

**Standing Order for Recruitment of Civilian
Support Staff (Male & Female) of Punjab Police**

STANDING ORDER NO.05 of 2021

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

1. INTRODUCTION

This Standing Order is being issued to lay down detailed guidelines for direct recruitment of Civilian Support Staff (Male & Female) of Punjab Police. Recruitment against such posts will be carried out by a separate Central Recruitment Board constituted by the Director General of Police, Punjab. This Standing Order shall govern the entire process of recruitment from the issue of advertisement to final selection. However, the relevant provisions of Punjab Police Act, 2007, the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 and Punjab Bureau of Investigation (Civilian Support Staff) Group-C Service Rules, 2021 amended from time to time, wherever applicable, will continue to regulate the overall recruitment process.

2. CONSTITUTION OF RECRUITMENT SUB-BOARD(S)

The Central Recruitment Board shall exercise overall supervision on the entire recruitment process. The Chairperson of the Central Recruitment Board may constitute such numbers of Recruitment Sub-Boards at the Range/ Commissionerate/ District Level, as may be required, with the approval of the Director General of Police. The Chairpersons of the **Sub-Board(s)** may associate such number of GOs and NGOs/ EPOs as deemed necessary, for the purpose of conduct of Recruitment Process at the Range/ Commissionerate/ District Recruitment Sub-Board level. The Central Recruitment Board (hereinafter referred to as the "Board") may also associate

qualified experts and solution providers from various fields to assist in recruitment process as required.

3. RESERVATION POLICY

The Punjab Government instructions regarding reservations for Scheduled Castes/Scheduled Tribes, Backward Classes, Ex-Servicemen (including wife/a dependent child of Ex-Servicemen, where applicable), Women, Wards of Freedom Fighters, Persons With Disability, Sportspersons and Economically Weaker Sections (EWS) shall be strictly followed during the recruitment process and the Board will ensure that the guidelines laid down in the Reservation Policy by the State Government are complied with. Candidates seeking reservation/ relaxation benefits available for SC/ST/BC/EWS/Ex-servicemen/LDESM/ Sportspersons, etc. must be in possession of all the requisite certificates in the format prescribed by the Punjab Govt. in support of their claim.

3.1. Ex-Serviceman (13% reservation)

3.1.1. In accordance with the Govt. notification No. G.S.R. 11/Const./Arts. 309, 234 and 318/82 dated 02.02.1982 amended from time to time, Ex-Servicemen means a person:

3.1.1.1. who has served in any rank, whether as a combatant or non-combatant in the Naval, Military and Air Forces of the Union of India, and;

3.1.1.2. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension, or

- 3.1.1.3. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension, or
- 3.1.1.4. who has been released from such service as a result of reduction in establishment; or
- 3.1.1.5. who has been released from such service after completing the specific period of engagement, 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.
- 3.1.1.6. but does not include a person who has served in the Defence Security Corps, the General Reserve Engineering Force, the Lok Sahayak Sena and the Para Military Forces, but includes personnel of the Lok Sahayak Sena 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 (defined under clause 3.1.4.3 of this standing order).
- 3.1.2. Punjab Recruitment of Ex-Servicemen Rules, 1982 regulates the recruitment of Ex-Servicemen to the State Civil Services and Posts connected with the affairs of the State of Punjab and accordingly only the Ex-Servicemen/Lineal Descendent of Ex-Servicemen (LDESM)/Grand Children of Gallantry Award winners belonging to the State of Punjab shall be eligible to avail

the benefit of reservation under the Ex-Servicemen category.

3.1.3. The persons serving in the Armed Forces of the Union, who on retirement from service would come under the category of "Ex-servicemen", may be permitted to apply for reemployment one year before the completion of 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 terms of engagement in the Armed Forces of the Union.

3.1.4. As per Punjab Govt. letter No.15/25/2001-4DW/1591 dated 21/5/2002 an Ex-serviceman is allowed the benefit of Reservation for the second time and even thereafter in subsequent recruitment in according with the provisions of aforementioned Rules.

3.1.4.1. Provided that where an Ex-serviceman is not available for recruitment against a reserved category, such a vacancy shall be reserved to be filled in by recruitment of either the wife or one descendent child of an Ex-serviceman.

3.1.4.2. Provided further that the wife or the Lineal Descendent child of the Ex- serviceman shall be recruited against the reserved vacancy subject to the conditions that:

- (i) he or she possesses the prescribed qualifications and is within the prescribed age limit,
- (ii) he or she is not already in service;
- (iii) he or she will be eligible to avail the benefit only once in life.

3.1.4.3. Provided further that when Ex-servicemen is not available for recruitment against a reserved vacancy and further no wife or dependent child of an Ex-Servicemen is available for recruitment against a reserved vacancy, such a vacancy shall be reserved to be filled in by recruitment of the grandchild of a Gallantry Award Winner, in case the benefit of reservation has not been availed of by any of the children or dependents of such winner or by the winner himself subject to the conditions specified by the Punjab Government. For the purpose of this proviso "Gallantry Award Winner" includes the winner of the Paramvir Chakra, The Mahavir Chakra, the Vir Chakra, the Sena or Nao Sena or Vayu Sena Medal and Mention-in-Despatches.

3.1.4.4. As per Punjab Government notification No. 11/Const./Arts. 309, 234 and 318/82 dated 02.02.1982:

- a. "Lineal Descendent" means sons/daughters (married / un-married / widowed / legally divorced) of the re-employed/ unemployed Ex-Serviceman.
- b. "Wife" shall include the widow of an Ex-serviceman, provided she has not re-married up to the date of the issue of the appointment letter."
- c. In any case, including the case where the Ex-Serviceman has died, his sons/daughters shall be treated as "Lineal

descendent” only if a certificate to this effect has been issued by the authority appointed by the Government.

3.2. Women (33% reservation)

3.2.1. In accordance with Punjab Government Instructions issued by the Department of Social Security, Women and Child Development, vide letter No. 11/05/2017-1SS (3SS)/2594, dated 28.10.2020, 33% reservation in favor of Women in all groups at the stage of direct recruitment shall be provided and this reservation shall be horizontal and compartmentalized.

3.2.2. The procedure for reservation of posts will apply in following manner:

3.2.2.1. Firstly, to fill the quota of the open Category in order of merit and thereafter,

3.2.2.2. Secondly, to fill up each of the vertical reservation quotas and thereafter,

3.2.2.3. Thirdly, to fill out how many women belonging to specific vertical reservation have been selected on the above basis and thereafter,

3.2.2.4. If the number of women candidates in each vertical is equal to or more than the thirty three percent reservation quota for women, then there shall be no further selection towards the reservation quota for women.

3.2.3. Only if there is any shortfall of women candidate in a vertical category, then the requisite number of women belonging to such vertical category shall have to be taken and adjusted or accommodated against their respective vertical reservation categories by deleting the corresponding number of candidates therefrom.

3.2.4. This process of verification and adjustment or accommodation shall be applied separately to each of the vertical reservations. In such a case, the overall reservation of thirty three percent in favor of women, may be satisfied or may not be satisfied.

3.2.5. If the posts remain unfilled due to lack of sufficient number of eligible women candidates, then the unfilled posts shall not be carried forward to subsequent years and such posts shall be filled from the other candidates of the respective vertical categories.

3.3. Wards of Freedom Fighters

3.3.1. Reservation is given to wards of Freedom Fighter as per the govt. notification no. 7(135)-3PII-83/5728 dated 03.03.1983 and No. 7(135)-3PII-83/5824 dated 19.05.1988.

3.3.2. The term 'ward' shall include the son, daughter, grandson and granddaughter of Freedom Fighter.

3.3.3. Wards of those Freedom Fighters will be eligible for reservation who:

3.3.3.1. have either been granted a Freedom Fighters pension from the Punjab Govt., or

3.3.3.2. have been awarded Tamra Patras for their political sufferings during pre-independence Freedom movements.

3.3.4. The Deputy Commissioner of District to which a Freedom Fighter belongs will be the only competent authority to provide an eligibility certificate to this effect, i.e. for the grant of all types of those concessions to a Freedom Fighter or his/ her wards.

3.4. Persons With Disability (4% reservation)

3.4.1. As per the instructions of Govt. of Punjab, Department of Social Security and Women and Child Development issued vide letter No. 1/1/2017-3DC/1588894/1 dated 03.10.2019 the reservation for disabled persons under section 34 of the Rights of person with disabilities Act 2016 is as under:

Sr.No.	Type of disability	Percentage
1.	Blindness and Low-Vision	1%
2.	Deaf and Hard of hearing	1%
3.	Locomotive disability (including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack victims and Muscular dystrophy	1%
4.	Intellectual disability (including Autism and Specific learning disability and Mental illness	1%
	Multiple disabilities specified in Serial No. 1 to 4 above, including deaf-blindness.	

3.4.2. For definitions of the above mentioned categories, the Schedule appended to the Right of Persons with Disabilities Act-2016 may be referred. All conditions mentioned in letter dated 03.10.2019 ibid will be applicable.

3.5. Economically Weaker Sections (10% reservation)

3.5.1. In accordance with Punjab Government Instructions issued by the Department of Social Justice, Empowerment & Minorities (Reservation Cell) vide letter No. 1/3/2019-RC1/120 dated 28.05.2019, 10%

reservation in favor of economically weaker sections shall be provided, on the following conditions:

3.5.1.1. 10% reservation will be provided to residents of Punjab belonging to Economically Weaker Sections (whose family income is less than Rs. 8.00 lac per annum) who are not covered under the existing scheme of reservation for Scheduled Castes and Backward Classes.

3.5.1.2. "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents, siblings below the age of 18 year, as also his/her spouse and children below the age of 18 years.

3.5.1.3. "Income" will include all sources for the financial year prior to the year of application. Further, a person will be excluded whose family owns/ possesses any of the following assets:

- (i) 5 acres of Agricultural Land and above;
- (ii) Residential flat of 1000 sq. ft. and above;
- (iii) Residential plot of 100 sq. yards and above in notified Municipalities/ Nagar Panchayats;

(iv) Residential plot of 200 sq. yards and above other than the notified Municipalities/ Nagar Panchayats.

3.6. Backward Class: (12% reservation)

3.6.1. As per Section 4(2) the Punjab Scheduled Caste and Backward Classes (Reservation in Services) Act, 2006, percentage of reservation for filling up the vacancies by direct recruitment in Group 'C' services for Backward Classes shall be 12%.

3.7. Scheduled Castes (25% reservation)

- 3.7.1. As per Section 4(2) the Punjab Scheduled Castes and Backward Classes (reservation in services) Act 2006, percentage of reservation for filling up the vacancies by recruitment in group 'C' services, shall be 25% for SC; out of which 50% for SC (M & B) & 50% for (R & O).
- 3.7.2. As per section 4(5) the Punjab Scheduled Castes and Backward Classes (reservation in services) Act 2006, 50% of the vacancies of the Quota reserved for Scheduled Castes in direct recruitment, shall be offered to Balmikis and Mazhbi Sikhs, if available as a first preference from amongst the Scheduled Caste.

3.8. Sportsperson (3% reservation)

As per Punjab Recruitment of Sportsmen Rules, 1988, instructions issued vide letter No. 20/4//86-Sppl/13204 dated 10.07.1989 and amendments issued from time to time from Govt. of Punjab Department of Personnel and Admn. Reforms percentage of reservation for filling up vacancies by direct recruitment of Sportsperson in Group-C shall be 3%. A candidate can claim reservation under the Sportsperson category only if:

- 3.8.1. He/She belongs to State of Punjab; and
- 3.8.2. He/She has won Gold , Silver or Bronze Medal in Senior National Championship or National Games in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Sports federations as are affiliated or recognized to the Indian Olympic Association:

OR

3.8.3. He/She has won first, second or third position in team or individual events and or he/she won Gold or Silver or Bronze Medals at International Sports meets, conducted by Sports Federation affiliated or recognized by the International Olympic Committee or by the International Olympic Committee itself.

Note: The list of candidates who qualify the Computer Based Test will be referred to Chairperson, Central Recruitment Board (Sports) for evaluation of their sports achievements which will only be of a qualifying nature and no marks shall be granted for Medals or other sporting achievements. The merit of the candidate shall be determined on the basis of marks obtained in the Computer Based Test only.

- If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 as amended on 20.07.2020 issued by the competent authority should be attached with the application form.
- Director Sports is the competent authority to issue Sports Gradation certificate and any other Sports Certificate issued by any other authority will not be accepted a valid Certificate for claim of reservation under the Sports Person, Punjab Category.
- Applicants claiming reservation under Sports Person, Punjab Category must submit Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

4. ENGAGEMENT OF SINGLE SOLUTION PROVIDER

4.1. The "Single Solution Provider" engaged by the Punjab Police for the recruitment process shall perform end to end conduct of

Computer Based Test, as per defined scope of work and other terms and conditions mentioned in Contract Agreement signed with the "Single Solution Provider".

- 4.2. Computer Based Test shall be conducted for Civilian Support Staff by the 'Single Solution Provider' at the Exam Centers to be identified by the 'Single Solution Provider' with concurrence of the Central Recruitment Board. At the time of Computer Based Test, the 'Single Solution Provider' shall obtain the biometrics of each candidate appearing in the Computer Based Test and the biometric identification of the candidate shall be done thereafter at the time of document verification and preferably at the time of joining.
- 4.3. Document verification of a candidate shall be conducted only once. The data regarding the same shall be shared with all concerned Central Recruitment Boards by the "Single Solution Provider".
- 4.4. The document verification shall be conducted at such Recruitment Center(s) as may be decided by the Central Recruitment Board.
- 4.5. The Question Paper for the Computer Based Test shall be prepared by the 'Single Solution Provider' based on the syllabus and the Model Question Paper provided to them by the Central Recruitment Board. The Standardization of difficulty level of questions in each question paper shall be ensured by the "Single Solution Provider" as per the laid down objective criteria and established industry best practices.

5. ELIGIBILITY CRITERIA FOR CANDIDATES

5.1. General Conditions

- 5.1.1. The candidate should be a citizen of India.

5.1.2. He should not have obtained the citizenship/permanent residency/green card of any other country.

5.2. Age

5.2.1. The minimum age of recruitment shall be 18 years and the maximum age shall be 37 years.

5.2.2. The cut-off date shall be 01.01.2021.

5.2.3. Relaxation in the upper age limit in the case of Scheduled Castes/Scheduled Tribes and Backward Classes shall be as laid down by the Punjab Government.

5.2.4. Ex-servicemen shall be allowed to deduct the period of his service in the Armed Forces of 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 shall be deemed to satisfy the condition regarding age limit. Hence, Ex-servicemen, Punjab, 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.

5.2.5. The upper age limit for serving government employees (State Govt. or Central Govt.) shall be 45 years.

5.2.6. Upper age limit may be relaxed up to 47 years for Physically Handicapped of Punjab only.

5.3. Minimum Educational Qualifications and Experience Required:

Name of the Post	Education Qualification	Experience
Legal Officer	Bachelor's Degree in Law with minimum of fifty percent marks or equivalent from a Central or State Government	Minimum experience of 07 years as a Legal practitioner or practicing lawyer in Supreme Court of India

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	recognized University or Institution.	or High Courts or District Courts.
Assistant Legal officer	Bachelor's degree in Law with minimum of fifty percent marks or equivalent from a Central or State Government recognized University or Institution.	Minimum experience of 02 years as Legal Practitioner or practicing lawyer in Supreme Court of India or High Courts or District Courts.
Forensics Officer	Bachelor's degree in Forensic Science or equivalent from a Central or State Government recognized University or Institution.	Minimum 07 years of relevant work experience in any Government or Quasi-Government Forensics Organization or Central or State Government Accredited Forensic Science Laboratory(ies) or Institute(s) or Central or State Government Chemical Examiner Laboratory(ies) or any Public Sector Laboratory(ies).
Assistant Forensics Officer	Bachelor's degree in Forensic Science or equivalent from a Central or State Government recognized University or Institution.	Minimum 02 years of work experience in any Government or Quasi-Government Forensics Organization or Central or State Government Accredited Forensic Science Laboratory(ies) or Institute(s) or Central or State Government

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		Chemical Examiner Laboratory(ies) or any Public Sector Laboratory(ies).
Computer/Digital Forensics Officer:	Bachelor's degree in Computer Science, IT or Electronics and Communication with emphasis on Computer software and programming from a Central or State Government recognized or an AICTE approved University or Institution	Minimum 12 years of relevant work experience in Central Government or State Government or Public Sector Undertaking or any e-Governance Project or in Private Sector.
Information Technology Officer:	Bachelor's degree in Computer Science, IT or Electronics and Communication with emphasis on Computer software and programming from a Central or State Government recognized or an AICTE approved University or Institution.	Minimum 07 years of relevant work experience in Central Government or State Government or Public Sector Undertaking or any e-Governance Project or in Private Sector.
Information Technology Assistant (Software)	Bachelor's degree in Computer Science, IT or Electronics and Communication with emphasis on Computer software and programming from a Central or State Government recognized or an AICTE approved University or Institution.	Minimum 02 years of relevant work experience in Central Government or State Government or Public Sector Undertaking or any e-Governance Project or in Private Sector.

Financial Officer	Bachelor's degree in Commerce or Finance from a Central or State Government recognized University or Institution.	Minimum 07 years of experience in accounting or banking or financial fraud investigations
Assistant Financial Officer	Bachelor's degree in Commerce or Finance from a Central or State Government recognized University or Institution.	Minimum 02 years of experience in accounting or banking or financial fraud investigations

- 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.

Provided that where a ward of Defence Service Personnel, who is a *bonafide* 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.

- The candidate must have attained the above mentioned educational qualifications on or before the closing date for submission of the application for recruitment.
- A Candidate has to upload the certificates regarding educational qualifications and Reservation, if any along with the application form.
- For the purpose of eligibility, the expression "recognized university" or "institution" shall have the same meaning, as

assigned to it in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

The candidate must have attained the above-mentioned educational qualifications on or before the date of publication of advertisement of the recruitment process.

6. SELECTION PROCESS

- 6.1. The Central Recruitment Board, as constituted by the Director General of Police, shall supervise the selection process to be undertaken by the "Single Solution Provider".
- 6.2. The Central Recruitment Board would publish a detailed advertisement in the leading print and electronic media for spreading the awareness of the recruitment in Punjab Police in order to attract large number of Candidates.
- 6.3. There shall be single Application Form for applying to various posts under Civilian Support Staff. A candidate may also apply for multiple posts as per his/her qualification and experience.
- 6.4. The requisite number of Recruitment Sub-Board(s) may be constituted by the Central Recruitment Board, with the approval of the Director General of Police, Punjab, for conducting document verification.
- 6.5. The recruitment/selection process shall comprise of a Computer Based Test which shall be the sole criteria for determining merit.
- 6.6. Computer Based Test
 - 6.6.1. Separate Computer Based Test (CBT) shall be conducted for various posts under Civilian Support Staff by the "Single Solution Provider" under the supervision of the Central Recruitment Board.
 - 6.6.2. The Question Papers would be set by the 'Single Solution Provider' based on the syllabus and model question paper provided by the Central Recruitment Board for getting the Computer Based Test conducted through the

“Single Solution Provider” under supervision of the Central Recruitment Board.

- 6.6.3. The Central Recruitment Board would decide the number of questions and the ratio of questions with varying difficulty level in question paper for Computer Based Test (CBT).
- 6.6.4. The Computer Based Test (CBT) shall have objective type questions with multiple choice answers. The number of questions and duration of exam would be provided by the Central Recruitment Board.
- 6.6.5. 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. A negative marking of 25% of the fixed marks for each wrong answer may also be introduced in the Computer Based Test.
- 6.6.6. Computer Based 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 Computer Based Test.
- 6.6.7. The Answer Keys for all the series of question papers shall be uploaded on the Recruitment Portal on the last day after the last sitting of the Computer Based Test. The portal shall remain open for 3 days after the examination to receive representations of the candidates in respect of the answer keys, if any. After receipt of the representation of the candidates, the final answer key shall be uploaded within prescribed timelines by the ‘Single Solution Provider’. The candidates raising objections in the answer key may be charged a fixed

amount per objection and a refund of the same may be allowed if the objection is sustained.

- 6.6.8. On account of the expected large number of candidates appearing in the recruitment examination, candidates may be required to appear in the Computer Based Test in multiple shifts. In such case, the scores of candidates across multiple shifts shall be normalized to take into account variations in difficulty level of the question paper across multiple shifts. Mean Standard Deviation method shall be used to carry out aforementioned normalization of scores. As per this formula, normalized marks of j^{th} candidate in i^{th} shift \widehat{M}_{ij} is given by:

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

Where:-

\widehat{M}_{ij} = Normalized marks of j^{th} candidate in i^{th} shift.

\bar{M}_t^g = is the average marks of 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 candidate in the examination considering all shifts.

\bar{M}_{ti} = is the average marks of top 0.1% of the candidates in the i^{th} shift.

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

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

M_q^{gm} = is the sum of 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 done up to 5 decimal places.

- 6.6.9. Provisional Merit list(s), consisting of qualified candidates, shall be prepared by the "Single Solution Provider" on the basis of marks obtained by the candidates in the Computer Based Test and normalized as specified above.
- 6.6.10. Provided further that, a candidate shall be considered to have qualified the Computer Based Test if he/she obtains minimum qualifying marks in the Written Test after normalization of scores. The minimum qualifying marks shall be 30% of maximum marks for candidates of all the categories except for candidates belonging to Scheduled Castes, Scheduled Tribes, Backward Classes, Economically Weaker Section and Ex-Servicemen category, for whom the minimum qualifying marks shall be 25% of maximum marks.
- 6.6.11. "Single Solution Provider" shall prepare following types of Provisional Merit lists separately for different posts under Civilian Support Staff:-
- 6.6.11.1.A Combined Provisional Merit list that includes all the qualified candidates in the order of merit.
- 6.6.11.2. Separate category-wise Provisional Merit lists, one for each category.

6.6.11.3. Separate category-wise Provisional Merit lists (as in clause 6.6.11.2) consisting of only female candidates.

6.6.12. While preparing the aforementioned Provisional Merit List(s), in the event of two candidates securing equal marks, the following tie resolution criteria shall be adopted:

6.6.12.1. In the event of the candidates having equal marks in Computer Based Test, the candidate senior in age shall be put higher in the Provisional Merit List.

6.6.12.2. In the event of the candidates having equal marks in Computer Based Test, and having same date of birth, then their relative merit in the Provisional Merit List shall be prepared on the basis of Percentage of Marks obtained in the Bachelor's Degree and the candidate having higher Percentage of Marks in the Bachelor's Degree shall be placed higher in the merit in the Provisional Merit List.

6.6.12.3. In the event of the candidates having equal marks in Computer Based Test, having same date of birth and having same percentage of marks in the Bachelor's Degree, their relative merit in the Provisional Merit List shall be prepared on the basis of Percentage of Marks obtained in the 10+2 examination.

6.6.12.4. In the event of the candidates having equal marks in Computer Based Test, having same date of birth and having same percentage of marks in the Bachelor's Degree and 10+2

examination, the candidates shall be placed in the Provisional Merit List in the alphabetical order of 'First Name'.

6.6.13. The CRB shall call the candidates for the document verification from the Provisional Merit List as prepared above, keeping in view the number of vacancies to be filled category-wise, as per Reservation Policy of the State, with an additional 20% for the waiting list.

6.7. Document Verification

6.7.1. The document verification shall entail scrutinizing the documents uploaded by the candidate at the time of application submission against the original documents.

6.7.2. Document verification shall be undertaken by Punjab Police personnel so deputed to assist the Recruitment Sub-Board(s) under the supervision of a member of the Recruitment Sub-Board(s). The requisite support shall be provided by the "Single Solution Provider".

6.7.3. The candidates called as above (in clause 6.6.13) shall bring their original certificates/ record, including experience certificate, submitted for the purpose of scrutiny at the time of document verification along with at least one self-attested photocopy of each, provided that:

6.7.3.1. If documents of a candidate have already been scrutinized to be correct by Punjab Police personnel deputed to assist Recruitment Sub-Board or any other authority established by a Central Recruitment Board duly constituted by the Director General of Police, Punjab vide office Memo No. 1077-1114/ E-1(4), dated 12.02.2021, then the candidate need not bring

original certificates. However, he shall submit at least one self-attested photocopy of each certificate at the time of document verification.

- 6.7.4. The candidate shall be responsible for the authenticity of certificates produced. 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.

6.8. Appeals

- 6.8.1. Any candidate aggrieved by the result of being declared not qualified, may prefer an appeal, if (s)he so desires. The "Single Solution Provider" shall provide requisite support for handling candidate queries.
- 6.8.2. First Appellate Authority for any kind of appeal for all posts under Civilian Support Staff shall be the Inspector General of Police (Administration), Punjab Bureau of Investigation.
- 6.8.3. The Second Appellate Authority shall be the Director, Punjab Bureau of Investigation.
- 6.8.4. The final Appellate Authority shall be the Director General of Police, Punjab.

7. FINAL MERIT LIST(S)

The CRB shall prepare combined and category-wise Final Merit Lists(s) and Waiting List consisting of 20% of vacancies, on the basis of Computer Based Test and document verification prepared in the manner as mentioned above. The above mentioned List(s) of each category of candidates, shall be as per order of marks obtained in the Computer Based Test only, keeping in view number of vacancies and the reservation policy.

8. DECLARATION OF FINAL RESULT

The Central Recruitment Board shall submit the Final Merit List(s) and Waiting List(s) (as prepared in clause 7) to the Director General of Police, Punjab, for his approval. After the approval of the Director General of Police, Punjab, the list(s) shall be released in the public domain on the recruitment portal and the official website of Punjab Police, i.e. www.punjabpolice.gov.in.

9. FINAL APPELLATE AUTHORITY

- 9.1. The Director General of Police, Punjab shall be the Final Appellate Authority for any kind of redressal of grievance(s) related to the Recruitment Process.
- 9.2. Any candidate having a grievance should make a representation in writing, addressed to the Director General of Police, Punjab, within 30 days of the declaration of the Result.
- 9.3. Any representation received after the expiry of 30 days shall not be entertained/considered.
- 9.4. The Director General of Police, Punjab may get the representation examined from the Chairperson of the Central Recruitment Board concerned and take the final decision in the matter.

10. RECEIPT OF RECRUITMENT DATA BY CENTRAL RECRUITMENT BOARD

- 10.1. The "Single Solution Provider" shall hand over the recruitment data to the Central Recruitment Board or any authority duly authorized by the Central Recruitment Board, post completion of the recruitment process.
- 10.2. This data shall be provided immediately on the expiry of three (3) months period of the declaration of Final Result.

10.3. The data shall be properly indexed and structured and shall be provided in duplicate, on separate hard disk drives.

11. COMPLETION OF SELECTION PROCESS

The entire Selection Process shall be deemed to have been completed at the expiry of 180 days from the date of declaration of the Final Result.

12. PROVISIONAL SELECTION

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

12.1. Medical

12.1.1. Before their enlistment in the Police Department, candidates shall be medically examined and certified physically fit for service by the Civil Surgeon/ Medical Board as per the relevant rules.

12.1.2. The Medical Examination shall also include a Substance Abuse Test (SAT).

12.1.3. No relaxation whatsoever shall be granted in any of the prescribed parameters of Medical Examination under any circumstances.

12.1.4. The "Single Solution Provider" shall enable biometric verification of all the candidates called for the Medical at the time of reporting for the same.

12.2. Character and antecedent verification:

12.2.1. The verification of character and antecedents of all the candidates who figure in the Selection List shall be undertaken as laid down in the Punjab Police Act 2007, 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 authorities.

- 12.2.2. The verification of Character and background of a candidate is of vital importance in so far as the recruitment to Police Department is concerned.
- 12.2.3. In addition, the Hon'ble Supreme Court of India, in "Delhi Administration vs Sushil Kumar (1996)" case has 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."
- 12.2.4. 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.
- 12.2.5. 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:

- 12.2.6. a 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;
- 12.2.7. a 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;
- 12.2.8. a 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 Child 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 star/ 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.

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

12.3. Document Verification

12.3.1. At the time of joining of the candidates in the concerned unit(s), verification of their documents (due diligence from the concerned Boards/Universities) will be conducted. In the event of any adverse fact coming to light with respect to the submitted documents, candidature of such candidate shall stand cancelled and the resultant vacancy shall be carried forward for new selection.

12.3.2. Verification of Certificates of professional experience and for claiming reservation for Scheduled Castes/Scheduled Tribes, Backward Classes, Ex-Servicemen (including wife/a dependent child of Ex-Servicemen, where applicable), Wards of Freedom Fighters, Persons With Disability and Economically Weaker Sections (EWS).

12.3.3. In case of Ex-Servicemen, verification of the service record from the concerned department/unit or organization as the case may be.

13. INTER-SE SENIORITY

- 13.1. The inter-se seniority of the candidates selected within a batch shall be prepared on the basis of their relative merit in the Final Merit List, as mentioned in clause 7 of this Standing Order.
- 13.2. On this basis, a Central Seniority List for the various posts of Civilian Support Staff shall be prepared and maintained separately in the office of the Director Bureau of Investigation.
- 13.3. The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, amended from time to time, shall remain applicable for the purpose of seniority.

14. PLACE OF DUTY

Selected candidate(s) can be deployed anywhere in Punjab, any other State of India and even abroad, both for a short/long duration.

15. JOINING & PERIOD OF PROBATION

- 15.1. Upon issuance of Letter of Appointment to the selected candidates, a joining time of 15 days would be provided. In case any such candidate fails to report within the prescribed time period, her/his candidature shall stand cancelled and the resultant vacancy shall be carried forward for new selection. Provided further that, the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, amended from time to time, shall remain applicable for this purpose.
- 15.2. Biometric verification of selected candidates shall preferably be done at the time of joining the service under Punjab Police.
- 15.3. The selected candidates shall be put on Probation, which shall be of the duration as specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 and the State Government Instructions issued from time to time in this regard.

- 15.4. It shall be mandatory to successfully complete Basic Training Course within the period of probation; otherwise the period of probation shall be liable for extension; provided that the members of Service shall not be entitled to more than one extension in the period of probation, where the term of such extension shall not exceed one year.
- 15.5. Wherein a member of Service fails to successfully complete the Basic Training Course within the extended period of probation, he shall be liable for discharge from the Service.
- 15.6. Only those selected candidates who have completed the above stated courses, and/or any other course(s) specified by the department, during the Probation Period shall be considered for confirmation in the Civilian Support Staff of Punjab Police.

16. REGULATION OF SERVICE CONDITIONS

- 16.1. Services of the selected candidates shall be governed by the Punjab Police Act, 2007, The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 and Punjab Bureau of Investigation (Civilian Support Staff) Group-C Service Rules, 2021 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.
- 16.2. The Punjab Police reserves the right to regulate the service conditions of the candidates joining the Punjab police through this recruitment process.
- 16.3. No inter-cadre transfers shall be allowed after joining the service.

17. APPLICATION PROCESS

There shall be a Common Application Form (CAF) for various posts under Civilian Support Staff. The application form shall only be

available online on the Punjab Police website and the recruitment link www.punjabpolicerecruitment2021.in

- 17.1. The candidates should go to website www.punjabpolicerecruitment2021.in to fill the Common Application Form after filing the First Page (Registration page) of the Common Application Form, a unique Registration ID and password will be generated. Once the unique Registration ID is generated, the candidate shall be required to deposit the fees.
- 17.2. For depositing the fees, the candidate would have an option of depositing only through online mode, such as Netbanking, Credit/Debit card payment etc. In case the candidate fails to deposit the required fees by the last date for depositing the fee, his/her application shall stand rejected automatically.
- 17.3. 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.
- 17.4. There shall be a Common Application Form (CAF) for various posts under Civilian Support Staff. A candidate may also apply for multiple posts as per his/her qualification and experience.
- 17.5. The applicants are advised to fill all details, including their correct and active email address and mobile number, in the online application.
- 17.6. 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.

17.7. 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 (Aadhaar card, 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) and professional experience.
- 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)

17.8. Category once filled by the candidate and submitted online shall be final and no change shall be permitted at any stage of the examination.

17.9. The candidate already employed with the Government can also apply for the recruitment, after getting an NOC from the

Head of Department/office concerned.

- 17.10. However, if the NOC is not available at the time of filling of the application form, then the candidate shall have to give a declaration to the effect that he/she shall produce the same in original at the time of document verification.
- 17.11. The candidate will have to fill up the Application Form and submit the same online itself, complete in all respects. The required document, photographs and the signature will also have to be uploaded by the candidate in the online application.
- 17.12. Applications with prescribed fee shall be received online. The information once submitted online by the candidates shall be final. If any candidate, submits multiple online applications, only the last application shall be entertained and fee paid against more than 01 application shall not be adjusted against any other application.
- 17.13. Roll no. shall be allotted to the eligible candidates and admit cards will be sent to the registered Email ID (given by the candidate at the time of registration). In addition, admit cards shall also be available for download on the recruitment website of the Punjab Police i.e. www.punjabpolicerecruitment2021.in
- 17.14. The candidates are advised to retain printed/ hardcopies of their online application form and produce the same as and when required.
- 17.15. 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.

- 17.16. In case the candidate does not receive admit card or experiences any difficulty in downloading the same, then he/she may contact the helpdesk for assistance. Candidates would be required to quote the Registration ID while contacting the Helpdesk.
- 17.17. The candidate shall be allowed to make changes in the Online Application Form only till the time it is submitted. Once the Common Application Form has been submitted online, no changes whatsoever can be made, thereafter. Therefore, the candidates are encouraged to fill the Online Application Form carefully.
- 17.18. Last date and time for submission of online applications will be as prescribed in the advertisement.

17.19. Deposit of Fee

17.19.1. Application fees shall be charged as under:

Sr. No.	Category of Candidate	Application Fee (Rs)	Examination Fee (Rs)	Total (Rs)
1.	General	700/-	800/-	1500/-
2.	Ex-Servicemen (ESM) of Punjab, lineal descendants of ESM	700/-	0	700/-
3.	SC/ ST of all States & OBC of Punjab State only	700/-	200/-	900/-
4.	Economically Weaker Sections (EWS)	700/-	200/-	900/-
5.	Persons with disabilities (PWD)	700/-	200/-	900/-

Note: SC/ST 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.

17.19.2. The application fee shall be deposited online alongwith the application form, via Net banking, Credit/Debit Card payment and other popular payment wallets, such as Paytm, PhonePe etc.

17.19.3. The application form fee once deposited shall not be refunded under any circumstances.

18. APPLICATION SCRUTINY

18.1. The period of Online Application shall be of 21 days.

18.2. The fees shall be accepted only till the date of closing of Application Form.

18.3. Once this period is over, the online forms shall be scrutinized by the Scrutiny Committees to be constituted by the "Single Solution Provider" to the satisfaction of the Chairperson Central Recruitment Board.

18.4. The Scrutiny Committee shall screen all Online Applications and compare the information provided online with the scanned copies of the documents uploaded by the candidate and weed out ineligible candidates. However, no new Applications shall be entertained during the scrutiny period.

19. CREATION OF HELPDESK

19.1. A Helpdesk shall be created at the suitable place(s) to be identified by the Director General of Police, Punjab and set-up by the "Single Solution Provider" with the assistance of the Punjab Police.

19.2. Designated Helpline Numbers will be given in the Advertisement and the Help Desk shall be manned from 9 AM to 6 PM everyday till the time the Recruitment Process is finished.

19.3. The Helpdesk will be manned by qualified and trained persons to be provided by the "Single Solution Provider" who will guide

and help the applicants in filling up the Application Forms and also give satisfactory replies/clarifications to their queries.

- 19.4. A list of FAQs (Frequently Asked Questions) shall also be published on the website along with their answers which will be available at the Helpdesk.
- 19.5. Applicants who have any doubts about their candidature or have not received their Roll Numbers till the date to be specified in the advertisement can contact the Helpdesk for answer to their queries.

(Dinkar Gupta, IPS)
Director General of Police,
Punjab.