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14.2 A candidate has to give option for three centres, in the order of priority, within the same region. No request for change of Centre will be considered later under any circumstances. Hence, the candidates should select the centres, carefully and indicate the same correctly in their applications.

14.3 The Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

15 **Scheme of Examination/Mode of Recruitment:** The selection process shall consist of the following compulsory tests in the given order:-

Sl. No.	Tests/Exams	Maximum Marks/Qualifying
(i)	Computer Based Examination: by SSC	100 Marks
(ii)	Physical Endurance and Measurement Tests (PE&MT) by Delhi Police	Qualifying
(iii)	Trade Test by Delhi Police	Qualifying
(iv)	<ul style="list-style-type: none"> <li>• Test of English Word Processing by Delhi Police Speed-1000 key depression in 15 minutes.</li> <li>• Test of Basic Computer Functions:- Opening/Closing of PC, printing, MS office usage, saving &amp; modification in typed text, paragraph setting &amp; numbering, etc.</li> </ul>	Qualifying

15.1 All candidates (Male & Female) including Ex-servicemen shall be put through a Computer Based Examination of One and half hour (90 Minutes) duration to be conducted at different Centres.

15.2 The Computer Based Examination will consist of one objective type question paper containing 100 Questions carrying 100 marks.

15.3 There will be '**No negative**' marks for wrong answer.

15.4 The question paper for Computer Based Examination on the following subjects will be conducted in HINDI and ENGLISH Only:-

Subject	No. of	Max.
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		Questions	Marks
Part-A	General Awareness	20	20
Part-B	General Science	25	25
Part-C	Mathematics	25	25
Part-D	Reasoning	20	20
Part-E	Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.	10	10
<b>Total</b>		<b>100</b>	<b>100</b>

**Note: The level/standards of Question Paper will be XII level.**

- 15.5 The dates of examination indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.
- 15.6 There shall be no provision for re-evaluation/re-checking in the examination. No correspondence in this regard shall be entertained.
- 15.7 The Computer Based Examination will consist of Objective Type, Multiple choice questions only.
- 15.8 Marks scored by candidates in the Computer Based Examination will be normalized by using the formula published by the Commission *vide* Notice No: **1-1/2018-P&P-I dated 07-02-2019** and such normalized scores will be used to determine final merit and cut-off marks.
- 15.9 Tentative Answer Keys of the Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs 100/- per question. Any representation regarding the Answer Keys received through the online modality within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. Representations on the matter received through any other modalities e.g. letter, application, email, etc. will not be entertained.

#### **16 Indicative Syllabus for the Computer Based Examination:**

- (A) **General Awareness:** Questions are designed to test the candidate's general awareness of the environment 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 question will be such that they do not require a special study of any discipline.

**(B) General Science:-**

**Physics:** Understand the basic concepts of topics like thermodynamics, mechanics, Newton's Law of Motion, Gravity, Motion, Pressure, Units of measurements, sound, Heat & Temperature, Electronics, Magnetism, Ohm's Law, Number systems, Fiber Optics, Mode of Communication etc.

**Chemistry:** Chemistry of everyday life, Commonly used chemicals, important catalysts, reactions, Commercial applications of chemicals chemical and physical change, definition based question, Acids (Sulphuric acid, Hydrochloride), Atomic Number, Elements and their symbols and Electro Chemistry etc.

**(C) Mathematics:** Number systems, Ratio and Proportion, Percentages, Averages, Simple and Compound interest, Profit, Loss & Discount, Time, Distance & Work, Algebra (Equations, Surds, Indices, Graphs), Geometry, Mensuration, Trigonometry, Data Interpretation, Sequence & Series, Permutation & Combination and Simplification.

**(D) Reasoning:** Non-Verbal Reasoning (figures), Analogy, Alphanumeric Series, Number Series, Critical Thinking, Coding and de-coding, Logical reasoning, Input-Output, Blood Relations, Syllogisms, Table, Directions/Ranking Test, Venn Diagrams, Seating Arrangement, Coded Inequalities and Data Sufficiency.

**(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.

**17. Declaration of the result of computer based examination for appearing in PE&MT:**

17.1 The result of the Computer Based Examination shall be declared by SSC.

17.2 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. 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.

- 17.3 The candidates of General/EWS Category securing 40% marks, SC/ST/OBC candidates securing 35% marks, Ex-servicemen securing 30% marks in aggregate, in the above Computer Based Examination, may be considered to have qualified in the test. In case requisite number of candidates have not qualified, the SSC may lower the minimum marks secured in aggregate for each category separately.

18. **Physical Endurance Test (Qualifying)**

A) **Male Candidates:**

For Male 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

**Note:** Those who qualify in the race will be eligible to appear in Long Jump and then High Jump. Long Jump and High Jump must be cleared in any one of the three chances that will be given. There shall be no appeal against disqualification in race, long jump and high jump.

B) **Female Candidates:**

For Female 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 (9')	3 feet (3')
Above 30 to 40 years	06 minutes	8 feet (8')	2½ feet (2'6")
Above 40 years	07 minutes	7 feet (7')	2¼ feet (2'3")

**Note 1:-** 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 will be given. There shall be no appeal against disqualification in race, long jump and high jump.

**Note-2:-** “The female candidates, who are either pregnant, or gave birth to a baby or have miscarriage at the time of PE&MT, may not be allowed to participate in Physical Endurance Test and shall be declared temporarily unfit until the confinement is over. Till then result of such cases may be kept in a sealed cover and the vacancies will be kept in reserve.

She will be re-examined for Physical Efficiency Test (PET) six weeks after the expiry of confinement, subject to the production of medical certificate of fitness from a registered medical practitioner.

The confinement period will be:-

- i) 6 month from the date of delivery to a baby.
- ii) 45 days from the date of miscarriage.

If she is declared qualified during PE&MT, her result will be declared as per merit. She will be appointed to the post kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time”

19. **Physical Measurement:** Physical Measurement Test shall be taken only of those candidates who qualify the Endurance Tests. The standard of Physical Measurement for Male and Female candidates shall be as follows:

**A) For Male Candidates:-**

(a) **Height:-** 170 cms, relaxable by 5 cms for:-

(i) Residents of hill areas, i.e., Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir and Leh & Ladakh regions of J&K (Candidates claiming this relaxation would have 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). The format of certificate is annexed as **Annexure-‘G’**.

(ii) Sons of either serving, retired or deceased Delhi Police Personnel /Multi-Tasking Staff of Delhi Police.

(b) **Chest:-** Minimum 81 cms - 85 cms (with minimum of 4 cms expansion). Relaxable by 5 cms for:-

(i) Residents of hill areas, for which certificate as above will be produced.

(ii) Sons of either serving, retired or deceased Delhi Police Personnel/Multi-Tasking Staff of Delhi Police.

**B) Female Candidates:**

**(a) Height:-** 157 cms, relaxable by 5 cms for:-

- (i) Residents of hill areas i.e. Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir and Leh & Ladakh regions of J&K (Candidates claiming this relaxation would have 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) Daughters of either serving, retired or deceased Delhi Police Personnel /Multi-Tasking Staff of Delhi Police.

20 **Medical Standard:**

- [a]** The candidates should be of sound health, free from disease, defect or deformity.
- [b]** Better eye 6/6 without glasses. Worse eye 6/36 corrected with glasses 6/9 or 6/12 without glasses (both eyes). The candidate should be free from colour blindness.

21 **Physical Endurance & Measurement Test (PE&MT)**

- 21.1 Only those candidates qualified in Computer Based Exam shall be called for Physical Endurance & Measurement Tests (PE&MT).
- 21.2 The PE&MT will be conducted at 03 Centres namely Delhi Police Academy Campus/Wazirabad, Delhi Police Academy Campus-II/Jharoda Kalan and New Police Lines, Kingsway Camp, Delhi after the result of Computer Based Examination is declared.
- 21.3 The candidates who are coming to appear in PE&MT should first report to the Holding area. The Holding area staff will check the photograph on the Admit Card of the candidates to avoid impersonation. Thereafter, chest number may be allotted to the candidates and holding staff will prepare the batch for the racing event.
- 21.4 After verification/establishing the identities of the candidates in Holding Area, a chest number will be allotted to the candidates and holding staff will prepare the batch for racing event.
- 21.5 RFID Tags (Radio Frequency Identification) on the candidates will be used in race.
- 21.6 Height and Chest will be measured through digital equipments.
- 21.7 All the original documents/certificates pertaining to age, education, SC/ST/OBC/EWS, Hill areas, NOC/Discharge Certificate (in case of Ex Serviceman), sports certificate, wards certificate issued to wards (sons/daughters) of Delhi Police personnel for seeking relaxation, etc. would be checked only of the candidates who successfully qualify all the events of PE&MT (i.e. Race, Long/High jump and Physical Measurement). The candidate will also be required to produce self-attested

copies of all the documents/ certificates for checking their eligibility at the time of PE&MT as per PE&MT sheet.

21.8 In case any candidate fails to produce the requisite documents during PE&MT process, his/her candidature will be rejected. However, he/ she may be given a chance to submit the required documents within 05 working days. After production of required documents, his/her candidature will be re-considered on merit.

21.9 The result of PE&MT process may be provided to each candidate under proper receipt clearly indicating qualify/disqualify. However, in case of disqualify/rejection, reasons thereof may be mentioned clearly. A copy of acknowledgement of “Qualified Slip”/”Rejection Slip” may also be kept in record.

22. **Appellate Board for Physical Measurement Tests:** An Appellate Board for each venue consisting of one Joint Commissioner of Police/Addl. Commissioner of Police and one or more officer(s) of appropriate ranks shall be constituted by the Commissioner of Police, Delhi to consider the appeals filed by candidates against physical measurement (Height and Chest) and carry out re-measurement on the same day.

23. **Trade Test (Qualifying)**

(i) The candidates qualified in Physical Endurance & Measurement Tests (PE&MT) will be called for **Trade Test**. The Trade Test shall be compulsory for candidates to be eligible for appearing in the **Proficiency in Computer Operation**. Those who do not appear in the Trade Test or do not pass the same shall stand disqualified.

(ii) The **Trade Test (Reading & Dictation)** is to assess candidate’s capability to transmit and receive messages. This test will be taken in the form of reading and dictation. The dictation, both in Hindi and English languages, will be given to the candidates in groups comprising suitable number of candidates taking dictation in a group. **The candidates having more than 50% mistakes in Hindi or English dictation stand disqualified.** The reading test will require each candidate to read a passage from the given text both in Hindi and English, which will be videographed.

(iii) An Appellate Board will consider appeals, if any, filed by candidates in respect of the Trade Test.

24. **Test of Proficiency in Computer Operation (Qualifying):** All candidates who qualify the Trade Test (Reading & Dictation) will be required to appear for a Test of **Proficiency in Computer Operation** which will be qualifying in nature (i) Test of English word processing speed-1000 key depressions in 15 minutes (ii) Test of Basic Computer Functions (Opening/Closing of PC, Printing, MS office usage, saving & modification in typed text, paragraph setting & numbering etc).

(i) **English Word Processing Speed Test**

Test of English Word Processing Speed-1000 key depression in 15 minutes will be conducted on computer and adjudged on the basis of correct entry of words/key depressions as per given printed passage in English containing 200 words, would be

given to each candidate, who would enter the same in the Computer in Word Format of MS Office.

Procedure for evaluation:-

Duration

15 Minutes

(i) Total Strokes/5

Words

(ii) Total words/time of test

200 words/15 minutes

Mistakes

1 word for each mistake

Omission, substitution, addition of punctuation marks, wrong typing of 'letter' i.e. "capital letter" instead of "small letter" and vice versa, gap in a word and more gap between two words and not making paragraph(s).

**Note:** Candidate who make 25 mistakes or more, shall be disqualified.

(ii) **Test of Basic Computer Functions:-** (Opening/Closing of PC, Printing, MS office usage, saving & modification in typed text, paragraph setting & numbering etc).

**The following formatting features should be tested:-**

**MS-Word**

**Time: 05 Minutes**

(i)	Underline	(vi)	Page numbering
(ii)	Using different font type	(vii)	Draw/Insertion of table
(iii)	Inserting of paragraph numbers	(viii)	Bullets/ Numbering
(iv)	Select text in bold	(ix)	Change case
(v)	Using different font size	(x)	Setting of paragraph

**MS-PowerPoint**

**Time: 05 Minutes**

(i)	Use text box	(vi)	Insert clipart
(ii)	Insert Chart	(vii)	Slide Numbering
(iii)	Insert text with WordArt	(viii)	Insert Picture
(iv)	Background style of slide	(ix)	Bullet/numbering
(v)	Design of Slide	(x)	Alignment of text

**MS-Excel**

**Time: 05 Minutes**

(i)	Merge cell	(vi)	Font style
(ii)	Centre a Text	(vii)	Font colour
(iii)	Centre align as text	(viii)	Bold a text
(iv)	Insert shapes	(ix)	Underline a text
(v)	Font size	(x)	Italics

10 features of formatting, as listed above would 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 would be given.**

**Otherwise, no marks would be given.** Out of the 05 marks for the formatting features for each test, a candidate should secure at least 3 marks in each test to qualify. There is no bar to candidates correcting the mistakes by use of editing tools.

The candidates will be given 05 minutes time for each test 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.

25. **Resolution of Tie Cases:** In case where more than one candidate secures the same aggregates marks, tie will be resolved by applying the following methods one after another:-

- i) The older candidate shall be given preference.
- ii) 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.

## 26 **Declaration of Final Result**

26.1 The list of provisionally selected candidates (as per the number of vacancies advertised) (category-wise) from the list of candidates, declared qualified in Proficiency in Computer Operation Test will be prepared and announced strictly on the basis of merit of Computer Based Examination (100 marks) and incentive/bonus marks/weightage (if any). A “Reserve Panel” of 15% candidates will also be prepared in addition to the number of candidates selected as per the notified vacancies according to their merit/category-wise.

26.2 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 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 standards.

26.3 A person belonging to EWS can compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation shall not be counted towards the quota meant for reservation.

26.4 The candidates will be selected provisionally subject to police verification of their character and antecedents and medical fitness as prescribed for the post. The concealment of facts/misrepresentation of any type in Attestation Form may result into cancellation of candidature. In case the concealment of facts/misrepresentation of any type in Attestation Form, is detected after joining, action will be taken against the candidate as per the provisions of S.O. No. HRD/12/2022 and he/she will also be liable to refund the amount spent on his/her training given to

him/her from the State Exchequer. He/She shall also be debarred from serving in Delhi Police. Legal action shall also be initiated against him/her.

- 26.5 In large recruitments, whenever felt desirable and necessary, at the end of the recruitment process, a “Reserve Panel” of 15% candidates” will be announced in addition to the number of candidates selected as per the notified vacancies according to their merit/category-wise. They would be considered for filling up the category-wise vacancies, which may arise if any of the finally selected candidates in the main list do not join the department for any of the reasons viz. (i) being medically unfit (ii) adverse police verification report (iii) otherwise not willing to join the department (iv) not found eligible for appointment (v) due to resignation or death of selected candidates within one year of joining to the post, etc. till next recruitment is held. These candidates will have no claim or right for appointment per se against the vacancies notified for the recruitment. They can get the appointment only in the event any vacancy (category-wise) arises as a result of selected candidates not joining the department for the reasons stated above. Vacancies shall be filled up strictly according to the category-wise merit list. Further, no candidates from this list will be considered against any future/other vacancies. Candidates from this list will be called for codal formalities i.e. police verification, medical examination etc. only if vacancies arise due to reasons cited above.
- 26.6 The status of all provisionally selected candidates will be made available on the website of Delhi Police with complete information i.e. Name, Father’s Name, Roll No. Category, Status of Medical Examination, Police Verification (PVR) and Joining Date etc.
- 26.7 A “Call Letter” shall be issued to the selected candidates for receiving the “Offer of Appointment” letters. This letter will be issued to the selected candidates only after due completion of all codal formalities i.e. subject to medical fitness, verification of Character and Antecedents and final checking of documents etc.
- 26.8 “Offer of Appointment” letters will only be issued by the Competent Authority to the candidate, who successfully submitted all required documents (in original).
- 26.9 “Agreement Form/Bond” (F-81) will, thereafter, be given to the candidates, who shall submit the same at the time of joining their training.

**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 S.O. No. HRD/12/2022 and amendments from time to time. Cases of departmental selected candidates against whom any DE/PE/Criminal case/Vigilance enquiry etc. is pending will be kept pending till the finalization of their cases and their cases will be decided on merit after finalization of the cases.

27. **Admission to the Examination:**

- 27.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order and are

provisionally accepted by the Commission as per the terms and conditions of this Notice of Examination will be assigned Roll numbers and issued Admission Certificates (AC) for appearing in the Computer Based Examination. Subsequently, qualified candidates will be issued Admission Certificates for the next stages of the Examinations.

- 27.2 The Commission 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. The candidates are advised to go through the requirements of essential qualifications, age, physical and medical standards etc. and satisfy themselves that they are eligible for the post. Copies of supporting documents will be sought at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of the competent authority shall be final.
- 27.3 Admission Certificates for the Computer Based Examination will be uploaded on the website of the concerned Regional/Sub-Regional Office of the Commission. Admission Certificates will not be issued by post for any stage of examination. Therefore, candidates are advised to visit the websites of concerned Regional Offices and SSC (Headquarters) regularly for updates and information about the examination.
- 27.4 Information about the Examination indicating the time table and City/Centre of examination for the candidates will be uploaded on the websites of the concerned Regional/Sub-Regional Offices of the Commission about two weeks before the date of examination. If any candidate does not find his/ her detail on the website of the Commission, one week before the date of examination, he/she must immediately contact the concerned Regional/Sub-Regional Office of the Commission with proof of having submitted his/her application. Failure to do so will deprive him/ her of any claim for consideration.
- 27.5 Candidates must write Registration Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to the Commission. Communication from the candidate not furnishing these particulars shall not be entertained.
- 27.6 Facility for download of Admission Certificates will be made available about 3-7 days before the examination on the website of concerned Regional/ Sub-Regional Office. Candidates must bring printout of the Admission Certificate to the Examination Hall.
- 27.7 In addition to the Admission Certificate, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof having the Date of Birth as printed on the Admission Certificate, such as:
- 27.7.1 Aadhaar Card/ Printout of E-Aadhaar,
  - 27.7.2 Voter's ID Card

- 27.7.3 Driving License
  - 27.7.4 PAN Card,
  - 27.7.5 Passport,
  - 27.7.6 ID Card issued by University/ College/ School,
  - 27.7.7 Employer ID Card (Govt./ PSU),
  - 27.7.8 Ex-serviceman Discharge Book issued by Ministry of Defence.
  - 27.7.9 Any other photo bearing valid ID card issued by the Central/ State Government.
- 27.8 If Photo Identity Card does not have the date of birth printed on it then the candidate must carry an additional original document (e.g. Matriculation Certificate, Marks Sheet issued by only CBSE/ICSE/State Boards; Birth Certificate, Category Certificate) in proof of their date of birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and photo ID/Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.
- 27.9 Any other document mentioned in the Admission Certificate shall also be carried by the candidates while appearing in the Examination.
- 27.10 Applications with blurred photograph and/or signature will be rejected.
28. **Document Verification:**
- 28.1 All the candidates shortlisted on the basis of their performance in the Computer Based Examination and who qualify all the events of PE&MT (i.e. race, long/ high jump and physical endurance & measurement) are required to appear for Document Verification along with the photocopies and original documents as mentioned at Para no: 28.3.
- 28.2 Candidates have to bring two passport size recent colour photographs and one original valid Photo ID Proof as listed at Para 27.7 above while appearing for the Document Verification.
- 28.3 Candidates will have to submit copies of various documents like:
- 28.3.1 Matriculation/ Secondary Certificate.
  - 28.3.2 Essential Educational Qualification Certificate.
  - 28.3.3 Caste/ Category Certificate, if belongs to reserved categories
  - 28.3.4 Hill Area Certificate (**Annexure-G**), if applicable.
  - 28.3.5 For Ex-Servicemen (ESM);
  - 28.3.6 Serving Defence Personnel Certificate/NOC as per **Annexure-K**, if applicable.
  - 28.3.7 Undertaking of Ex-Servicemen as per **Annexure-L**.

- 28.3.8 Discharge Certificate, if discharged from the Armed Forces,
- 28.3.9 Relevant Certificate if seeking any age relaxation.
- 28.3.10 Wards Certificate issued to wards of Delhi Police personnel/ Multi-Tasking Staff of Delhi Police (**Annexure-H**), if applicable.
- 28.3.11 RRU certificate, if any.
- 28.3.12 Sports Certificate, if applicable
- 28.3.13 Certificate of Departmental candidates of Delhi Police (**Annexure-i**), if applicable.
- 28.3.14 No Objection Certificate, in case already employed in Government/ Government undertakings.
- 28.3.15 NCC Certificate-A, B or C, if applicable.
- 28.3.16 A candidate who claims change in name after matriculation on account of marriage or remarriage or divorce, etc. the following documents shall be submitted:
- 28.3.16.1 In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- 28.3.16.2 In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- 28.3.16.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- 28.3.16.4 Proof to available relaxation under "widow/divorced women and women judicially separated from their husbands.
- 28.3.16.5 In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
- 28.3.17 Any other document specified in the Admission Certificate for PE&MT/ DV.

29. **Mode of Selection:**

- 29.1 The recruitment process will consist of Computer Based Examination (CBE), Physical Endurance and Measurement Test (PE&MT), Trade Test and proficiency in Computer Operation, Police verification of character & antecedents and Medical Examination of finally selected candidates.
- 29.2 All candidates whose online applications are found to be in order will be called to appear in the Computer Based Examination. The Staff Selection Commission will conduct the examination for all candidates in Computer Based Mode only. Admission Certificates for Computer Based Examination will be uploaded on the website of the concerned SSC Regional Offices.
- 29.3 Computer Based Examination will be conducted in **English and Hindi** only.
- 29.4 PE&MT will be of qualifying nature.
- 29.5 Document verification (i.e. collection of required eligibility certificates/documents from the candidates and their verification with original documents) will be conducted by Delhi Police at the time of PE&MT for the candidates who qualify all the events of PE&MT.
- 29.6 The candidates who are qualified in all stages of examination will be considered for inclusion in the final merit list.
- 29.7 SC, ST, OBC, EWS and ESM candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS and ESM candidates.
- 29.8 SC, ST, OBC, EWS and ESM candidates who qualify on the basis of relaxed standards viz. age limit, experience or qualifications, permitted number of chances, extended zone of consideration, etc., irrespective of his merit position, is to be counted against reserved vacancies and not against un-reserved vacancies. Such candidates may also be recommended at the relaxed standards to the extent of number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age.
- 29.9 Success in the examination confers no right of appointment unless the Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- 29.10 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages

of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

29.11 If a candidate is finally selected and does not receive any correspondence from the Staff Selection Commission or the User Department concerned within a period of one year from the declaration of final result, he must communicate immediately thereafter with the User Department concerned.

29.12 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Computer Based Examination, PE&MT, Trade Test, Proficiency in Computer Operation and Medical Examination as well as after issue of Offer of Appointment/ joining the service, it is found that they do not fulfill any of the eligibility conditions, their candidature/ selection for the post will be cancelled by the Staff Selection Commission / Delhi Police.

**30. Action against candidates found guilty of misconduct:**

30.1 If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Staff Selection Commission for the period mentioned below:

<b>S No</b>	<b>Type of Malpractice</b>	<b>Debarment period</b>
1	Taking away any Examination related material such as Rough Sheets, Commission Copy of Admission Certificate, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the Examination Venue uninformed during the Examination	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Staff Selection Commission's representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
7	Possession of Mobile Phone in either 'switched on' or 'switched off' mode.	3 Years
8	Appearing in the same examination more than once in contravention of the rules.	3 Years

9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/ equipments.	5 Years
11	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Staff Selection Commission's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/ Apps/ LAN/VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

- 30.2 The Staff Selection Commission may also report the matter to Police/Investigating Agencies, as deemed fit. Further, the Staff Selection Commission may also take appropriate action to get the matter examined by the concerned authorities/ forensic experts, etc.
31. **Staff Selection Commission's Decision Final:** The decision of the Staff Selection Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
32. Deleted (The candidates are advised to select 'No' against S. No. 30 of the Application Form. If a candidate selects 'Yes', the same would be ignored).
33. **Court's Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/ tribunals having jurisdiction over the place of concerned Regional/ Sub-Regional Office of the Staff Selection Commission where the candidate has appeared for the Computer Based Examination.
34. **Disqualifications:** No person, (a) who has entered into, or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living has entered into, or contracted a marriage with any person shall be eligible for appointment to the service

provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

**35. Important Instructions to candidates:**

1	BEFORE APPLYING, CANDIDATES MUST TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY. THE NOTICE OF EXAMINATION IS PRINTED BOTH IN ENGLISH AND HINDI. IN CASE OF ANY DISPUTE, THE ENGLISH VERSION WILL PREVAIL.
2	Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the SSC website on account of heavy load on the website during the closing days.
3	Collection of documents from the candidates and their verification will be carried out at the time of PE&MT by Delhi Police. Therefore, candidature will be accepted only provisionally. Candidates are advised to go through the requirements of essential qualifications, age, physical standards, etc. and satisfy themselves that they are eligible for the posts, before applying. When scrutiny of document is undertaken at the time of PE&MT, if any claim made in the application is not found substantiated, the candidature will be cancelled.
4	Candidates seeking reservation benefits available for SC/ ST/ OBC/ EWS/ ESM or any other relaxation as per the provisions of this Notice, must ensure that they are entitled to such reservation/ relaxation. They should also be in possession of the certificates in the prescribed format in support of their claim when the copies of the certificates are sought during PE&MT.
5	When application is successfully submitted, it will be accepted 'Provisionally'. Candidates should take printout of the application form for their own records. Normally, printout of the 'Application Form' is not required to be submitted to the Staff Selection Commission / Delhi Police.
6	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, all the applications will be rejected by the Staff Selection Commission and his/ her candidature for the examination will be cancelled. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the examinations of the Staff Selection Commission as per rules.
7	Applications with blurred/ illegible Photograph/ Signature will be rejected summarily.

8	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. Such requests received through Post/ Fax/ Email/ By hand, etc shall not be entertained.
9	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Staff Selection Commission / Delhi Police through e-mail/ SMS.
10	The candidates must carry two passport size recent colour photographs and one original valid Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving License, Voter Card, PAN Card, Identity Card issued by University/ College/ Government, Employer ID Card, ESM Discharge Book issued by the MoD or any photo bearing ID card issued by Central/ State Government to the Examination Venue, failing which they will not be allowed to appear for the same. <b>If Photo Identity Card does not have the Date of Birth printed in it, then the candidate must carry an additional original certificate in proof of their Date of Birth. In case of mismatch in the date of birth mentioned in the Admission Certificate and Photo ID/ Certificate brought in support of date of birth, the candidate will not be allowed to appear in the examination.</b>
11	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate/ cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
12	If a candidate scoring more than cut-off marks at any Paper/ stage of the examination is not qualified for the subsequent stage/ final selection due to any reason, he/ she must represent to the concerned Regional/ Sub-Regional Office of the Staff Selection Commission within two months of the declaration of the result or two week prior to the conduct of next stage of the examination, whichever is earlier.
13	If a candidate is finally selected and does not receive any correspondence from the Staff Selection Commission or Delhi Police within a period of one year after declaration of result, he/ she must communicate immediately thereafter with the Delhi Police.
14	Fee payable: Rs 100/- (Rs. one hundred only). Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), PwD, Ex-servicemen (ESM) eligible for reservation are exempted from payment of fee.
15	Candidate should note that they are applying for a Police Force and should participate in the recruitment process with due physical/ mental preparation and will be fully responsible for any incident/ accident occurring during any stage of recruitment. Staff Selection Commission/ Delhi Police will not be held responsible for any unforeseen incident/ accident. Candidates will participate in recruitment at their own risk.
16	If any candidate deliberately make head injury (bulge/ swelling) or keep tamarind on his/ her head for taking privilege of height. Such candidate will be debarred for further process of recruitment.
17	Any candidate found under influence of any energetic medicine during PE&MT will be debarred for further process of recruitment.

18	Appellate authority for Physical Measurement Test will be available at each centre. If any candidate is not satisfied/ do not agree with the decision of the board, he/ she may appeal to appellate authority through Presiding Officer only at concerned recruitment centre on same day. The decision of the appellate authority will be final and no further appeal or representation in this regard will be entertained thereafter. There is no appeal against Physical Endurance Test.
19	<b>Special attention is invited to the declaration at the end of the Application Form. Before agreeing to/signing the declaration, the candidates must go through the Application details filled in and the contents of the declaration itself and agree to/sign it only after satisfying themselves that the information furnished is correct. Any concealment/misrepresentation/misdeclaration shall lead to cancellation of candidature.</b>

Under Secretary (P&P-II)  
Staff Selection Commission (Headquarters)

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