qualifications on or before the 1st of September, 2016.

E. PHYSICAL STANDARDS – HEIGHT:



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

6. RECRUITMENT CENTERS:

The Recruitment Centers/Venues for different phases of recruitment will be intimated to the candidates through SMS and e-mails. The list will also be displayed on this website. Without valid admit card, no candidate will be permitted to participate in the recruitment process. Recruitment Centers shall be allocated by the Board keeping in mind the convenience of the candidate and administrative convenience of the Board. No Change of Recruitment Center shall be entertained. However, in rare circumstances, the Board may have to change the Recruitment Center due the unforeseen administrative reasons.

7. SUBSTANCE ABUSE (DRUG ADDICTION) TEST:

Every candidate (both male and female) shall undergo a Substance Abuse (Drug Addiction) Test at the Recruitment Centre before the conduct of the Physical Measurement Test (PMT) and Physical Efficiency Test (PET). The Test shall be conducted under the supervision of officials of the Health Department of Punjab Government. **Only the candidates who clear the Substance Abuse Test shall be entitled to appear in the PMT and PET.**

8. SELECTION PROCESS:

A. Phase – I: Physical Measurements

- (a) Only those candidates whose application forms are found to be in-order during scrutiny, and who satisfy the eligibility conditions and have cleared the Substance Abuse (Drug Addiction) Test would be eligible to appear in this phase.
- (b) The physical measurement phase would be qualifying in nature, and each candidate would be categorized as qualified/not qualified for Phase-II on the basis of meeting the prescribed physical minimum standards mentioned above.

B. Phase – II: Physical Efficiency Test (PET)

- (a) Only those candidates who qualify the physical measurements (Phase-I) will be eligible to appear in the Physical Efficiency Test.
- (b) The minimum qualifying standards for various categories of candidates would be as follows:

1. For male candidates (except ex-servicemen above 35 years)	
800 Meter race	To be completed in 04 minutes (only one chance)
Long Jump	9 Feet (3 chances)
High Jump	3 Feet (3 chances)
2. For female candidates (except ex-servicewomen above 35 years)	
400 Meter race	To be completed in 02 minutes (only one chance)
Long jump	6 Feet (3 Chances)
High Jump	2 ^{1/2} Feet (3 chances)
3. For ex-servicemen (35 years and above)	
800 Meter Run/Walk	To be completed in 06 minutes (only one chance)
4. For ex-servicewomen (35 years and above)	
800 Meter Run/Walk	To be completed in 08 minutes (only one chance)

Note1: A candidate must qualify all the events mentioned above for his/her category. Failure to qualify in any one of the PET events prescribed for his/her category will disqualify the candidate for the next stage (Phase III). This phase will

also be qualifying in nature and each candidate would be categorized as qualified/not qualified for the next stage, i.e. Phase III.

Note 2: Substance Abuse Test, Physical Measurement and the Physical Efficiency Test of a candidate shall be conducted on a single day and the process shall be videographed. The video recording of the process shall be kept in safe custody of the Board or Sub-Board for a period of 3 Years from the date of declaration of the result.

9. APPEALS RELATING TO PMT/PET

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

C. Phase-III: Written Test - Only those candidates who qualify the Physical Efficiency Test will be eligible to appear in the Written Test. Written paper will be-

- (i) Of 100 marks consisting of multiple choice questions.
- (ii) In English medium and OMR (Optical Mark Recognition) sheet based.
- (iii) There shall be no negative marking.
- (iv) To be conducted at as many Centers/Sub-centers as the Chairperson of the Board may decide.
- (v) Break-up of marks for the written examination shall be as follows:
 - (a) **50 marks:** Questions will be from **general knowledge** including world history, geography, economy, science, environmental science, current affairs, polity of India, Constitution of India, basic knowledge of laws, international affairs etc.
 - (b) **30 marks:** Questions shall test quantitative aptitude, logical reasoning, numerical aptitude and reading comprehension.
 - (c) **20 marks:** Basic knowledge of computer and information technology, computer hardware, MS-Office, common operating systems and internet concepts.

Minimum pass marks in written examination will be 40% for the candidates from Scheduled Castes/Scheduled Tribes category and Backward Classes category and 50% for all remaining categories.

10. SCRUTINY OF DOCUMENTS:

Before publishing the final merit list, the Board shall scrutinize the certificates and supporting documents by comparing those submitted on-line with the originals. For this purpose, candidates shall be intimated to bring their original certificates and original supporting documents (if any) at a center/venue to be informed to the candidates through SMS, e-mail and voice message. The same shall also be displayed on the web-site. The final Merit List shall be prepared from amongst those candidates whose documents are found in order.

11. FINAL MERIT LIST:

The Final Merit List of the candidates will be drawn category/sub-category wise on the basis of the total marks obtained in the written test and whose certificates have been verified to be correct. A waiting list of 20% candidates from each category (minimum one candidate of each category) shall be prepared. The waiting list shall be valid for maximum period of 180 days from the date of declaration of final result.

(For details on the selection process, please refer to the Standing Order on the recruitment website).


12. FINAL RESULT:

The Chairperson of Selection Board, shall submit the Final Merit List to DGP, Punjab for approval. Upon approval, the Merit List shall be released in the public domain on the official website of Punjab Police: www.punjabpolice.gov.in.

13. 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.

14. HOW TO APPLY- ONLINE COMMON APPLICATION FORM (CAF):

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- (i) The candidates should go to website 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 from **01/09/2016 (09:00 am)** to **21/09/2016 (upto 11:59 pm)**.
 - (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) Net banking (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) around 28th Sept.,2016. In addition, Admit Cards shall also be available for download on the Recruitment website of the Punjab Police (www.punjabpolicerecruitment.in).
- (x) In case the candidate does not receive the Admit Card by 30th 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.

 **13. APPLICATION FEES**

The following Application fees shall be charged:

- | | |
|---------------------------------|-----------|
| (a) General category candidates | Rs. 500/- |
| (b) SC/ST/BC candidates | Rs. 150/- |
| (c) Ex-Servicemen candidates | No Fees |

(However, the lineal descendants of ex-servicemen will have to pay the application fees, as applicable to their category)

14. 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 Common Application Form has been submitted successfully, at: (a) HDFC Bank; (b) Police SAANJH Kendras

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

15. HELPDESK/CALL CENTRE: QUERIES AND CLARIFICATIONS

A Help desk would start functioning from the Punjab Police Headquarters to help candidates applying for recruitment **from 9 am on 01/09/2016**. It will start functioning on phone numbers (**0172-2740540, 0172-2745862; +91-7087218090**) from 09:00 a.m. to 09:00 p.m. daily till the completion of the Recruitment process.

16. GENERAL INSTRUCTIONS TO THE CANDIDATES:

- (i) The Application process shall be available online only. 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) For the purpose of calculation of percentage of marks, the candidate should enter marks obtained by him/her in graduation examination (as per Detailed Marks Card/Sheet issued by the University/Board) as well as the total marks in the Application Form. It may be noted that the relevant rules and regulations of the University/Board concerned shall apply.
- (iv) Candidates are advised to go through the guidelines/instructions for filling up the Application Form online as well as the **Standing Order (SO)** no. 07 of 2016 of the Director General of Police, which is the document governing the recruitment process of Intelligence Assistant in Intelligence Wing of Punjab Police. The **Standing Order** contains detailed criteria/eligibility conditions, etc., which is available on the recruitment website (www.punjabpolicerecruitment.in).
- (v) For all queries, clarifications or communications regarding the recruitment process, candidates are encouraged to correspond via email with helpdesk_intel@punjabpolicerecruitment.in or by SMS to **(+91)7087218090, (+91)7087218091**.
- (vi) 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 info@punjabpolicerecruitment.in, which shall be deemed to be valid communication between the Police Department and the candidate.
- (vii) The Online Application Form has been designed in English and Punjabi for the convenience of the candidates. **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 State Level Direct Recruitment Board shall be final.

(viii) **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.

17. 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 lead to the rejection of the candidature/selection of the candidate. (For details on Medical Examination parameters and the Verification process, refer to the Standing Order on the recruitment website).

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(Praveen K. Sinha), IPS

Chairperson, State Level Direct Recruitment Board
for Intelligence Assistants in Intelligence Wing of Punjab Police.