

RECRUITMENT FOR THE POST OF POLICE CONSTABLE IN CADRES OF DISTRICT POLICE AND ARMED POLICE OF PUNJAB POLICE.

STANDING ORDER NO. 02 of 2021

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

1. AIMS AND OBJECTS

This Standing Order is being issued to lay down the criteria, procedure and detailed guidelines for recruitment to the post of Constable in the District Police and Armed Police of Punjab Police (except recruitment against 3% posts reserved for sportspersons) in an objective, fair and transparent manner. This Standing Order shall govern the entire process of recruitment from the issue of advertisement to final selection under the overall regulatory framework laid down by the Punjab Police Act, 2007 and Punjab Police Rules, 1934.

2. CONSTITUTION OF RECRUITMENT BOARDS

The recruitment shall be carried out through a Single Solution Provider (hereinafter referred to as the Solution Provider) engaged for providing end-to-end services for recruitment of police personnel in Punjab Police Department under the supervision of Chairman, State Level Police Recruitment Boards (hereinafter referred to as the Central Recruitment Boards) duly constituted by the Director General of Police, Punjab, which will exercise overall supervision over the entire recruitment process.

A short advertisement shall be published in the leading print and electronic media, and a detailed advertisement shall be uploaded on the Punjab Police website/portal created for recruitment.

3. CONSTITUTION OF RECRUITMENT SUB-BOARDS

Requisite number of Sub-board(s) may be constituted by the respective Central Recruitment Boards, with the approval of the Director General of Police, Punjab for assisting in the process of selection for recruitment. The Chairpersons of the Recruitment Sub-Boards may associate such number of GOs and NGOs/EPOs, as deemed necessary, for the purpose of conduct of the recruitment process at the Sub-Board Level.

4. RESERVATION POLICY

Punjab Government instructions regarding reservations for Scheduled Castes/Scheduled Tribes, Backward Classes, Ex-Servicemen (including lineal descendant of Ex-Servicemen, where applicable), Women, Wards of Freedom Fighters, Wards of Punjab Police Personnel and Economically Weaker Sections (EWS) shall be strictly followed during the recruitment process **and the Central Recruitment Board will ensure that the guidelines laid down on the Reservation Policy by the State Government are complied with.**

4.1 RESERVATION FOR SCHEDULED CASTES AND BACKWARD CLASSES

The reservation for Scheduled Castes and Backward Classes shall be implemented in accordance with the Punjab Scheduled Castes and Backward Classes (Reservation in Services) Act, 2006 as amended from time to time and existing instructions of the Punjab Government.

4.2 RESERVATION FOR ECONOMICALLY WEAKER SECTIONS (EWS)

Reservation for Economically Weaker Sections shall be provided in accordance with the Punjab Government instructions issued by the Department of Social Justice, Empowerment & Minorities (Reservation Cell) vide letters No. 1/3/2019-RC1/120 dated 28.05.2019 and No. 1/3/2019-RC1/700 dated 30.10.2020.

4.3 RESERVATION FOR EX-SERVICEMEN

Reservation for Ex-servicemen or wife or dependent child of an Ex-serviceman or grandchild of a Gallantry Award Winner shall be provided in accordance with the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

Note 1: Reservation under Ex-serviceman category shall only be available for residents of Punjab.

Note2: The personnel of Central Armed Police Forces (BSF, CRPF, ITBP, CISF, SSB etc.) are not eligible to be considered under the Ex-Servicemen category.

Note3: The candidates desirous of availing benefit as Ex-Servicemen or as the lineal descendants of Ex-Servicemen, as prescribed under the Punjab Recruitment of Ex-Servicemen Rules, 1982 as amended from time to time, shall submit a certificate issued by the concerned District Defence Services Welfare office.

Note 4: Wife or dependent child of an Ex-Serviceman shall be required to qualify the Physical Measurement and Physical Screening Test as per parameters prescribed for candidates, who are not ex-servicemen; and score the minimum pass marks in the Written Examination for his/her category.

4.4 RESERVATION FOR WOMEN

Reservation for women shall be implemented in accordance with the Punjab Government, Department of Social Security, Women and Child Development (Social Security Branch) notification No.

G.S.R.87/Const./Arts 309 and 15/2020 dated 21.10.20. This reservation shall be horizontal and compartmentalized.

4.5 RESERVATION FOR WARDS OF FREEDOM FIGHTERS

In accordance with the notification No. 7(135)-3PII-83/5728 dated 03.03.1983, No. 7(135)-3PII-83/5824 dated 19.05.1988 and letter No. 16/57/97-8P3/Spl.;583 dated 27.11.2000 issued by General Administration Department of the Government of Punjab, the son, daughter, grandson and granddaughter (paternal and maternal) of Freedom Fighters or Wards of those Freedom Fighters will be eligible for reservation, who have either been granted a Freedom Fighters pension from the Punjab Government or have been awarded Tamra Patras for their contribution during pre-independence freedom movements.

The Deputy Commissioner of the concerned District will be the only competent authority to provide an eligibility certificate regarding son, daughter, grandson, granddaughter or wards of Freedom Fighters as per extant Government instructions.

Note: Reservation for Wards of Freedom Fighters shall be available only for the wards of those Freedom Fighters, who are residents of Punjab.

4.6 RESERVATION FOR WARDS OF POLICE PERSONNEL

As per the Punjab Government order No. 1/1/2017-3DC/1588894/1 dated 03.10.2019, 4% vacancies are to be reserved for Persons With Disabilities. The State Government has, however, granted exemption to the Police Department from recruitment of Persons With Disabilities.

The Department of Home Affairs & Justice, Government of Punjab, vide No. 1(211)94-2H(I)/10176 dated 11.6.1996, has further granted approval for filling 2% posts for Wards of Police Personnel in lieu of Persons With Disabilities. The remaining 2% of the posts shall be considered in the open category (against the general roster points).

5. ELIGIBILITY CRITERIA

5.1 CITIZENSHIP

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

5.2 AGE

The minimum age for the above mentioned recruitment shall be 18 years and the **maximum age shall be 28 years** as on **1 January, 2021** subject to relaxation in upper age limit as follows:

- a) Relaxation up to five (5) years in the prescribed upper age limit shall be available to the candidates belonging to the Scheduled Castes and Backward Classes, who are residents of Punjab. As such, maximum age for such candidates shall be 33 years as on January 1, 2021.
- b) Ex-servicemen, who are residents of Punjab, shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age, and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three years, **he/she** shall be deemed to satisfy the condition regarding age limit.
- c) Relaxation up to five (5) years in the prescribed upper age limit has been granted to candidates, who are serving regular employees of Punjab Government or of other State or Central Government. As such, maximum age for such candidates shall be 33 years as on January 1, 2021. However, there shall be no relaxation for such candidates in any other parameters relating to educational qualifications, Physical Measurement Test and Physical Screening Test.

5.3 EDUCATIONAL QUALIFICATIONS

- a) The minimum educational qualifications for recruitment to the post of Constable in District police and Armed police shall be 10+2 from a recognized Education Board/University or Institution.
- b) Apart from the above mentioned qualifications, all candidates must have passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language specified by the Punjab Government.
- c) Ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, 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.

- d) The candidate must have attained the above mentioned educational qualifications on or before the closing date for submission of the application for recruitment.
- e) **A candidate has to upload the certificates regarding educational qualifications and Reservation if any along with the application form**

5.4 SERVING GOVERNMENT EMPLOYEES

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 she/he shall produce the same in original at the time of document scrutiny before the physical measurement.

5.5 PHYSICAL STANDARDS

The minimum physical standards shall be as follows:

Cadre	Minimum Height required	
	Male	Female
District	5' 7" (5 feet 7 inches)	5' 2" (5 feet 2 inches)
Armed	5' 7" (5 feet 7 inches)	5' 2" (5 feet 2 inches)

6. SELECTION PROCESS

The recruitment for filling up the vacancies in the two cadres, mentioned above, shall be carried out through a Common Application Form (CAF) and Common written test (OMR based) process followed by Physical Measurement Test (PMT) and Physical Screening Test (PST) with specified qualifying parameters. All the candidates shall be required to indicate their choice of cadres, in order of preference, in the Application Form, provided they meet the eligibility criteria. In case a candidate applies for only one cadre she/he shall be considered only for posts in that cadre and not for posts in any other cadre. The preference indicated in the application submitted by the candidate shall be final and cannot be changed. The allocation of selected candidates to different cadres shall be on the basis of their respective merit and the indicated preference of cadre against category-wise vacancies subject to their fulfilling the requisite eligibility criteria.

The selection process shall be a 2 (two) stage process consisting of the following:

- **Stage 1:** A common written Test (OMR) would be conducted for District Police Cadre and Armed Police Cadre by the “Solution Provider” under the supervision of the Central Recruitment Board.

The Question Papers would be set by the “Solution Provider” based on the syllabus and model question paper provided by the Central Recruitment Board for getting the written test conducted through the “Solution Provider” under supervision of the Central Recruitment Board.

The Central Recruitment Board would decide the number of questions and the ratio of questions with varying difficulty level in question paper for written Exam (OMR).

The written Exam (OMR) shall have objective type questions with multiple choice answers. The number of questions and duration of exam would be decided by the Central Recruitment Board.

The questions shall carry fixed marks to be decided by the Central Recruitment Board and the candidates shall be awarded such fixed marks for each correct answer.

The Central Recruitment Board shall fix the specifications of the OMR sheet, including the unique serial number, size, thickness, GSM value, color coding, pattern and quality of the sheet. It is clarified that this list is illustrative and not exhaustive and the Central Recruitment Board may include other parameter(s) in the list of specification.

Written Test shall be the sole criteria for assessing the merit of the candidates, and the merit shall be determined by the marks secured by each candidate in the Written Test.

6.1.2. Normalization - As Common written test (OMR) would be conducted on different dates, with different sets of questions, for different sets of participants, normalization of scores shall be carried out using the Mean Standard Deviation method using the following formula:

Normalization mark of j^{th} candidate in the i^{th} Shift \widehat{M}_{ij} is given by

$$\widehat{M}_{ij} = \frac{\bar{M}_t^g - M_q^g}{\bar{M}_{ti} - M_{iq}} (M_{ij} - M_{iq}) + M_q^{gm}$$

M_{ij} = is the actual marks obtained by the j^{th} candidate in i^{th} shift.

\bar{M}_t^g = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded-up).

M_q^g = is the sum of mean and standard deviation marks of the candidates in the paper considering all shifts.

\bar{M}_{ti} = is the average marks of the top 0.1% of the candidates in the i^{th} shift (number of candidates will be rounded-up).

M_{iq} = is the sum of mean marks and standard deviation of the i^{th} shift

M_q^{gm} = is the sum of the mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

Calculation of marks will be up to 5 places of decimal

6.1.3. Minimum Marks - After normalization is carried out by Solution Provider in the above-mentioned manner, candidates belonging to Scheduled Caste, Backward Class, Economically Weaker Section and Ex-servicemen categories shall be required to score a minimum of 25% marks and candidates belonging to other categories shall be required to score a minimum of 30% marks, in written test, to be eligible to be considered for the next stage of the selection process.

6.1.4 Answer Key and Seeking of Objections - Upon completion of the last session of the Written Test process, the Answer Key shall be provided, by the Solution Provider, to the candidates on the recruitment portal on the last day after the last sitting of the written test. Candidates will be given 72 hours to raise objections to the answer key. A nominal fee of rupees 50/- shall be charged per objection. The fee shall be refunded if the objection is sustained.

6.2 STAGE 2 - DOCUMENT SCRUTINY, PHYSICAL MEASUREMENT TEST AND PHYSICAL SCREENING TEST

Sufficient number of candidates shall be shortlisted and called for Stage 2 on the basis of merit determined by the aggregate/cumulative marks obtained in written Papers (OMR) of the following normalization and after factoring in reservation for various categories.

Stage 2 of the selection process consisting of Document Scrutiny, Physical Measurement Test and Physical Screening Test shall be conducted by the Solution provider at place(s) and dates designated by the respective Central Recruitment Boards.

6.2.1. DOCUMENT SCRUTINY

Candidates called for Stage 2 of the selection process shall be required to report for document scrutiny on the designated date(s),

time and place as mentioned in the Admit Card to be issued by the Solution Provider. Details of the same would be uploaded on the recruitment portal. Candidates shall be required to bring the following certificates in original along with one self-attested copy of each document:

- a) Matriculation certificate for proof of age.
- b) 10+2 certificate from a recognized Education Board/University or Institution.
- c) Proof of having passed Punjabi at Matriculation level.
- d) No Objection Certificate (NOC) from the Head of Department/Office concerned, in case of candidates, who are serving Government employees.
- e) Reservation Certificate (If available)

Note: The candidates, whose documents uploaded with the application form match with the original presented on the spot, shall be eligible to undergo the Physical Measurement Test. In case the document(s) do not match with the original **or a candidate unable to produce original certificate**, the candidature shall be cancelled and may render the candidate liable for legal action.

6.2.2. Physical Measurement Test (PMT)

All shortlisted candidates, whose uploaded documents are found to match with the originals produced, shall undergo Physical Measurement Test, which shall be qualifying in nature.

6.2.3. Physical Screening Test (PST)

Candidates fulfilling the prescribed minimum height criteria shall be eligible for the PST, which shall be qualifying in nature, and shall comprise of the following events:

i. For District Police and Armed Police cadres

Candidate	Events in the Physical Screening Test
For Male Candidates (excluding Ex-Servicemen)	(a) 1600 meters run to be completed in 6 minutes 30 seconds (only one chance). (b) Long Jump 3.80 meters (3 chances). (c) High Jump 1.10 meters (3 chances).
For Male Candidates Ex-Servicemen of age less than and equal to 35 years	(a) 1400 meters walk and run to be completed in 09 minutes (only one chance). (b) 10 full squats (only one chance)
For Male Candidates Ex-Servicemen of age more than 35 years	(a) 1400 meters walk and run to be completed in 12 minutes (only one chance). (b) 10 full squats (only one chance)

For Female Candidates (excluding Ex-servicemen)	(a) 800 meters run to be completed in 4 and 30 seconds minutes (only one chance). (b) Long Jump 3.00 meters (3 chances). (c) High Jump 0.95 meters (3 chances).
For Female Candidates Ex-Servicemen of age less than and equal to 35 years	(a) 800 meters run to be completed in 5:00 minutes (only one chance). (b) Long Jump 2.75 meters (3 chances). (c) High Jump 0.90 meters (3 chances).
For Female Candidates Ex-Servicemen of age more than 35 years	(a) 800 meters run to be completed in 06 minutes (only one chance).

Note1: Candidates shall be required to qualify all the events for the particular category to which he/she belongs. Failure to qualify any one event for that particular category shall disqualify the candidate.

Note2: Physical Measurement standards and events for Physical Screening Test with respect to the wife or dependent child of an Ex-Serviceman shall be same as that for candidates, who are not ex-servicemen.

Note 3: A candidate, who has applied for recruitment to posts in cadres with different Physical Screening parameters, shall be required to appear in two different Physical Screening Tests to be conducted on two different dates subject to her/his fulfilling other eligibility requirements. Candidates shall be required to qualify all events of the Physical Screening Test meant for a particular cadre, as mentioned above, on the assigned date.

Note 4: Candidates may note that random testing shall be undertaken to rule out the use of performance enhancing drugs. Candidates randomly selected for such test(s) shall have to provide the required biological sample as instructed. Refusal to provide such biological sample would disqualify a candidate and make him/her ineligible for selection.

6.2.4. Appeals Relating To Physical Measurement Test and Physical Screening Test

Candidates may appeal against the result of the Physical Measurement Test and/or Physical Screening Test, if they so desire, to the Chairperson of the Central Recruitment Board or the Appellate Authority as designated by the Chairperson Central Recruitment Board, at the Physical Measurement and Physical Screening Test venue on that very day.

The decision of the Chairperson or the designated Appellate Authority, as the case may be, shall be final and no further appeal or representation in this regard shall be entertained. The

Chairperson, or the designated Appellate Authority, as the case may be, shall record the decision and the reasons thereof, in writing for each case of appeal separately.

7. Selection List (s)

- a) From amongst the candidates found successful in the written test, PMT and PST, Selection list of each category of candidates, as per order of marks obtained in the written test, shall be prepared, keeping in view the reservation policy.

8. MERIT LISTS

- (a) Separate cadre-wise merit lists shall be prepared by the Solution Provider, keeping in view the available vacancies in respective cadres, after factoring in the prescribed reservations for different categories, on the basis of aggregate/cumulative marks obtained in written test following normalization (as mentioned in para 6.1.2).
- (b) In case of applicants scoring the same aggregate marks in the written test, the following criteria shall be adopted to determine inter-se merit:
 - i. The candidate senior in age shall be placed higher in the merit list.
 - ii. In the event of candidates scoring equal marks in the written tests and having same date of birth, then their relative merit in the Preliminary Merit List shall be prepared on the basis of the percentage of Marks obtained in the 10+2 examination and the candidate having higher Percentage marks in the 10+2 examination shall be placed higher in the merit in the Preliminary Merit list.
 - iii. In the event of candidates scoring equal marks in the written tests and having same date of birth and having same percentage of marks obtained in the 10+2, the candidates shall be placed in the Preliminary Merit list in the alphabetical order of 'First Name'.
- (c) There shall be no waiting list.
- (d) Solution Provider shall provide the cadre-wise Merit Lists, prepared in the above mentioned manner, to the Chairpersons of the respective Central Recruitment Boards.
- (e) The Central Recruitment Boards shall finalize the list of selected Candidates to be recommended for recruitment after following the roster as per the Government instructions regarding reservation for different categories, except sportspersons.

9. DECLARATION OF FINAL RESULT

The respective Central Recruitment Boards shall submit cadre-wise Merit Lists to the Director General of Police, Punjab, for approval. The final cadre-wise results of the selection process shall be uploaded after approval on the recruitment portal and the Punjab Police official website www.punjabpolice.gov.in

10. RECEIPT OF RECRUITMENT DATA BY CENTRAL RECRUITMENT BOARD

The Solution Provider shall hand over the recruitment data to the Central Recruitment Board or any authority duly authorized by the Central Recruitment Board, within 15 days upon the completion of the recruitment process. The data shall be properly indexed and structured and shall be provided in duplicate, on separate hard disk drives.

11. PROVISIONAL SELECTION

The selection at this stage of the recruitment process shall be provisional, and shall be subject to the following mandatory clearances:

- i. Medical examination
- ii. Character and antecedent verification,
- iii. Verification of educational qualification Certificates from the concerned Boards/Universities, and
- iv. Verification of Certificates for claiming reservation for various categories from respective issuing authority.

12. MEDICAL EXAMINATION

- i. Before the enlistment, by the competent authority in the respective cadre of Punjab Police, the candidates shall have to be medically examined and certified physically fit for service by the Civil Surgeon/Medical Board.
- ii. The Medical will be done as per the provisions of Annexure # 12.16 of Punjab Police Rules, 1934 and shall also include a substance abuse test.
- iii. A certificate in the prescribed form signed by the Civil Surgeon personally is an essential qualification for enrollment, as provided in Rule 12.16 of Punjab Police Rules, 1934. No relaxation whatsoever shall be granted in any of the prescribed parameters of the Medical Examination under any circumstances.
- iv. Decision of Medical Board will be final. Nothing against its decision.
- v. The Solution Provider shall enable biometric verification of all the candidates called for Medical Examination at the time of reporting for the same.
- vi. The candidate found unsuccessful in Medical Examination shall be declared unfit and will not be enlisted.

13. VERIFICATION OF CHARACTER AND ANTECEDENTS

- a) The verification of character and antecedents of the provisionally selected candidates shall be undertaken as laid down in the Punjab Police Act 2007, Punjab Police Rules, 1934 (as amended from time to time), other relevant Rules, Government Instructions and the judgments delivered by the Hon'ble Supreme Court of India and Hon'ble High Court of Punjab & Haryana in this regard by following the prescribed procedures through the concerned competent authorities.
- b) The Hon'ble Supreme Court of India has, in case of Delhi Administration vs Sushil Kumar (1996), held that "the verification of character and antecedents is one of the important criteria to test whether the selected candidate is suitable to a post under the State... What would be relevant is the conduct or character of the candidate to be appointed to the Police Service."
- c) The selection of the candidate shall be subject to the verification of his/her antecedents in the Verification Process and if anything adverse is found against the candidate during the verification process, his/her candidature shall be summarily rejected and no claim, whatsoever, shall be entertained in this regard thereafter.
- d) Where the appointing authority upon verification of character and antecedents of the candidate recommended for appointment comes to know that criminal proceedings against a candidate is in progress and the status of the case is reported to be either under investigation or challenged or cancelled or sent untraced or withdrawn or under trial or has either been convicted or acquitted or the candidate has preferred appeal against the order of the court; the appointing authority upon verification shall deal with the cases of candidates reported to have criminal cases registered against them and to the matters connected therewith as stated hereinafter:
 - (i) Candidate found to have been convicted for an offence involving moral turpitude or punishable with imprisonment for three years or more, shall not be considered for appointment;
 - (ii) Candidate against whom charges have been framed for offence(s) involving moral turpitude or which is punishable with imprisonment of three years or more, shall also not be considered for appointment;
 - (iii) Candidate who has been acquitted in offence(s) related to sovereignty of the State or national integrity i.e. spying against national interest/waging war against the State/act of terrorism/communal disturbance/smuggling of arms, ammunition or Narcotic Drugs & Psychotropic Substances or counterfeit currency etc.

besides heinous crimes e.g. murder, rape, dacoity, robbery, kidnapping for ransom, acid attacks, human trafficking, Protection of Children from Sexual Offences Act, 2012 or Prevention of Corruption Act, 1988 etc., 'on technical grounds' i.e. where, in the opinion of the Court the material prosecution witnesses have either been killed or have died or remained untraced or turned hostile or won over and the candidate has been acquitted on account of aforementioned circumstances; such candidates shall not be considered for appointment.

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

14. VERIFICATION OF CERTIFICATES

- 14.1 Verification of educational qualification certificates shall be got conducted from the concerned Universities/Institutions/Boards.
- 14.2 Verification of Certificates for claiming reservation for Scheduled Castes, Backward Classes, Economically Weaker Sections (EWS), Wards of Freedom Fighters, Wards of Punjab Police Personnel and Ex-Servicemen, shall be got conducted from the concerned department/unit or organization as the case may be.
- 14.3 In case any of the above mentioned certificates, submitted/produced by the candidate, is found to be fake/forged, his/her candidature shall stand cancelled and render the candidate liable for legal action.

15. JOINING AND PERIOD OF PROBATION

- 15.1 The candidates selected, in the above-mentioned manner, shall be given an offer of appointment by the competent authority indicating the time-frame for joining.
- 15.2 The selected candidates, after joining, shall be on Probation, in accordance with the Rules and instructions, as applicable.

16. UNFILLED VACANCIES

In case a vacancy remains unfilled on account of disqualification of selected candidates in medical examination/character and antecedents

verification/verification of education/reservation certificates or due to non joining of selected candidate(s) or on account of any other reason, after the above mentioned process, such vacancies shall be carried over to next selection.

17. INTER-SE SENIORITY

The inter-se seniority of the candidates selected to a particular cadre within a batch shall be prepared on the basis of their relative position in the Merit List, as mentioned in Para above.

18. PLACE OF DUTY

- (a) Recruited candidate(s) can be posted/deployed anywhere in Punjab, India or abroad.
- (b) Since some of the vacancies of Constables are based in the State Headquarters in Chandigarh/SAS Nagar, newly recruited Constables **can** be posted in Chandigarh/SAS Nagar.
- (c) As per Section 4(b) of the Punjab Police Act, 2007 transfer of a member of one cadre to another cadre shall not be allowed.
- (d) The posting and deployment of recruited Constables shall be subject to various Rules, Policies and instructions issued/laid down by the Punjab Government/Punjab Police from time to time, including the:-
 - i. Initial Placement/Range/District Allocation
 - ii. Posting and Transfer Policy and
 - iii. Tenure Policy

as regards the officials of various cadres of Punjab Police with aim to ensure efficiency, transparency, fair dealing, accountability in public dealing and police functioning.

19. REGULATION OF SERVICE CONDITIONS

- 19.1 Services of the selected candidates shall be governed by the Punjab Police Act, 2007, Punjab Police Rules, 1934 as amended from time to time, and other relevant Rules/orders of the State Government and Standing Orders/Instructions issued by the Director General of Police, Punjab.
- 19.2 The Punjab Police reserves the right to regulate the service conditions of the candidates joining the Punjab Police through this recruitment process.

20. APPLICATION FEE:

The fee applicable to candidates belonging to different categories shall be as follows:

Category	Application Fee (Rs)	Examination Fee (Rs)	Total (Rs)
General	400	600	1000
Ex-Servicemen(ESM) of Punjab state only Lineal Descendants of ESM	400	0	400
SC of all the States and Backward Classes of Punjab State only	400	150	550
Economically Weaker Sections(EWS)	400	150	550

Note-1 : SC candidates belonging to other states are required to fill their category as General Category. They are entitled only to fee concession but not entitled to avail reservation.

Note-2: The Application fee shall be deposited online alongwith the Application form, via Net Banking, Debit/Credit Card Payment and other popular Payment Wallets such as Paytm, PhonePe, etc.
The Application Form fee once deposited shall not be refunded under any circumstances.

21. ONLINE APPLICATION PROCEDURE

There shall be a Common Application Form (CAF) for recruitment to the post of Constable in the District police and Armed police cadre of Punjab police.

- I. Applications must only be submitted in the online mode on <https://iur.ls/punjabpolicerecruitment2021> Candidates would be first required to fill a Registration form followed by the Application Form, which in turn would be linked to the fee payment gateway.
- II. Candidates desirous of applying for posts in more than one cadre shall, subject to their fulfilling of the eligibility requirements for cadre(s) applied for, be required to **indicate their choice of cadres in order of preference in the application form**. The choice given in the application, submitted by the candidate, shall be final and cannot be changed later at any stage, under any circumstances.
- III. Candidate shall only be considered for posts in cadres for which he/she has given her/his preference. In case a candidate has applied for only one cadre he/she shall be considered only for posts in that cadre and not for posts in any other cadre.

- IV. Applicants are advised to read the instructions, as given in the recruitment portal, carefully, before filling-up the application form. Incomplete application shall be rejected outright and no correspondence shall be entertained in this regard.
- V. The applicants are advised to fill all details, including their correct and active email address and mobile number, in the online application.
- VI. Applicants must ensure that they have access to good internet facility with reasonable speed and facility to ensure proper completion of application process including online payment of fee.
- VII. Before starting to fill-up the online application form, candidates must keep the following information/documents ready (including scanned copies of documents to be uploaded) as the candidates would be required to upload the requisite documents, as applicable, in the online Application Form:-
- Personal details
 - Valid and active E-mail ID
 - Valid and active mobile number for receiving SMSs
 - One ID proof (Passport, Voter I-card, Driving License, PAN card)
 - Matriculation certificate for proof of age
 - Details/certificates pertaining to requisite educational qualifications including that for Punjabi language
 - Certificates issued by the Competent Authority for claiming benefit of reservation, if applicable.
 - Online payment Facility such as internet banking, debit/credit card etc.
 - Scanned recent (not older than 3 months) passport size photo against white background (maximum 50-200 KB size in JPEG format). The photograph should be as per the guidelines given in the website www.passportindia.gov.in .
 - Scanned signatures (maximum 50-200 KB in JPEG format)
- VIII. Candidates should fill all details, including the category, correctly in online application form and submit the same only after ensuring that all the particulars/ details correctly reflected in it. No request for any change in the online application form, after it is submitted, shall be entertained.
- IX. Candidate is required to declare her/his home district while filling up the application form.
- X. The candidates are advised to retain printed/ hardcopies of their online application form and produce the same as and when required.
- XI. All candidates, who apply for advertised posts shall be considered 'provisionally eligible' for appearing in the competitive exam. Acceptance of applications at this stage and allotment of Roll Numbers would not indicate acceptance of candidature, since there is no scrutiny of documents before the Written Test.

- XII. The scrutiny of application forms shall be done after the conduct of the examination. The candidature of applicants, who are found not meeting the eligibility criteria, will be rejected during or after the scrutiny process.
- XIII. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/her liable for disqualification and legal action.
- XIV. Candidates already employed with the Government applying for this recruitment, will be required to get a No Objection Certificate (NOC) from the Head of Department/ Office concerned. If, however, the NOC is not available at the time of filling up of the Application Form, the candidate shall have to give a declaration to the effect that he/she shall produce the same in original at the time of document verification.
- XV. Candidates are advised, in their own interest, to submit online applications well before the closing date and not to wait till the last date to avoid any rush/server load on the website on the last days. The Board will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Recruitment Board.
- XVI. In case a candidate submits more than one application, only the latest application submitted by the candidate shall be considered.
- XVII. In case the candidate experiences any difficulty in downloading the Admit card, then he/she may contact the Helpline for assistance. Unique Registration ID may be kept handy while contacting the Helpline.
- XVIII. While filling the Common Application Form (CAF), the candidates would be required to give an undertaking regarding the genuineness of their candidature and correctness of the information provided by them in CAF. Submission of wrong information by the candidate may invite legal action.
- XIX. Last date and time for submission of online applications will be as prescribed in the advertisement.

22. HELPLINE/ TOLL FREE NUMBER FOR QUERIES AND CLARIFICATIONS

A dedicated toll free number helpline shall be made functional by the Solution Provider, to help candidates applying for recruitment.

This Standing Order shall supersede all the previous Standing Orders for direct recruitment of Constables (except recruitment against 3% posts reserved for Sports person), in District Police Cadre and Armed Cadre of Punjab Police and shall remain in force till such time that a fresh Standing Order is issued replacing this Standing Order.

Sd/-
(Dinkar Gupta, IPS)
Director General of Police,
Punjab