



DELHI POLICE

NOTICE

DIRECT RECRUITMENT FOR THE POST OF HEAD CONSTABLE(MINISTERIAL) IN DELHI POLICE EXAMINATION, 2019

OPENING DATE: 01.10.2019

CLOSING DATE: 30.10.2019

Official website: www.delhipolice.nic.in

Online applications are invited from Male and Female Indian citizens for filling up the following vacancies for the post of temporary Head Constable(Ministerial) (Group 'C') in Delhi Police in Level-4 in pay matrix (Rs. 25500-81100) plus usual and admissible allowances to the Central Government Employees from time to time. They will be governed under Delhi Police Act and Central Civil Services Rules applicable to other members of the force and other Acts and Rules applicable from time to time. On appointment they shall be entitled for the pension benefits as per the "New Restructured Defined Contributory Pension Scheme" applicable for the new entrants to the Central Government Services with effect from 01.01.2004:-

Name of post		No. of vacancies						Pay Matrix Level
		UR	EWS	OBC	SC	ST	Total	
Head Constable (Ministerial)	Male	140	37	86	56	53	372	Pay Matrix Level-4 (Rs.25500-81100)
	Female	69	18	42	27	26	182	
Total		209	55	128	83	79	554	

Note:-

- I 10% vacancies are reserved for Ex-Servicemen (Ex-SM) as per Govt. of India's instructions. The personnel of Central Para Military Forces are not eligible to apply under Ex-Servicemen category.
- II 03% vacancies are reserved for Persons with Disabilities (PwD) [locomotor disability of 40% and above (either one or both leg affected)]. Their post will be civilian in nature and they will not wear uniform of Delhi Police.
- III Abbreviations used are UR-Un-Reserved, EWS-Economically Weaker Section, OBC-Other Backward Class, SC-Scheduled Caste, ST-Scheduled Tribe and PwD-Persons with Disabilities.

Candidates from all parts of the country fulfilling the following conditions can apply:-

- (1) **Age as on 01.07.2019:-** 18 to 25 years for UR/EWS candidates, relaxable for following category of candidates upto the age of:-
 - OBC- 28 years.
 - SC/ST-30 years.
 - Persons with Disabilities:- 35 years for UR/EWS (38 years for OBC and 40 years for SC/ST).
 - Widow/Divorced Women/Judicially separated women who are not re-married:- 35 years for UR/EWS (38 years for OBC and 40 years for SC/ST).
 - Sportsmen/Sportswomen:- 30 years for UR/OBC/EWS (35 years for SC/ST) who have represented State at the National level and country at the International level.

payment to designated branches of SBI within the working hours of bank upto 01.11.2019 provided the challan has been generated by them before 5.00 PM of 30.10.2019.

Note:-

- I The candidate will upload clear scanned copies of all the documents in support of his/her claim for the recruitment.
 - II Candidates are not required to send hard copies of their online application form or any other documents. However, they can retain the hard copy of their online application form for their record.
4. **APPLICATION FEE AND MODE OF PAYMENT:** (i) *Fee payable: Rupees One Hundred Only (Rs. 100) payable through SBI Challan, Net Banking, any Credit / Debit cards and UPI will be accepted.* (ii) All women candidates and candidates belonging to Scheduled Caste, Scheduled Tribe, Persons with Disabilities and Ex-Servicemen eligible for reservation are exempted from payment of fee after uploading the caste certificate/discharge book or NOC and PwD certificate in case of persons with disabilities (iii) Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained.

Note:-

- I Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
 - II Candidates who are not exempted from fee payment must ensure that their fee has been deposited with Delhi Police. The applications which remain incomplete due to non-receipt of fee till the closure of the window for depositing fee will be summarily rejected and no request for consideration of such applications and fee payment after the period specified in the Notice of Examination shall be entertained.
5. All the tests/examinations will be held at Delhi for which candidates from all parts of the country fulfilling the following conditions can apply.

(i) Age Limit:

Age limit for the post is 18-25 years (UR/EWS) as on 01-07-2019 (i.e. candidates born not before 02-07-1994 and not later than 01-07-2001). Permissible relaxation in Upper age limit for different categories is as under:-

Category	Age-relaxation permissible beyond the upper age limit
SC/ ST	5 years
OBC	3 years
PwD (UR & EWS)	10 years
PwD(OBC)	13 Years
PwD(SC/ST)	15 years
Sportsmen/Sportswomen (UR/EWS/OBC)	Upto the age of 30 years
Sportsmen/Sports Women (SC/ST)	Upto the age of 35 years
Widows/ Divorced Women/ Women judicially separated and who are not remarried (UR/EWS)	Upto the age of 35 Years
Widows/ Divorced Women/ Women judicially separated and who are not remarried (OBC)	Upto the age of 38 Years
Widows/ Divorced Women/ Women judicially separated and who are not remarried (SC/ST)	Upto the age of 40Years
Departmental candidates who have rendered three years regular and continuous service in Delhi Police (UR/EWS)	Upto the age of 40 Years
Departmental candidates who have rendered three years regular and continuous service in Delhi Police (OBC)	Upto the age of 43 Years
Departmental candidates who have rendered three years regular and continuous service in	Upto the age of 45 years

Delhi Police (SC/ST)	
Ex-Servicemen (Ex-SM) (UR/EWS)	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of online application
Ex-Servicemen (Ex-SM) (OBC)	06 years (03 years + 03 years) after deduction of the military service rendered from the actual age as on closing date of receipt of online application
Ex-Servicemen (Ex-SM) (SC/ST)	08 years (03 years + 05 years) after deduction of the military service rendered from the actual age as on closing date of receipt of online application

- (ii) **Educational Qualification:-** 10+2 (Senior Secondary) pass from a recognized board at the time of filling up of application form.

Note:- Candidates who have not acquired the educational qualification at the time of filling up of application form will not be eligible and need not apply.

- (iii) **Professional Requirement:-**

Speed in English Typing on Computer-30 words per minute.

Or

Speed in Hindi Typing on Computer-25 words per minute.

- (iv) **Physical Endurance Test (Qualifying):-**

(A) Male Candidates

For candidates including ex-servicemen and departmental candidates (age-wise) will be as under:-

Age	Race 1600 Meters	Long Jump	High Jump
Upto 30 years	07 minutes	12½ feet (12'6")	3½ feet (3'6")
Above 30 to 40 years	08 minutes	11½ feet (11'6")	3¼ feet (3'3")
Above 40 years	09 minutes	10½ feet (10'6")	3 feet

(B) Female Candidates

For candidates including departmental candidates and widow/ divorced/judicially separated women candidates (age-wise) will be as under:-

Age	Race 800 Meters	Long Jump	High Jump
Upto 30 years	05 minutes	9 feet	3 feet
Above 30 to 40 years	06 minutes	8 feet	2½ feet (2'6")
Above 40 years	07 minutes	7 feet	2¼ feet (2'3")

- (v) **Physical Standards:-**

(A) Male Candidates

(a) Height:	165 cms. Relaxable by 5 cms for:- (i) residents of hill areas i.e. Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to States/UTs of Sikkim,
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	Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir and Ladakh. Candidates claiming this relaxation are required to produce a certificate to this effect (Hill area certificate) from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test).
	(ii) ST candidates.
	(iii) sons of either serving, retired or deceased Delhi Police personnel/Multi-Tasking Staff of Delhi Police.
(b) Chest:	78 cms - 82 cms (with minimum of 4 cms expansion). Relaxable by 5 cms for:- (i) residents of hill areas for which certificate as above (Hill area certificate) is required to be produced. (ii) ST candidates. (iii) sons of either serving, retired or deceased Delhi Police personnel/Multi-Tasking Staff of Delhi Police.
Note:- For all candidates minimum expansion has to be 4 cms, failing which he will be disqualified.	

(B) Female Candidates

(a) Height:	157 cms, relaxable by 5 cms for:- (i) residents of hill areas for which certificate as above (Hill area certificate) is required to be produced. (ii) SC/ST candidates. (iii) daughters of either serving, retired or deceased Delhi Police personnel/Multi-Tasking Staff of Delhi Police.
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Note:-

- I Those who qualify in the race will be eligible to appear in Long Jump and then High Jump. Long Jump and High Jump are to be cleared in any one of the three chances that shall be given for each event. There will be no appeal against disqualification in race, long jump and high jump.
- II The female candidates, who are pregnant, at the time of PE&MT may not be allowed to participate in Physical Endurance Test. Her Physical Endurance Test may be conducted after "the period of confinement" and till then result of such cases may be kept in a sealed cover.
- III The Persons with Disabilities (PwD) shall be exempted from Physical Endurance & Measurement Tests.
- IV The relaxation in height/chest(male) and height(female) will be extended to the sons/daughters of only those Delhi Police personnel/Multi-Tasking Staff, who have not been awarded punishments of dismissal/removal/termination or compulsory retirement by way of penalty. The Wards of police personnel and Multi-Tasking Staff of Delhi Police belonging to SC/ST/OBC/Hill area category will not be entitled to get double relaxation. They can either avail relaxation in their own category or as a ward of police personnel & Multi-Tasking Staff of Delhi Police.

(vi) Medical Standard:-

- (a) The candidates should be of sound state of health, free from defect, deformity or disease. The required vision is 6/12 with or without glasses for both eyes. No relaxation is allowed to any category of candidates on this count.
- (b) **For persons with disability (PwD):-** Sound state of health, with vision of 6/12 with or without glasses for both eyes. Locomotor disability 40% and above (either one or both leg affected) shall be allowed.

The job has been identified for persons with following Locomotor Disabilities:-

(F, PP, L, B, S, BL)	
Code	Physical Requirements
F	Work performed by manipulating (with Fingers)
PP	Work performed by pulling & pushing.
L	Work performed by lifting.

B	Work performed by bending.
S	Work performed by sitting (on bench or chair)
BL	Both leg affected but not arms.

6. **CAUTION:-**

- (i) Furnishing of false information or suppression of any factual information in the application form would be a disqualification for the job.
- (ii) In the event of any forgery/cheating of any document(s) i.e educational certificate, caste certificate, persons with disability certificate, sports certificate etc., being detected at any stage, besides cancellation of candidature, a criminal case will also be got registered against the candidate as per law.

7. **GENERAL INSTRUCTIONS:-**

- (i) The entire process of recruitment including Computer Based Examination, Physical Endurance & Measurement Tests (PE&MT), Typing Test on Computer, Computer (Formatting) Test and Medical Examination etc. as prescribed for the post will be held at Delhi only.
- (ii) **Application Fee:-** Male candidates belonging to General (UR)/OBC/EWS category applying for recruitment to the post should pay Rs. 100/- (Rupees One Hundred only) as application fee through online payment gateway system on www.delhipolice.nic.in. Women candidates and candidates belonging to Scheduled Castes/ Scheduled Tribe, Persons with Disabilities (PwD) and Ex-Servicemen category are exempted from paying application fee after uploading the certificate/discharge book or NOC and PwD certificate in case of persons with disabilities. Fee once paid will not be refunded under any circumstances and the fee paid by modes other than above will not be accepted and applications of such candidates will be rejected forthright and the payment made shall stand forfeited.
- (iii) **Date of Birth:-** Candidates should note that only the Date of Birth as recorded in the Matriculation certificate will be accepted for determining the age and no subsequent request for its change will be considered.
- (iv) **OBC Category:-** Candidates claiming benefits under OBC category shall be in accordance with castes notified in the Central List. This relaxation will also be admissible for candidates who are issued OBC certificate by the Govt. of NCT of Delhi. The Certificate should be in the prescribed form issued by the competent authority empowered for the purpose. No other certificate will be accepted as sufficient proof. OBC Certificates issued by Government of National Capital Territory of Delhi (GNCTD), but not included in the Central List of OBCs, will also be accepted for reservation and age relaxation purposes. **A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer.**
- (v) Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit **requisite certificate** from the competent authority, in the **prescribed format at the time of PE&MT/document verification**. Otherwise, their claim for SC/ST/OBC/EWS/Ex-SM/Persons with Disabilities (PwD) status will not be entertained and their candidature will be cancelled. **The formats of the certificates are annexed with the Notice.** Certificates in any other format will not be accepted.
- (vi) Candidates are warned that they will be permanently debarred from the examination conducted by the Delhi Police in case they fraudulently claim SC/ST/OBC/Economically Weaker Section, Ex-Serviceman, Sportsperson, widow/divorced woman/judicially separated woman or Persons with Disability candidates status.
- (vii) **Biometric:** The candidates have to go through Biometric mapping and their identities will be verified at all stages of recruitment and joining.
- (viii) **Age relaxation for sportsmen/sportswomen:-** Age relaxation as mentioned at point No. 5(i) will be given to sportsmen/sportswomen of distinction who have represented a State at the National level or the Country at the International level in sports during preceding three years from the date of advertisement of vacancies. The discipline of sports for which relaxation is available is mentioned below. The formats of the sports certificates are annexed with the Notice. The sports certificates having photograph of the candidate duly attested by the Secretary of the State/National Sports Federation only shall be accepted.

LIST OF SPORTS/GAMES FOR WHICH AGE RELAXATION IS AVAILABLE:

Archery	Cycling	Kabaddi (Circle/beach)	Tennis
Athletics	Equestrian	Karate	Triathlon
Badminton	Football	Kho-Kho	Volleyball
Basketball	Gymnastics	Swimming	Wrestling
Boxing	Hockey	Shooting	Weightlifting
Cricket	Judo	Table Tennis	

(ix) DEFINITION OF EX-SERVICEMAN (Ex-SM)

The definition of Ex-servicemen as defined in Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi's O.M. No. 36034/5/85-Eatt.(SCT) dated 14-4-1987 is given as under :-

"An ex-serviceman" means a person, who has served in any rank whether as a Combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union and

- i) who retired from such service after earning his/her pension; or
- ii) whose discharge book has the endorsement of Ex-servicemen; or
- iii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- iv) who has been released, otherwise than on his own request, from such service as a result of reduction in establishment; or
- v) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity; and includes personnel of the Territorial Army of the following categories, namely:-
 - a) Pension holders for continuous embodied service,
 - b) Persons with disability attributable to military service; and
 - c) Gallantry award winners."

The Territorial Army personnel will however be treated as ex-servicemen w.e.f. 15-11-86.

Ex-Servicemen who are paid from the Central revenues are eligible to be re-enlisted as Head constable(Ministerial) at the discretion of the appointing authority if their discharge certificate shows previous service as Good or of higher classification/grading, provided that they conform to the educational standards laid down for Head Constable(Ministerial) from open competition and qualify such endurance/efficiency tests as prescribed by the Commissioner of Police, from time to time by issuing necessary Standing Orders. They are medically fit for police service according to standards prescribed for recruits.

Note:-

- I Ex-Servicemen who have already secured employment under Central Government (including State Govt./Public Sector Undertakings/Autonomous Bodies/Statutory Bodies/Nationalized Banks etc.) in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for the age relaxation only.
- II The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.
- III For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already acquired, at the relevant time of submitting his application for the

Post/Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date of the application form.

Explanation

The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "ex-serviceman" may be permitted to apply for re-employment, one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of Union.

All such candidates who are serving in the Armed Forces and intend to apply under Ex-Servicemen category will be required to submit NOC from the department which shall clearly mention their date of discharge from the Armed Forces. The date of discharge/ date of completion of specified term of engagement with the Armed Forces must be within one year from the closing date of application form. NOC having no mention of the date of discharge from the Armed forces will not be entertained and their Application forms will be rejected without assigning any further reasons.

Note:- A marticulate ex-servicemen (which term include an ex-servicemen, who has obtained the Indian Army Special Certificate of education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of application form with the Armed Forces of the Union will be considered eligible for applying for the post.

8. METHOD OF RECRUITMENT

The selection process shall consist of the following compulsory tests in the given order:-

Tests/Exams	Maximum Marks/ Qualifying
(i) Computer Based Examination	100 Marks
(ii) Physical Endurance & Measurement Tests (PE&MT)	Qualifying
(iii) Typing Test on Computer	25 Marks
(iv) Computer (Formatting) Test	Qualifying
FINAL RESULT	125 MARKS

9. COMPUTER BASED EXAMINATION--OBJECTIVE TYPE:-

All the candidates shall be put through a Computer Based Examination on the subjects as mentioned below. There will be 'No' negative marks for wrong answer. The question paper for Computer Based Examination **except Part D** will be conducted in HINDI and ENGLISH Only.

Subject (Not in sequence)	No. of Questions	Max. Marks	Time Duration (For all five Parts)
Part-A General Awareness	20	20	90 Minutes
Part-B Quantitative Aptitude (Basic Arithmetic Skill)	20	20	
Part-C General Intelligence	25	25	
Part-D English Language (Basic Knowledge)	25	25	
Part-E Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.	10	10	
Total	100	100	

Indicative Syllabus for Computer Based Examination

- (A) **General Awareness:** Questions are designed to test the candidate's general awareness around him/her and its application to society. Questions are also designed to test his/her knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Indian Economy, General Polity, Indian Constitution, Scientific Research. These questions will be such that they do not require a special study of any discipline.

(B) **Quantitative Aptitude:**

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts:

Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only).

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

- (C) **General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding.

- (D) **English Language:** Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

- (E) **Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.**

This paper will include questions on the following:

1. Elements of Word Processing (Word Processing Basics, Opening and closing Documents, Text Creation, Formatting the Text and its presentation features).
2. MS Excel (Elements of Spread Sheet, Editing of Cells, Function and Formulas).

3. Communication (Basics of E-mail, Sending/receiving of Emails and its related functions).
4. Internet, WWW and Web Browsers (Internet, Services on Internet, URL, HTTP, FTP, Web sites, Blogs, Web Browsing Software, Search Engines, Chat, Video conferencing, e-Banking) etc.

10. DISPLAYING/UPLOADING OF TENTATIVE ANSWER KEY OF COMPUTER BASED EXAMINATION

After conducting the Computer Based Examination, the answer key for the examination will be displayed/uploaded on the website of the Delhi Police i.e. www.delhipolice.nic.in. The candidates who are not satisfied with the captured response, may challenge by filing application/representation along with proof/ documents/ solution in support of their claim within 15 days of uploading of the answer key along with a fee of Rs.100/- per question/answer challenged. Online link will be provided to accept the representations and fee. However, the decision of the Commissioner of Police, Delhi on the challenges shall be final and no further communication will be entertained. No representation after the stipulated period will be entertained under any circumstances.

11. DECLARATION OF THE RESULT OF COMPUTER BASED EXAMINATION FOR APPEARING IN PHYSICAL ENDURANCE AND MEASUREMENT TESTS (PE&MT)

The candidates who come within the range of merit of Computer Based Examination equal to **twenty (20) times** the number of vacancies advertised in each category i.e. General/SC/ST/OBC/EWSs and Ex-serviceman (category-wise) shall be called for appearing in the PE&MT subject to securing minimum 40% marks under General/EWS Category (minimum 35% in case of SC/ST/OBC and 30% under Ex-Servicemen category). In case there are a large number of candidates on cutoff marks, all candidates on that cutoff for the relevant category will be called for the PE&MT. Persons with Disabilities (PwD) shall be qualified in Computer Based Examination **20 times** of the number of vacancies, directly for Typing Test on Computer as they are exempted from Physical Endurance & Measurement Tests(PE&MT), however this will be subject to securing minimum 30% marks in the Computer Based Examination.

12. PHYSICAL ENDURANCE & MEASUREMENT TESTS (PE&MT)

The candidates qualified in the Physical Endurance Tests (Race, Long Jump and High Jump) as prescribed in para 5(iv)(A) and para 5(iv)(B) shall have to further appear in Physical Measurement Tests(Height/Chest) (male candidates) and Height (female candidates) as per the standards prescribed for the post. Candidates not satisfied with their physical measurement will have to file an appeal against disqualification on the day of PE&MT itself. No application/appeal will be entertained at later stage.

Note:- The Persons with Disability (PwD) candidates (Male/Female) shall be exempted from Physical Endurance & Measurement Tests.

13. CHECKING OF ORIGINAL DOCUMENTS/CERTIFICATES FOR ELIGIBILITY CRITERIA AT THE TIME OF PE&MT

All the original documents/certificates pertaining to age, education, caste, Persons with Disabilities (PwD), hill areas, NOC/discharge certificate (in case of Ex-Serviceman), sports certificate, proof to avail age relaxation as a widow/divorced/judicially separated woman, serving certificate in case of departmental candidates serving in Delhi Police containing his date of enlistment, Wards of Police Personnel certificate and No Objection Certificate in case already employed in Government/Semi Government, would be checked at the time of Physical Endurance & Measurement Tests who successfully qualify all the events of PE&MT and at the time of Typing Test on Computer in case of Persons with Disabilities (PwD) candidates. The final document checking will again be done at the time of issue of "Offer of Appointment". The candidates will be required to submit self attested photo copies of all the documents/certificates.

14. TYPING TEST ON COMPUTER (MAXIMUM 25 MARKS)

Candidates who qualify in Physical Endurance and Measurement Tests (PE&MT); as well as Persons with Disability (PwD) who qualify in Computer Based Examination will be called for Typing Test on Computer which will be of maximum 25 marks. The marks will be taken into account while preparing the final result. The candidates will be allotted marks according to speed achieved in the typing test.

15. COMPUTER (FORMATTING) TEST (QUALIFYING)

The candidates who qualify the Typing Test on Computer shall be called for Computer (Formatting) Test and will be tested on **MS-Word, MS-Power Point and MS-Excel** which will be of qualifying nature. The candidates will be given **10 minutes** time for each tests separately. The candidate shall have to format in the same way as it is in the supplied hand-out and to print the same in the printer. The following formatting features used in routine should be tested:-

MS-Word

Time:10 minutes

(i)	Indenting of paragraphs	(xi)	Superscript
(ii)	Underline	(xii)	Subscript
(iii)	Using different font type	(xiii)	Page numbering
(iv)	Inserting of paragraph numbers	(xiv)	Insertion of symbol
(v)	Setting of left/ right margin	(xv)	Draw/ Insertion of table
(vi)	Select text in bold	(xvi)	Bullets/ Numbering
(vii)	Italics	(xvii)	Change case
(viii)	Using different font size	(xviii)	Setting of paragraphs
(ix)	Centre, left, right, justification	(xix)	Some text as Header
(x)	Line spacing of the passage, viz. single, double etc.	(xx)	Some text as Footer

MS-PowerPoint

Time:10 minutes

(i)	Insert Header	(xi)	Background style of slide
(ii)	Use text box	(xii)	Design of Slide
(iii)	Create Hyperlink	(xiii)	Print handout
(iv)	Insert Chart/Graph	(xiv)	Insert clipart
(v)	Drawing of Table	(xv)	Insert Footer
(vi)	Insert auto number in table	(xvi)	Slide Numbering
(vii)	Insert bullet in table	(xvii)	Insert Picture
(viii)	Insert shapes	(xviii)	Publish handout with MS Word
(ix)	Insert Smart art	(xix)	Insert action
(x)	Insert text with WordArt	(xx)	Alignment of text

MS-Excel

Time:10 minutes

(i)	Insert Chart/Graph	(xi)	Format cell as rupee
(ii)	Wrap text	(xii)	Insert clipart
(iii)	Merge cells	(xiii)	Font size
(iv)	Centre a Text	(xiv)	Font style
(v)	Centre align as text	(xv)	Font colour
(vi)	Orientation of text	(xvi)	Insert footer
(vii)	Bold a text	(xvii)	Sort data
(viii)	Underline a text	(xviii)	Insert formula
(ix)	Italics	(xix)	Insert shapes
(x)	Insert header	(xx)	Format cell as number and decimal places

20 features of formatting, as listed above will be tested in each test with 1/2 mark each for every feature of formatting. In case of formatting features if the candidates carry out the formatting as per the specimen, 1/2 mark each will be given. Otherwise, no marks will be given. Out of the 10 marks for the formatting features for each test, **a candidate should secure at least 6 marks in each test to qualify**. There is no bar to candidates correcting the mistakes by use of editing tools.

16. FINAL RESULT

- (i) The list of selected candidates (as per the number of vacancies advertised) (category-wise) from the list of candidates, declared qualified in Computer (Formatting) Test will be prepared strictly on the basis of merit of Computer Based Examination (100 marks) and Typing Test on Computer (25 marks).
- (ii) SC, ST, OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC candidates which will thus comprise of SC, ST, OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.
- (iii) A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who will be selected on the basis of merit and not on account of reservation will not to be counted towards the quota meant for reservation.
- (iv) The candidates will be selected provisionally subject to police verification of their character and antecedents and medical fitness as prescribed for the post.

Note:- Cases of all selected candidates against whom any criminal case is registered/pending investigation/pending trial in the court will be considered as per law in view of the provisions of Standing Order No. 398/2018. Cases of selected departmental candidates against whom there is any DE/PE/Criminal case/Vigilance enquiry etc., will be kept pending till the finalization of their cases.

17. RESOLUTION OF TIE CASES

In case where more than one candidate secure the equal aggregate marks, tie will be resolved by applying the following methods one after another:-

- (i) The older candidate shall be given preference.
- (ii) In case, the date of birth is also same, the candidate who has secured higher marks in Computer Based Examination shall be given preference.
- (iii) If date of birth and marks in Computer Based Examination are also same, alphabetical order in which first names of the candidates appear will decide the case.

18. INSTRUCTIONS REGARDING TESTS

- (i) The date of Computer Based Examination, PE&MT, Typing Test on Computer and Computer(Formatting) Test will be notified through Delhi Police website i.e. www.delhipolice.nic.in.
- (ii) The Admit Card for the Computer Based Examination and other tests prescribed for the posts will be uploaded on Delhi Police website: www.delhipolice.nic.in. Candidates can download the Call letter/Admit Card from the Delhi Police Website. No separate call letter/admit card will be sent to the candidates.
- (iii) The Delhi Police will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Computer Based Examination and, therefore, candidature will be accepted only provisionally.
- (iv) No change of centre of examination for the Computer Based Examination will be allowed under any circumstances. Delhi Police reserves the right to cancel any centre and can ask the candidates of that centre to appear at another centre. Delhi Police also reserves the right to divert candidates of any centre to some other centre to take the examination.
- (v) Candidates are not permitted to use Mobile Phone, Calculators or any other electronic/electrical device. Candidates **Must Not** bring mobile phone, calculators or any other electronic/electrical device during examinations/tests. Possession of these items, whether in use or not, will be considered as "Use of unfair means" in the examination and appropriate action will be taken against such candidates.
- (vi) No representation for revaluation of answer sheet of Computer Based Examination or re-conduct of any other tests/examinations as prescribed for the post will be entertained.

- (vii) The Delhi Police reserves the right to cancel/withdraw any question/questions from the Computer Based Examination.
- (viii) The marks scored by the candidates in Computer Based Examination will be subjected to a Normalization Process called Equi-Percentile Equating. The percentile ranks so derived & equated will be used as input criteria to finalise the merit list.

19. BASIC TRAINING COURSE

The candidates selected for the post will have to undergo **Residential Basic Training** course at training centre in Delhi for **4 months duration** or as prescribed from time to time by the Commissioner of Police, Delhi and will have to pass out successfully from the Police Training College/Police Training School as per training Standing Order.

Note:-

- I The Persons with Disabilities(PwD) candidates shall be exempted from Outdoor training. However, they will undergo Indoor training as per training Standing Order for the post.
- II The Medium of instruction in Police Training College/School will be Hindi.

20. IMPORTANT INSTRUCTIONS:-

1.	WARNING: Furnishing of false information or suppression of any factual information in the application form would be a disqualification for the job. In the event of any forgery/falsification of any document(s)/certificate(s), being detected at any stage, besides cancellation of candidature, a criminal case shall also be got registered against the candidate as per law.
2.	Before applying, candidates are advised to go through the detailed instructions contained in this notice carefully. This notice is also available on the website www.delhipolice.nic.in .
3.	The mode of filling up of online application form is available on the website of Delhi Police i.e. www.delhipolice.nic.in .
4.	Candidates seeking reservation benefits as SC/ST/OBC/EWS/Ex-Servicemen and Persons with Disabilities (PwD) must ensure that they fulfill requisite eligibility criteria as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the format prescribed by Government of India in support of their claim when the copies of the certificates will be sought at the time of PE&MT and at the time of Typing Test on Computer in case of Persons with Disabilities (PwD). OBC/EWS candidates should ensure that they are in possession of OBC/EWS certificate in the prescribed format issued by the competent authority prescribed in this Notice. The candidates reporting without required documents will not be allowed to undertake further test/examination.
5.	The decision of the Delhi Police in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination/tests(s) allotment of examination centre and preparation of merit will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
6.	COURT JURISDICTION: Any dispute and differences in regard to this recruitment will be subject to the jurisdiction of the courts/tribunals within the territorial limits of Delhi only.
7.	Mobiles & accessories and other electronic gadgets are banned within the premises of the examination/test venues. Candidature of candidates in possession of such gadgets will be cancelled forthwith. The Delhi Police considers such possession as adopting unfair means.
8.	Application will be accepted through on-line mode only . Candidature of candidates applying through any other mode is liable for rejection summarily.
9.	Submission of Multiple applications:- Only one online application is to be submitted by the candidate. Multiple applications will be rejected. It is the onus of the candidate to ensure that he/she appears only once for this Examination-2019. At any stage, if it is found that he/she appeared more than once in the said Examination, his/her candidature will be cancelled.
10.	Incomplete applications will be summarily rejected and no correspondence on this will be entertained. No application received after the last date as mentioned above will be accepted and Delhi Police will not be responsible for any electronic, internet related problems, etc. faced by the candidates.

11.	The Delhi Police reserves the right to cancel a part of or entire process of examination or a part of it due to administrative reason(s) and in case of unfair means, cheating or other irregularities/malpractice noticed in the examinations/tests.
12.	The Delhi Police will send acknowledge through SMS/email to candidates applying on-line regarding successful completion of registration of on-line application.
13.	For any queries candidates may contact Delhi Police Recruitment Cell Helpdesk, at Recruitment Cell, New Police Lines, Kingsway Camp, Delhi 110009 at the following phone numbers between 09:30 am to 06:00 pm on all working days except Saturday, Sunday and National Holidays:- 011-27412715 011-27241205 011-27241206
14.	Candidates are advised to keep with themselves photocopies of application form and admit card (at the time of Computer Based Examination and other Tests as prescribed for the post) for ready reference. Candidates must carry at least two passport size recent colour photograph and one photo bearing identity proof such as Driving License, Voter Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card, Employer ID Card in original to the examination center, failing which they shall not be allowed to appear for the examination.
15.	Application form with blurred photograph and Signature will be rejected summarily.
16.	If ineligibility of a candidate is detected at any stage, his/her candidature will be cancelled without any prior notice.
17.	Any change in the schedule already announced would be displayed on the notice board of the DCP/Recruitment, New Police Lines, Kingsway Camp, Delhi-110009 and on Delhi Police website www.delhipolice.nic.in.
18.	Recruitment in Delhi Police is totally transparent, fair and purely on the basis of performance of the aspirants. No candidate is required to pay any money in cash or otherwise for recruitment in Delhi Police. If someone approaches them or asks for money or any other favour, they may report the matter to DCP/Recruitment, New Police Lines, Kingsway Camp, Delhi or the local police.
19.	No TA/DA will be paid to the candidates.
20.	If there is any variation in the interpretation of words/instructions in the notice, the English version will prevail.
21.	Disclaimer: Information given in this advertisement and on website are guidelines only. In case of any ambiguity, the existing rules and regulations of Delhi Police/Govt. of India will be final.

(M.I. HAIDER)
DEPUTY COMMISSIONER OF POLICE,
ESTABLISHMENT, DELHI