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STANDING ORDER No. 46 /2023
RECRUITMENT OF MALE & FEMALE CONSTABLES [EXECUTIVE] IN
CHANDIGARH POLICE

(U/S 45 (g) OF PUNJAB POLICE ACT, 2007)

1. INTRODUCTORY:

This Standing Order (SO) deals with the direct recruitment to the post of Constables (Executive), both male and female, in Chandigarh Police. The recruitment would be carried out by a Recruitment Board duly constituted by the Director General of Police/Inspector General of Police. The SO will govern the entire process of recruitment and will contain the provisions under which the process of the recruitment would be carried out. The DGP would be the final authority to remove any difficulty arising in the process of recruitment under this Standing Order.

2. DEFINITIONS:

In this Standing Order, unless the context requires otherwise, the following expressions have the meanings hereby assigned to them respectively, that is to say: -

- 2.1. **Constable (Executive)** shall mean a post of Constable in the Executive Cadre of Chandigarh Police (including India Reserve Battalion) presently in the entry-level/Cell-I as per matrix Table in the 7th Central Pay Commission Level-02) and as may be amended from time to time. This post is classified as a Group "C" post by the Chandigarh Administration.
- 2.2. **"Scheduled Castes" (SC)** means such castes, races or tribes or parts of or groups within such castes, races or tribes as are deemed under article 341 of The Constitution of India to be Scheduled Castes. The details of the castes included as Scheduled Castes shall be governed by the castes specified for the Union Territory of Chandigarh in The Constitution (Scheduled Castes) [Union Territories) Order, 1951, as amended from time to time, as on the last date of submission of the application form. The list as last issued by the Department of Social Welfare, Chandigarh Administration is at Annexure 'SC'.
- 2.3. **"Other Backward Classes" (OBC)** means such backward classes of citizens other than the Schedules Castes and the Scheduled Tribes as may be specified by the Central Government lists prepared by the Government of India from time to time for purposes of making provision for the reservation of appointments or posts in favour of backward classes of citizens which, in the opinion of that Government, are not adequately represented in the services under the Government of India and any local or other authority within the territory of India or under the control of the

Government of India. It is further clarified that for this Standing Order "OBC" means the castes specified in the State List of OBCs¹ issued for Chandigarh by Chandigarh Administration, Department of Social Welfare, as on the last date of submission of the application form. For a complete list of castes included in this list see Annexure 'OBC'.

- 2.4. **"Economically Weaker Sections" (EWS)**² means such persons who are not covered under the existing scheme of reservation for the SC/ST and Socially and Educationally backward classes, to receive the benefits of reservation on a preferential basis in civil posts and services of Govt. of India whose family has gross annual income below Rs.8.00 lakhs. All the persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income (i) 5 Acres of Agriculture Land and above (ii) Residential Flat of 1000 sq ft and above (iii) Residential Plot of 100 Sq Yards and above in notified municipalities (iv) Residential plot of 200Sq yards and above in areas other than the notified municipalities.
- 2.5. **"Wards of Police Personnel" (WPP)** means the sons and daughters of serving Chandigarh Police personnel, or of Chandigarh Police personnel who died while in service and the sons and daughters of retired Chandigarh Police personnel (on superannuation or by voluntary retirement-whether living or deceased). The sons and daughters of Chandigarh Police personnel dismissed, discharged, removed from service or given compulsory retirement shall not be considered as **"Wards of Police Personnel"**. Intending candidates applying under this category must obtain a certificate from the competent authority in the Proforma given in Annexure 'WP'.
- 2.6. **"Chandigarh Police Personnel"** shall mean any employee of Chandigarh Police of whatever rank and group including Group D (formerly Class-IV) employees.
- 2.7. **"Departmental Candidate"** for this standing order means a Group 'D' employee enlisted in Chandigarh Police with a minimum of 3 years of continuous service as on the cutoff date.
- 2.8. **"Ex-Serviceman"** shall have the same meaning as set out in the definition of Ex-servicemen in Notification No. G.S.R. 11/Const./Art. 309,234 and 318/82 dated 02/02/1982 published in Punjab Gazette dated 12 February 1982 and as adopted by Chandigarh Administration vide Notification no. 9673-IH(7)- 2000/4585 dated 10.03.2000 as reproduced in Annexure 'EX'.
- 2.9. **"Punjab Police Rules" (PPR)** means Punjab Police Rules, 1934 as they existed on 01/11/1966 and as further amended or modified by the Chandigarh Administration from time to time.
- 2.10. **"Home Guard Volunteer" (HGV)** means a serving volunteer of the Chandigarh Home Guards. Candidates seeking age relaxation under this category must obtain a certificate from the competent authority in the proforma given in Annexure 'WPP'.
- 2.11. **"Director General of Police" (DGP)** means an officer of the rank of Director General of Police or any other rank who performs the functions of Head of Police Force in respect of Chandigarh Police.

¹ Chandigarh Administration Circular letter No. 27/4/94-IH (7)-2015/6074 dated 03/08/2015 refers.

² Govt. of India OM No.36039/01/2019-Estt(Res) dated 22.01.2019 & 31.01.2019.

3. INITIATION AND CUT-OFF DATE:

At the starting of the new cycle of recruitment, the Administrative Officer (Ad.O.) of Chandigarh Police will put up to the DGP/IGP through the DIGP/SP(HQ) the vacancy position for the post of Constables (Exe.). The vacancies will be classified category-wise, i.e. General (un-reserved), Scheduled Castes (SC), Other Backward Classes (OBC), EWS, Ex-servicemen, Sports quota and Compassionate appointments as per the sanctioned and existing strength as on the first of January of the said calendar year. The DGP shall thereafter decide on the number of vacancies to be filled in one or more lots, depending on the number of vacancies, backlog in one or more categories, administrative convenience and the availability of training infrastructure.

The cut-off date for all purposes such as age eligibility, educational qualification, etc. will be the date of publication of advertisement, unless otherwise specified.

4. MODE OF RECRUITMENT:

Recruitment to the posts of Constables (Exe) available in any given year shall be carried out entirely by direct recruitment and by filling up in the following manner:

4.1. By Competitive Recruitment	90%
4.2. By Appointment on Compassionate Grounds	5%
4.3. By Sports Quota	5%

Since the category of appointments on compassionate grounds will depend on the category of the deceased employee and cannot be pre-determined, category of the candidates given appointments on these grounds will be counted towards the overall roster points of the respective category. Standing Orders on Appointment on Compassionate Grounds has been issued separately vide as S.D. 31/2006 vide No. 7715/UT/E-2 S.O. dated 23.03.2006. The present Standing Order deals only with appointment through direct recruitment by competitive examination.

5. RESERVATION OF VACANCIES:

Vacancies proposed to be filled up by direct recruitment (Para 4.1 above) in any recruitment year shall generally be reserved as per government policy and guidelines issued from time to time. The present position of reservation in Group 'C' posts in the UT of Chandigarh is as follows:-

- 5.1. **Vertical reservation:**
 - 5.1.1. Scheduled Caste candidates: 18 %
 - 5.1.2. OBC candidates: 27 %
 - 5.1.3. Economically Weaker Sections: 10 %³
- 5.2. **Horizontal Reservation⁴:**
 - 5.2.1. Ex-Servicemen⁵ candidates: 10 %
 - 5.2.2. Women candidates: 33%

However, in any given year, the vacancies in any of the categories may vary as per backlog of one or more categories. The advertisement for the recruitment process shall carry the details of the total vacancies to be filled and the category wise breakdown of the vacancies.

³ Chandigarh Administration, Home department Notification No. 19/1/13-IH(10)-2019/7185 dated 01.05.2019 refers.

⁴ Within the Horizontal Categories, vertical reservation for SC (18%) and OBC (27%) shall apply

⁵ As defined in Government of India/Bhart Sarkar Department of Personnel and Administrative Reforms Notification dated 15.12.1979 as applicable to Chandigarh.

6. RECRUITMENT BOARD/S:

The DGP shall exercise overall supervision on the entire recruitment process, specifying the number of vacancies to be filled along with gender ratio and representation of various categories as per vacancies and backlog, if any. He shall further nominate one or more Recruitment Board(s) as per vacancies and backlog, if any. He shall further nominate Recruitment Board (s) with one Chairperson (of the rank of DIG/SSP/SP) and other Members (of the rank of SP/ASP/DSP) to conduct different phases of recruitment such as Physical Endurance and Measurement Test (PE&MT), Written examination, etc. If necessary, a panel of officers of the ranks of SSP/SP and ASP/DSP may be nominated to work on different dates, especially during large scale recruitments. The requisite number of Non-Gazetted Officers (NGOs) and Other Ranks (ORs) to assist the Recruitment Board(s) shall be deputed by the Police Headquarters (PHQ) with the approval of DGP, Chandigarh. Frequent changes shall be made amongst the staff connected with the physical tests and measurements, if considered necessary, by calling officers/men from different Units/IRB. However, the DGP Chandigarh may entrust, either in whole or in part, the task of PE&MT, conduct of written test and evaluation of answer sheets, biometric checks, or any other kind of assessment of applicants to an independent agency. The DGP may also nominate different recruitment boards at different geographical locations as per administrative convenience.

7. ESSENTIAL QUALIFICATIONS:

The minimum standards of the age, educational and other qualifications, of Physical Endurance and Measurement Tests, and the requisite medical standards are set out as Annexure 'EQ', 'PQ' and 'MQ' respectively.

8. DRIVING AND COMPUTER SKILLS:

10.1. Driving Skills:-

Driving skills are now an integral part of the skill set required for the post of Constable (Exe.) and their candidature shall be validated only if they accept this stipulation in the application process. Therefore, possession of a valid driving license to drive both, two-wheelers and four-wheel vehicles, is mandatory for candidates of all categories as on the date of submission of online application. However, this condition may be waived off by the DGP/IGP in case of women in any given recruitment as a special case to widen the base pool of women candidates.

10.2. Computer Skills:-

Candidates should have basic knowledge of computer skills from any recognized institute in line of GOI/MHA No. 25019/01/2018-PM-II dated 5th November 2018 and Chandigarh Administration Home Department No. 10385-HIII (1) 2018/23703 Dated 14.11.2018.

9. BIOMETRIC REGISTRATION:

To prevent impersonation at each stage of recruitment, i.e., written examination, Physical Measurement & Endurance Test (PE&MT), medical examination and final joining of training, biometric identification (Fingerprints or IRIS Scan or any other biometric) shall form an integral part of the process.

10. E-GOVERNANCE AND “ONLINE” APPLICATION PROCESS:

To promote the objectives of e-governance, the application process shall be entirely online and paper application forms shall neither be made available nor be accepted. ‘Online’ application link shall be available on the website of Chandigarh Police i.e. www.chandigarhpolice.nic.in.

Detailed instructions on eligibility criteria, filling out of application forms, deposit of requisite fee and method of communication shall be provided in the advertisement for the posts as well as on the website of Chandigarh Police. Candidates will be expected to have their email ID and a unique mobile phone number for effective communication. For all queries clarifications, communications related to recruitment, candidates shall be encouraged to correspond by email to be specified in the advertisement.

Detailed instructions on filling out the forms, depositing of fee, uploading of photo, documents & signatures, shall be provided in the dashboard on the opening page of the online application website. Chandigarh Police may also tie-up with one or more service providers to accept application fee and to assist the applicants to fill out the online application forms. The collection charges or processing fee charged by such service providers shall be payable by the candidates and shall be in addition to the application fee payable to Chandigarh Police.

Candidates would be required to certify that all information mentioned in the online application form is true to their knowledge and nothing has been intentionally withheld. Any discrepancy noticed at the later stage would make their candidature or Selection liable to be cancelled without any notice.

The candidate would be considered only for the category filled in by him/her in the online application form. No change in the category would be allowed at a later stage in any circumstances.

11. SCHEDULE OF FEES:

An application fee shall be charged as under:-

13.1.	General candidates	Rs. 1000/-
13.2.	OBC candidates	Rs. 1000/-
13.3.	SC candidates	Rs.800/-
13.4.	EWS	Rs.800/-
13.5.	Ex-Servicemen	Exempt ⁶

12. APPLICATION SCRUTINY:

The period for online application shall not be less than twenty one (21) days. The specific dates and time for all events shall be given in the advertisement inviting applications and shall also be posted on the website of Chandigarh Police. Once the document submission period is over, the online forms shall be scrutinized by one or more Scrutiny Committee(s), as the need may be, to be constituted by the DGP consisting of an SP/DSP, two Inspectors and NGOs and ORs as required. The Scrutiny Committee shall

⁶ Refer OM No. 36034/6/82-Estt. {SCT} at Ministry of Home Affairs, Department of Personnel & Administrative Reforms dated 22nd of June, 1982

screen the applications and compare the information provided online with the scanned copies of the supporting documents and weed out ineligible candidates. The application fee of candidates found ineligible shall not be refunded. It is clarified that during scrutiny, only rectifications of applications accepted during the application period will be allowed and no new applications shall be entertained.

However, if application process is being handled by an independent agency then the scrutiny etc. would be as per the terms & conditions of contract/MoU with that agency.

13. ISSUE OF ADMIT CARD FOR WRITTEN EXAMINATION:

All candidates who register themselves on the website being provided by the Department and whose applications are found to be in order and are provisionally accepted by the Department as per the terms and conditions of the Notice of Examination will be issued Admit Card (AC) for appearing in the Written Test/Computer Based Examination/OMR Sheet Based Test which will be uploaded on the official website of Chandigarh Police and it is the responsibility of candidates to download the same and will produce at the time of written examination along with recent passport size photograph and signature in blue ink.

14. WRITTEN TEST/CBT TEST/OMR SHEET BASED TEST

All candidates [including ex-servicemen], shall be put through a written test/Computer Based Test/OMR which shall carry 100 marks. The questions shall be multiple choice objective type and will carry one mark for every correct answer and a negative marking of 0.25 for every wrong answer and shall include questions on:-

- General Knowledge/Current Affairs
- Reasoning
- Numerical Ability
- Language Skills

The question paper for the written test shall be in Hindi, English and Punjabi. Each candidate will be given the test paper only in the language selected by the candidate during the application process. Change of medium will not be permitted.

Only those Candidates who score the cut-off marks (as specified in Para 15) in written test/OMR Sheet based test will be called for PE&MT @ 10 times the number of vacancies of each category of candidates in merit order.

15. CUT OFF MARKS FOR WRITTEN TEST/CBT/OMR:

The minimum qualifying cut-off marks in the written exam/CBT/OMR for each category shall be as follows:-

General Candidates	40%
SC Candidates	35%
OBC Candidates	35%
Ex-Servicemen Candidates	30%

* Cut off marks in written exam doesn't include bonus marks (as specified in Para 20).

However, the DGP may lower the cutoff marks for one or more categories in case the requisite numbers of candidates have not qualified.

16. DECLARATION OF WRITTEN TEST/OMR SHEET BASED TEST RESULT:

The answer key will be uploaded on Chandigarh Police website within 24 hours after the end of the test (s) to invite objections and will remain on the website for 72 hours, after which no objections would be entertained. The DGP/Independent agency (as the case may be) may if deemed necessary, constitute a committee of experts to deal with the objections and finalize the answer key. The finalized answer key/s of question papers shall also be uploaded on the website. The OMR sheets shall be evaluated as soon as possible after the finalization of the answer key and thereafter, results of written exam/OMR sheet based test would be compiled category-wise and gender-wise. The list of qualified candidates would be uploaded on the official website of Chandigarh Police.

17. ISSUE OF ADMIT CARD FOR PHYSICAL ENDURANCE & MEASUREMENT TEST (PE&MT):

Each candidate declared successful in the written/CBT shall be issued a fresh admit card for the Physical Endurance & Measurement Test (PE & MT) which will be uploaded on the official website of Chandigarh Police and it is the responsibility of candidates to download the same and will produce at the time of PE&MT duly signed by the applicant along with recent passport size photograph

18. PHYSICAL ENDURANCE & MEASUREMENT TEST (PE&MT):

PE&MT shall be conducted by one or more Boards consisting of one SSP/Comdt./SP assisted by 2 or more ASsP/DSsP to be nominated by DGP, Chandigarh, and other subordinate staff as required. The subordinate staff for assistance will be detailed by the PHQ.

The PE&MT may incorporate RFID-based automated measurements of Race timings and electronic measurements of height and chest or other such technology. Electronic measurement equipments shall be regularly checked by I/C Computer Cell, to ensure that they are accurately calibrated and are functioning properly.

The ASP/DSP/Insp. detailed for physical measurement and endurance tests will personally supervise the same and will be responsible for the correctness in measuring and faithful recording of the same. The SSP/Comdt./SP in-charge of each PE&MT board shall supervise the work and carry out test checks to ensure that the work is done properly and honestly. He will also clearly brief all the ASP/DSP/Insp. and other staff detailed for the task.

The outcome of endurance tests and physical measurements shall be recorded on the spot by the GO/In-charge in his handwriting unless recording of that measurement is automated. Errors, if any, should not be obliterated but should be struck out clearly and corrected entries should be attested by the GO/Insp. concerned. The same shall be handed over to SSP/Comdt./SP who will keep them in safe custody.

The first measurement of a candidate would be his/her height & chest. Candidates not fulfilling the height & chest criteria would be rejected forthwith. Only candidates fulfilling these criteria would be allowed to proceed further in PE&MT as per criteria laid down in Annexure-PQ.

All candidates shall be subjected to a dope test during the PE&MT.

19. APPELLATE BOARD FOR PE&MT:

An Appellate Board consisting of one IGP/DIG/SSP/Cmdt./SP and one or more officer(s) of appropriate ranks shall be constituted by the DGP, Chandigarh to consider the appeals filed by candidates against the measurement of height and chest and to carry out re-measurement on the same day or as early as possible. Appeal forms shall be made available in the on-site office of the Chairman of the Board for PE&MT and no appeal shall be entertained once the candidate leaves the PE&MT ground.

20. BONUS MARKS

22.1 In order to maintain high standard of physique, the following bonus marks will be awarded to the candidates appearing for the Physical Endurance & Measurement Test (PE&MT) :-

Male candidates having height 183 cm or above.	02
Female candidates have height 165 cm or above	02
For Hill Areas candidates:-	
>Male candidates having height 178 cm or above	02
>Female candidates have height 160 cm or above	02

23.2. In line with the instructions of Govt. of India incentive to NCC Certificate holder will be granted the marks as under:-

NCC "C" Certificate	5% of the maximum marks of the examination (excluding the bonus marks)
NCC "B" Certificate	3% of the maximum marks of the examination (excluding the bonus marks)
NCC "A" Certificate	2% of the maximum marks of the examination (excluding the bonus marks)

21. OVERALL MERIT LIST:

Based on the marks obtained in the written test, Bonus Marks and PEMT result, and the number of vacancies available in each category, a merit list shall be prepared by category and by gender as follows:

1. General: Male, Female & Ex-Servicemen
2. SC: Male, Female & Ex-Servicemen
3. OBC: Male, Female & Ex-Servicemen
4. EWS: Male, Female & Ex-Serviceman

It is clarified that candidates of SC and OBC Category who score total marks enabling them to be eligible for selection in the Merit List of General candidates, shall be treated as 'General' candidates on the principle of 'On Own Merit' (OOM) provided they have not availed any benefit of relaxed standards⁷.

22. WAITING LIST:

In any recruitment, whenever felt desirable and necessary, at the time of the declaration of Merit List, a 'Waiting List' of candidates shall also be announced for each category and gender on the lines of Para 24.1 to 24.4, up to 25% of the number of vacancies advertised subject to having obtained the minimum cut-off marks for their category as in

⁷ Refer OM No. 36011/1/98-Estt. (Res) of Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, dated 1st of July, 1998.

para 18. In case of candidates higher up in the merit list (category-wise) do not make it through the medical examination or police verification, or are unable to join the training due to personal reasons or other exigencies, candidates of the same category from the waiting list can be appointed in the order of merit. The waiting list shall be valid for three months from the date on which the candidature of any of the candidates in the main list is rejected on grounds of medical fitness, antecedent verification or any other ground or till the next recruitment for the same post is advertised, whichever is earlier. However, the total number of candidates selected in any recruitment shall not exceed the number of vacancies advertised.

23. RESOLUTION OF TIES:

In case of two or more candidates of the same category and gender obtain the same total marks in the written examination and the Bonus marks; the following principles shall be applied one after another in the following manner/order till the tie is resolved:

- 26.1. Written/CBT marks (excluding any Bonus marks)
- 26.2. Then, by date of birth, the older candidate getting advantage.
- 26.3. Then, by educational qualification, higher education getting advantage.
- 26.4. Then, by height (in PE&MT), the taller candidate getting advantage.

24. DECLARATION OF SELECTED AND WAITLISTED CANDIDATES:

Once the Merit List and the Waiting List has been approved by the DGP, the same shall be uploaded on the website of Chandigarh Police and may also be published in leading newspapers. Selected candidates shall also be informed by email and by SMS on email id and mobile phone number filled up by them in the application form.

25. MEDICAL EXAMINATION:

Candidates placed in the Merit List shall be medically examined by doctors in government hospitals in Chandigarh as per the standards prescribed in Annexure 'MQ'.

- 28.1. Waitlisted candidates shall be called for medical examination as per requirement but being subjected to such medical examination will not confer any legal claim or right upon such waitlisted candidates for appointment to the post.
- 28.2. Candidates who fail to clear the medical examination shall be entitled to appeal to the DGP, within 7 days of being rejected, for being examined by a Medical Board for which a request shall be made by the DGP to Director, Health Services, UT of Chandigarh, through Home Department, Chandigarh Administration, and the decision of the Board so constituted shall be final and binding.

26. ANTECEDENTS AND BACKGROUND CHECKS:

Candidates who are declared medically fit will be subjected to antecedent and background checks through the authorities concerned.

- 29.1 Educational qualification certificates, driving licenses and computer skill certificate of candidates, discharge certificates of ex-servicemen, caste/class certificates in case of SC/OBC candidates, and all other documents relied upon by the candidates in support of their eligibility or for seeking relaxation shall be got verified from the issuing authorities. Any candidate, whose document submitted as part of the application process/recruitment is found forged or tampered, at any stage, shall render himself liable to criminal prosecution. In case, such forgery or tampering is detected after he joins service, he shall be liable to departmental proceedings leading to dismissal from service in addition to criminal prosecution. The candidature of any candidate whose documents are found to be forged/tampered shall be summarily rejected.
- 29.2. While filling out the verification forms, candidates must truthfully declare their involvement in any civil or criminal case registered against them along with the present status of the case, whether the pending investigation, pending trial or decided. In the case of decided cases, the outcome must be truthfully declared whether acquitted, discharged or convicted. It is clarified that mere involvement in a case will not be cause for rejection of the candidature of the applicant. Such cases will be referred to a screening committee to be constituted by the DGP under the provisions of PPR 12.14 **and as contained in Chandigarh Police Standing Order 44/2010 issued vide No. 21687-90/UT/E-2/dated 23.06.2010** and the screening committee shall make a recommendation regarding the suitability of the candidate with due consideration to the facts and circumstances of the case, his role in the case, age at the time of involvement, grounds of acquittal as elucidated in the judgment, etc.
- 29.3. Departmental candidates, if selected, should be clear from Preliminary Enquiry (PE), Departmental Enquiry (DE), Criminal Case, Vigilance Enquiry, etc., and in case they are not, their candidature shall also be referred to the Screening Committee for making a recommendation on their suitability as in 29.2 above.
- 29.4. However, willful and even inadvertent non-disclosure and/or concealment shall be viewed adversely, and the candidature of such applicants shall be summarily rejected.
- 29.5 If any discrepancy /non-disclosure/forgery/ tempering etc. as mentioned in this section is found out after appointment to service, he/she shall be liable for departmental proceedings which ordinarily will result in dismissal from service.

27. LETTER OF OFFER OF APPOINTMENT:

Candidates in the Merit List who are declared medically fit and whose antecedents are verified shall be given a provisional 'letter of offer of appointment by registered post/courier service in addition to intimation by email and SMS for joining the Basic Training Program for Recruit Constables on a given date and time. The appointing authority should include a clause in the offer of appointment as follows: -

"The appointment is provisional and is subject to verification of the caste/tribe certificate through proper channels and if the verification reveals that the claim of belonging to SC/OBC, as the case may be, is false, the candidate/police personnel will be dealt departmentally under the provisions of the Punjab Police Rules 12.21 or 16.24, as the case may be, and action will be taken to dismiss/remove him/her from service or to take any other action as warranted under the facts and circumstances of the case without

prejudice to such further action as may be taken under the provisions of criminal law for the production of false certificates”.

The list of candidates finally selected will also be put up on the Chandigarh Police Web Site stating the date of joining for training.

28. BASIC TRAINING JOINING TIME:

Candidates who are issued a 'letter of offer of appointment' shall be expected to join on the date and time given for joining of training. Those who do not join the training on time, latest within fifteen (15) days after the date fixed for the commencement of the training, will be deemed to be disqualified unless he/she seeks and obtains exemption on the extreme medical condition of the candidate/ compassionate etc. grounds for permission to join training with the next batch. The period of joining time may be extended at the sole discretion of the DGP/Chandigarh for reasons to be recorded in writing and for the period specified therein, subject to a maximum of 4 months from the date of joining mentioned in the offer letter.

29. RETENTION OF RECRUITMENT RECORDS:

After evaluation and preparation of the result, physical records, such as OMR sheets, attendance sheets, records of PE&MT, the video recording of PE&MT and the written exam, etc., shall be sealed and handed over to the DSP/Recruitment for safe custody. Two copies of the data collected in the online application process shall also be prepared. One copy shall be kept with the sealed records and the other shall serve as a working copy along with a working copy of the result (as in para 21) for dealing with complaints and with RTI applications.

The physical record as detailed above shall be retained for three years from the date of declaration of Merit List or till the date if any court matter with regard to recruitment is pending. The period can be extended beyond three years till such time the court matters, if any, are finally disposed of. Before the final disposal of the physical records, approval of the DGP shall be sought and obtained.

30. CERTIFICATE OF APPOINTMENT:

Selected candidates who join training shall be given a 'Letter of Appointment' and shall also be issued a 'Certificate of Appointment'.

31. BASIC TRAINING PROGRAM:

On appointment, the candidates shall be required to undergo and complete a basic training course and pass out of Recruit Training Centre of Chandigarh Police or any other institute selected for the purpose by the DGP as per Standing Order No. 25/2015 issued vide No. 38268-87/UT/E-1 dated 09/09/2015 and as may be amended from time to time.

32. INTER-SE SENIORITY:

Inter-se-seniority within a batch shall be determined in equal proportion (50:50) by:

- 32.1 Marks obtained in entrance examination process (written/CBT).
- 32.2 Marks obtained in aggregate of Indoor and Outdoor training at RTC or other institute selected for the purpose.

Based on combined proportionate marks of 32.1 & 32.2 above, a gradation list of constables shall be prepared and maintained by the Administrative Officer in the concerned branch.

33. ANNEXURES:

This Standing Order contains the following annexures and they form an integral part of this Standing Order:

Annexure Subject Matter

'EQ'	Essential Qualifications of Age, Education and Driving License
'PQ'	Qualifying Standards for Physical Endurance & Measurement Tests (PE&MT).
'MQ'	Qualifying Medical Standards.
'EX'	Definition and other important notifications related to Ex-Servicemen
'SC'	Certificate Performa, Current List of castes ⁸ included in the List of scheduled Castes for Chandigarh and other important issues related to Scheduled Castes.
'OBC'	Certificate Performa, Current List of castes included in the List of OBC for Chandigarh ⁹ and other important issues related to Other Backward Classes.
'MC'	Miscellaneous papers related to this standing order.

34. REPEAL AND SAVINGS:

This Standing Order supersedes previous Standing Order No.1/2015 issued vide 45573 / UT (E-2) dated 26.10.2015 and all amendments made thereto.

[The Director General of Police reserves the right to modify/amend any of the clauses of this Standing Order, at any stage of the recruitment process in order to ensure the smooth and fair conduct of the process].

Manjiv
17.05.23
(PRAVEER RANJAN, IPS)
Director General of Police,
Union Territory, Chandigarh

Dated : 16th May, 2023

No 20927 / UT/E-II dated, Chandigarh the:- 18/05/2023

⁸ Current List of Castes f

or Chandigarh may be seen on the website of Social Welfare Department of Chandigarh Administration.

⁹ Chandigarh Administration, Social Welfare Department, Notification No. SW/OBC/2015/2451 dated 26.03.2015

Annexure 'EQ'

ESSENTIAL QUALIFICATIONS OF AGE, EDUCATION AND DRIVING LICENCE FOR THE POSTS OF CONSTABLES (EXE) IN CHANDIGARH POLICE.

Qualification	Male	Female
Age ¹³ (in completed years on the cutoff date)	18-25	18-25
Relaxable by:.	18-28	18-28
In case of OBC candidates: by 3 years		
In case of SC candidates: by 5 years	18-30	18-30
For serving Home Guard Volunteers¹⁴		
With a service of 2 years by 2 years	18-27	18-27
With a service of 3 years by 3 years	18-28	18-28
With a service of 4 years by 4 years	18-29	18-29
With a service of 5 years by 5 years	18-30	18-30
With a service of 6 years by 6 years	18-31	18-31
With a service of 7 years by 7 years	18-32	18-32
For Wards(Sons & Daughters) of Police Personnel¹⁵		
Serving by 2 years	18-27	18-27
Retired(living or deceased) by 2 years	18-27	18-27
Died in service by 3 years	18-28	18-28
In case of Departmental candidates upto 40 years	<=40	<=40
In case of Ex-Servicemen upto 45 years	<=45	N/A
Wives of Ex-Servicemen upto 45 years	N/A	<=45
Dependent Child of Ex-Servicemen /As per category	--	--
Minimum Educational Qualifications: (As on the date of application)	Male & Female	
For all candidates (except for ex-servicemen):	Higher Secondary (10+2 or equivalent) from a recognized board of Secondary Education.	
For Ex-Servicemen candidates:	As above or Certificates awarded in the Defence Services which are recognized as equivalent to Higher Secondary civil certificates as notified from time to time.	
Driving License: (As on the date of application)	Male & Female	
For all ¹⁶ candidates (including ex-servicemen):	A valid Driving License ¹⁷ issued by the Licensing Authority to drive throughout the territorial jurisdiction of India, a "Motor Vehicle" of the following classes "Motor Cycle" AND "Motor Car". It is certified that license for "Light Motor Vehicle" and "Transport Vehicle" being a heavier class than "Motor Car", shall be deemed to fulfil the conditions of "Motor Car" but such applicants must be licensed to drive a " Motor Cycle also.	

¹³ The DGP/IGP may relax the condition of age for one or more category or class of applicants in public interest.

¹⁴ To avail the benefit of age relaxation in any recruitment, a Chandigarh Home Guard Volunteer should have served for a minimum of two years as on the cut-off date.

¹⁵ Age relaxation for Home Guard Volunteer and for Wards of Police Personnel shall be in addition to the age relaxation available to the candidates on the basis of belonging to SC/OBC Category.

¹⁶ This condition may be waived by IGP/Chandigarh in any particular recruitment for one or more category or class of applicants in public interest.

¹⁷ "Driving Licence". "Licensing Authority", "Motor Vehicle", "Motor Cycle", "Motor Car", "Light Motor Vehicle", "Transport Vehicle" shall have the same meaning as defined in Sec 2(10),2(20),2(28),2(27)2(26), 2(21),2(47) respectively of the Motor Vehicles Act, 1988.

Annexure 'PQ'

**QUALIFYING STANDARDS FOR PHYSICAL ENDURANCE & MEASUREMENT TESTS
(PE&MT) FOR THE POSTS OF CONSTABLES (EXE) IN CHANDIGARH POLICE**

Physical endurance Tests ¹⁸					
Race (Qualifying only)	Distance (In metres)	Qualifying Parameter in minutes as per age			
		18-30	>30-35 years	>35-40 years	>40-45 years
Male candidates	1600m	6 ¼ minutes (375 sec.)	7 minutes (420 sec.)	7 ¾ minutes (465 sec.)	10 minutes (600 sec.)
Female candidates	800m	4 ¼ minutes (255 sec.)	5 minutes (300 sec.)	5 ¾ minutes (345 sec.)	6 ½ (390 sec.)
Long Jump: (Qualifying in (3) attempts)	Distance (In metres)	Qualifying Parameter in Metres as per age			
		18-30	>30-35 years	>35-40 years	>40-45 years
Male candidates	3.95 m	3.95 m	3.80 m	3.65 m	3.50 m
Female candidates	2.74 m	2.74 m	2.60 m	2.45 m	2.30 m
High Jump: (Qualifying in (3) attempts)	Height (In meters)	Qualifying Parameter in Metres as per age			
		18-30	>30-35 years	>35-40 years	>40-45 years
Male candidates	1.14 m	1.14 m	1.10 m	1.05 m	1.00 m
Female candidates	0.90 m	0.90 m	0.85 m	0.80 m	0.75 m
Measurements Tests				Male	Female
Height ¹⁹ (in cm)				170cm	157.5cm
Relaxable for the following:					
Residents of notified ²⁰ Hill Areas: by 5 cm:				165 cm	152.5 cm
Wards of Police Personnel ²¹ (WPP) by 5 cm:				165 cm	152.5 cm
Chest: (In cm) Unexpanded-Expanded				84-88 cm	N/A
Relaxable for the following:					
Residents of notified Hill Areas: by 5 cm:				79-83 cm	N/A
Wards of Police Personnel (WPP) by 5 cm:				79-83 cm	N/A

¹⁸ Relaxations in physical endurance test events of Race, Long Jump and High jump shall be applicable as per age calculated on the "Cutoff date" (see para 3) and not the actual date on which the PE & MT is held.

¹⁹ Although The Punjab Police Rules, 1935, as applicable to Chandigarh, and as modified from time to time, specify height and chest measurements in feet and inches, the same have been converted to centimetres (cms) to comply with the Standards to Weight and Measurements Act 1986, and have been rounded off for convenience.

²⁰ Residents of hill areas i.e. Garhwalis, Kumaunis, Gorkhas, Dogras, Marathas and candidates belonging to states of 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).

²¹ Wards of Police Personnel can avail only one relaxation, either of height or of chest in addition to the relaxation in age. Such relaxation shall be admissible to a limit of two children for any police personnel household.

¹["(5) No person shall be eligible for direct recruitment if, he is colour blind or flat foot or has knocking knees.]

Rule 12.15 for Chandigarh

12.15 Recruits - age and physical standards of.- (1) Recruits shall be not less than [22], and not more than 27 years of age at the time of enrolment, and shall have a minimum height of 5'-7" and normal chest measurement of 33", with expansion of 1 inch. ~~These physical standards shall not be relaxed without the general or special sanction of the Deputy Inspector-General. A general reduction of the standard may be allowed by Deputy Inspectors-General in the case of special castes or classes, which provide desirable recruits, but whose general height does not come up to that prescribed. In such cases a standard of chest measurement and general physique shall be fixed, which will permit the enlistment of strong and well proportioned youths of the class in question. The Inspector General may, in special circumstances to be recorded in writing, relax the upper age limit and the Physical standards in the case of recruits.~~

Note 1.- A recruit whose age is not less than 17 years may be enrolled, subject to the condition that the service rendered by him before the age of 18 years shall not qualify for pension.

(2) The greatest care shall be taken to ensure that the age of every police officer is correctly recorded at the time of his enrolment and appointment. The record then made becomes of the utmost importance when the question arises of an officer's right to pension, and is accepted as decisive in the absence of full proof both that the original entry was wrong and that the date of birth originally given was due to a bona fide mistake.

A copy of this rule shall be pasted inside the cover of the recruit register (Form 12.13) and the attention of the Civil Surgeon shall be drawn to it.

²Provided that the ~~minimum educational qualification for the post of Constable in the Band shall be Middle Standard for the applicants who have retired from the defence services and have worked as a member of the Defence Band Staff.]~~

Rule 12.16 for Punjab

12.16. Recruits-medical examination of.- (1) Every recruit shall, before enrolment, be medically examined and certified physically fit for service by the Civil Surgeon. A certificate in the prescribed form (10.64) signed by the Civil Surgeon personally, is an essential qualification for enrolment (*vide* Fundamental Rule 10).

The examination by the Civil Surgeon, will be conducted in accordance with the instructions issued by the medical department and will test the eyesight,

¹ Added by Haryana Govt. Notification No. S.O.133/H.A.25/2008/S.92/2015 dated 18.6.2015.

² Added by Chandigarh Notification No. 1/1/186-H III(1)-2008/21026 dated 10.11.2008.

No.39016/10/79-Estt (C)
Government of India/Bharat Sarkar
Ministry of Home Affairs/Civil Mantralaya
Department of Personnel and Administrative Reforms
(Karmik Aur Prashasanik Sudhar Vibhag)

..... New Delhi-1, the 1 Dec., 1979

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules for regulating the recruitment of ex-servicemen in Central Civil Services and Posts, namely:-

1. Short title and commencement -

- (1) These rules may be called the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979.
- (2) They shall be deemed to have come into force on the first day of July, 1979.

2. Definitions - In these rules, unless the context otherwise requires-

- (a) "Armed Forces of the Union" means the naval, military and air forces of the Union;
- (b) "disabled ex-serviceman" means an ex-serviceman who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas;
- (c) "ex-serviceman" means a person, who has served in any rank (whether as a combatant or as non-combatant), in the Armed Forces of the Union, including the Armed Forces of the former Indian States, but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army, for a continuous period of not less than six months after attestation, and
 - (i) has been released, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, or has been transferred to the reserve pending such release, or
 - (ii) has to serve for not more than six months for completing the period of service requisite for becoming entitled to be released or transferred to the reserve as aforesaid; or

(iii) has been released at his own request, and is completing five years service in the Armed Forces of the Union;

(d) "para-military forces" means the Border Security Force, Central Reserve Police Force, Indo-Tibetan Boarder Police, Central Industrial Security Force, Secretariat Security Force, Assam Rifles, and Railway Protection Force;

(e) "reserved vacancies" meanse vacancies reserved under rule 4 for being filled by ex-servicemen.

3. Application - These rules shall apply to all the Central Civil Services and Posts, Group 'C' and Group 'D' and to the posts of the level of Assistant Commandant in all para-military forces.

4. Reservation of vacancies - (1) Ten per cent of the vacancies in the posts of the level of Assistant Commandant in all para-military forces; ten per cent of the vacancies in each of the categories of Group 'C' posts and of such posts in each group 'C' Service; and twenty per cent of the vacancies in each of the categories of Group 'D' posts and of such posts in each Group 'D' Service, including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent or are likely to continue for three months and more, to be filled by direct recruitment in any year shall be reserved for being filled by ex-servicemen:

Provided the percentage of reservation so specified for ex-servicemen in a category of posts shall be increased or decreased in any one recruitment year to the extent to which the total number of vacancies reserved for ex-servicemen, Scheduled Castes and Scheduled Tribes (including the carried forward reservations for Scheduled Castes and Scheduled Tribes) and for any other categories taken together, falls short or is in excess, as the case may be, of fifty per cent of the vacancies in that category of posts filled in that year:

Provided further that in case of an increase in the reservation for the ex-servicemen under the preceding proviso, the additional vacancies so made available for them shall be utilised first for the appointment of disabled ex-servicemen and if any such vacancies still remain unfilled thereafter the same shall then be made available to other ex-servicemen.

(2) Out of the vacancies reserved for being filled by ex-servicemen, vacancies shall be reserved for candidates belonging to the Scheduled Castes and Scheduled Tribes in accordance with such orders as are issued in this behalf by the Central Government from time to time:

Provided that if any ex-serviceman belonging to the Scheduled Caste or Scheduled Tribe is selected, his selection shall be counted against the overall quota of reservations that shall be provided for the Scheduled Castes or Scheduled Tribes in accordance with the orders issued by the Central Government from time to time.

(3) No vacancy reserved for ex-servicemen in a post to be filled otherwise than on the results of an open competitive examination, shall be filled by the appointing authority by any general candidate, until and unless the said authority, -

- (i) has obtained a 'Non-availability Certificate' from the employment exchange (where a requisition is placed on an employment exchange);
- (ii) has verified the non-availability of a suitable candidate by reference to the Director General Resettlement and recorded a certificate to that effect; and
- (iii) has obtained approval of the Central Government.

5. SPECIAL PROVISION REGARDING AGE LIMIT - For appointment to any vacancy in Central Civil Services Group 'C' and Group 'D', whether reserved or not under these rules, every ex-serviceman who has put in not less than six months continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

6. Special provision regarding educational qualifications-

- (1) For appointment to any reserved vacancy in Group 'D' posts, every ex-serviceman who has put in not less than three years service in the Armed Forces of the Union shall be exempt from the minimum educational qualification, if any, prescribed in respect of such posts.
- (2) For appointment to any reserved vacancy in Group 'C' posts, the appointing authority may, at its discretion, relax the minimum educational qualification, where such qualification prescribed is a pass in the Middle School Examination or any lower examination, in favour of ex-servicemen who have put in at least three years service in the Armed Forces of the Union and who are otherwise considered fit and suitable for appointment to such posts, in view of their experience and other qualifications.

(3) For appointment to any reserved vacancy in Group 'C' posts, to be filled partly by direct recruitment and partly by promotion or transfer, where the minimum educational or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotees or transferees, an ex-serviceman shall be deemed to satisfy the prescribed educational or technical qualification if he

(i) satisfies the educational or technical qualification prescribed for direct recruitment to the post from which promotion or transfer to the post in question is allowed, and

(ii) has identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union, as prescribed for promotees or transferees.

EXPLANATION: For the purposes of this rule, in computing the period of three years' service, there shall be added any period of service which an ex-serviceman has rendered while serving in a corresponding post or posts in a civil department, or a public sector undertaking or an autonomous organisation, whether under the Central Government or any State Government, or in a Nationalised Bank to the period of service rendered in the Armed Forces of the Union.

7. Amendment of recruitment rules - All rules regulating the recruitment of persons to Group 'C' and Group 'D' posts and services under the Central Government shall be subject to the provisions of these rules and shall be construed accordingly.

8. Interpretation - If any question arises as to the interpretation of these rules, the question shall be decided by the Central Government and the decision of the Central Government shall be final.

(R. C. GUPTA)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

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deleted
with NDR
No. 36034/20/82-
ES/12507 dt. 6.7.83

Explanatory memorandum to the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979. -----

-5-

Under the Ex-servicemen (Reservation of Vacancies in the Central Civil Services and Posts, Class III and Class IV) Rules, 1974, the reservations for ex-servicemen were available in the vacancies filled by direct recruitment in the Central Civil Services and Posts, Class III and Class IV. These rules ceased to be in force w.e.f. from the 1st July, 1979. Since the problem of rehabilitation of ex-servicemen is a continuing feature, it has been decided to make available to the ex-servicemen certain facilities for their rehabilitation in Civil employment on a permanent basis. In formulating the present rules the provisions of the Ex-servicemen (Reservation of Vacancies in the Central Civil Services and Posts Class III and Class IV) Rules 1974, and the decisions taken on the recommendations of the Working Group of officers on Resettlement of Ex-servicemen with regard to changes in those rules including change in the nomenclature of the rules have been taken into account. This will not adversely affect the rights of any person.

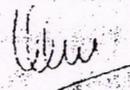
No. 39016/10/79-Estt (C)

New Delhi-1, the

Dec., 1979

Copy forwarded to:-

1. All Ministries and Departments of the Government of India with usual number of spare copies.
2. Union Public Service Commission, with usual number of spare copies.
3. Central Vigilance Commission, New Delhi.
4. Comptroller and Auditor General of India, New Delhi.
5. Lok Sabha Sectt./Rajya Sabha Sectt.
6. Commissioner for Linguistic Minorities, Allahabad.
7. Election Commission, New Delhi.
8. All Union Territories Administration.
9. D.G.P. & T.
10. All attached and subordinate offices of the Department of Personnel and Administrative Reforms and Ministry of Home Affairs.
11. All Officers and Section of the Ministry of Home Affairs and Department of Personnel and Administrative Reforms.


R.C. GUPTA
(R.C. GUPTA)
DEPUTY SECY. TO THE GOVT. OF INDIA.

No. /

37



No.27/4/94-IH(7)-2015/16074
Chandigarh Administration,
Department of Personnel

Chandigarh dated the 3/8/15

To

All the Administrative Secretaries/
Heads of Departments/Offices/
Institutions/Boards/Corporations
Chandigarh Administration.

Subject:- Benefit of reservation for Other Backward Classes (OBCs)
in civil posts and services under the Chandigarh
Administration.

Sir/Madam,

In partial modification of this department's circular letter
No. 27/4/94-IH(7)-2003/23827 dated 23.12.2003, I am directed to address
you on the subject noted above and to state that it has been decided by the
Chandigarh Administration as a matter of policy that for recruitment to the
posts under the Chandigarh Administration, a person would be eligible for the
benefit of reservation of Other Backward Class (OBC) whose caste is notified in
the State List of Other Backward Classes (OBCs) of Union Territory,
Chandigarh.

Yours faithfully,

Ami Dave
Superintendent Personnel,
for Secretary Personnel
Chandigarh Administration.

No-5

Annexure 'OBC'

Social Welfare Department
Chandigarh Administration

Notification

Dated: 26.03.2015

No. SW/OBC/2015/2451

The Administrator, Union Territory, Chandigarh, is pleased to include the following synonymous and new castes in the list of Other Backward Classes (OBCs) against their purpose of entertaining, examining and recommending upon requests for inclusion/exclusion in the lists of Other Backward Classes in U.T., Chandigarh in continuation with earlier Notifications notified vide No. F-III-SW-127/OBC/95/1245 dated 27.06.1995 and subsequent Notification No. F3/SW/OBC/2001/2272 dated 03.09.2001 and Notification No. F3/SW/OBC/2004/443-445 dated 05.02.2004:-

Existing Entry		New Entries	
3.	Beta/Teta, Hansi/Hensi or Hesi	3.	Beta/Teta, Hansi/Hensi or Hesi/Hasi
11.	Rehar, Rehere/Rehard or Rer/Re	11.	Rehar, Rehere/Rehard or Rer/Re, Rehara
15.	Bagria	15.	Bagria, Bagaria
16.	Weavers (Jullaha)	16.	Weavers (Jullaha), Julaha (excluding those in Scheduled Caste)
18.	Kumhar/Kumahars	18.	Kumhar/Kumahars/Kumahar
19.	Nais	19.	Nais/Nai
20.	Dhobis	20.	Dhobis/Dhobi
24.	Barai, Tarboll/Tomboli	24.	Barai, Tarboll/Tomboli/Tomboli
29.	Bhuhalia- Lohar	29.	Bhuhalia- Lohar/ Bhuhalia- Lohar
31.	Chimba/Chiba/Chhimba, Chippi, Chhippi/Chimpa /Darji/ Darj, Tank	31.	Chimba/Chiba/Chhimba, Chippi, Chhippi/Chimpa /Darji/ Darj, Tank, Chhipi
36.	Gawla/Gawala, Gowala/Yadav/Ahir	36.	Gawla/Gawala, Gowala/Yadav/Ahir, Gwala/Gowale
37.	Gadderia/Gadarai	37.	Gadderia/Gadarai/ Gaddaria
38.	Jhangara Brahaman/Jhangra Brahman/Jangara Brahman	38.	Jhangara Brahaman/Jhangra Brahman/Jangara Brahman/ Jhangara-Brahman
39.	Hazam Nai/Hajjam Nai	39.	Hazam Nai/Hajjam Nai, Hajjam/Hazam
40.	Jogi Nath	40.	Jogi Nath, Jogi, Nath
57.	Singhikar/Singhikant, Singhwala, Singiwala	57.	Singhikar/Singhikant, Singhwala, Singiwala/Singhiwala
62.	Sunar/Swarnkar	62.	Sunar/Swarnkar/Swarnakar
63.	Nil	63.	Bhar/Rajbhar
64.	Nil	64.	Ramgarhia
65.	Nil	65.	Saini

-sd-
V LALREMATHANGA
SECRETARY SOCIAL WELFARE
CHANDIGARH ADMINISTRATION

NO-19
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SPS

Chandigarh Admin
Home Departm
(Department of Technical Education)
Delux Building, U.T. Secretariat, Sector-9, Chandigarh-160009
FAX 0172-2740337

Ado

No. 19/1/13-IH(10)-2019/ 7185 dated, the 11/5/19

SP/10
H/P

To
All the Administrative Secretaries/
Head of Departments/Offices in
Chandigarh Administration.

Subject:- Reservation for Economically Weaker Sections (EWSs) in Admission in Education Institutions.

Sir/Madam

DDG
SP/10
G/P
7/3/19

I am directed to address you on the subject noted above and to enclose herewith a copy of O.M.No. 36039/1/2019-Estt. (Res.), 19.01.2019 & dated 31.01.2019 of the Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi and letter No. F. 20013/01/2018-BC-II, date 17.01.2019 of the Govt. of India, Ministry of Social Justice and Empowerment, Department of Social Justice and Empowerment, New Delhi along with its enclosures, which is self explanatory.

- The persons belonging to Economically Weaker Sections (EWSs) from all over India would get benefit of 10% reservation in Admission in the Educational/Technical/Medical Institution of Union Territory, Chandigarh.
- The contents of this communication may kindly be brought to the notice of all officers/officials working under your control for strict compliance.

Branch (Diary)
File No. 7408
Date 3-V-19
Signature

Yours faithfully

Sudesh 11/5/19
Superintendent Technical Education
for Adviser to the Administrator
Union Territory, Chandigarh.

Endst.No. 19/1/13-IH(10)-2019/ 7186 dated, the 11/5/19

A copy is forwarded to All the Administrative Branches of Chandigarh Administration Secretariat for similar action.

Sudesh 11/5/19
Superintendent Technical Education
for Adviser to the Administrator
Union Territory, Chandigarh.

Endst.No. 19/1/13-IH(10)-2019/ 7187 dated, the 11/5/19

A copy is forwarded to the Director Information Technology, Union Territory, Chandigarh for information and necessary action. He is requested to upload the above instructions on the official website of Chandigarh Administration.

Sudesh 11/5/19
Superintendent Technical Education
for Adviser to the Administrator
Union Territory, Chandigarh.

SP/10
No. R-1312 /Rd/DIG
Dated 7-5-19

CHANDIGARH ADMINISTRATION
POLICE DEPARTMENT

19055-61
No. /UT/E-1 dated, Chandigarh the:- 16/5/19

A copy of above is forwarded to the following for information and taking necessary action:-

- All SDPOs
- Headmaster, GMSH-26, Chandigarh
- Supdt(Account & Procurement)
- E-II & E-III

TP Singh
(T P Singh)
Administrative Officer
for Superintendent of Police/Hqrs,
Union Territory, Chandigarh.

No. 3

61
25/01/19

F. No. 36039/1/2019-Estt. (Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Dated 22/1/19
13
Dated 22/1/19
North Block, New Delhi
19th January, 2019

ISSP 243
dated 23/01/19

OFFICE MEMORANDUM

Subject: Reservation for Economically Weaker Sections (EWSs) in civil posts and services in the Government of India

Reference is invited to Ministry of Social Justice and Empowerment O.M. No. F.No.20013/01/2018-BC-II dated 17.1.2019 on the above mentioned subject, which, inter-alia, reads as under:-

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1. In pursuance of insertion of clauses 15(6) and 16(6) in the Constitution vide the Constitution (One Hundred and Third Amendment) Act, 2019 and in order to enable the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes, to receive the benefits of reservation on a preferential basis in civil posts and services in the Government of India and admission in Educational Institutions, it has been decided by the Government to provide 10% reservation to EWSs in civil posts and services in Government of India and admission in Educational Institutions.

M
22.1.19

2. Persons who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources, i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

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- 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;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

(P)

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3. The income and assets of the families as mentioned in para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The officer who issues the certificate would do the same after

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carefully verifying all relevant documents following due process as prescribed by the respective State/UT.

5. Instructions regarding reservation in employment and admission to educational institutions will be issued by DOPT and Ministry of HRD respectively."

In pursuance of the above Office Memorandum, it is hereby notified that 10% reservation would be provided for Economically Weaker Sections (EWSs) in central government posts and services and would be effective in respect of all Direct Recruitment vacancies to be notified on or after 01.02.2019.

3. Detailed instructions regarding operation of roster and procedure for implementation of EWS reservation will be issued separately.

Gyanendra Tripathi
(Gyanendra Dev Tripathi) 19/01/2019

Joint Secretary to the Government of India

- To
1. The Secretaries of all Ministries/Departments of the Government of India.
 2. Department of Financial Services, New Delhi
 3. Department of Public Enterprises, New Delhi
 4. Railway Board, Ministry of Railways, Rail Bhavan, New Delhi
 5. Secretary, Ministry of Human Resources Development, Shastri Bhavan, New Delhi.
 6. Supreme Court of India/Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat/ Central Vigilance Commission/ President's Secretariat/ Vice President's Secretariat /Prime Minister's Office/ NITI Aayog
 7. Union Public Service Commission / Staff Selection Commission
 8. Secretary, Ministry of Social Justice and Empowerment, Shastri Bhawan, New Delhi
 9. National Commission for Scheduled Castes, Lok Nayak Bhawan, New Delhi
 10. National Commission for Scheduled Tribes, Lok Nayak Bhawan, New Delhi
 11. National Commission for Backward Classes, Trikot-1, Bhikaji Cama, Place, R.K. Puram, New Delhi
 12. Office of the Comptroller and Auditor General of India
 13. Information and Facilitation Center, DoPT, North Block, New Delhi.
 14. Director, ISTM, Old JNU Campus, Old Palms Marg, New Delhi 110067
 15. NIC, DoPT - to upload the same on DoPT website.
 16. Hindi Section for providing a Hindi translation

- | Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- | Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
-) Revenue Officer not below the rank of Tehsildar and
-) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

The Officer who issues the certificate would do the same after carefully going all relevant documents following due process as prescribed by the State/UT.

The crucial date for submitting income and asset certificate by the candidate to be treated as the closing date for receipt of application for the post, except in where crucial date is fixed otherwise.

The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause :-

"The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate."

The appointing authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, his services shall be terminated involving the conditions contained in the offer of appointment.

EFFECTING RESERVATION - MAINTENANCE OF ROSTERS:

Department of Personnel and Training had circulated Office Memorandum No. 16012/2/96-Estt(Res) dated July 2, 1997 regarding implementation of post reservation roster. The general principles for making and operating post

G. S. Sivan

MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT:

Every Government establishment shall appoint a senior officer of the department as the Grievance Redressal Officer.

Any person aggrieved with any matter relating to discrimination in employment against any EWS may file a complaint with the Grievance Redressal Officer of the respective Government establishment. The name, designation and contact details of the Grievance Redressal Officer may be displayed prominently on the website and in the office of the concerned establishment.

LIAISON OFFICER:

Ministries/Departments/Attached and Subordinate Offices shall appoint a Liaison Officer to monitor the implementation of reservation for EWSs.

The above scheme of reservation will be effective in respect of all direct recruitment vacancies to be notified on or after 01.02.2019.

All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control. In case of any difficulty with regard to implementation of the provisions of this OM, the concerned authorities may consult DOP&T through their administrative Secretary/Department.

As above.

G. Srinivasan

(G. Srinivasan)

Director

Ph.No.011-23093074

- (i) The Secretaries of all Ministries/Departments of the Govt. of India
- (ii) Department of Financial Services, Ministry of Finance, Jeevan Deep Building, Parliament Street, New Delhi
- (iii) Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi
- (iv) Railway Board, Rail Bhavan, Delhi.

- i) Supreme Court of India/ Election Commission of India/ Lok Sabha Secretariat/ Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/ Prime Minister's Office/NITI Aayog
- ii) Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
- iii) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
- iv) The Secretary, Department of Social Justice and Empowerment, Shastri Bhavan, New Delhi
- v) National Commission for Scheduled Castes, Lok Nayak Bhavan, New Delhi
- vi) National Commission for Scheduled Tribes, Lok Nayak Bhavan, New Delhi.
- vii) National Commission for Backward Classes, Trikot, Bhikaji Cama Place, R.K. Puram, New Delhi.
- viii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- ix) Information and Facilitation Centre, DOPT, North Block, New Delhi.
- x) Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi-110067.
- xi) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

Copy to: Director, NIC, DOPT - with the request to immediately place this OM on the website of this Department (what's new tab) for information of all concerned.

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reservation roster would be as per the principles laid down in the said Office memorandum.

Every Government establishment shall now recast group-wise post-based reservation roster register for direct recruitment in accordance with format given in Annexure II, III, IV and V, as the case may be, for effecting 10% reservation for SCs, STs and OBCs. While fixing roster point, if the reservation roster point coincides with the roster points of SCs/STs/OBCs the next available UR roster point has been allotted to the EWSs and also the principle of "squeezing" has been kept in view. While drawing up the rosters, the cadre controlling authorities may similarly "squeeze" the last points of the roster so as to effect prescribed 10% reservation.

Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ex-servicemen shall be placed against the roster points earmarked for EWS.

ADJUSTMENT AGAINST UNRESERVED VACANCIES:

A person belonging to EWS cannot be denied the right to 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 are not to be counted towards the quota meant for reservation.

FORTNIGHTLY/ANNUAL REPORTS REGARDING REPRESENTATION OF EWS:

The Ministries/Departments shall send single consolidated fortnightly report including their attached/subordinate offices beginning from 15.2.2019 as per format at Annexure-VI.

From 01.01.2020, the Ministries/Departments shall upload data on representation of EWSs in respect of posts/services under the Central Government through the URL i.e. www.itcps.nic.in as on 1st January of every year. All Ministries/Departments have already been provided respective usercode and password with guidelines for operating the URL.

G. Aravindan

iii) The posts should be 'for conducting research' or 'for organizing, guiding and directing research'.

Orders of the Minister concerned should be obtained before exempting any satisfying the above condition from the purview of the scheme of reservation.

CRITERIA OF INCOME & ASSETS:

Persons who are not covered under the scheme of reservation for SCs, STs, OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees lakh only) are to be identified as EWSs for benefit of reservation. Income also include income from all sources i.e. salary, agriculture, business, pension, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets to be excluded from being identified as EWS, irrespective of the family income:-

- 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;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities should be clubbed while applying the land or property holding test to determine EWS status.

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

INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE:

1. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in Annexure-I shall only be accepted as proof of candidate's claim belonging to EWS:-

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendary

G. S. S. S.

SELF DECLARATION

I _____ s/o Insp./SI/ASI/HC/Const.
_____ No. _____/CHG/CP residence
of House No. _____ Sector-____, Chandigarh, do hereby
solemnly affirm and declare as under:-

1. That I have applied for the post of Constable
(_____), in Chandigarh Police
vide application Form No. _____
(Gen/OBC/SC/Ex-man).
2. That I intend to get relaxation in Chest or Height
for 5cm and required certificate from the
department.
3. That I intend to get relaxation in age for 2 years
and required certificate from the department.
4. That my father Sh. _____ is
serving in Chandigarh Police as Insp./SI/ASI/HC/
Const. No. _____/CHG/CP and presently
posted at _____, Chandigarh.

Place:- Chandigarh

DEPONENT

Date:-

Verification:-

Verified that the documents of my above affidavit
are the true and correct to the best of my knowledge and
belief and no part of it is false and nothing has been
cancelled therein.

DEPONENT