

**RECRUITMENT FOR THE POST OF POLICE CONSTABLE IN THE DISTRICT AND ARMED CADRE  
OF PUNJAB POLICE**

**STANDING ORDER NO. 02 of 2025**

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

**1. AIMS AND OBJECTS**

This Standing Order is being issued to lay down the criteria, procedure and detailed guidelines for recruitment to the post of Constable in the District and Armed cadre of Punjab Police (except recruitment against 3% posts reserved for sportspersons) in an objective, fair and transparent manner. This Standing Order shall govern the entire process of recruitment under the overall regulatory framework laid down by the Punjab Police Act, 2007 and Punjab Police Rules, 1934 as amended from time to time.

**2. CONSTITUTION OF RECRUITMENT BOARD**

The recruitment shall be carried out through a Single Solution Provider (hereinafter referred to as the Solution Provider) engaged for providing end-to-end services for recruitment of police personnel in Punjab Police Department under the supervision of the State Level Police Recruitment Board for recruitment of Constable in the district and armed cadre (hereinafter referred to as the Central Recruitment Board for Constables) duly constituted by the Director General of Police, Punjab, which will exercise overall supervision over the entire recruitment process:

A short advertisement shall be published in the leading print and electronic media, and a detailed advertisement shall be uploaded on the Punjab Police Recruitment Portal, a link to which shall be provided on the Punjab Police website.

**3. CONSTITUTION OF RECRUITMENT SUB-BOARDS**

Requisite number of Sub-board(s) may be constituted by the respective Central Recruitment Board, with the approval of the Director General of Police, Punjab for assisting in the process of selection for recruitment. The Chairpersons of the Recruitment Sub-Boards may associate such number of GOs and NGOs/EPOs, as deemed necessary, for the purpose of conduct of the recruitment process at the Sub-Board Level.

**4. RESERVATION POLICY**

Punjab Government instructions regarding reservations for Scheduled Castes, Backward Classes, Ex-Servicemen (including lineal descendant of Ex-Servicemen, where applicable), Women, Wards of Freedom Fighters, Wards of Deserving Punjab Police Personnel and Economically Weaker Sections (EWS) shall be strictly followed during the recruitment process and the Central Recruitment Board will ensure that the rules/guidelines laid down by the State Government regarding reservation are complied with.

#### **4.1 RESERVATION FOR SCHEDULED CASTES AND BACKWARD CLASSES**

The reservation for Scheduled Castes and Backward Classes shall be strictly implemented in accordance with the Punjab Scheduled Castes and Backward Classes (Reservation in Services) Act, 2006, as amended from time to time and the existing instructions of the Punjab Government.

#### **4.2 RESERVATION FOR ECONOMICALLY WEAKER SECTIONS (EWS)**

The reservation for Economically Weaker Sections (EWS) shall be implemented strictly in accordance with the Punjab Government Department of Social Justice, Empowerment and Minorities (Reservation Cell) instructions issued vide Letter No. 1/3/2019-RC1/120 dated 28.05.2019, Letter no.1/3/2019-RC1/700, dated 30.10.2020 and letter No.1/3/2019-RC1/196, dated 18.03.2021 and the existing instructions of the Punjab Government. The Certificate for EWS should be evaluated for financial year 2023-24 and issued in 2024-25.

#### **4.3 RESERVATION FOR EX-SERVICEMEN**

The reservation for Ex-serviceman/wife or dependent child of an Ex-serviceman/grandchild of a Gallantry Award Winner shall be implemented in accordance with the Punjab Recruitment of Ex-Servicemen Rules, 1982, as amended from time to time and the existing instructions of the Punjab Government. The Ex-serviceman (ESM)/Lenient Descendent of ESM (LDESM) certificate must be issued by District Sainik Welfare Officer (DSWO).

**Note:** Central Armed Police Forces (BSF, CRPF, ITBP, CISF, SSB etc.) employees/ex-employees are not eligible to be considered for recruitment under the Ex-Servicemen category.

#### **4.4 RESERVATION FOR WOMEN**

Reservation for women shall be implemented in accordance with the Punjab Government, Department of Social Security, Women and Child Development (Social Security Branch) Notification No.G.S.R.87/Const./Arts 309 and 15/2020 dated 21.10.2020 and the existing instructions of the Punjab Government is required for applying under General/Open/UR category for female candidates.

#### **4.5 RESERVATION FOR WARDS OF FREEDOM FIGHTERS**

The reservation for Wards of Freedom Fighters shall be implemented in accordance with the instructions issued by Punjab Government from time to time (with reference to the latest Govt. order No. 13/16/2010-3FF/959 dated 28.07.2011).



#### 4.6 RESERVATION FOR WARDS OF POLICE PERSONNEL

There shall be 2% reservation under the Wards of Deserving Police Personnel category with accordance to State Govt. letter No.1(211)94/2H1/1076 dated 11.06.1996. The benefit of this reservation can only be claimed by those wards of police personnel, who have 'Wards of Police Personnel Certificate' issued by the office of DGP, Punjab (vide order No. 8450-8549/E1(4) dated 23.07.2021). **Only one ward of Police Personnel can claim the benefit of reservation under the Wards of Police Personnel Category** (vide order dated 1337-420/E-1(4) dated 24.12.2022).

### 5. TRANSGENDERS

#### 5.1 DEFINITION

Definition of a Transgender person will be as defined in **The Transgender Persons (Protection of Rights) Act, 2019**. Section (2k) of the Act defines "Transgender Person" as a person whose gender does not match with the gender assigned to the person at birth and includes trans-man or trans-woman (Whether or not such person has undergone sex Reassignment Surgery or hormone therapy or laser therapy or such other therapy). It also includes persons with intersex variations, gender queer and persons having such socio-cultural identities as kinner, hijra, aravani and jogta.

#### 5.2 CERTIFICATE OF IDENTITY

To be considered as a Transgender, a transgender candidate must hold a certificate of identity issued by the District Magistrate under section 5 of "The Transgender Persons (Protection of Rights) Act 2019 which deals with "**Application for certificate of identity**" read with section 6 of the Transgender Persons (Protection of Rights) Act, 2019 which deals with the "**Issue of certificate of identity**".

#### 5.3 RESERVATION

The Transgender candidates belonging to a reserved category can avail the benefits of reservation like other candidates of that category upon production of relevant documents.

#### 5.4 AGE RELAXATION

Transgender candidates shall be given age relaxation as per their reservation category, wherever applicable.

#### 5.5 PHYSICAL SCREENING TEST AND PHYSICAL MEASUREMENT TEST

All Transgender candidates shall be treated at par with **Female** candidates in respect of Physical Screening Test and Physical Measurement Test.

## 6. ESSENTIAL ELIGIBILITY REQUIREMENTS FOR CANDIDATES

### 6.1 Nationality

The candidate should be a citizen of **India**, who has not obtained the citizenship/permanent residency/green card of any other country.

### 6.2 AGE

Eligibility criteria regarding age shall be as follows:

**Minimum age** as on January 1<sup>st</sup>, 2025 - 18 years

**Maximum age** as on January 1<sup>st</sup>, 2025 - 28 years

Relaxation in age shall, however, be applicable as mentioned below:

6.2.1 Relaxation up to five years in the prescribed upper age limit has been granted to the candidates belonging to the Scheduled Castes and Backward Classes, who are residents of Punjab. As such, maximum age for such candidates shall be 33 years as on January 1<sup>st</sup>, 2025.

6.2.2 Ex-servicemen, who are residents of Punjab, shall be allowed to deduct the period of his/her service in the Armed Forces of the Union from his/her actual age, and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy by more than three years, he/she shall be deemed to satisfy the conditions regarding age limit.

6.2.3 Relaxation up to five years in the prescribed upper age limit has been granted to candidates, who are serving as regular employees of Punjab Government or of other State or Central Government. As such, maximum age for such candidates shall be 33 years as on January 1<sup>st</sup>, 2025.

### 6.3 EDUCATIONAL QUALIFICATIONS

Name of the post	Minimum educational qualifications for eligibility
Constable (District & Armed Police cadre)	(i) 10+2 or its equivalent from a recognized Education Board/University. (ii) In case of Ex-Servicemen, the minimum educational qualification shall be Matriculation.

Candidates must have attained the above-mentioned educational qualifications on or before January 1<sup>st</sup>, 2025.

#### 6.3.1 Mandatory Qualification

Apart from the above-mentioned qualifications, all candidates must have passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language specified by the Punjab Government on or before January 1<sup>st</sup>, 2025.



**Note:** Where a ward of Defence Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within a period of two years from the date of his appointment.

#### 6.4 SERVING GOVERNMENT EMPLOYEES

Candidates already employed with the Government can also apply for the recruitment after getting an NOC from the Head of Department/Office concerned. However, if the NOC is not available at the time of filling of the Application Form, then the candidate shall have to give a declaration to the effect that she/he shall produce the same in original at the time of document scrutiny. No further time will be given beyond the date of document scrutiny.

**Note:** Failure to disclose current/present govt. employment status by the candidate in his/her application form shall be considered concealment of facts. If any such concealment is discovered at any stage of the recruitment process or after appointment, the candidature of the applicant shall be rejected and if already appointed/employed shall be terminated without notice.

#### 6.5 PHYSICAL STANDARDS

Candidates should be of the minimum prescribed height for being eligible for the posts as mentioned below:-

Cadre	Minimum Height required	
	Male	Female
District & Armed Police	5 feet 7 inches (170.2 cms)	5 feet 2 inches (157.5 cms)

**Note:** All Transgender candidates shall be treated at par with Female candidates in respect of Physical Screening Test and Physical Measurement Test.

### 7. SELECTION PROCESS

The recruitment for filling up the vacancies in the two cadres, mentioned in Para-3, shall be carried out through a Common Application Form (CAF) and Common Computer Based (CBT) process followed by Physical Screening Test (PST) and Physical Measurement Test (PMT) with specified qualifying parameters. All the candidates shall be required to indicate their choice of cadres, in order of preference, in the Application Form, provided that they meet the eligibility criteria. In case a candidate applies for only one cadre

she/he shall be considered only for posts in that cadre and not for posts in any other cadre. The preference indicated in the application submitted by the candidate shall be final and cannot be changed. The allocation of selected candidates to different cadres shall be on the basis of their respective merit and the indicated preference of cadre against category-wise vacancies subject to their fulfilling the requisite eligibility criteria.

**7.1** The selection process shall be a three-stage process consisting of the following stages:

**Stage-I:** A Common Computer Based Test (CBT) would be conducted for the recruitment in District and Armed Police Cadre by the "Solution Provider" under the supervision of the Central Recruitment Board.

The question paper would be set by the "Solution Provider" based on the syllabus and model question paper provided by the Central Recruitment Board for getting the CBT conducted through the "Solution Provider" under supervision of Central Recruitment Board.

The Central Recruitment Board would decide the number of questions and the ration of questions with varying difficulty level in question paper for CBT.

The Common Computer Based Test (CBT) shall have objective type questions with multiple choices answers. The number of questions and duration of exam would be decided by the Central Recruitment Board.

The questions shall carry fixed marks to be decided by the Central Recruitment Board and candidates shall be awarded such fixed marks for each correct answer.

Common Computer Based Test (CBT) shall be the sole criteria for assessing the merit of the candidates, and the merit shall be determined by the marks secured by each candidate in the Common Computer Based Test (CBT).

**Stage-II:** Stage II will consist of Physical Screening Test (PST) and Physical Measurement Test (PMT). Both Physical Screening Test and Physical Measurement Test shall be qualifying in nature.

**Stage-III:** Stage III will consist of Document Scrutiny of shortlisted candidates.

## **7.2 STAGE – I: COMPUTER BASED TEST**

The first stage of the selection process shall be common Computer Based Test (CBT) comprising of the following:

<b>Paper - I</b>	Paper-I shall comprise of 100 questions carrying one (01) mark each.
<b>Paper - II</b>	Paper-II shall be a mandatory qualifying test of Punjabi language



of matriculation standard comprising of 50 questions carrying one (01) mark each with 50% marks as the qualifying criteria. The marks obtained in this Paper shall not be counted for determining merit.

The syllabus and number of questions from various topics are as follows:

	Section	SYLLABUS		Number of Questions	
<b>Paper- I</b>  <b>Duration:</b> <b>2 hours</b>  <b>Maximum marks: 100</b>	1.	General Awareness	(i)	Constitution and its features, Central and State Legislature, Executive, Judicial Institutions & Local Government Institutions	35
			(ii)	History, Geography, Culture and Economy of Punjab	
			(iii)	Health and Nutrition	
			(iv)	Current Affairs	
	2.	Quantitative Aptitude and Numerical Skills	(i)	Simplification	20
			(ii)	Average	
			(iii)	Decimal and Fractions	
			(iv)	Ratio and Proportion	
			(v)	Percentages	
			(vi)	Profit and Loss	
			(vii)	Simple Interest	
			(viii)	Time and Work	
	3.	Mental Ability & Logical Reasoning	(i)	Number and Letter Series	20
			(ii)	Sequencing	
			(iii)	Statements and Conclusions	
			(iv)	Pattern Completion	
			(v)	Order and Ranking	
			(vi)	Direction and Distances	
			(vii)	Relationship Problems	
	4.	English Language Skills	(i)	Reading Comprehension	10
(ii)			Punjabi to English Translation		
(iii)			Sentence rearrangement and correction		
(iv)			Error Spotting		
(v)			Fill in the Blanks		
(vi)			Spelling Correction		
(vii)			Vocabulary (Synonym, Antonym, one word substitution)		
Punjabi Language Skills		(i)	ਸੁੱਧ/ਅਸੁੱਧ	10	
		(ii)	ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ ਸ਼ਬਦ		
		(iii)	ਪੰਜਾਬੀ ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ		
		(iv)	ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ		
		(v)	ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਤੇ ਇਕ ਸ਼ਬਦ		
		(vi)	ਅਣਡਿੱਠਾ ਪੈਰਾ		

	5.	Digital Literacy & Awareness	(i)	Fundamentals of Computers	05
			(ii)	MS Office (Word, PowerPoint)	
			(iii)	Internet, Worldwide web and Web search engines.	
			(iv)	Email Communication	
			(v)	Mobile Phones (basic conceptual knowledge)	
Paper-II Duration: 1 hour Maximum marks: 50	1.	Mandatory Qualifying paper of Punjabi Language		Mandatory Qualifying paper of Punjabi Language (equivalent to Matriculation standard)	50

**Note1:** Each candidate shall be issued Admit Card(s) indicating the specific date, time and venue for candidate's Computer Based Test Papers. The candidate is required to download the Admit Card(s) and bring a hard copy (printout) of the Admit card(s), along with any one prescribed Photo Identity Proof (Aadhaar Card, Indian Driving License, PAN card, Voter Identity card, Indian Passport) for entry to the venue of the Examination Centre.

**Note2:** No other Identity Proof shall be admissible

The Question Papers shall be prepared by the Solution Provider as per the syllabus given above. Computer Based Tests for all candidates shall be conducted by the Solution Provider ensuring integrity of the entire examination process.

#### 7.2.1 Negative Marking:

There shall be no negative marking.

#### 7.2.2 Normalization

As computer based tests would be conducted in multiple shifts, with different sets of questions, for different sets of participants, normalization of scores shall be carried out using the Mean Standard Deviation method using the following formula:

Normalization mark of  $j^{\text{th}}$  candidate in the  $i^{\text{th}}$  Shift  $\hat{M}_{ij}$  is given by

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

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

$\bar{M}_t^g$  = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded-up).



$M_q^g$  = is the sum of mean and standard deviation marks of the candidates in the paper considering all shifts.

$\bar{M}_{ti}$  = is the average marks of the top 0.1% of the candidates in the  $i^{\text{th}}$  shift (number of candidates will be rounded-up).

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

$M_q^{gm}$  = is the sum of the mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

Calculation of marks will be up to 5 places of decimal.

### **7.2.3 Minimum Marks**

After normalization is carried out in the above mentioned manner, candidates belonging to Scheduled Caste, Backward Class, Economically Weaker Section and Ex-servicemen categories shall be required to score a minimum of 35% marks and candidates belonging to other categories shall be required to score a minimum of 40% marks in Paper I, to be eligible to be considered for the next stage of the selection process.

The candidates shall also be required to score a minimum of 50% percent marks in Paper II after normalization is carried out to qualify for the next stage of the selection process. The failure to secure minimum 50% marks in Paper II shall disqualify the candidate for being considered for the next stage of the selection process irrespective of his score in Paper I.

However, the marks obtained by a candidate in Paper II, which is a mandatory qualifying paper of Punjabi Language, shall not be considered in the overall score of the candidate for determining merit.

### **7.2.4 Answer Key and Seeking of Objections**

Upon completion of the last session of the Computer based tests, the Answer Key shall be uploaded on the Recruitment Portal. Candidates will be given 48 hours to raise objections to the Answer Key. A nominal fee of rupees 50/- shall be charged per objection. The fee shall be refunded, if the objection is sustained.

### **7.2.5 Alerts to Candidates**

It shall be the responsibility of the candidates to keep themselves abreast of the updates with respect to the process and stage of the selection process by frequently checking the Recruitment Portal for updates. No individual communication shall be made with the candidates. However, candidates shall be informed at various stages

of the selection process, by SMS & E-mail. The alerts are just an additional facilitation provided to the candidates. The department shall not be responsible for non-receipt of an alert due to any reason whatsoever.

The candidates are advised to disable 'Do Not Disturb' (DND) service on their mobile phones to enable timely receipt of SMS alerts.

### 7.3 STAGE-II PHYSICAL SCREENING TEST AND PHYSICAL MEASUREMENT TEST

Sufficient number of candidates, from amongst the candidates who have obtained required minimum marks in Paper I and have also qualified Paper II, would be shortlisted on the basis of merit determined by the marks obtained in Paper I, following normalization, and after factoring in reservation for various categories. The shortlisted candidates would be called for Stage II. Stage II of the selection process consisting of Physical Measurement Test and Physical Screening Test shall be conducted at designated place(s), date(s) and time.

#### 7.3.1 Schedule for Stage-II Tests

The schedule for Physical Screening Test (PST) and Physical Measurement Test (PMT) shall be uploaded on the Recruitment Portal. A Separate Admit Card, indicating the date, time and venue, shall be issued for Stage-II tests. The candidate is required to download the Admit card, bring a hard copy (print out) of the same along with any one prescribed Photo Identity Proof (Aadhaar Card, Indian Driving License, PAN card, Voter Identity card, Indian Passport), for entry to the venue of the Stage-II test.

**Note:** No other Identity Proof shall be admissible.

#### 7.3.2 Physical Screening Test (PST) and Physical Measurement Test (PMT)

Stage-II Examination will be conducted in the following order:-

- Running (PST)
- Long-Jump (PST)
- High Jump (PST)
- Height Measurement (PMT)

The Physical Screening Test (PST), which shall be qualifying in nature, shall comprise of the following events:

Candidate	Physical Screening Test
For Male Candidates (including Ex-servicemen less than 35 years of age as on 01.01.2025)	(i) 1600 Meters Race to be completed in 6 minutes 30 seconds (only one chance). (ii) Long Jump 3.80 Meters (3 chances). (iii) High Jump 1.10 Meters (3 chances).
For Ex-Servicemen Male Candidates of age more than 35	(i) 1400 Meters Walk and Run to be completed in 12 minutes. (Only one



years as on 01.01.2025	chance). (ii) 10 Full Squats within 3 minutes. (Only one chance).
For Female Candidates (including Ex-servicemen less than 35 years of age as on 01.01.2025)	(i) 800 Meters Race to be completed in 4 minutes and 30 seconds. (only one chance) (ii) Long Jump 3.00 Meters. (3 chances) (iii) High Jump 0.95 Meters. (3 chances)
For Ex-Servicemen Female Candidates of age more than 35 years as on 01.01.2025	(i) 800 meters run to be completed in 06 minutes (only one chance).

The height of the candidates called for Stage-II shall be measured and candidates found to be of or above the requisite minimum height, as mentioned in Para 6.5, shall be declared as having qualified the Physical Measurement test (PMT).

**Note 1:** Candidates shall be required to qualify all the events for the particular category to which she/he belongs. Failure to qualify any one event for that particular category shall disqualify the candidate.

**Note 2:** Candidates may note that random testing may be undertaken to rule out the use of performance enhancing drugs. Candidates randomly selected for such test(s) shall have to provide the required biological sample as instructed. Refusal to provide such biological sample shall disqualify candidate and make him/her ineligible for selection.

**Note 3:** Transgenders shall be treated at par with female for PST/PMT.

**Note 4:** Female candidates, who are pregnant on the date of Stage-II Tests, that is, Physical Screening Test (PST) & Physical Measurement Test (PMT), may submit a request for postponement of their PST & PMT. The following conditions shall, however, be applicable:

- i. Such female candidates shall have to apply through the Recruitment Portal for the postponement of their PST & PMT on or before the scheduled date of their PST & PMT, along with a medical report from a Govt. hospital regarding their pregnancy.
- ii. In case such a candidate, on the basis of her marks in Paper-I following normalization, provisionally makes it to the final merit list, she shall be given one opportunity for PST & PMT within 6 months of the delivery/termination of pregnancy by keeping a vacancy/seat vacant. The final result of such a candidate shall be declared based on her qualifying Stage-II tests and scrutiny of documents.
- iii. The seniority of such a candidate, who is finally selected, would be determined as per the existing Govt./departmental rules/instructions.

- iv. In case such a candidate fails to qualify Stage-II or Stage-III, the vacancy kept on hold for her shall be carried over to the next recruitment.

### **7.3.3 Appeals relating to Physical Screening Test and Physical Measurement Test.**

Candidates may appeal against the result of the Physical Screening Test and/or Physical Measurement Test, if they so desire, to the Chairperson or the Member of the Central Recruitment Board present at the Physical Screening Test and Physical Measurement Test venue on that very day. Appeal if any made beyond the date of PMT/PST will not be considered. The decision of the Chairperson or the Member of the CRB, as the case may be, shall be final and no further appeal or representation in this regard shall be entertained. The Chairperson, or the Member of the CRB, as the case may be, shall record the decision and the reasons thereof, in writing for each case of appeal separately.

## **7.4 STAGE-III DOCUMENT SCRUTINY**

**7.4.1** The schedule for Document Scrutiny shall be uploaded on the Recruitment Portal. Separate Admit Card, indicating the date, time and venue, shall be issued for Stage-III test. The candidate is required to download the Admit card, bring a hard copy (print out) of the same along with any one prescribed Photo Identity Proof (Aadhaar Card, Indian Driving License, PAN card, Voter Identity card, Indian Passport), for entry to the venue of the Stage-III test.

**Note:** No other Identity Proof shall be admissible.

**7.4.2** Candidates shall be required to bring the following certificates in original along with one self-attested copy of each document:

- a) Matriculation certificate for proof of age.
- b) 10+2 or its equivalent from a recognized Education Board/ University.
- c) Proof of having passed Punjabi at Matriculation level or equivalent, as on date 01.01.2025.
- d) Domicile Certificate issued by Punjab Government is required for applying under General/Open/UR category for female candidates.
- e) Certificate, issued by the Competent Authority, to support claim for reserved category, as applicable.
- f) No Objection Certificate (NOC) from the Head of Department/Office concerned, in case of candidates, who are serving government employees.
- g) Supporting documents in case of Ex-servicemen category.



In case a candidate is not able to produce the required certificates/documents in original at the time of Document Scrutiny, he/she shall not be considered for further selection process.

## 8. MERIT LIST

Merit shall be prepared, keeping in view, the preference of cadre filled in the application form, the available vacancies, after factoring in the prescribed reservations for different categories, on the basis of marks obtained in Paper-I following normalization (as explained in Para 7.2.2), from amongst the candidates, who qualify the Stage-II and Stage-III of the selection process. The marks obtained by a candidate in the mandatory qualifying Punjabi Paper (Paper-II) will not be considered in the overall score of the candidate for calculation of merit.

- (a) In case of applicants scoring the same marks in Papers I following normalization, the following criteria shall be adopted for inter-se merit:
- i. The candidate senior in age shall be placed higher in the merit list.
  - ii. In the event of candidates scoring equal marks in Paper I and having same date of birth, their relative merit shall be determined on the basis of higher marks in Section- 1 : General Awareness of Paper I.
  - iii. In the event of candidates scoring equal marks in Paper I and having same date of birth, and equal marks in Section- 1 : General Awareness of Paper I, their relative merit shall be determined on the basis of higher marks in Section - 2 : Quantitative Aptitude and Numerical Skills of Paper- I.
  - iv. In the event of candidates scoring equal marks in Paper I and having same date of birth, and equal marks in Section- 1: General Awareness and Section - 2: Quantitative Aptitude and Numerical Skills of Paper- I, their relative merit shall be determined on the basis of higher marks in Section – 3: Mental Ability and Logical Reasoning.
- (b) The allocation of selected candidates to different cadres shall be on the basis of their respective merit and the indicated preference of cadre against category-wise vacancies subject to their fulfilling the requisite eligibility criteria.
- (c) There shall be no waiting list.

Solution Provider shall provide the Merit List, prepared in the above-mentioned manner, to the Chairperson of the Central Recruitment Board.

The Central Recruitment Boards shall finalize the list of selected candidates to be recommended for recruitment after following the roster as per the Government instructions regarding reservation for different categories, except sportspersons.

**9. DECLARATION OF FINAL RESULT**

The Central Recruitment Board shall submit merit list to the Director General of Police, Punjab for approval. The final results of the selection process shall be uploaded on the Recruitment Portal.

**10. RECEIPT OF RECRUITMENT DATA BY CENTRAL RECRUITMENT BOARD**

The Solution Provider shall hand over the entire data pertaining to recruitment to the Central Recruitment Board or any authority duly authorized by the Central Recruitment Board, within 15 days upon the completion of the recruitment process. The data shall be properly indexed and structured and shall be provided in duplicate, on separate hard disk drives.

**11. PROVISIONAL SELECTION**

The selection at this stage of the recruitment process shall be provisional, and shall be subject to the following mandatory clearances:

- i. Medical examination,
- ii. Character and antecedent verification,
- iii. Verification of educational qualification Certificates from the concerned Boards/Universities, and

**12. MEDICAL EXAMINATION**

- a) Before their enlistment in the Police Department, candidates shall be medically examined and certified physically fit for service by the Civil Surgeon/ Medical Board as per rules.
- b) The Medical Examination shall include a substance abuse test.
- c) No relaxation whatsoever shall be granted in any of the prescribed parameters of the Medical Examination under any circumstances.

**13. VERIFICATION OF CHARACTER AND ANTECEDENTS**

- a) The verification of character and antecedents of all the selected candidates shall be undertaken as prescribed under the relevant law/rules/Govt. instructions in this regard by following the prescribed procedures, by the concerned appointing authority.
- b) The selection of the candidate shall be subject to the verification of his/her antecedents in the Verification Process and if anything adverse is found against the candidate during the verification process, his/her candidature shall be summarily rejected and no claim, whatsoever, shall be entertained in this regard thereafter.

**14. VERIFICATION OF CERTIFICATES**

Educational qualification and other certificates shall be got verified from the concerned Universities / Institutions / Boards / Authorities. The candidature of the selected candidate shall be provisional till verification of such certificates/



documents. Production of fake/forged educational qualification/other certificates shall lead to rejection of candidature and may also lead to legal action.

**15. JOINING AND PROBATION**

The candidates selected, in the above-mentioned manner, shall be given an offer of appointment by the competent authority indicating the time-frame for joining. The selected candidates, after joining, shall be on Probation, in accordance with the Rules and instructions, as applicable.

**16. PAY SCALE**

As per the Punjab Government Notification No. FD-FP-10MISC/87/2020-2FP1 dated 29.12.2020 pay scale of the post Constable is Rs.19,900/- and minimum pay admissible of Rs. 19,900/- per month for three years from the date of joining in service.

**17. UNFILLED VACANCIES**

In case a vacancy remains unfilled, on account of any reason, the same shall be carried forward to the next recruitment and there shall be no waiting list as mentioned in Para No. 8.

**18. INTER-SE SENIORITY**

The inter-se seniority of the candidates selected within a batch shall be prepared on the basis of their relative position in the Merit List, as mentioned in Para 8.

**19. PLACE OF DUTY**

- (a) Recruited candidate(s) can be posted/deployed anywhere in Punjab, India or abroad.
- (b) As per Section 4(b) of the Punjab Police Act, 2007 transfer of a member of one cadre to another cadre shall not be allowed.

**20. REGULATION OF SERVICE CONDITIONS**

- i. Services of the selected candidates shall be governed by the Punjab Police Act, 2007, Punjab Police Rules, 1934 as amended from time to time, and other relevant Rules/orders of the State Government and Standing Orders/Instructions issued by the Director General of Police, Punjab.
- ii. The Punjab Police reserves the right to regulate the service conditions of the candidates joining the Punjab Police through this recruitment process.

## 21. APPLICATION FEE:

The fee applicable to candidates belonging to different categories shall be as follows:

Category	Application Fee (Rs)	Examination Fee (Rs)	Total (Rs)
General	550	650	1200
Ex-Servicemen(ESM) of Punjab State only/Lineal Descendants of ESM	500	0	500
SC/ST of all States and Backward Classes of Punjab State only	550	150	700
Economically Weaker Sections(EWS)	550	150	700

21.1 **Mode of payment:** Candidates are required to make online payment of the requisite fee.

**Note:** No other fee payment mode shall be considered. Fee once paid shall not be refunded.

## 22. ONLINE APPLICATION PROCEDURE

There shall be an Application Form for the recruitment of constable in District and Armed Cadre of Punjab Police.

- i. Applications must only be submitted by online mode on <https://iur.ls/punjabpolicerecruitment2025>. Candidates would be first required to fill a registration form followed by the Application Form, which in turn would be linked to the fee payment gateway.
- ii. Candidates for the District Cadre shall be required to fill in 15 district preferences to which the candidate would want to be allocated in case of final selection. District allocation would be made on the basis of position in Merit List and the availability of vacancies in the preferred District. As per Punjab Govt. Instructions No. 6/75/2019-7H3/1745 dated 21.05.2020, selected candidate shall not be posted in their home district.
- iii. Applicants are advised to read the instructions, as given on the Recruitment Portal, carefully, before filling-up the application form. Incomplete application shall be rejected outright and no correspondence shall be entertained in this regard.
- iv. The applicants are advised to fill all details, including their correct and active email address and mobile number, in the online application.
- v. Applicants must ensure that they have access to good internet facility with reasonable speed and facility to ensure proper completion of application process including online payment of fee.



- vi. Before starting to fill-up the online application form, candidates must keep the following information/documents ready (including scanned copies of the documents to be uploaded) as the candidates would be required to upload the requisite documents, as applicable, in the online Application Form:
- a) Any one ID proof (Aadhaar card, Passport, Voter I-Card, Driving License, PAN Card).
  - b) Personal details
  - c) Address proof.
  - d) Valid and active E-mail ID.
  - e) Valid and active mobile number for receiving SMSs.
  - f) Matriculation certificate for proof of age.
  - g) Details/certificates pertaining to requisite educational qualifications including that for Punjabi language.
  - h) Certificates issued by the Competent Authority for claiming benefit of reservation, if applicable.
  - i) Online payment facility such as internet banking, debit /credit card etc.
  - j) Scanned recent (not older than 3 months) colored passport size (4.5 cm x3.5 cm) front facing photograph against white background (minimum 80 KB and maximum 200 KB size in JPEG format).
  - k) Scanned signatures (minimum 80 KB and maximum 200 KB size in JPEG format).
- vii. **Candidates should fill all details, including the Cadre and applying category, correctly in the online application form and submit the same only after ensuring that all the particulars/details are correctly reflected in it. No request (online or offline) for any change in the Application Form, after it is submitted, shall be entertained. However, a fresh online application can be submitted before the final date for submission of applications by paying the requisite fee.**  
**Note: In case a candidate submits more than one application, only the latest application submitted by the candidate shall be considered.**
- viii. Candidate is required to declare her/his home district while filling up the Application Form.
- ix. The candidates are advised to retain printed/ hardcopies of their online Application Form and produce the same as and when required.
- x. All candidates, who apply for advertised posts shall be considered 'provisionally eligible' for appearing in the competitive exam. Acceptance of applications at this stage and allotment of Roll Numbers would not indicate acceptance of candidature, since there is no scrutiny of documents before the CBT based Tests.
- xi. The scrutiny of Application Forms shall be done after the conduct of the examination. The candidature of applicants, who are found not meeting the

eligibility criteria, will be rejected during or after the scrutiny process.


- xii. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/her liable for disqualification and legal action.
- xiii. Candidates already employed with the government applying for this recruitment, will be required to get a No Objection Certificate (NOC) from the Head of Department/Office concerned. If, however, the NOC is not available at the time of filling up of the Application Form, the candidate shall have to give a declaration to the effect that she/he shall produce the same in original at the time of document scrutiny.
- xiv. Candidates are advised, in their own interest, to submit online applications well before the closing date and not to wait till the last date to avoid any rush/server load on the website on the last days. The Board will not be responsible for the candidates not being able to submit their applications within the last date on account to the aforesaid reasons or for any other reason beyond the control of the Recruitment Board.
- xv. In case the candidate experiences any difficulty in downloading the Admit card, then she/he may contact the Helpdesk for assistance. Unique Registration ID may be kept handy while contacting the Help line.
- xvi. While filling the Application Form (AF), the candidates would be required to give an undertaking regarding the genuineness of their candidature and correctness of the information provided by them in the Application Form. Submission of wrong information by candidate may invite legal action.
- xvii. Last date and time for submission of online applications is **13<sup>th</sup> March, 2025, till 11:55 pm.**

### **23. HELPDESKNUMBER FOR QUERIES AND CLARIFICATIONS**

A dedicated helpdesk number **022-61306265** shall be made functional by the Solution Provider, to help candidates applying for recruitment, from 07:00 pm on **21<sup>st</sup> February, 2025.**

Any query or application would only be entertained if it is submitted via online portal made available on the recruitment page.

This Standing Order shall supersede all the previous Standing Orders for direct recruitment of Constables (except recruitment against 3% posts reserved for Sports persons) in the District and Armed Police Cadre of Punjab Police and shall remain in force till such time that a fresh Standing Order is issued replacing this Standing Order.

  
Gaurav Yadav, IPS  
Director General of Police,  
Punjab, Chandigarh