



## **RECRUITMENT NOTICE** **FOR THE POST OF ASI (Executive)**

Item(s)	Timeline
Date of publication of Advertisement	24.09.2022
Opening date for submission of online applications	27.09.2022
Closing date for submission of online applications	20.10.2022
Last date for Deposit of Fee	27.10.2022

### **1. Invitation of Applications:-**

Online applications are invited for direct recruitment for **49** Temporary posts of Assistant Sub Inspector (Executive) of Group C in the pre-revised pay scale, i.e. entry-level pay of Rs.29200/- as per notification of Government of Punjab, Department of Finance (Finance Personnel-I Branch) issued vide No. 7/42/2020-5FP1/741-746 dated 17.07.2020 and adopted by Chandigarh Administration vide no. 7000/1/2-F&PO(7)/2020/12240 dated 17.09.2020 and further to be amended by Chandigarh Administration after adoption of Central Pay Scales from time to time through URL the mentioned on the website of Chandigarh Police i.e. <http://chandigarhpolice.gov.in> from 27.09.2022 to 20.10.2022 till 11:59 P.M. Thereafter website link will be disabled.

### **2. Details of Posts:-**

	<b>Male</b>	<b>Female</b>	<b>ESM</b>	<b>Total</b>
UR	11	09	04	24
OBC	08	04	01	13
SC	05	02	01	08
EWS	03	01	-	04
<b>Total</b>	<b>27</b>	<b>16</b>	<b>06</b>	<b>49</b>

### **3. Educational Qualifications, Age, Physical Standards of these posts are as under:-**

- (i) **Minimum Educational: Qualification** Graduation & its Equivalent
- (ii) **Computer Skills:**
  - a). Candidates must have completed a course on Computer Concept of minimum 80 hours as on cutoff date i.e. 01.07.2022 from a Government recognized Institution or a reputed Institution which is an ISO 9001 certified or Department of Electronics Accredited of Computer Course (DOEACC) of Govt. of India OR from NIELIT and its authorized Institutions.
  - b). The Candidates who have Certificates /Diploma/Bachelor's OR Master's Degree in Computer Science from any recognized Institutions/University are exempted.

**Note:-** Detailed notification of Chandigarh Administration No. 28/69-IH(12)-2018/16687 dated 08.08.2018 and 28/69-IH(12)/Pers. & Trg.-2019/8006 dated 20.05.2019 is available on website of Chandigarh Police.

(iii) **Driving Skills (For Male Candidates only):-**

A valid Driving License 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 informed that license for "Light Motor Vehicle" and "Transport Vehicle" being a heavier class than "Motor Car", shall be deemed to fulfill the conditions of "Motor Car" but such applicants must be licensed to drive a "Motor Cycle" also.

(iv) **Age:-** 18 to 25 years as on  
01.07.2022

The upper age limit is relaxable by 5 years for Schedule Caste and 03 years for OBC candidates. Candidates belonging to Ex-Servicemen category shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the concerned Service rules, by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.

**Note :-** Detailed 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 is available on website of Chandigarh Police.

**4. APPLICATION FEE:**

Un-Reserved	-	Rs. 800/-
Other Backward Class / EWS	-	Rs. 500/-
Scheduled Caste/Ex-Serviceman	-	Exempt

The fee shall be paid only by Bank Challan generated through Recruitment Portal.

**5. Criteria for Selection, Examination & Syllabus:-**

- 5.1. All candidates [including ex-servicemen], shall be put through a **Single Examination of two hours** duration consisting of **TWO Tiers: Tier I - OMR Sheet Based Test (50 Marks)** and **Tier II Written Test (50 Marks)** as per details given below.
- 5.2. OMR Sheet Based Test (Tier I) will be of 50 Multiple choice objective type questions having 10 questions on General Knowledge/Current Affairs, 10 questions on I.T. Knowledge, 15 questions on IQ / Reasoning, 10 questions on Numerical Ability and 5 questions on Ethics. Each question will carry one mark for every correct answer and a negative marking of 0.25 for every wrong answer.
- 5.3. Written Test (Tier II) shall be subjective and shall include questions on:
- |   |            |
|---|------------|
| Language Essay<br>(English, Hindi, Punjabi) | - 30 marks |
| Language Skills (English)                   | - 20 Marks |

- 5.4. The minimum qualifying cut off Marks in the Tier-I Test for each Category shall be as follows:-
- |                          |     |
|--------------------------|-----|
| General Candidate        | 50% |
| SC Candidate             | 40% |
| OBC Candidate            | 40% |
| Ex-Servicemen Candidates | 40% |
- 5.5. Only those Candidates who score the above mention qualifying marks in Tier-I Test shall be eligible for evaluation of their Tier-II/Test. Shortlisted candidates after Total Marks in Tier-I and Tier-II Test will be called for PE&MT @10 times of each category of candidates in merit order.
- 5.6. The question paper for the Tier-I and Tier-II 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. In view of guidelines on Transparent Recruitment Process, (TRP) issued by BPR&D, there shall be no interview and the merit list for each category shall be based only on the outcome of the marks obtained in the examination (Total marks of Tier-I and Tier-II Test) and who qualify in PE&MT.

**6. Physical Efficiency & Measurement Test (PE&MT):-**

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

(a)	Height	5' 7" (male) 5' 2"(female) <sup>1</sup> Relaxable to notified Hill Area residents by 5 cms
(b)	Chest (only for male)	33" (with expansion of one and half inch) <sup>1</sup> Relaxable to notified Hill Area residents by 5 cms
(c)	Race	*One mile in Six minutes (male) **500 meters in Two minutes & Thirty Seconds (female) ***For Ex-Serviceman above 35 years of age, Physical Efficiency Test will consist of one mile jogging in 10 minutes.
(d)	Long Jump	14' (Male) 8' (Female)
(e)	High Jump	4' (Male) 3' (Female)

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

**7. Instructions / Guidelines for Online Filling of Application Form**

Following are all the general and special instructions for the applicant with respect to the online filling of the application form

- a. Apply online well in advance without waiting for last date of submission of online application form.
- b. Please read the instructions and procedures carefully before you start filling the Online Application Form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information.

- c. The candidate should fill all details while filling the Online Application Form. After applying online, Registration No. and Password will be generated. Take print out of the registration no. and password screen for future reference of your application status.
- d. The final submission of Application form will only be after payment of the fee through Recruitment Portal.
- e. No request for change of any particular on the application form shall be entertained by the Department.
- f. No offline application form or copy of downloaded application form will be accepted by the Chandigarh Police Department.
- g. Candidates who do not fulfill the qualifications/eligibility conditions on cutoff date for recruitment, their application shall not be accepted by the online application system. All the Certificates relating to educational qualification/eligibility conditions and Socio-Economic Criteria etc. will be determined with regard to cut off date for recruitment i.e. **01.07.2022**.

#### **8. Important Note:**

- a. Candidates are advised to fill their application form carefully such as Name, Father's/Mother's name, Date of Birth and Category, Qualification, marks, obtained passing year, photo, Signature, details & fee, etc. No request for change of any particular on the online application form shall be entertained by the Department after submission of application form.
- b. After final submission of application form, no change will be allowed. Candidate will be responsible for any mistake in the data of application form and fees paid by him/her.
- c. Incomplete form in any respect shall be summarily rejected.

#### **9. Special Instructions for filling application form:-**

- a. The decision of the Recruitment Board in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
- b. If on verification at any stage starting from submitting application form till appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted by furnishing the false or incorrect information in his/ her application. Even after appointment at any later stage if it is found that any information furnished by any candidate is incorrect, he/she shall be liable to be prosecuted legally.
- c. A candidate whether he/she belongs to General or reserved category viz. OBC, SC, EWS, Ex-Serviceman can submit only one online application form for a particular category of post advertised. Submission of more than one application form will automatically lead to rejection of candidature. Candidate shall be considered only against the category against which he had applied. Any change of category after submission of application form shall not be permitted.
- d. In case seats under reserved category could not be filled due to non availability of suitable candidates, then vacancies may be filled up from the candidates of other categories.

- e. The Department reserves the right to call upon any candidate personally along with printed copy of the application form with original certificates and photocopy of self-attested certificates along with Photo, Identity Proof i.e. identity Card/ Driving License/ Passport/Voter Card/Pan Card/Aadhaar Card etc. at any stage of the Recruitment.

**10. PROCEDURE FOR SUBMISSION OF ONLINE APPLICATIONS:-**

1. The detailed advertisement and information is available on the website i.e. <http://chandigarhpolice.gov.in>
2. Applications will be accepted online (only) **from 27.09.2022 to 20.10.2022 till 11:59 P.M.** on the above mentioned website.
3. No application shall be entertained unless he is:
  - a) a citizen of India or
  - b) subject of Nepal, or
  - c) a subject of Bhutan or
  - d) a Tibetan refugees, who come over the India before the 1<sup>st</sup> January 1962 with the intention of permanently settling in India or
  - e) a person of India origin, who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intension to permanently settling in India.Provided that a candidate belonging to any category (b), (c) ,(d) shall be a person in whose favour a certificate of eligibility has been issued by the Chandigarh Administration and produced before the recruiting/ appointing authority).
4. No application shall be entertained by hand or by post in the Department.
5. Ensure that you have a valid personal email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox / spam box of this email id regularly during the recruitment process as intimations may be sent on this email id. However your primary source of information / intimations will remain the above mentioned website.
6. Please scan your Photograph and Signatures (On white page) individually and save them individually in JPEG format. The size of any of these individual images should not exceed 100 kb each, otherwise you will not be able to submit your online application.
7. Please keep following details ready with you before starting your online application.
  - a) Personal demographic details including Date of Birth and Nationality
  - b) Mobile Number
  - c) Personal Email ID
  - d) Reservation Category Details
  - e) Soft Copies of scanned Photograph and Signatures.
8. Go to above mentioned website and Click on button "Online Form" and fill all Registration Details (The name of the candidate or his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature) and click "NEXT".
9. This will Display your **login id** and **password**. Please note these down (or take print of screen shot) and keep them secret with you as you will require these while logging into the recruitment portal. In fact you will be required **to download the Admit Card** from this portal later on by logging through same login id and password.
10. Click on "Complete Your Form" to complete the form. This will take you to "Educational Qualification" Page.
11. Fill information regarding 10<sup>th</sup>, 10+2, Degree and Post Graduation (if done). Click "Next" after filling all qualification details. This will take you to "Other Information" Page.
12. Fill Correspondence and Permanent address and Upload the scanned copies of photograph, signatures and click "Next". This will take you to "Verify and Confirm" page.

13. Read Preview of Application carefully. If you want to change anything – click on “Edit Form”, this will take you back to “Educational Qualification” Page. Follow steps as described earlier. Otherwise go through **Declaration** para carefully. If you fulfill all conditions and criteria of the Employment Notice regarding Age, Educational Qualification, Physical standards etc., then and only then check the “**I Agree**” box. Please note that Scrutiny w.r.t. all eligibility criteria will be done at the time of Verification of Documents. Submission of Application does not endorse your eligibility.
14. Submit the Application form by clicking on the “**Submit**” button.
15. Now you are ready to print Bank Challan.
16. Click on the link “**BANK CHALLAN**” and take a print out of the challan form.
17. **WAIT FOR 48 HOURS BEFORE YOU DEPOSIT THE FEE AS IT WILL TAKE MINIMUM 24 HOURS TO TRANSMIT YOUR DATA TO THE BANK.**
18. Application fees (non-refundable) amounting to as shown below will be payable for each post through challan, generated after online filling of application. Candidates belonging to SC category must ensure that they have valid caste certificate issued by the competent authority. In case, at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid fees applicable for candidates of General category.
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|---|---|------------------|
| <b>a. Un-Reserved</b>                   | - | <b>Rs. 800/-</b> |
| <b>b. Other Backward Class / EWS</b>    | - | <b>Rs. 500/-</b> |
| <b>c. Scheduled Caste/Ex-Serviceman</b> | - | <b>Exempt</b>    |
19. It is important to note that the requisite fee can only be deposited in any branch of State Bank of India, as the department has only nominated State Bank of India for Collection of Fee. Fee paid in any other bank or in any other format (Cheque, Postal Order, Demand Draft etc.) will not be accepted. **After depositing the fee, you will get Department Copy and Candidate Copy of challan.** Bank copy will be kept by the bank where you will deposit the fee. Last date for depositing fee is **27.10.2022.**
20. The candidates can check his / her fee confirmation by logging in recruitment portal by entering his/ her registration number and password on the website 48 hours after depositing the fee.
21. Take TWO printouts of the Application Form by logging with your login id and password. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. **DO NOT SEND IT TO US.** This application printout with photograph affixed on it will have to be submitted during counseling along with the original copies of following:
- Relevant Degree Certificate.
  - Reserve Category Certificate issued by the Competent Authority (If Applicable)
  - Original counterfoil of the Fee Payment Challan
  - Proof of Date of Birth (Certificate of Matriculation/Higher Secondary)
  - Certificate as proof of age relaxation if claimed
  - Certificate of ICT Skill Course i.e. Course on Computer Concepts (CCC).
  - Driving License issued by the Licensing Authority
  - Proof of being Departmental Candidate, if applicable
- If you are an Ex-Serviceman, additional certificates/documents mentioning the following will also be required: -
- Date of Enrollment
  - Date of Release/Discharge
  - Reason of Release/ Discharge
22. Any correction in the particulars can be made by the candidate himself/herself on the website. For this purpose, the candidate has to log in by entering his/ her registration number and password. Correction in selection of Posts, Name of the Candidate and Date of Birth will be available only up to acceptance of Declaration and SUBMISSION of Application form. Other corrections can be made up to Closing Date of submission of Applications. No correction can be made by the candidate after the closing date.
23. **Conditions which may render you ineligible**
- Insufficient fee;
  - Examination fee deposited in a bank other than designated Bank or deposited by any mode other than Bank Challan;**

- c. Wrong/incomplete information given in the Application Form;
- d. Candidates debarred by any government department/board/commission;
- e. Non-fulfillment of any of the eligibility conditions, including those of age and educational qualifications.**

- 24. All the updates, information and notices will be uploaded on the website mentioned above. Thus, the candidates are advised to visit the website on regular basis. No separate information will, generally, be sent through post or other means. Any information that is uploaded on the above mentioned website will be deemed to have reached the candidates and responsibility for not visiting the site and responding thereto in time will be, entirely, of the candidate.
- 25. For any clarification regarding the online filling of the form, the candidate may send query at email [cpasirectt2022@gmail.com](mailto:cpasirectt2022@gmail.com)
- 26. Log in with your Registration No. and Password to download your Admit Card. Intimation about when to download the Admit Card will be posted on the website mentioned above.
- 27. The applicants are required to bring Admit Card, with duly pasted recent passport size photograph, at the time of examination.
- 28. Question Paper along with the Answer Key will be posted on the website, within one day after the conduct of examination for calling objections, if any, from the candidates. You can submit your objections by logging in with your login id and password and clicking on 'Objections' tab within three days after Display of Answer Key. The final key after considering all the objections and making necessary corrections, if any, will be uploaded on the website within two weeks of the day of examination. This key will be used for preparation of final result.

**Note:** 1) Number of posts/ category mentioned above is tentative and may vary at the time of appointment.  
2) DGP, Chandigarh Police reserves the right to change any condition/criteria or cancel the recruitment process without assigning any reason.

**USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE IN EXAMINATION IS STRICTLY PROHIBITED.**

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