

PUNJAB POLICE
ADVERTISEMENT FOR RECRUITMENT OF MALE CONSTABLES-2016
IN SPECIAL SECURITY GROUP
(SPECIAL PROTECTION UNIT IN ARMED POLICE CADRE)

Advt. No.:...../2016

Date of Publication: **08.10.2016**

<u>IMPORTANT DATES & INFORMATION</u>	
Website for filling Online Application Form: www.punjabpolice recruitment.in	
Closing date for submission of online Applications	28.10.2016
Closing date for deposit of Admission Fee	31.10.2016
Period for submission of Applications from 9:00 a.m. on 08.10.2016 (Opening Date) to 11:59 p.m. on 28.10.2016 (Closing Date) (Applications received after 11:59 p.m. on the Closing date (28.10.2016) will not be entertained.)	
Helpline Numbers	0172-4347165 / 4347166 (from 9:00 a.m. to 08:00 p.m., daily till the completion of the Recruitment process)
Helpline email ID	helpdesk@punjabpolice recruitment.in
Helpline Number for SMS	+919780587591, +919780587593

Online applications are invited for direct recruitment from Indian nationals at above said Punjab Police Website to fill up the vacancies of male constables in the Special Security Group (Special Protection Unit) in Armed Police Cadre, 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 Punjab Cabinet decision (30.4.2016), the probation period of all fresh appointees would be 3 years.

POSTING/DEPLOYMENT

Selected candidate(s) may 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.

1. ONLINE APPLICATION FORM (OAF)

The online application form can be filled **from 9:00 a.m. 08-10.2016 till 11:59 p.m. on 28.10.2016** online at above said Punjab Police Website. Candidates are advised to apply online well-in-advance without waiting for the last date of submission of Online Application Form (OAF). It is made clear that no offline Application form or copy of downloaded Application form will be accepted or acted upon at Recruitment Centre or other Police office.

The candidates are advised to submit **ONLY SINGLE ONLINE APPLICATION** for the post of Constable in SSG(SPU). However, if somehow, the candidate manages to submit multiple online applications, only his first application and fee paid shall be entertained. More than one application from same candidate shall not be entertained and the fee paid shall not be reimbursed.

2. TENTATIVE VACANCIES IN THE ARMED POLICE CADRE

Gender	Special Security Group (Special Protection Unit)	Total
Male	200	200

Please note that the vacancies indicated in the Chart above, and their proposed allocation as given in Para – 3 below are tentative in nature, and are liable to change (increase/decrease) during the course of the recruitment process, as per current needs & requirements. Thus these vacancies merely indicate the number of posts to be filled up in the **Armed Police Cadre** by the concerned Central Recruitment Board.

3. **TENTATIVE ALLOCATION OF AVAILABLE VACANCIES IN ARMED POLICE CADRE RECRUITMENT CENTRE**

S. No.	Male	Armed Police Cadre vacancies earmarked to Recruitment Centre for recruitment	Total vacancies available for recruitment
1	Male Constables	200	200

4. **ARMED POLICE CADRE**

The present recruitment is being carried out to fill-up available vacancies in Armed Police Cadre that have been defined in the Punjab Police Act, 2007.

This Act prohibits any transfers or movement between the cadres, i.e. District Police Cadre and other police cadres. As per section 4(b) of Punjab Police Act-2007, the candidates finally selected as a result of the present recruitment process shall not be entitled for transfers out of the Cadre (**Armed Police Cadre**), to which they are selected/allotted.

5. **RESERVATION OF SEATS**

According to instructions issued by the Punjab Government from time to time, 21% 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-Servicemen candidates **OR** wife/one dependent child of Ex-Servicemen, (where applicable); [of which 7% Ex-servicemen (General), 4% Ex-servicemen(SC), 2% Ex-servicemen (BC)]. In addition, 2% of seats are reserved for wards of Police Personnel and 1% seats for wards of Freedom Fighters.

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.

6. ESSENTIAL ELIGIBILITY REQUIREMENTS FOR CANDIDATES

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

B. AGE

- The minimum age (as on 1st January of the year in which the advertisement is published) for recruitment at the rank of constable should be 18 years and maximum age should be 28 years. The cut-off date for this purpose shall be 1st 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.
- **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: Burden of Proof to claim age relaxation shall be on the candidate. The candidate is required to upload the relevant Certificates issued by the competent authority, in the format prescribed by the Punjab government, at the time of filling Online Application Form.

C. EDUCATIONAL QUALIFICATIONS

- The minimum Educational qualifications shall be **10+2 or its equivalent from a recognized Education Board/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.
- However, in case of Ex-Servicemen, the minimum educational qualifications shall be Matriculation. Provided that if the Ex-Serviceman (a dependent male 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

shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he 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.

- The candidate must have attained the above mentioned educational qualifications **on or before** the date of publication of advertisement of the recruitment process. However, the candidates appearing in the final exams of the Qualifying Examination may also apply. Their candidature shall be subject to their producing the Pass Certificate of the Qualifying Examination, in original, at the time of Interview-cum-Personality Test.

Note:

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 AND CHEST

For all candidates (Except Ex-Serviceman)

Minimum Height required	5'-10" (5 feet 10 inches)
Minimum Chest required	Minimum 38" (38 inches) (with minimum expansion of 2")

For Ex-Serviceman candidates

Minimum Height required	5'-10" (5 feet 10 inches)
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Note: There is no minimum chest required for Ex-Servicemen.

7. SELECTION PROCESS

The Recruitment Board shall conduct the Substance Abuse (Drug Addiction) Test (SAT), Physical Screening Test (PST) and the Physical Measurement Test (PMT) of a candidate shall be conducted on a single day. The entire process shall be got video-

graphed. Only the candidates who clear the SAT, PST and PMT will be on the statewide merit list. Please also see Para – 10 also for additional details.

(a) SUBSTANCE ABUSE (DRUG ADDICTION) TEST (SAT)

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

(b) PHYSICAL SCREENING TEST (PST)

The candidates who are declared clear in the SAT shall be required to appear in the PST, which shall be of a qualifying nature and shall comprise of the following events:

(Physical Screening Test)

For All Candidates (Except Ex-Serviceman)

Race	100 meters to be completed in 13 seconds (only 1 chance)
Rope Climbing (Un-assisted)	20 feet (Only 1 chance)
Standing Broad Jump	Minimum 8 feet (only 3 chances)

For Candidates (Ex-Serviceman)

Race	100 meters to be completed in 15 Seconds (only 1 chance)
Full Squats	15 (within 25 seconds)
Pushups	15 (within 25 seconds)

- Note:**
- (i) RFID tags would be deployed for calculating the timings of the Race.
 - (ii) 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.

(c) PHYSICAL MEASUREMENT TEST (PMT)

Only those candidates who qualify the PST shall be screened for height measurement and chest measurement/expansion.

8. APPEALS RELATING TO PMT/PST

Candidates declared unqualified in Physical Screening Test and/or Physical Measurement Test may prefer an appeal, if they so desire, to the Chairperson of the Recruitment Board or the designated Appellate Authority present on Physical Screening 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.

9. MARKING SYSTEM

The candidate shall be awarded marks as per the following criteria:

Physical Standard- Height Measurement

(Applicable to all candidates including Ex-servicemen)

Height	Marks
5'-10"	10
5'-11"	11
6'-0"	12
6'-1"	13
6'-2"	14
6'-3" and above	15 (Maximum)

Marks for performance in 10+2 Board Exam

(Applicable to all candidates except Ex-Servicemen)

Percentage of marks (10+2 Board exam)	Marks
Upto and including 40%	08
More than 40% and upto & including 60%	09
More than 60%	10 (Maximum)

Additional Marks (Applicable for all candidates except Ex-Servicemen) :

1 mark each (upto max of 2 marks)

- (a) For having got a Medal at the State Level or participation at the National Level in Boxing, Wrestling, Judo or Shooting.

- (b) For having got a Medal at the National Level or participation at the International Level in Boxing, Wrestling, Judo or Shooting.

Note: Only the certificates of participation and medals duly recognized/approved by Department of Sports, Govt. of Punjab will be considered for marking.

Marks for performance in Matriculation Exam (for Ex-Servicemen)

Percentage of marks (Matriculation exam)	Marks
Upto and including 40%	08
More than 40% and upto & including 60%	09
More than 60%	10 (Maximum)

Additional Marks (Applicable for Ex-Servicemen):

1 mark each (upto max of 2 marks)

- (a) For having served in Commando Units/Special Forces/National Security Guards (NSG) Special Action Group/Presidential Body Guards (PBG)
- (b) For having received QI 'Qualified Instructors' grading in the Commando Course

Note: Only the certificates and courses recognized by the Indian Armed Forces shall be considered for marking.

The Burden of Proof of originality of certificates produced shall be on candidate. Any document found false or fabricated will attract disqualification from recruitment process and at any stage of service would result in strict administrative and/or penal action.

The candidate must provide certified copies of the duly recognized certificates of participation from the recognized Sports Organization/Authority. In addition, the Ex-Serviceman must provide certified proofs of posting and participation in courses.

The applicants shall bring their original certificates/record submitted for the purpose of marking at the time of Physical Screening Test alongwith at least **one self-attested photocopy** of each.

10. INTERVIEW-CUM-PERSONALITY TEST (03 Marks)

From amongst the candidates who qualify the SAT, Physical Screening Test and Physical Measurement Test, the Chairman Recruitment Board will draw up a Preliminary Merit List, on the basis of the Marks obtained by the candidates in the **Height measurement** (15 marks), **Educational qualifications** (10 marks) and **Additional Marks** as given above (02 marks). The total score will be out of maximum 27 marks.

On the basis of Preliminary Merit List, the Central Recruitment Board shall select candidates for Interview-cum-Personality Test. The number of candidates to be called for the interview would be approximately three times the total number of vacancies marked for each category.

The Interview-cum-Personality Test Board will assess the suitability of each candidate vis-a-vis the job requirements of Punjab Police, and will award marks on that basis. The decision of the Board shall be final.

The candidates appearing in the Interview-cum-Personality Test shall be required to bring all their relevant certificates and supporting documents, in original.

The documents shall be scrutinized again 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 Final Merit List.

11. RECRUITMENT CENTRES

List of Recruitment Centers shall be published at a later stage. Efforts shall be done to accommodate candidates to Recruitment Centers close to their correspondence address as mentioned in their Application Forms.

12. HOW TO APPLY- ONLINE APPLICATION FORM (OAF)

- (i) There will be an Online Application Form (OAF) for Special Security Group (SPU) in Punjab Armed Police Cadre. The Application Form shall be available online at above said Punjab Police Recruitment Website from 08.10.2016 (09:00 a.m.) to 28.10.2016 (upto 11:59 p.m.).

- (ii) The candidates should go to above said website 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.
- (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 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 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 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 shall produce the same in original at the time of verification 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) after completion scrutiny. In addition, Admit Cards shall also be available for download on the above said Recruitment website of the Punjab Police.
- (x) In case the candidate does not receive the Admit Card or experiences any difficulty in downloading the same, then he 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 400/- |
| (b) | SC/ST/BC candidates | Rs 100/- |
| (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; alongwith the Application Form, via Net Banking, Debit/Credit Card Payment or it can be deposited manually at the branches of HDFC Bank after taking the print-out of the Bank Challan Form, which will be generated after the Application Form has been submitted successfully.

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

15. 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 08th October 2016. It will start functioning on these phone numbers (0172-4347165 / 4347166) +919780587591, +919780587593, 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.

16. SELECTION LIST

- The Central Recruitment Board shall prepare a **Final Merit List** (out of Total 30 Marks) of all candidates on the basis of marks obtained by the candidates for:
 - (i) Height measurement (15 marks),
 - (ii) Educational qualifications (10 marks),
 - (iii) Additional Marks (02 marks), and
 - (iv) Interview-cum-Personality Test (03 marks)
- The Chairperson of the Central Recruitment Board would prepare **Selection List**, category-wise (by factoring in laid down reservations for various categories), on the basis of the Final Merit List, and the category-wise number of vacancies.
- This Selection List will finally form the basis for the inter-se-seniority of selected constables in the Armed Police cadre.

17. DECLARATION OF FINAL RESULT

The Central Recruitment Board shall submit the Selection Lists, as described in above para, to Director General of Police, Punjab. After the final seal of approval of DGP Punjab, the Selection Lists shall be released in the public domain on the Punjab Police official website: **www.punjabpolice.gov.in**

18. 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.

19. 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) Though the Application Form fields will be displayed in both English and Punjabi, the candidate will be able to fill the Application Form only in English.
- (iii) Each candidate shall be given a unique Registration ID and Password once he completes the Registration Process. Candidates should retain Registration ID and Password for future access to the Application Form.
- (iv) Candidates are expected to have their own email ID and a personal working mobile phone number for effective communication.
- (v) For the purpose of calculation of percentage of marks, the candidate should enter marks obtained by him in 10+2 (For all candidates except Ex-Serviceman) and 10th (For Ex-Serviceman) Board examination (as per Detailed Marks Card/Sheet issued by the board) as well as the total marks in the Application Form. It may be noted that the relevant rules and regulations of the Education Board concerned shall apply.
- (vi) The Bar-coded Admit Card for the Physical Screening Test/Physical Measurement Test/Interview-cum-Personality 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 above said Recruitment website of the Punjab Police.
- (vii) Candidates are advised to go through the guidelines/instructions for filling up the Application Form online as well as the **Standing Order** (SO) of the office of Director General of Police vide No. 11 of 2016, which is the governing document for the Recruitment process (2016) of constables in Punjab Police. The **Standing Order** contains detailed criteria/eligibility conditions, etc., which is available on the above said recruitment website of Punjab Police.
- (viii) The candidates can also download/print the copies of guidelines/instructions as well as the Standing Order from the website.

- (ix) For all queries, clarifications or communications regarding the recruitment process, candidates are encouraged to correspond via email with helpdesk@punjabpolice recruitment.in or by SMS to (+91) 9780587591, 9780587593
- (x) 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 nodalofficer@punjabpolice recruitment.in, which shall be deemed to be valid communication between the Police Department and the candidate.
- (xi) 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 Central Recruitment Board shall be final.
- (xii) Candidate appearing for the PST/PMT/Interview-cum-Personality Test will not be eligible for any TA/DA.
- (xiii) **Application Form will be liable to be rejected:**
- If the Application Form is incomplete;
 - If it has been found to have been submitted without the requisite Application fees;
 - If found without the supporting documents, and/or photograph and/or signatures;
 - If it is found to be without the mandatory declarations.

20. **PROVISIONAL SELECTION**

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

- Medical Examination,
- character and antecedent verification, and
- Verification of his educational qualification Certificates from the concerned Boards/Universities.

- (d) In case of Ex-Serviceman, verification of the service record from the concerned department/unit or organization as the case may be.
- (e) In case Certificates relating to Medals and Participation, verification of the same from Department of Sport, Govt. of Punjab.
- (f) For Ex-Servicemen Candidates, their Services/Certificates will be verified from their concerned departments/units.

21. 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 bearing stamp and signature of the Civil Surgeon is an essential requirement for enrolment, as provided in PPR 12.16. No relaxation whatsoever shall be granted in any of the parameters of Medical Examination.

22. VERIFICATION OF CHARACTER AND ANTECEDENTS

The verification of character and antecedents of all candidates who figure in the Selection List shall be undertaken as laid down in the Punjab Police Act 2007, Punjab Police Rules 1934 and other relevant Rules and Govt. instructions in this regard by following the prescribed procedures, through the concerned authorities. The selection of the candidate shall be subject to the verification of his antecedents, and if anything adverse is found against the candidate during the verification, his candidature shall be summarily rejected and no claim, whatsoever, shall be entertained in this regard thereafter. Standing Order No. 11 of 2016 may please be referred to in this regard.

Note: Burden of Proof of originality of educational documents or any certificates submitted shall be on candidate. Any document found false or fabricated will attract disqualification from recruitment process and at any stage of service would result in strict administrative and/or penal action.

23. PERIOD OF PROBATION

The selected constables will be put on Probation, which will be of the duration as specified in the Punjab Police Act 2007, Punjab Police Rules 1934 and the State Government Instructions issued from time to time in this regard. The selected candidate will also be sent for prescribed Commando Training which he 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. Upon completion of basic training they shall be deployed in SSG(SPU) and will be governed by the rules/regulations related to SSG.

24. TENURE IN SSG(SPU)

24.1 This recruitment in SSG(SPU) is made keeping in view of Candidate's specialized skills and talents in providing proximate security, and other supporting technical units of a Dignitary Protection Unit. As such, they will not be eligible for posting out of the Special Protection Unit (SPU) till they have completed a minimum term in the SPU for 12 years or have attained the age of 50 years, whichever is earlier.

24.2 MEDICAL

Each candidate shall undergo a detailed medical checkup every 3 years by a Board constituted by the Director, SSG to grade medical ability for his deployment with in SSG.



Naunihal Singh, IPS
IGP Law & Order-cum-Chairman,
Central Recruitment Board, SPU

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