

**GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
(PERS-II DESK) POLICE-II DIVISION**

SUBJECT: REVISED SCHEME FOR COMMON RECRUITMENT OF CONSTABLES (GD) IN CENTRAL ARMED POLICE FORCES (CAPFs) & ASSAM RIFLES, NATIONAL INVESTIGATION AGENCY (NIA) AND SECRETARIAT SECURITY FORCE (SSF) TO BE CONDUCTED BY THE STAFF SELECTION COMMISSION:

Constabulary forms the major component of the Central Armed Police Forces (CAPFs). The working of the Force mainly depends on the capability and effectiveness of the personnel at this level. It is very important that personnel having the right aptitude, capability and fit in all respects are appointed as Constables in Central Armed Police Forces. Recruitment of Constables is an important process and it is necessary to lay down certain policy guidelines enumerated hereunder to deal with eligibility conditions and the system to be followed while conducting recruitment of Constables(GD) in CAPFs, AR, NIA and SSF.

I. ELIGIBILITY FOR APPOINTMENT

For appointment to the posts of Constables in Central Armed Police Forces, Assam Rifles, National Investigation Agency and Secretariat Security Force candidates must meet the following eligibility conditions:-

| | | |
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| 1) | Age | Between 18 to 23 years. (The crucial date for determining the age will be 1 st January if the written examination is held in 1 st half of the year and 1 st August if the written examination is held in 2 nd half of the year, as per instructions contained in DoP&T's OM No. AB.14017/70/87-Estt(RR) dated 14.07.1988). |
| 2) | Educational Qualification | Matriculation/ Xth Class pass. |
| 3) | Physical Standards | |
| | a) Height | For males : 170 cms. For Females : 157 cms. |
| | b) Chest | For males : |
| | | Unexpanded : 80 cms Expanded : Minimum Expansion 5 cms. |
| | c) Weight | For males and females proportionate to height and age as per medical standards |
| 4) | Medical Standards | |
| | Eye Sight | (i) The minimum distant vision should be 6/6 & 6/9 of both eyes without correction i.e. without wearing of glasses. (ii) Further, the colour perception standard should be C.P-III as contained in this Ministry's OM No. I-45024/1/2008-Pers-II dtd.18.05.2012 and corrigendum of even number dtd. 02.07.2012 with details as |

| Visual Acuity unaided (NEAR VISION) | | Uncorrected visual acuity (DISTANT VISION) | | Refraction | Color Vision | Remarks |
|-------------------------------------|---------------|---|---|--|-------------------|--|
| Better eye | Worse eye | Better eye | Worse eye | | | |
| N6 | N9 | 6/6 | 6/9 | Visual correction of any kind is not permitted even by glasses | CP III BY ISIHARA | In right handed person, the Right eye is better eye and vice versa. -Binocular vision is required |
| | | The candidates must not have knock knee, flat foot, varicose vein and squint in eyes. They must be in good mental and physical health for duties in all places including in high altitude and be fit to serve in border areas with extreme climatic conditions and must be free from any defect likely to interfere with the efficient performance of the duties. | | | | |
| 5 | Relaxations | | | | | |
| (a) | <u>Age</u> | | There will be relaxation in age for SC/ST/OBC, Ex Servicemen and other categories of persons in accordance with the Government orders on the subject. | | | |
| (b) | <u>Height</u> | | <p>(i) The minimum height for all candidates belonging to Scheduled Tribes will be 162.5 cms for males and 150 cms for females for ST candidates of all States/UTs/districts except as given in the following para.</p> <p>(ii) The minimum height for all Schedule Tribe candidates hailing from the North-Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura and Left Wing Extremism affected districts will be 160 cms for males and 147.5 cms for females.</p> <p>(iii) The minimum height of candidates falling in the categories of Garhwalis, Kumaonis, Dogras, Marathas and candidates belonging to the States of Assam, Himachal Pradesh and Jammu & Kashmir will be 165 cms for male and 155 cms for females.</p> <p>(iv) The minimum height will be 162.5 cms for males and 152.5 cms for females for the candidates hailing from the North-Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim &</p> | | | |

| | | |
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| | | <p>Tripura and candidates hailing from Gorkha Territorial Administration (GTA) comprising of the three Sub-Divisions of Darjeeling District namely Darjeeling, Kalimpong and Kurseong and includes the following “Mouzas” Sub-Division of these Districts :-</p> <p>(1) Lohagarh Tea Garden (2) Lohagarh Forest (3) Rangmohan (4) Barachenga (5) Panighata (6) Chota Adalpur (7) Paharu (8) Sukna Forest (9) Sukna Part-I (10) Pantapati Forest-I (11) Mahanadi Forest (12) Champasari Forest (13) Salbari Chhatpart-II (14) Sitong Forest (15) Sivoke Hill Forest (16) Sivoke Forest (17) Chhota Chenga (18) Nipania.</p> |
| | <u>Chest</u> | <p>(i) The minimum chest for all male candidates belonging to Scheduled Tribes will be 76 cms (minimum 5 cms expansion)</p> <p>(ii) The minimum chest of male candidates falling in the categories of Garhwalis, Kumaonis, Dogras, Marathas and candidates belonging to the States of Assam, Himachal Pradesh and Jammu & Kashmir will be 78 cms (minimum 5 cms expansion).</p> <p>(iii) The minimum chest of male candidates hailing from North-Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura and Gorkha Territorial Administration (GTA) as mentioned in para-5(b)(iv) above will be 77 cms unexpanded (with minimum 5 cms expansion)</p> |

II. CALCULATION OF VACANCIES

Vacancies for a recruitment year will be calculated annually (Financial year basis). The recruitment will be completed before the end of the year. The vacancy will be calculated by each CAPF/AR/NIA/SSF on financial year basis. While calculating the vacancies, the following factors will be taken into account by the CAPFs, AR, NIA & SSF:-

- a) Vacancies in the existing Bns./Force (including the one which remained unfilled in the past recruitments);
- b) Number of personnel required for Raising of new Bns as per the schedule approved by MHA and any new posts sanctioned by MHA;
- c) Resultant vacancies existing or likely to arise during the year because of promotions in other ranks;
- d) Average of last 3 years wastage/retirements during the year;

- e) Average of last 3 year attritions/resignations;
- f) Average of last 3 years % of candidates who have not joined after their selection;
- g) 50% of the anticipated vacancies on retirement, promotion etc. of next financial year and all vacancies on account of new raising of Bns in next financial year.

III. ALLOTMENT OF VACANCIES

- 1) 60% of vacancies will be allotted amongst States/UTs on the basis of population ratio.
- 2) 20% of vacancies in the Border Guarding Forces (BGFs) (BSF, ITBP, SSB & Assam Rifles) will be allotted to border districts, which fall within the responsibility of the Force.
- 3) 20% of vacancies in BGFs will be allotted to areas affected by militancy i.e. J&K, North Eastern States and naxal affected areas. The districts/ areas affected by militancy shall be notified by the Government from time to time.
- 4) In Forces, other than Border Guarding Forces, 40% vacancies will be allotted to militancy affected areas i.e. J&K, North Eastern States and naxal affected areas. The district/areas affected by militancy shall be notified by the Government from time to time.
- 5) For diversion of annual vacancies from one State to another State, and also for diversion of vacancies of new raisings from one State to another in the same category or from one category to another category, concurrence of MHA will be required.

IV. RESERVATION

There will be reservations for SC/ST/OBC, Ex-Servicemen and other categories of personnel in accordance with the instructions issue by the Government from time to time. The reserved vacancies will be calculated and recruitment made with reference to the allocations made to the States/UTs under item III above. Quota for SC/ST/OBC for various States/UTs will be fixed having regard to the number of SC/ST/OBC population in such States/UTs. The unfilled reserved vacancies may also be filled through special recruitment drives.

V. RECRUITMENT PROCEDURE

- 1) Vacancies will be released to Staff Selection Commission (SSC) by respective Director General of CAPFs & AR, National Investigating Agency (NIA) and Secretariat Security

Force (SSF) through nodal Force/MHA for carrying out recruitment of candidates out of the States/districts, as earmarked.

2) **Centralised/Regional Recruitment through Staff Selection Commission**

- i. SSC would hold the recruitment through and with the help of Regional offices of the Commission. Such recruitments can be made commonly for all the CAPFs ,AR, NIA & SSF.
- ii. The Recruitment process will consist of Physical Standard Test (PST), Physical Efficiency Test (PET), written examination and medical examination.
- iii. The candidates qualifying in PST and PET will be called for the written examination. Based on performance in the written examination, candidates will be short-listed for medical examination.
- iv. All candidates applying for the recruitment and prima-facie eligible will be called to appear in Physical Standard Test and Physical Efficiency Test. Detailed scrutiny of their eligibility will not be undertaken by the Commission before PST/ PET. Call letters to candidates for PST/PET will be issued by the Nodal CAPF. However, allocation of candidates to the identified PST/PET Centers will be done by SSC on the basis of list of centers provided by the Nodal Force to SSC.
- v. PST and PET shall be mandatory but will only be qualifying in nature and will not carry any marks.
- vi. SSC shall try to finish the recruitment process within a period of 09 months.
- vii. One of the Forces will be declared a Co-ordinating/Nodal Force on annual rotation basis for conducting PST, PET and Medical Examination in consultation with SSC and coordinating the entire recruitment process.

3) **Method of Selection**

The recruitment will be made in the manner indicated below:-

- i. Selection will be made annually through invitation of applications after giving wide publicity by SSC.
- ii. An amount of Rs. 50/- will be charged as application fee from the candidates belonging to general and OBC category. However, no fee will be charged from candidates belonging to SC/ST community, Ex-servicemen and women.

4) **The selection will be made on the basis of the following:-**

- i. The examination will be advertised by SSC after receipt of firm vacancies from MHA. SSC will give wide publicity to the recruitment through its websites and regional offices. Mechanism for attending to complaints/grievances relating to PST/ PET and Medical Examination will be put in place by the co-ordinating CAPF. Mechanism for attending to complaints/grievances relating to written examination/preparation or merit list will be provided at the HQrs. and Regional Offices of the SSC.
- ii. Application Form should be designed centrally by SSC. Application will be accepted through on-line mode only except for the State of J&K, North-Eastern States, LWE affected districts and Border districts of the country where the candidates will have the choice to apply on-line or off-line mode, i.e. by post in prescribed format. Candidature of candidates applying through both the modes is liable for rejection summarily. No testimonials are required to be attached with the Application Form by the candidates at the time of applying for the post.
- iii. The candidates may be asked to submit the application to the Regional Offices concerned of SSC under whose jurisdiction the Centre selected by the candidate falls.
- iv. Detailed syllabi for the written examination would also be provided by the SSC in the advertisement published as well as on the website of SSC well in time before the written examination.
- v. Applications through off-line mode in prescribed format can be submitted by the candidates of the State of J&K, North-Eastern States, LWE affected districts and Border districts of the country on forms downloaded from SSC's website or in the format of Application Form as published in the Employment News where the candidates will have the choice to apply on-line or off-line mode, i.e. by post in prescribed format. Candidature of candidates applying through both the modes is liable for rejection summarily.
- vi. On receiving applications from the candidates, SSC will process these and will provide the lists/data of the candidates State-wise/ District-wise (LWE district and Border districts only) & category-wise to the nodal CAPF in soft copy mentioning PST/PET centres/Boards as per agreed programme, for conducting Physical Standard Test (PST) and Physical Efficiency Test (PET).
- vii. At the very beginning of the recruitment process, candidates whose applications are found to be in order will be asked to go through the height bar and thereby, candidates with lesser height will get eliminated.

- viii. Those who qualify the height test, will be subjected to PET which shall consist of five kilometres race (for male) and 1.6 kms race (for female) to be completed within 24 minutes and 8.30 minutes respectively.
- ix. Those who qualify in the race will be subjected to the modern biometric methods to obviate impersonation by the candidates. The biometric methods should be used at all stages of the recruitment (In the absence of computer based biometric equipments, thumb impression, digital photograph, and any specific identifying mark in the body may be used).
- x. Those who are found eligible on biometric identification and screening of testimonials will be subjected to chest and weight measurements.
- xi. Relaxation in height and chest (as the case may be) will be permissible only on production of requisite certificates from the competent authority at the time of PST and PET
- xii. Appeals from candidates who are not satisfied with their physical measurements may be obtained. Such candidates will be asked to report on the day after the completion of the PST and PET by giving a firm date. An appellate authority (Higher in rank than the PO of PST and PET Board) will report on the last day of the PST and PET and will again measure the physical standards of such candidates on next day as per their complaint. If candidates are found to be within the prescribed PST standards, they will be forwarded to the PST and PET board for further conduct of PET in continuation.

5) **Constitution of Medical Boards**

- i. Boards of CAPFs and Assam Rifles for conducting PST and PET and Medical Examination will be headed by an Officer of the rank of Commandant/Second-in-Command with two officers not below the rank of Assistant Commandant and atleast one Medical Officer. The Medical officer shall be associated during the final medical examination only.
- ii. An SC/ST officer and an officer belonging to the minority community may be co-opted in such Boards, if these Boards do not have representatives from these communities.

6) **Physical Standard Test (PST) and Physical Efficiency Test (PET)**

- i. Candidates who are found eligible on height parameters will undergo PET (race) followed by biometric identification & screening of testimonials and thereon chest and weight measurements by a board.

- ii. PST and **PET** will be **scheduled and** conducted by the Nodal Force with the assistance of other CAPFs.
- iii. PET will comprise of 5 Kms race (for male) and 1.6 kms race (for female) to be completed within 24 minutes and 8.30 minutes respectively. For the Ladakh region, PET will comprise of 1 mile race (for male) and 800 metres (for female) to be completed within 6.30 minutes and 4 minutes respectively.
- iv. Pregnancy at the time of PET will be considered a disqualification and pregnant female candidates shall be rejected at this stage.
- v. PET will not be held for ex-servicemen. However, they will be required to qualify in the medical examination.
- vi. The nodal Force (CAPF) will consolidate and provide the data of qualified candidates in the PST/PET to be called for written examination along with biometric data of the candidates to SSC in the prescribed proforma within one month of completion of PST/PET. Call letters for written examination will be uploaded on the website of the Regional Office concerned of SSC. Call letter to the candidates who have applied on-line will not be dispatched by post and the candidate may download the same from the website of the Nodal Force. This fact and the URL of the website of the Nodal Force will be categorically mentioned in the notice of the examination/advertisement. If a candidate who apply through on-line belongs to the specified area for on-line/Off-line will receive the admit cards through post also. However, they may download the same from website.

7) **Written Test**

- i. The candidates who qualify in the PST and PET will be required to appear in a written test. SSC will conduct the written test of only those candidates who qualify in the PST and PET.
- ii. The Commission will conduct written examination in both on-line (Computer based) and off-line mode(OMR Sheet) for the candidates qualified in PST & PET. The candidates will have the choice to opt for On-line or Off-line mode of Examination in the application form. The written test will consist of objective type multiple choice questions. The question paper should be of 100 marks and it will comprise at least 100 questions. The Commission will process the result of written examination and list of candidates shortlisted for DME will be given to MHA/Nodal CAPF alongwith their centre of medical examination. The Nodal CAPF will issue call letters and conduct DME and RME with the assistance of other CAPFs.

- iii. While all the question papers in an examination may contain the same set of questions, the question papers may be in different series, which will have the questions in different order.
- iv. The question paper will be set to assess the general awareness/ general knowledge, knowledge of elementary mathematics, analytical aptitude and ability to observe and distinguish patterns and to test the basic knowledge of the candidates in English/Hindi.
- v. The question papers will be set in Hindi, English and regional languages, i.e. Kashmiri (Urdu Script for J&K), Marathi(Maharashtra), Gujarati(Gujarat), Malayalam (Kerala), Kannada (Karnataka), Telegu (Andhra Pradesh), Tamil(Tamil Nadu), Oriya (Odisha), Bengali (West Bengal and Tripura), Punjabi (Gurmukhi script for Punjab), Assamese (Assam & Arunachal Pradesh), Manipuri (Manipur) and Mizo (Mizoram). Accordingly, the papers can be answered in any of these languages. SSC may set the question papers in regional languages other than the above, if such demands are received from the State Governments or directed by the MHA.
- vi. The question papers should be set centrally.
- vii. Candidates will be required to answer in OMR sheet in case he/she opts for off-line mode.
- viii. SSC will provide the list of candidates qualifying in the written examination to the nodal Force for the conduct of the medical examination of the qualified candidates. The number of candidates to be shortlisted for medical examination on the basis of merit in the written test will be equal to the number of vacancies, increased by average failure rate during medical examination determined on the basis of past experience.

8) **Medical Examination**

- i. Only those candidates who have scored above the cut-off marks fixed by the SSC in written examination and as per the list provided by SSC will be required to appear in the medical examination.
- ii. The candidates will be medically examined to assess their physical & medical fitness as prescribed in the eligibility conditions.
- iii. Medical tests (X-Ray & Laboratory) shall be conducted only for such candidates who are found fit after initial medical examination.
- iv. In case of medical examination, “temporary unfitness” will not be allowed. However, any such female candidate who during the medical examination is

found to be pregnant of twelve weeks standing or above, she shall be declared temporarily unfit and her appointment held in abeyance until the confinement is over.

- v. However, candidates declared unfit may file an appeal/ representation within 15 days of rejection by the medical Board.
- vi. The appeal panel (Appellate authority and one Medical Officer) shall decide the correctness of appeals within a period of month of the date of rejection. If the appeals is found in order by appeal panel, the candidate may be called for RME. If the candidate is found fit in RME by the duly constituted board, the candidates will be included in the data/list of medically fit candidates to be sent to SSC by the Nodal Force. While preparing merit list/result the SSC will consider the DME fit as well as RME fit candidates on the basis of their merit and category.
- vii. Testimonials of the candidates will be checked at the medical examination stage. Collection of documents from the candidates and their verification during DME will be the sole responsibility of the CAPFs. The Commission will provide training to the CAPFs personnel for collection and verification of documents.
- viii. After conduct of DME/RME, result of candidates (Fit/Unfit/ Absent) will be given to the Commission by Nodal Force alongwith verified data of Fit candidates, in soft copy within a period of one month after completion of RME. Accuracy of the verified data and the result of DME/RME will be the sole responsibility of the CAPFs who will ensure the same.

9) **Merit lists**

- i. Merit lists in each category namely, General, SC, ST, OBC and ex-servicemen will be drawn separately for males & females by SSC in respect of each State/UT and further earmarked category of Districts wherever applicable, on the basis of aggregate marks obtained in the written test. While preparing the merit list, SSC will consider candidates against vacancies for the State in respect of which they have submitted domicile certificate. The Commission will prepare and declare the final list of selected candidates State-wise (indicating District-wise quota selection also, wherever applicable) without making any Force allocation and send the relevant data to the Nodal Force, as done by UPSC in case of CAPF (Asstt. Comdt.) exam.
- ii. In case of tie in marks, SSC will resolve the tie following its set procedure, which will be clearly stated in the advertisement of recruitment.

- iii. Based on such merit list declared by SSC, the Nodal CAPF will make Force allocation on the basis of merit-cum-choice of the candidates as done in case of CAPF (Asstt. Comdt.) exam and will upload the Force allocation chart in the website of the Nodal Force. After Force allocation, the CAPFs will make nomination of the selected candidates to the respective Forces. The dossiers will be with Nodal Force hence CAPFs may collect the dossiers from Nodal Force after Force allocation.

10) **Final Selection**

- i. The final selection of the candidates will be made in order of merit in each category. SSC will declare the results of finally selected candidates (State/UT-wise and community wise i.e. SC, ST, OBC & Gen). Force allocation to the successful candidates will be made by the Nodal Force on the basis of merit cum choice.
- ii. The cut off percentage of marks for appointment will be normally as under :

| | | |
|---------------------------|---|-----|
| General and Ex-servicemen | : | 35% |
| SC/ST/OBC | : | 33% |

VI. General

- i. Advertisement for recruitment of Constable (GD) in CAPFs will be issued centrally by the SSC. Wide publicity regarding recruitment will be given in the local news papers including vernacular papers and the Employment News/ Rozgar Samachar and also through Radio and Television by SSC.
- ii. According to the 15 Point Programme of the Government, efforts are to be made to give proportionate representation to the minority communities. Since there are no reservations in service based on religion, this can be achieved through making the minority community candidates aware of the employment opportunities/ recruitment programmes and the incentives/ prospects available in the CAPFs & AR. The publicity campaign by SSC should take care of this and should send special information to the minority community run institutions/ organizations with a request to encourage the candidates to apply for the recruitment in CAPFs.
- iii. For the recruitments in North-Eastern States (other than Assam), the cycle time should be reduced wherein the time period between the PST and PET and the written examination as also between the written exam and medical examination should be compressed by constituting more number of medical boards.

- iv. In case other recruitment are made to fill up backlog vacancies, if any, then the procedure enumerated above will be followed.
- v. Court cases/ RTI/ Public Grievances relating to Notice of Examination, conduct of written examination and preparation of merit list would be handled by SSC and those relating to all other issues like Scheme of Examination, vacancies, conduct of PST/PET, DME, Force Allocation of selected candidates, etc. will be handled by the Co-ordinating Nodal CAPF/MHA.
- vi. Centre of exam will not be a criterion for selection of the candidate against vacancy of the State in which that centre falls. Domicile Certificate will be the sole criterion for this purpose. Therefore, candidates seeking selection against vacancies earmarked for a particular State/ District category are mandatorily required to submit domicile certificate to that effect issued by the competent authority from that State.
- vii. The expenditure involved in conduct of the examination will be borne by the MHA/CAPF and the funds required would be placed at the disposal of the Commission well before the examination.
- viii. Any claim/representation regarding change (inclusion/ exclusion) in the merit list due to wrong verified data or change in Medical Fitness Status will be handled by CAPF. However, in case of any change in result due to inclusion/ exclusion of any candidate in/ from the merit list, the revised result will be published by SSC as a corollary/ corrigendum/ addendum to the original result declared/ published by SSC.

VII. **SAFEGUARDS**

The process of PST/PET/medical examination should be preferably video graphed.

VIII. **ADDITIONAL MEASURES TO BE ADOPTED FOR FILLING UP THE VACANCIES WHICH REMAIN UNFILLED THROUGH THE ABOVE PROCESS FROM J&K/BORDER DISTRICTS/LWE AFFECTED DISTRICTS**

- i. The recruitments shall be made initially only through the regular recruitment process conducted through Staff Selection Commission (SSC).
- ii. In case certain vacancies allocated to the State of J&K/LWE affected Districts and the Border districts remain unfilled, Recruitment rallies may be organized/ conducted in the State of J&K/LWE affected Districts as well as the other such States having border districts where vacancies remain unfilled. Such recruitment rallies shall be conducted by the respective CAPF or the

same can be done by a single CAPF after taking into account the unfilled vacancies of other CAPFs also.

- iii. For the Border District vacancies, such Recruitment Rallies may be organized on the pattern of Army in respective border districts (also at Sub-Divisional levels in case of large districts) with proper management. For ensuring that the youth from only concerned district participate in such rallies, appropriate identifications like domicile certificate, ADHAR Number, Voter ID Card and Ration card etc could be accepted. Wide publicity, preferably in the local language, about the recruitment of personnel for CAPFs in the States/border districts may be ensured by SSC and CAPFs. The State Governments should be kept informed with intimation to both the Chief Secretary as well as the DGP of every border State.
- iv. For such recruitments in Border districts, such physical standards (height & Chest) shall be followed, which are lower out of the ones laid out in this policy and those adopted by the Public Service Commission/ Staff Selection Commission of the State concerned, for similar posts.
- v. State Governments concerned would, besides undertaking publicity and awareness campaigns in respective districts, provide full assistance for ensuring proper law & order arrangements and police bandobast to handle the crowd.
- vi. While making recruitment through such rallies in the border districts, the merit list shall be prepared State-wise and all the candidates so selected shall be placed enmasse junior to the candidates selected through SSC, in that recruitment/vacancy year.
- vii. After the above additional measures to be taken for ensuring filling up vacancies in the border districts of the respective Border Guarding Forces, the vacancies still remaining unfilled from such border districts shall be informed to SSC who shall fill up the same out of the candidates from the particular border State. Therefore, to give effect to this, SSC shall maintain a waiting list in case of the border State to the extent of total number of vacancies which remain unfilled with respect to the border State concerned.
