



**CHANDIGARH ADMINISTRATION**  
**POLICE DEPARTMENT**

**RECRUITMENT OF SPORTSPERSONS TO THE POST OF ASSISTANT SUB INSPECTORS/  
CONSTABLES (EXECUTIVE) (MALE/FEMALE) IN CHANDIGARH POLICE**

**STANDING ORDER NO.51 /2023**

1. **AIM AND OBJECTS:-**

Chandigarh Police encourages active participation of sportspersons and promotion of Sports. Chandigarh Police teams/sports persons have always made their presence felt at International and National level in every sport in which they have participated and brought name and fame to India as well as Chandigarh (UT).

The purpose of this Standing order is to induct outstanding players in Chandigarh Police and provide them an opportunity for achieving higher goals for the Chandigarh Police and the Nation and to fulfill the shortage/requirement of players in different sports disciplines/events/Teams.

This Standing Order deals with the direct recruitment of the sportspersons against 5 % quota to the post of Assistant Sub Inspector and Constable 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.

This Standing Order will govern the entire process of recruitment of sportspersons and contain the detailed provisions under which the process of recruitment will be completed, under the overall regulatory framework laid down by the Punjab Police Act, 2007 and Punjab Police Rules, 1934.

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 ***Assistant Sub Inspector (Executive) and Constable (Executive):-***

2.1(a) **Assistant Sub Inspector (Executive)** shall mean a post of Assistant Sub Inspector in the Executive Cadre of Chandigarh Police (including India Reserve Battalion) presently in the entry-level/cell-I as per matrix Table in the 7<sup>th</sup> Central Pay Commission (Level-05) and as may be amended from time to time. This post is classified as Group 'C' post by Chandigarh Administration.

2.1(b) **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 7<sup>th</sup> Central Pay Commission (Level-03) and as may be amended from time to time. This post is classified as 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 OBCs<sup>1</sup> 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)**<sup>2</sup> 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 sqft. 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”** means a Group ‘C’ or ‘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 the Rules called the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, 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 **“Director General of Police/Inspector General of Police”(DGP/IGP)** means an officer of the rank of Director General or Inspector General of Police or any other rank who performs the functions of Head of Police Force in respect of Chandigarh Police.

### 3. INITIATION AND CUT-OFF DATE:-

Recruitment to 5 % of the posts of Assistant Sub-Inspector & Constables (Exe) available in any given year for direct recruitment shall be filled up by Sports persons.

The process of recruitment shall begin with the release of an advertisement of the number of posts of Assistant Sub Inspector/Constable (Exe.) intended to be filled, the gender and category wise details of such posts to be filled. The cutoff date for all purposes such as age, qualification, etc. will be the date of publication of advertisement.

### 4. RESERVATION OF VACANCIES:-

Vacancies proposed to be filled up by direct recruitment 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:-

#### 4.1 Vertical reservation:

- 4.1.1 Scheduled Caste candidates: 18%

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

<sup>2</sup>Govt. Of India OM No. 36039/01/2019-Estt(Res) dated 22.01.2019 & 31.01.2019 regarding EWS



4.1.2 OBC candidates: 27 %

4.1.3 Economically Weaker Sections: 10%<sup>3</sup>

4.2 **Horizontal Reservation**<sup>4</sup>:

4.2.1 Ex-Servicemen<sup>5</sup> candidates: 10%

4.2.2 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.

5. **RECRUITMENT BOARD/S:-**

The DGP/IGP 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 Recruitment Board(s) with one Chairperson (of the rank of DIG/SSP/SP) and other Members (of the rank of ASP/DSP) to conduct different phases of recruitment such as considering the eligibility of an applicant, Physical Measurement & Efficiency Test etc. While the constitution of the board shall be decided by the DGP/IGP, the Recruitment Board for conducting different phases of the recruitment shall normally include, besides a DIG/SSP/SP, two or more officers of the rank of ASP/DSP to be nominated by the DGP/IGP, Chandigarh. 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.

DGP/IGP may also nominate a representative of Department of Sports, Chandigarh Administration or of recognized Sports Body (Indian Olympic Committee/National Sports Federation/State Sports Federation, etc) as member of the Recruitment Board for purpose of checking the eligibility of applicants and/or verification of sports certificates.

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/IGP, 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.

However, the DGP/IGP, Chandigarh may entrust, either in whole or in part, the task of PE&MT, biometric checks, or any other kind of assessment of applicants to an independent agency.

6. **ELIGIBILITY:-**

The following categories of sportspersons will be eligible for recruitment against the sports quota:-

- i. The Sportspersons who have participated and achieved positions/medals representing the country in the International Sports Tournaments/Championships conducted by the International Olympic Committee or the Sports Federations affiliated or recognized by the International Committee.
- ii. The Sportspersons who have achieved positions/medals in the National Level Sports Tournaments/Championships conducted by the Indian Olympic Association or the National Sports Federations affiliated or recognized by the Indian Olympic Association
- iii. The Sportspersons who have achieved positions/medals in the State Level Sports Tournaments/Championships conducted by the State Sports Federations affiliated.
- iv. The Sportspersons who have achieved positions/medals in the Inter-University Tournaments conducted by the Inter-University Sports Boards.
- v. The Sportspersons who have achieved positions/medals in the National Sports/games for schools conducted by the All India School Games Federation.

<sup>3</sup> Chandigarh Administration, Home Department notification No.19/1/13-IH(10)-2019/7185 dated 01.05.2019 refers.

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

<sup>5</sup> As defined in Government of India, Department of Personnel and Administrative reforms notification dated 15.12.1979 as applicable to Chandigarh



- vi. The Sportspersons who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.
- 6.1 List of sports/games which will be considered eligible for recruitment of sportspersons is attached as Annexure "SL".
- 6.2 The criteria to evaluate Sports Achievements in different tournaments have been given in para 10.5.
- 6.3 In case of insufficient applicants, sportspersons who have participated in categories at ii. to v. above may also be considered eligible for the recruitment process.
- 6.4 Only those sports achievement certificates will be considered for evaluation which have been graded/recognized/approved by the Concerned Sports Committee/Federation/Association/Board/Department etc. (Authorities competent to award certificates on eligibility for recruitment under sports quota are mentioned in Annexure "AC".)
- 6.5 No appointment shall be made unless the candidate is, in all respects, eligible for appointment to the post applied for, and in particular, with regard to age and qualification prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of class/category of persons to which the applicant belongs.

7. **ESSENTIAL AGE & QUALIFICATIONS:-**

The minimum standards of the age, educational and other qualifications, of Physical Endurance and measurement Tests are set out as Annexure 'EQ' respectively.

8. **DRIVING SKILLS:-**

**Driving skills:** - Driving skills are now an integral part of the skill set required for the post of Assistant Sub Inspector and Constable (Executive). 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 application. However, this condition may be waived by the DGP/IGP in case of women in any given recruitment as a special case to widen the base pool of women candidates.

9. **SCHEDULE OF FEES:-**

An application fee shall be charged as under:

9.1	General candidates	Rs. 1000/-
9.2	OBC/EWS candidates	Rs. 800/-
9.3	SC candidates	Rs.500/-
9.4	Ex-Servicemen	Exempt

An account with regard to application fee shall be maintained by SO Accounts.

10. **SELECTION PROCESS:-**

- 10.1 The Recruitment Board, as constituted by the DGP/IGP, shall supervise the selection process for the recruitment of sportspersons to the posts of ASI/Constable (Executive).
- 10.2 The Recruitment Board would publish a detailed advertisement in the leading newspapers (English, Hindi & Punjabi) and on the official website of Chandigarh Police for recruitment of sportspersons in Chandigarh Police so to attract large number of Candidates to fill the online application form.
- 10.3 The Recruitment Board, with the approval of DGP/IGP, may constitute Recruitment sub - Board/s or committees as per requirement for conducting the document verification, Physical Efficiency & Measurement Test (PEMT), etc.
- 10.4 All candidates who fill the online application form and whose applications are found to be in order and provisionally accepted by the department as per terms and conditions of the Recruitment Notice, will be assigned Roll Numbers and issued Admit Card for appearing in the PE&MT.



10.5 All the candidates who qualify PE&MT as per the qualifying standards mentioned in Annexure 'EQ' will be awarded marks (maximum 50 marks) as per their achievement in sports as per the following criteria/parameters:

a) **Olympic Games**

Gold Medal	50 marks
Silver Medal	48 marks
Bronze Medal	47 marks
Participation	41 marks

b) **World Cup/World Championship (After 4 Years)**

Gold Medal	46 marks
Silver Medal	44 marks
Bronze Medal	43 marks
Participation	37 marks

c) **Asian Games**

Gold Medal	42 marks
Silver Medal	40 marks
Bronze Medal	39 marks
Participation	33 marks

d) **Commonwealth Games/World Championship (After 2 years)**

Gold Medal	38 marks
Silver Medal	36 marks
Bronze Medal	35 marks
Participation	30 marks

e) **Asian Championship/Asian Track & Field/Commonwealth championship**

Gold Medal	34 marks
Silver Medal	32 marks
Bronze Medal	31 marks
Participation	28 marks

f) **SAF Games/World University Games/Junior World Cup/Junior World Championship/Junior Asian Championship**

Gold Medal	29 marks
Silver Medal	27 marks
Bronze Medal	26 marks

g) **National Games/Senior National Championship/Inter-State Championships**

Gold Medal	25 marks
Silver Medal	24 marks
Bronze Medal	23 marks

h) **All India Inter-university/Junior National Championship (Under-19 & above age-group only)**

Gold Medal	22 marks
Silver Medal	20 marks
Bronze Medal	19 marks

i) **Senior States Championship/Inter District Senior Championship**

Gold Medal	18 marks
Silver Medal	17 marks
Bronze Medal	16 marks

j) **Junior States Championship/Inter District Junior Championship (Under-19 & above age-group only)**

Gold Medal	15 marks
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Silver Medal	14 marks
Bronze Medal	12 marks

k) **National Sports/games for schools conducted by the All India School Games Federation**

Gold Medal	10 marks
Silver Medal	08 marks
Bronze Medal	06 marks

l) **National Awards in Physical Efficiency under the National Physical Efficiency Drive**

05 marks

m) **In case of insufficient candidates, next preference may be given to the sportspersons who have participated in championships/tournaments/competitions mentioned at f) to k) above in the same order**

**Note:**

- i) The sports certificates of candidates of only those competitions will be considered which are conducted by recognized Sports bodies (International Olympic Committee/ International Sports Federations/ Indian Olympic Committee/ National Sports Federations/ State Sports Federations/Inter-University Sports Boards/ All India School Games Federation ), and organized on or before the date of submission of application forms.
- ii) Only the marks of one highest medal/position or level of participation in which a candidate is getting maximum marks as per the table given above will be considered.
- iii) If any candidate has secured more than 1 medal in a competition, in that case he/she shall be awarded marks for only one highest medal/position secured in the competition.
- iv) In case two or more candidates achieve same marks, those who have secured a higher position or won more than one medal shall be given the preference.
- v) In case same level of games/sports, candidate who has played in the higher level, shall be given the preference.
- vi) Participation in individual and team event/item may be given the same preference.

**11. PHYSICAL ENDURANCE & MEASUREMENT (PE&MT):-**

PE&MT shall be conducted by one or more Boards consisting of one SSP/Comdt./SP assisted by 02 or more ASsP/DSsP to be nominated by DGP/IGP, Chandigarh, and other subordinate staff as required. The subordinate staff for assistance will be detailed by the Police Establishment Branch (PEB).

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, if used, shall be regularly checked by i/c Computer Section, to ensure that they are accurately calibrated and are functioning properly.

The ASP/DSP/Insp. detailed for physical measurement and efficiency 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 physical efficiency test 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 scrutinize the records for its correctness and keep them in safe custody. Request for change in date of PE&MT in extremely exceptional circumstances with supporting documents shall be made to the DGP/IGP Chandigarh in advance or to the Chairperson of the PE&MT Board before the actual date of the test. Such candidates may be



given an alternate date for PE&MT at the sole discretion of the DGP/IGP or authorized representative within the overall schedule of PE&MT for the ongoing recruitment.

The entire PE&MT process shall be carried out under videography and the recordings shall be kept in the safe custody of DSP/Training for three years. All officers connected with the recruitment process, directly or indirectly, must put their complete signatures at required places with their names, rank and date mentioned below the signature.

Qualifying standards for PEMT are mentioned in Annexure 'EQ'.

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

**12. APPELLATE BOARD FOR PE&MT:-**

An Appellate Board consisting of one DIG/SSP/Comdt./SP and one or more officer(s) of appropriate ranks shall be constituted by the DGP/IGP, 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. No appeal shall be entertained once the candidate leaves the PE&MT ground.

Further no appeal will be entertained with respect to race timings and long jump/high jump. The decision of the recruitment board shall be final.

**13. SCRUTINY OF ORIGINAL EDUCATIONAL/CATEGORY/SPORTS CERTIFICATES AND AWARD OF MARKS OF SPORTS ACHIEVEMENT/CERTIFICATE:-**

Candidates who qualify PE&MT will be considered for award of marks (out of maximum 50 marks) on the basis of sports achievement/certificate as laid down in Para 10.5.

The document verification shall entail scrutinizing the documents uploaded by the candidates at the time of application submission against the original documents. Candidates shall be responsible for the authenticity of certificates produced; any document found false or fabricated will attract disqualification from recruitment process and may also result in strict administrative and/ or penal action, besides attracting criminal liability.

The candidates must submit their all original certificates along with self-attested photocopies of certificates to the Recruitment Board at the time of counseling. Sports certificates submitted by the candidates after the completion of counseling process will not be considered for the award of marks.

In case of failure to show original documents at the time of scrutiny of documents, candidate shall not have any right of selection for recruitment. Only those candidates whose documents have been found correct and in order, according to this Standing order shall be considered during the preparation of the merit list.

In case of any ambiguity/confusion regarding the admissibility of any sports achievement certificate, decision shall be taken by Chairman Recruitment Board, in consultation with department of Sports, Chandigarh Administration, Chandigarh.

**14. FINAL MERIT LIST:-**

14.1. Final Merit List of the candidates shall be prepared on the basis of the marks awarded as per Sports achievements.

14.2 Final Merit List shall be prepared category-wise and gender-wise.

14.3 Waiting list to the extent of 25% of vacancies in each category shall also be prepared category-wise.

**15. DECLARATION OF SELECTED CANDIDATES:-**

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

**16. MEDICAL EXAMINATION:-**

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



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.

Candidates who fail to clear the medical examination shall be entitled to appeal to the DGP/IGP, within 7 days of being rejected, for being examined by a Medical Board for which a request shall be made by the DGP/IGP 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.

**17. ANTECEDENTS AND BACKGROUND CHECKS:-**

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

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 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.

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/IGP under the provisions of PPR 12.14. 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.

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.

However, willful and even inadvertent non-disclosure and/or concealment shall be viewed adversely, and the candidature of such applicants shall be summarily rejected.

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.

**18. 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 the Police Establishment Branch (PEB) by registered post/courier service in addition to intimation by email and SMS for joining the Basic Training Program for Recruit Assistant Sub Inspectors 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 website stating the date of joining for training.



**19. 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/IGP/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.

**20. 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 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 and given hash values using the MD-5 algorithm. 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 for dealing with complaints and with RTI applications.

The physical record as enumerated above shall be retained for five years from the date of declaration of Merit List. The period can be extended beyond three years till such time that court matters, if any, are finally disposed of. Before the final disposal of the physical records, approval of the DGP/IGP shall be sought and obtained and the physical records shall be destroyed only after the same is digitized and the digitized copy shall be retained along with other digital records for five years from declaration of result.

Representations received against the result of PE&MT announced shall be retained in a separate file by Recruitment Cell for three years from the date of announcement of Merit List. Application forms and documents of selected/appointed candidates may be sent to their respective places of posting for preparation of their service record.

**21. CERTIFICATE OF APPOINTMENT:-**

Selected candidates who join training shall be given a 'Letter of Appointment' and shall also be issued a 'Certificate of Appointment' by SSP/SP(HQ).

**22. BASIC TRAINING PROGRAM:-**

On appointment, the candidates shall be required to undergo and complete a basic training course at any institute selected for the purpose by the DGP/IGP. After completion of Basic Training Course, Assistant Sub Inspector and Constable shall be posted in districts/units for practical Training as per PPR 19.25.

**23. SENIORITY AND PROBATION:-**

**Seniority and probation of Assistant Sub Inspector and Constable shall be determined as per existing rules.**

*The Director General of Police remains the final authority to interpret any of the clauses of this standing order. Moreover, DGP reserves the right to modify /amend any of the clauses of Standing Order at any stage of the recruitment process, in order to ensure the smooth and fair conduct of the process.*

*Praveer Ranjan*  
(Praveer Ranjan, IPS)  
Director General of Police  
Union Territory, Chandigarh.

No. 40629 /UT/E-I dated, Chandigarh the: 29/9/2023

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I/C Computer Section for uploading the same on the website of Chandigarh Police (i.e <http://chandigarhpolice.gov.in>)



**ESSENTIAL QUALIFICATIONS OF AGE, EDUCATION, DRIVING LICENCE and QUALIFYING STANDARDS FOR PHYSICAL ENDURANCE & MEASUREMENT TESTS (PE&MT) FOR THE POSTS OF ASSISTANT SUB INSPECTORS AND CONSTABLES IN CHANDIGARH**

Age		Male	Female
Age <sup>1</sup> (in completed years on the cutoff date)		18-30	18-30
Relaxable by:		18-33	18-33
In case of OBC candidates: by 3 years			
In case of SC/ST candidates: by 5 years		18-35	18-35
<b>For Wards(Sons &amp; Daughters) of Chandigarh Police Personnel<sup>2</sup></b>			
Serving by 2 years		18-32	18-32
Retired(living or deceased) by 2 years		18-32	18-32
Died in service by 3 years		18-33	18-33
In case of Departmental candidates/Chandigarh Police Personnel		<=40	<=40
In case of Ex-Servicemen		<=45	N/A
<b>Minimum Educational Qualifications (As on the cut-off date)</b>			
	<b>For Assistant Sub Inspector</b>	<b>For Constables</b>	
For all candidates: (except for ex-servicemen)	Higher Secondary (10+2 or equivalent) from a recognized board of Secondary Education	Matric (10th or equivalent) from a recognized board of Secondary Education	
For ex-servicemen candidates:	As above or certificates awarded in the Defence Services which are recognised as equivalent to Higher Secondary civil certificates as notified from time to time		
<b>Driving License<sup>3</sup>: (As on the date of application)</b>		<b>Male &amp; Female</b>	
For all candidates	A valid Driving License <sup>4</sup> 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.		
<b>QUALIFYING STANDARDS FOR PHYSICAL ENDURANCE &amp; MEASUREMENT TESTS (PE&amp;MT) FOR ASSISTANT SUB INSPECTORS (EXE) AND CONSTABLES (EXE)</b>			
a)	<b>Height</b>	165 cm (male) 157 cm (female)	Relaxable for the following: Residents of notified Hill Area by 5 cms: Wards of Police Personnel (WPP) by 5 cms:
b)	<b>Chest (only for male)</b>	84-88 cm (Unexpanded-expanded)	Relaxable for the following: Residents of notified Hill Area by 5 cms: Wards of Police Personnel (WPP) by 5 cms:
c)	<b>Race</b> (For sportspersons upto 35 years of age)	1600 metres in 390 seconds (male) 800 meters in 270 seconds (female)	
	(For sportspersons more than 35 years of age)	1600 metres in 600 seconds (male) 800 meters in 390 seconds (female)	
d)	<b>Long Jump (3 attempts)</b> (For sportspersons upto 40 years of age)	3.50 m (male) 2.30 m (female)	
	(For sportspersons more than 40 years of age)	Exempt	
e)	<b>High Jump (3 attempts)</b> (For sportspersons upto 40 years of age)	1.00 m (male) 0.75 m (female)	
	(For sportspersons more than 40 years of age)	Exempt	

<sup>1</sup>The DGP/IGP may relax the condition of age for one or more category or class of applicants in public interest.

<sup>2</sup> Age relaxation for Wards of Chandigarh Police Personnel shall be in addition to the age relaxation available to the candidates on the basis of belonging to SC/OBC Category.

<sup>3</sup> This condition may be waived by DGP/IGP/Chandigarh in any particular recruitment for one or more category or class of applicants in public interest.

<sup>4</sup> "Driving License", "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.

<sup>5</sup> 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.

<sup>6</sup> 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 centimeters (cms) to comply with the Standards to Weight and Measurements Act 1986, and have been rounded off for convenience.

<sup>7</sup> Residents of hill areas i.e. Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas, Assam, Himachal Pradesh, Kashmir and Leh&Ladakh regions (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).

<sup>8</sup> 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 household.



## Annexure 'SL'

**List of sports which qualify for appointment of meritorious sportspersons**

Sl. No.	Name of Sport	Sl. No.	Name of Sport
1.	Archery	34.	Mallakhamb
2.	Athletics	35.	Motor Sports
3.	Atya – Patya	36.	Net Ball
4.	Badminton	37.	Para Sports (for sports discipline included in para Olympics and Para Asian Games)
5.	Ball-Badminton	38.	PencakSilat
6.	Baseball	39.	Polo
7.	Basketball	40.	Power lifting
8.	Billiards & Snookers	41.	Shooting
9.	Body-Building	42.	Shooting Ball
10.	Boxing	43.	Roll Ball
11.	Bridge	44.	Roller Skating
12.	Carrom	45.	Rowing
13.	Chess	46.	Rugby
14.	Cricket	47.	SepakTakraw
15.	Cycling	48.	Soft Ball
16.	Cycle Polo	49.	Soft Tennis
17.	Deaf Sports	50.	Squash
18.	Equestrian	51.	Swimming
19.	Fencing	52.	Table Tennis
20.	Football	53.	Taekwondo
21.	Golf	54.	Tenni-Koit
22.	Gymnastics	55.	Tennis
23.	Handball	56.	Tenpin Bowling
24.	Hockey	57.	Triathlon
25.	Ice-Hockey	58.	Tug-of-war
26.	Ice-Skating	59.	Volleyball
27.	Ice-Skiing	60.	Weightlifting
28.	Judo	61.	Wushu
29.	Kabaddi	62.	Wrestling
30.	Karate	63.	Yachting
31.	Kayaking & Canoeing	64.	Tennis Ball Cricket
32.	Kho – Kho	65.	Yogasana
33.	Kudo		

<sup>1</sup>Annexure 'A' of O.M. No. 14015/1/76-Estt. (D) dated 4th August, 1980.

<sup>2</sup>Para 1 of O.M. No. 14034/4/85-Estt. (D) dated 18th September, 1985.

<sup>3</sup>Appendix to O.M. No. 14034/1/91-Estt. (D) dated 21st March, 1991.

<sup>4</sup>Para 3 of O.M. No. 14034/1/2009-Estt. (D) dated 24th November, 2009.

<sup>5</sup>Para A IV of O.M. No. 14034/01/2013-Estt. (D) dated 3rd October, 2013, dated 01.09.2020, 29.01.2021, 17.06.2022.



**List of authorities competent to award certificates on eligibility for recruitment of sportspersons**

Sr.No.	Competition	Authority awarding Certificate	Form in which certificate is to be awarded
1.	International Competition	Secretary of the National Federation of the Game concerned.	Form No. 1
2.	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned.	Form No. 2
3.	Inter-University Tournaments	Dean of Sports or other officer in overall charge of sports of the University concerned.	Form No. 3
4.	National/Sports / Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of sports/games for Schools in the Directorate of Public Instructions/Education of the State.	Form No. 4
5.	Physical Efficiency Drive	Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education & Social Welfare Government of India	Form No. 5

Note:- Specimen of the Forms 1,2,3,4 and 5 referred to above are given in Annexure 'A'

(Annexure 'B' of O.M. No. 14015/1/78-Estt. (D) dated 4th August, 1980)



Specimen forms referred to in Para A.VFORM:-1

(for representing India in an international competition in one of the recognized Games/Sports).

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF \_\_\_\_\_

Certificate to a meritorious sportsmen for employment to a Group C & D service under the Central Government.

Certified that Shri/Smt./Kumar \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_ resident  
of \_\_\_\_\_ (complete address) \_\_\_\_\_ represented the  
country in the game/event of \_\_\_\_\_ in \_\_\_\_\_  
Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_  
to \_\_\_\_\_. The position obtained by the individual /team in the above  
said Competition/Tournament was \_\_\_\_\_. The certificate is being  
given on the basis of record available in the office of the State Association of  
\_\_\_\_\_.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Name of the Federation/ National  
Association  
Address \_\_\_\_\_  
Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by the Secretary,  
National Federation/National Association.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No.  
14015/1/78-Estt(D) dated 4th August, 1980)



**FORM:-2**

(for representing a State in India in a Nation competition in one of the recognized Games/Sports.)

STATE ASSOCIATION OF \_\_\_\_\_ IN THE GAME \_\_\_\_\_ OF \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group C & D service under the Central Government.**

Certified that Shri/Smt./Kumar \_\_\_\_\_  
son/wife/daughter of Shri \_\_\_\_\_ resident of  
\_\_\_\_\_ represented the State of  
(complete address) \_\_\_\_\_ in the game/event of  
\_\_\_\_\_ in the National Competition/Tournament held  
at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. The position obtained by  
the individual /team in the above said Competition/Tournament was  
\_\_\_\_\_. The certificate is being given on the basis of record available  
in the office of the State Association of \_\_\_\_\_.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Name of the State Association  
\_\_\_\_\_  
Address \_\_\_\_\_  
Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by the Secretary of the State Association.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)



**FORM 3**

(For representing a University in the Inter-University Competition in one of the recognized Games/sports).

UNIVERSITY OF \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group C&D service under the Central Government.**

Certified that Shri/Smt./Kumari \_\_\_\_\_  
Son/Wife/Daughter of Shri \_\_\_\_\_ Resident of \_\_\_\_\_  
\_\_\_\_\_ student of \_\_\_\_\_ Represented the  
University of \_\_\_\_\_ in Inter the game/event  
of \_\_\_\_\_ in Inter-University  
Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. The  
position obtained by the individual/team in the above said competition/tournament  
was \_\_\_\_\_. The certificate is being given on the basis of  
records available in the office of Dean of Sports or Officer in overall charge of sports  
in the University of \_\_\_\_\_.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Name of the University:  
\_\_\_\_\_

Address \_\_\_\_\_  
Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by Dean/Director or other officer in overall charge of sports in the University of \_\_\_\_\_

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)



FORM - 4

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF \_\_\_\_\_

Certificate to a meritorious sportsman for employment to a Group C & D services  
under the Central Government.

Certified that Shri/Kumari \_\_\_\_\_  
son/daughter of Shri \_\_\_\_\_ resident  
of \_\_\_\_\_ student of \_\_\_\_\_ (Complete  
address) Represented the \_\_\_\_\_ State  
School Team in the game/event of  
\_\_\_\_\_ in the National Games for schools  
held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
The position obtained by the individual/team in the above said  
Competition/Tournament was \_\_\_\_\_. The  
certificate is being given on the basis of records available in the office of Directorate  
of Public Instructions/education of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by the Director or  
Additional/Joint or Deputy Director in overall charge of sports/games/for  
Schools in the Directorate of Public Instruction/Education of the State.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No.  
14015/1/78-Estt(D) dated 4th August, 1980)



FORM-5

(for the awardees in Physical Efficiency performances conducted by the Ministry of Education & Social Welfare)

GOVERNMENT OF INDIA/DEPARTMENT OF YOUTH AFFAIRS AND SPORTS

Certificate to a meritorious sportsmen for employment to a Group C & D posts/service under the Central Government.

Certified that Shri/Kumari \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address) represented the \_\_\_\_\_ School Team in the game /event of \_\_\_\_\_ in at the National Competition held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The certificate is being given on the basis of records available in the Ministry of education and Social Welfare.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Name \_\_\_\_\_

Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Seal \_\_\_\_\_

Note: This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. No. 14015/1/78-Estt(D) dated 4th August, 1980)



[Chandigarh

- |  |                              |
|--|------------------------------|
| 1. Ad Dharmi   | 19. Khatik                   |
| 2. Bangali   | 20. Kori or Koli             |
| 3. Barar, Burar or Berar                                     | 21. Marija or Marecha        |
| 4. Batwal, Barwala]  | 22. Mazhabi                  |
| 5. Bauria or Bawaria   | 23. Megh                     |
| 6. Bazigar   | 24. Nat                      |
| 7. Balmiki, Chura or Bhangri                                 | 25. Od                       |
| 8. Bhanjra   | 26. Pasi                     |
| 9. Chamar, Jatia Chamar, Rehgar, Raigar, Ramdasi or Ravidasi | 27. Perna                    |
| 10. Chanal   | 28. Pherera                  |
| 11. Dagi   | 29. Sanhai                   |
| 12. Darain   | 30. Sanhal                   |
| 13. Dhanak   | 31. Sansoi                   |
| 14. Dhogri, Dhangri or Siggi                                 | 32. Sansi, Bhedkut or Manesh |
| 15. Dumna, Mahasha or Doom                                   | 33. Sapela                   |
| 16. Gagra  | 34. Sarera                   |
| 17. Gandhila or Gandil Gondola                               | 35. Sikligar                 |
| 18. Kabirpanthi or Julaha                                    | 36. Sirkiband.]              |

- 
1. Added by Act 31 of 1966, s. 27 and the Ninth Sch. (w.e.f. 1-11-1966).  
2. Subs. by Act 61 of 2002, s. 2 and the Second Sch.
-



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

.....  
New Delhi-1, the 11 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 Sabha 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, after 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 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 position 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

( )  
deleted  
with NDR  
No. 96034/70/82-  
Es(Hpsec) 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.

\*\*\*\*\*



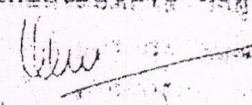
No. 39016/10/79-Estt (C)

New Delhi-1, the

15  
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 1

37

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

Chandigarh dated the 3/8/15

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.

Sr/Memrs,

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,

*Chandigarh*  
Superintendent Personnel  
for Secretary Personnel  
Chandigarh Administration







No.

22/1/19

F No.36039/1/2019-Estt.(Res.)

Dated 22/1/19

Government of India  
Ministry of Personnel, Public Grievances and Pensions/SECY  
Department of Personnel and Training

Dated 22/1/19

North Block, New Delhi  
19<sup>th</sup> January, 2019

SSP 243  
22/1/19

13

**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:-

22/1/19  
22/1/19

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.

22/1/19  
22/1/19  
22/1/19  
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:

- 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.

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

Gyanendra Tripathi  
22/1/2019



carefully verifying all relevant documents following due process as prescribed by the respective States/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 Dev 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 Bhavan, 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, Trikotla, 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



- 5
- 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
- (i) Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
  - (ii) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
  - (iii) The Secretary, Department of Social Justice and Empowerment, Shastri Bhavan, New Delhi
  - (iv) National Commission for Scheduled Castes, Lok Nayak Bhavan, New Delhi
  - (v) National Commission for Scheduled Tribes, Lok Nayak Bhavan, New Delhi
  - (vi) National Commission for Backward Classes, Trikot, Bhikaji Cama Place, R.K. Puram, New Delhi.
  - (vii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
  - (viii) Information and Facilitation Centre, DOPT, North Block, New Delhi.
  - (ix) Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi-110067.
  - (x) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

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G. Arun



- 1) Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- 2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- 3) Revenue Officer not below the rank of Tehsildar and
- 4) 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 checking all relevant documents following due process as prescribed by the respective State/UT.

The crucial date for submitting income and asset certificate by the candidate shall be treated as the closing date for receipt of application for the post, except in those cases 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 16012/2/96-Estt(Res) dated July 2, 1997 regarding implementation of post and reservation roster. The general principles for making and operating post

*Sp. Revision*



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.

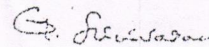
LIAISON OFFICER:

Ministries/Departments/Attached and Subordinate Offices shall appoint 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)  
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.



- 5
- 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
- (i) Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
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  - (iii) The Secretary, Department of Social Justice and Empowerment, Shastri Bavan, New Delhi
  - (iv) National Commission for Scheduled Castes, Lok Nayak Bhavan, New Delhi
  - (v) National Commission for Scheduled Tribes, Lok Nayak Bhavan, New Delhi.
  - (vi) National Commission for Backward Classes, Trikoot, Bhikaji Cama Place, R.K. Puram, New Delhi.
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  - (viii) Information and Facilitation Centre, DOPT, North Block, New Delhi.
  - (ix) Director, ISTM, Old JNU Campus, Olof Palme Marg, New Delhi-110067.
  - (x) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.

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G. S. Suman



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 interpolating them with the SCs, STs and OBCs. While fixing roster point, if EWS 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 drawing 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 on the URL i.e. [www.mca.gov.in](http://www.mca.gov.in) as on 1<sup>st</sup> January of every year. All Ministries/Departments have already been provided respective usercode and password with guidelines for operating the URL.

G. Anandaram



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, BCs 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 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 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/1<sup>st</sup> Class S Deputy

*Cy. Suman*



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