



## PUNJAB POLICE

### RECRUITMENT OF CIVILIAN SUPPORT STAFF IN PUNJAB BUREAU OF INVESTIGATION (PBI) -2021

Advt. No. 5 of 2021

Date of Publication: 17 August, 2021

<b>IMPORTANT DATES &amp; INFORMATION</b>	
Recruitment Portal for submission of Online Application and for recruitment related information	<a href="https://iur.ls/punjabpolicerecruitment2021">https://iur.ls/punjabpolicerecruitment2021</a>
Punjab Police Website	<a href="http://www.punjabpolice.gov.in">www.punjabpolice.gov.in</a>
Opening Date and Time for Submission of Online Application	04:00 p.m. on 17 August, 2021
Closing Date and Time for Submission of Online Application	11:55 p.m. on 7 <sup>th</sup> September, 2021
Helpline Number (Toll-free)	18002102565
Grievance window (for resolving problems faced by candidates) shall be available on the portal <a href="https://iur.ls/punjabpolicerecruitment2021">https://iur.ls/punjabpolicerecruitment2021</a>	

## **1. INTRODUCTION:**

- 1.1 Online Applications are invited from Indian citizens to fill 634 vacancies of 'Civilian Support Staff' (non uniformed) in the Investigation Cadre of the Punjab Police by direct recruitment.
- 1.2 The recruitment for filling up the vacancies in the cadre of Civilian Support Staff shall be carried out through **a Common Application Form (CAF) and Computer Based Test (CBT)** followed by document scrutiny. The selection of a candidate shall be on the basis of their respective merit determined strictly on the basis of marks obtained in the Computer Based Test and normalization (if CBT is conducted in multiple shifts). A candidate may apply for one or more posts advertised. In case, a candidate applies for only one post in the Common Application Form, she/he shall be considered only for that post and not for the other posts of Civilian Support Staff. Candidate will be required to specify his /her order of preference if he /she applies for more than one post. In case of selection in more than one post, the candidate shall be allocated to only the post for which he/she has indicated his/her preference.

## **2. POSTING/DEPLOYMENT:**

- 2.1 Recruited candidate(s) can be posted/deployed anywhere in Punjab, India or abroad.
- 2.2 All newly recruited Civilian Support Staff shall be subject to the relevant provisions of the Punjab Police Act, 2007, The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 and Punjab Bureau of Investigation (Civilian Support Staff) Group-C Service Rules, 2021, and other rules and instructions issued/laid down by the Punjab Government/Punjab Police from time to time,

with the aim to ensure efficiency, transparency, fair dealing, accountability in public dealing and police functioning including the:

- (i) Initial Placement/Range/District Allocation
- (ii) Posting and Transfer Policy and
- (iii) Tenure Policy

### **3. TENTATIVE VACANCIES OF CIVILIAN SUPPORT STAFF (Group C):**

#### **3.1 Legal Officer:**

Total vacancies: **11**

<b>Category</b>	<b>Category - wise total number of vacancies</b>	<b>Category-wise number of vacancies reserved for women (out of the total given in column-ii)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>
General/Open/Unreserved	<b>04</b>	<b>01</b>
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	<b>02</b>	<b>01</b>
Scheduled Castes Ramdasia& Others, Punjab	<b>01</b>	--
Backward Classes, Punjab	<b>01</b>	<b>01</b>
Ex-Serviceman (General), Punjab	<b>01</b>	<b>01</b>
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	--	--
Ex-Serviceman Scheduled Castes Ramdasia& Others, Punjab	--	--
Ex-Serviceman Backward Classes, Punjab	--	--
Persons with Disability	<b>01</b>	--
Economically Weaker Sections, Punjab(EWS)	<b>01</b>	<b>01</b>
Wards of Freedom Fighters, Punjab	--	--
Sportspersons (General/Open/Unreserved)	--	--
Sportspersons (Scheduled Castes, Punjab)	--	--
<b>Total</b>	<b>11</b>	<b>05</b>

3.2 **Assistant Legal Officer:**

Total vacancies: **120**

<b>Category</b>	<b>Category-wise total number of vacancies</b>	<b>Category-wise number of vacancies reserved for women (out of the total given in column-ii)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>
General/Open/Unreserved	<b>47</b>	<b>13</b>
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	<b>13</b>	<b>05</b>
Scheduled Castes Ramdasia & Others, Punjab	<b>12</b>	<b>05</b>
Backward Classes, Punjab	<b>12</b>	<b>05</b>
Ex-Serviceman (General), Punjab	<b>09</b>	<b>05</b>
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	<b>02</b>	--
Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab	<b>02</b>	--
Ex-Serviceman Backward Classes, Punjab	<b>02</b>	--
Persons with Disability	<b>05</b>	<b>01</b>
Economically Weaker Sections, Punjab(EWS)	<b>12</b>	<b>04</b>
Wards of Freedom Fighters, Punjab	<b>01</b>	--
Sportspersons (General/Open/Unreserved)	<b>02</b>	<b>01</b>
Sportspersons (Scheduled Castes, Punjab)	<b>01</b>	--
<b>Total</b>	<b>120</b>	<b>39</b>

### 3.3 **Forensics Officer:**

Total vacancies: **24**

<b>Category</b>	<b>Category-wise total number of vacancies</b>	<b>Category-wise number of vacancies reserved for women (out of the total given in column-ii)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>
General/Open/Unreserved	<b>09</b>	<b>03</b>
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	<b>03</b>	<b>01</b>
Scheduled Castes Ramdasia & Others, Punjab	<b>02</b>	<b>01</b>
Backward Classes, Punjab	<b>03</b>	<b>01</b>
Ex-Serviceman (General), Punjab	<b>02</b>	<b>01</b>
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	<b>01</b>	--
Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab	--	--
Ex-Serviceman Backward Classes, Punjab	--	--
Persons with Disability	<b>01</b>	--
Economically Weaker Sections, Punjab(EWS)	<b>02</b>	<b>01</b>
Wards of Freedom Fighters, Punjab	--	--
Sportspersons (General/Open/Unreserved)	<b>01</b>	<b>01</b>
Sportspersons (Scheduled Castes, Punjab)	--	--
<b>Total</b>	<b>24</b>	<b>09</b>

3.4 **Assistant Forensics Officer:**

Total vacancies: **150**

<b>Category</b>	<b>Category-wise total number of vacancies</b>	<b>Category-wise number of vacancies reserved for women (out of the total given in column-ii)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>
General/Open/Unreserved	<b>58</b>	<b>17</b>
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	<b>16</b>	<b>07</b>
Scheduled Castes Ramdasia & Others, Punjab	<b>15</b>	<b>06</b>
Backward Classes, Punjab	<b>15</b>	<b>06</b>
Ex-Serviceman (General), Punjab	<b>11</b>	<b>06</b>
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	<b>03</b>	--
Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab	<b>02</b>	--
Ex-Serviceman Backward Classes, Punjab	<b>03</b>	--
Persons with Disability	<b>06</b>	<b>02</b>
Economically Weaker Sections, Punjab (EWS)	<b>15</b>	<b>05</b>
Wards of Freedom Fighters, Punjab	<b>01</b>	--
Sportspersons (General/Open/Unreserved)	<b>03</b>	<b>02</b>
Sportspersons (Scheduled Castes, Punjab)	<b>02</b>	--
<b>Total</b>	<b>150</b>	<b>51</b>

3.5 **Computer/Digital Forensics Officer:**

Total vacancies: **13**

<b>Category</b>	<b>Category-wise total number of vacancies</b>	<b>Category-wise number of vacancies reserved for women (out of the total given in column-ii)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>
General/Open/Unreserved	<b>05</b>	<b>02</b>
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	<b>02</b>	<b>01</b>
Scheduled Castes Ramdasia & Others, Punjab	<b>02</b>	<b>01</b>
Backward Classes, Punjab	<b>01</b>	<b>01</b>
Ex-Serviceman (General), Punjab	<b>01</b>	<b>01</b>
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	--	--
Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab	--	--
Ex-Serviceman Backward Classes, Punjab	--	--
Persons with Disability	<b>01</b>	--
Economically Weaker Sections, Punjab (EWS)	<b>01</b>	<b>01</b>
Wards of Freedom Fighters, Punjab	--	--
Sportspersons (General/Open/Unreserved)	--	--
Sportspersons (Scheduled Castes, Punjab)	--	--
<b>Total</b>	<b>13</b>	<b>07</b>

### 3.6 **Information Technology Officer:**

Total vacancies: **21**

<b>Category</b>	<b>Category-wise total number of vacancies</b>	<b>Category-wise number of vacancies reserved for women (out of the total given in column-ii)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>
General/Open/Unreserved	<b>08</b>	<b>02</b>
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	<b>03</b>	<b>01</b>
Scheduled Castes Ramdasia & Others, Punjab	<b>02</b>	<b>01</b>
Backward Classes, Punjab	<b>02</b>	<b>01</b>
Ex-Serviceman (General), Punjab	<b>02</b>	<b>01</b>
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	<b>01</b>	--
Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab	--	--
Ex-Serviceman Backward Classes, Punjab	--	--
Persons with Disability	<b>01</b>	--
Economically Weaker Sections, Punjab(EWS)	<b>02</b>	<b>01</b>
Wards of Freedom Fighters, Punjab	--	--
Sportspersons (General/Open/Unreserved)	--	--
Sportspersons (Scheduled Castes, Punjab)	--	--
<b>Total</b>	<b>21</b>	<b>07</b>



3.7 **Information Technology Assistant (Software):**

Total vacancies: **214**

<b>Category</b>	<b>Category-wise total number of vacancies</b>	<b>Category-wise number of vacancies reserved for women (out of the total given in column-ii)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>
General/Open/Unreserved	<b>83</b>	<b>24</b>
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	<b>22</b>	<b>09</b>
Scheduled Castes Ramdasia & Others, Punjab	<b>22</b>	<b>09</b>
Backward Classes, Punjab	<b>21</b>	<b>09</b>
Ex-Serviceman (General), Punjab	<b>16</b>	<b>09</b>
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	<b>04</b>	--
Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab	<b>04</b>	--
Ex-Serviceman Backward Classes, Punjab	<b>04</b>	--
Persons with Disability	<b>09</b>	<b>03</b>
Economically Weaker Sections, Punjab(EWS)	<b>21</b>	<b>07</b>
Wards of Freedom Fighters, Punjab	<b>02</b>	--
Sportspersons (General/Open/Unreserved)	<b>04</b>	<b>02</b>
Sportspersons (Scheduled Castes, Punjab)	<b>02</b>	--
<b>Total</b>	<b>214</b>	<b>72</b>

3.8 **Financial Officer:**

Total vacancies: **11**

<b>Category</b>	<b>Category-wise total number of vacancies</b>	<b>Category-wise number of vacancies reserved for women (out of the total given in column-ii)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>
General/Open/Unreserved	<b>04</b>	<b>01</b>
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	<b>02</b>	<b>01</b>
Scheduled Castes Ramdasia & Others, Punjab	<b>01</b>	--
Backward Classes, Punjab	<b>01</b>	<b>01</b>
Ex-Serviceman (General), Punjab	<b>01</b>	<b>01</b>
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	--	--
Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab	--	--
Ex-Serviceman Backward Classes, Punjab	--	--
Persons with Disability	<b>01</b>	--
Economically Weaker Sections, Punjab(EWS)	<b>01</b>	<b>01</b>
Wards of Freedom Fighters, Punjab	--	--
Sportspersons (General/Open/Unreserved)	--	--
Sportspersons (Scheduled Castes, Punjab)	--	--
<b>Total</b>	<b>11</b>	<b>05</b>

3.9 **Assistant Financial Officer:**

Total vacancies: **70**

<b>Category</b>	<b>Category-wise total number of vacancies</b>	<b>Category-wise number of vacancies reserved for women (out of the total given in column-ii)</b>
<b>(i)</b>	<b>(ii)</b>	<b>(iii)</b>
General/Open/Unreserved	<b>27</b>	<b>08</b>
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	<b>08</b>	<b>03</b>
Scheduled Castes Ramdasia & Others, Punjab	<b>07</b>	<b>03</b>
Backward Classes, Punjab	<b>07</b>	<b>03</b>
Ex-Serviceman (General), Punjab	<b>06</b>	<b>04</b>
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	<b>01</b>	--
Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab	<b>01</b>	--
Ex-Serviceman Backward Classes, Punjab	<b>01</b>	--
Persons with Disability	<b>02</b>	--
Economically Weaker Sections, Punjab(EWS)	<b>07</b>	<b>02</b>
Wards of Freedom Fighters, Punjab	<b>01</b>	--
Sportspersons (General/Open/Unreserved)	<b>01</b>	<b>01</b>
Sportspersons (Scheduled Castes, Punjab)	<b>01</b>	--
<b>Total</b>	<b>70</b>	<b>24</b>

- Note 1:** The number of posts may be increased or decreased by the Punjab Government/ Punjab Police at any time before the completion of the recruitment process, without giving any prior notice to the candidates.
- Note 2:** 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
- Note 3:** 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.
- Note 4:** Central Armed Police Forces (BSF, CRPF, ITBP, CISF, SSB etc.) are not eligible to be considered for recruitment under the Ex-Servicemen category.
- Note 5:** The reservation for Economically Weaker Section (EWS) shall be implemented in accordance with the Punjab Govt. Department of Social Justice, Empowerment and Minorities (Reservation Cell) instructions issued vide letter no. 1/3/2019-RC1/700 dated 30.10.20.
- Note 6** The reservation for Women shall be implemented in accordance with the instructions of Punjab Department of Social Security, Women and Child Development (Social Security Branch) notification no. G.S.R.87/Const/Arts 309 and 15/2020 dated 21.10.20.
- Note 7:** The reservation for Wards of Freedom Fighters shall be implemented in accordance with the instructions issued by Punjab government from time to time.

**Note 8:** As per the instructions of Govt. of Punjab, Department of Social Security and Women and Child Development issued vide letter No. 1/1/2017-3DC/1588894/1 dated 03.10.2019, the reservation for disabled persons under section 34 of the Rights of persons with disabilities Act 2016 is as under:

<b>Sr.No.</b>	<b>Type of disability</b>	<b>Percentage</b>
1.	Blindness and Low-Vision	1%
2.	Deaf and Hard of hearing	1%
3.	Locomotive disability (including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack victims and Muscular dystrophy)	1%
4.	Intellectual disability (including Autism and Specific learning disability and Mental illness)	1%
	Multiple disabilities specified in Serial No. 1 to 4 above, including deaf-blindness.	

For definitions of the above mentioned categories, the Schedule appended to the Right of Persons with Disabilities Act-2016 may be referred. All conditions mentioned in letter dated 03.10.2019 ibid will be applicable.

**Note 9:** As per the Punjab Recruitment of Sportsmen Rules, 1988, instructions issued vide letter No. 20/4//86-Sppl/13204 dated 10.07.1989 and amendments issued from time to time from Govt. of Punjab, Department of Personnel and Admn. Reforms, percentage of reservation for filling up vacancies by direct recruitment of Sportsperson in Group-C shall be 3%. A candidate can claim reservation under the Sportsperson category only if:

- He/She belongs to State of Punjab; and
- He/She has won Gold , Silver or Bronze Medal in Senior National Championship or National Games in team or individual events while representing the State of Punjab in such sports events as have been conducted by such respective National Sports federations as are affiliated or recognized to the Indian Olympic Association:

**OR**

- He/She has won first, second or third position in team or individual events and or he/she won Gold or Silver or Bronze Medals at International Sports meets, conducted by Sports Federation affiliated or recognized by the International Olympic Committee or by the International Olympic Committee itself.

**Note: The list of candidates who qualify the Computer Based Test will be referred to Chairperson, Central Recruitment Board (Sports) for evaluation of their sports achievements which will only be of a qualifying nature and no marks shall be granted for Medals or other sporting achievements. The merit of the candidate shall be determined on the basis of marks obtained in the Computer Based Test only.**

- If candidate belongs to Sports Person, Punjab Category, an attested copy of Gradation Certificate strictly in accordance with the Punjab Sportsman Rules, 1988 as amended on 20.07.2020 issued by the competent authority should be attached with the application form.
- Director Sports is the competent authority to issue Sports Gradation certificate and any other Sports Certificate issued by any other authority will not be accepted a valid Certificate for

claim of reservation under the Sports Person, Punjab Category.

- Applicants claiming reservation under Sports Person, Punjab Category must submit Resident Certificate from the competent authority, failing which would result in cancellation of their candidature.

#### **4. PAY SCALE:**

4.1 The pay for various posts of Civilian Support Staff shall be as follows:-

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Scale of Pay of the Members of the Service recruited after 17.7.2020 (7<sup>th</sup> CPC)</b>
1.	Legal Officer	Rs. 29200/-
2.	Assistant Legal Officer	Rs. 25500/-
3.	Forensics Officer	Rs. 29200/-
4.	Assistant Forensics Officer	Rs. 25500/-
5.	Computer/ Digital Forensics Officer	Rs. 29200/-
6.	Information Technology Officer	Rs. 25500/-
7.	Information Technology Assistant (Software)	Rs. 19900/-
8.	Financial Officer	Rs. 29200/-
9.	Assistant Financial Officer	Rs. 25500/-

- (i) As per the instructions issued by the Department of Finance, Government of Punjab vide Notification No. 7/204/2015-4FP1/66 dated 15.01.2015 and No. 7/204/2015-4FP1/853793 dated 04.10.2016, during the probation period of 3 years, minimum pay admissible will be paid and there will be no entitlement of annual increment and any other allowances except travelling allowance.
- (i) Except minimum pay admissible, the decision regarding allowances will be taken later.

- (ii) On receipt of the report of 6th Pay Commission, there will be no revision in this pay matrix.
- (iii) For Civilian Support Staff posts in the Investigation Cadre of the Punjab Police, there will be no provision of 13th month salary, which is paid to officials in the rank of Constables to Inspector in the Punjab Police.

## **5. ESSENTIAL ELIGIBILITY REQUIREMENTS FOR CANDIDATES:**

### **5.1 Nationality:**

The candidate should be a citizen of India. S/he should not have obtained the citizenship/permanent residency/green card of any other country.

### **5.2 Age:**

Eligibility criteria regarding age shall be as follows:

**Minimum age** as on 1 January, 2021 – 18 years.

**Maximum age** as on 1 January, 2021 – 37 years.

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

- (i) Relaxation upto five (5) 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 42 years as on 1 January, 2021.
- (ii) 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 actual age, and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy in the Service Rules concerned by more than three (3) years, she/he shall be deemed to satisfy the conditions regarding age limit.



(iii) Upper age limit for serving regular employees of Punjab Government or of other State or Central Government shall be 45 years as on 1 January, 2021.

(iv) Upper age limit for Persons with Disability shall be 47 years as on 1 January, 2021.

**5.3 Minimum Educational Qualifications & Experience:**

<b>Name of the Post</b>	<b>Educational Qualification</b>	<b>Experience</b>
<b>Legal Officer</b>	Bachelor's Degree in Law with minimum of fifty percent marks or equivalent from a Central or State Government recognized University or Institution.	Minimum experience of 07 years as a Legal practitioner or practicing lawyer in Supreme Court of India or High Courts or District Courts.
<b>Assistant Legal Officer</b>	Bachelor's degree in Law with minimum of fifty percent marks or equivalent from a Central or State Government recognized University or Institution.	Minimum experience of 02 years as Legal Practitioner or practicing lawyer in Supreme Court of India or High Courts or District Courts.
<b>Forensics Officer</b>	Bachelor's degree in Forensic Science or equivalent from a Central or State Government recognized University or Institution.	Minimum 07 years of relevant work experience in any Government or Quasi-Government Forensics Organization or Central or State Government Accredited Forensic Science Laboratory(ies) or Institute(s) or Central or State Government Chemical Examiner Laboratory(ies) or any

		Public Sector Laboratory(ies).
<b>Assistant Forensics Officer</b>	Bachelor's degree in Forensic Science or equivalent from a Central or State Government recognized University or Institution.	Minimum 02 years of work experience in any Government or Quasi-Government Forensics Organization or Central or State Government Accredited Forensic Science Laboratory(ies) or Institute(s) or Central or State Government Chemical Examiner Laboratory(ies) or any Public Sector Laboratory(ies).
<b>Computer/Digital Forensics Officer:</b>	Bachelor's degree in Computer Science, IT or Electronics and Communication with emphasis on Computer software and programming from a Central or State Government recognized or an AICTE approved University or Institution	Minimum 12 years of relevant work experience in Central Government or State Government or Public Sector Undertaking or any e-Governance Project or in Private Sector.
<b>Information Technology Officer:</b>	Bachelor's degree in Computer Science, IT or Electronics and Communication with emphasis on Computer software and programming from a Central or State Government recognized or an AICTE approved University or Institution.	Minimum 07 years of relevant work experience in Central Government or State Government or Public Sector Undertaking or any e-Governance Project or in Private Sector.
<b>Information Technology Assistant</b>	Bachelor's degree in Computer Science, IT or Electronics and Communication with emphasis	Minimum 02 years of relevant work experience in Central

<b>(Software)</b>	on Computer software and programming from a Central or State Government recognized or an AICTE approved University or Institution.	Government or State Government or Public Sector Undertaking or any e-Governance Project or in Private Sector.
<b>Financial Officer</b>	Bachelor's degree in Commerce or Finance from a Central or State Government recognized University or Institution.	Minimum 07 years of experience in accounting or banking or financial fraud investigations
<b>Assistant Financial Officer</b>	Bachelor's degree in Commerce or Finance from a Central or State Government recognized University or Institution.	Minimum 02 years of experience in accounting or banking or financial fraud investigations

- 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.

Provided that where a ward of Defence Service Personnel, who is a *bonafide* 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.

- The candidate must have attained the above mentioned educational qualifications on or before the closing date for submission of the application for recruitment.
- The Candidate will be required to upload the relevant certificates regarding eligibility criterion such as educational qualifications,

experience and claim of Reservation, if applicable, while filling up the online application form.

- For the purpose of eligibility, the expression "recognized university" or "institution" shall have the same meaning, as assigned to it in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

**6. SELECTION PROCESS:**

The selection shall be a 2 (two) stage process consisting of following Tests:

**Stage I:** Computer Based Test (CBT) Objective Type having multiple choice questions.

**Stage II:** Document Scrutiny

**7. STAGE – I: COMPUTER BASED TEST:**

The first stage of the selection process shall be the online Computer Based Test comprising of one question paper which shall consist of Multiple-Choice Questions (MCQs). The Question Paper shall comprise 100 questions carrying four (04) marks each and shall be bilingual viz. in Punjabi and English. The syllabus and number of questions from various topics is as follows:

<b>A. Syllabus for Legal Officer &amp; Assistant Legal Officer</b>	
Constitutional Law of India <b>(80 Marks)</b>	The Indian Constitution: 1. Preamble 2. Fundamental Rights 3. Directive Principles of State Policy 4. Power of President to grant Pardons, etc. 5. Emergency Provisions 6. Writ Jurisdiction of Supreme Court & High Court
Criminal & Civil Laws <b>(200Marks)</b>	<b>The Indian Penal Code (1860)</b> 1. Offences against the State 2. Offences against the Human Body 3. Offences against Property  <b>The Code of Criminal Procedure (1973)</b>

	<p>Arrest of Persons</p> <ol style="list-style-type: none"> <li>1. Security for keeping the Peace and for Good Behaviour</li> <li>2. Maintenance of Public Order and Tranquility</li> <li>3. Information to the Police and their Powers to Investigate</li> <li>4. Provisions as to Bail and Bonds</li> </ol> <p><b>Other Acts</b></p> <ol style="list-style-type: none"> <li>1. The Indian Contract Act (1872)</li> <li>2. The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act (1989).</li> <li>3. The NDPS Act (1985)</li> <li>4. POCSO Act (2012),</li> <li>5. Prevention of Women from Domestic Violence Act (2005)</li> <li>6. Juvenile Justice Act, 2015</li> <li>7. Punjab Travel Professionals Regulation Act (2012)</li> <li>8. Arms Act 1959 (amended act 2019)</li> <li>9. Prevention of Corruption Act, 1988.</li> <li>10. The Information Technology Act (2000) (Penal provisions only)</li> </ol>
<p>Language- English <b>(32 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Reading Comprehension</li> <li>2. Punjabi to English Translation</li> </ol>
<p>Language- Punjabi <b>(28 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. ਅਣਡਿਠਾਪੈਰਾ</li> <li>2. ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ</li> </ol>
<p>General Awareness <b>(20 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Current Affairs (National &amp; International)</li> <li>2. History &amp; Culture of India and Punjab</li> </ol>
<p>Quantitative Aptitude <b>(20 Marks)</b></p>	<ol style="list-style-type: none"> <li>3. Average (Mean, Mode, Median)</li> <li>4. Percentages</li> <li>5. Simple &amp; Compound Interest</li> <li>6. Bar graphs &amp; Line graphs</li> </ol>
<p>Mental &amp; Logical Ability <b>(20 Marks)</b></p>	<ol style="list-style-type: none"> <li>7. Pattern Completion</li> <li>8. Direction and Distances</li> <li>9. Missing number</li> </ol>

**B. Syllabus for Forensics Officer and Assistant Forensics Officer**

<p>Fundamentals of Forensic Science <b>(16 Marks)</b></p>	<p><b>1.</b></p> <ul style="list-style-type: none"> <li>• Law of individuality, principle of Exchange, Law of Probability, Principle of Comparison, Principle of Analysis, Presentation of expert evidence in the court of Law and basic understanding of different tools and techniques involved in forensic sciences.</li> <li>• Definition, Nature, Need, Functions, Development of forensic science.</li> <li>• Examination, Evaluation, Scientific and modern aids at the scene of crime.</li> <li>• Presentation of evidence and evidentiary clue, expert's presentation, presenting counsel's contributions, defense counsel's role, Court's participation.</li> </ul> <p><b>2.</b></p> <ul style="list-style-type: none"> <li>• Introduction to the Study of Human Osteology and its applications in Forensic Sciences. Gross Morphology of Human Skull, Girdle Bones, Long Bones, Vertebral Column and rib cage.</li> <li>• Determination of Age, Sex and Stature from Human Skeletal material</li> </ul> <p><b>3.</b></p> <ul style="list-style-type: none"> <li>• Demonstration of and interpretation of different types of mechanical injuries.</li> <li>• Forensic Science Laboratories- Organization Setup; Divisions and their Utilization</li> <li>• Regional Labs</li> <li>• Central and State Forensic Science Laboratories in India.</li> </ul>
<p>Crime Scene management <b>(20 Marks)</b></p>	<p>1. Crime Scene Search 2. Crime Scene Recording 3. Crime Scene Reconstruction</p>
<p>Physical evidences</p>	<p><b>1.</b></p> <ul style="list-style-type: none"> <li>• Definition and Importance of Physical Evidence</li> <li>• Search and collection</li> <li>• Lifting, Handling and packing, Forwarding to</li> </ul>

<b>(16 Marks)</b>	<p>Laboratory for Analysis</p> <p><b>2.</b> Interpretation Including Substantiating and Presentation of Document in Court</p> <p><b>3.</b> Handwriting and Questioned Documents; Questioned documents, Handwriting and its development, anonymous letters, alterations, disguised handwriting, collection of specimens, individual characteristics.</p>
<p>Forensic Physics</p> <p><b>(16 Marks)</b></p>	<p>1.</p> <ul style="list-style-type: none"> <li>• Glass Fracture Studies</li> <li>• Footprints, Tyre Impression</li> </ul> <p>2. Tool marks</p> <p>3. Examination of Spurious Articles Referred in Infringement of Trade Mark Act</p> <p>4. Examination of Physical Evidence in Road Accidents/Traffic Accidents.</p>
<p>Forensic Ballistics</p> <p><b>(12 Marks)</b></p>	<p>1.</p> <ul style="list-style-type: none"> <li>• Role and Importance in Investigation</li> <li>• Classification of Firearms and Range of Firing</li> </ul> <p>2. Collection, Handling, Preservation of Firearms and Ammunition</p> <ul style="list-style-type: none"> <li>• Evidence, Kind of Information to be Elicited from the Forensic Expert</li> <li>• Understanding and Interpreting the Forensic Reports on Ballistic Examination</li> </ul>
<p>Forensic Serology and Forensic Biology</p> <p><b>(08 Marks)</b></p>	<p>1.</p> <ul style="list-style-type: none"> <li>• Forensic Serology: Different Types Of Physiological Fluids Encountered In Crime Location</li> <li>• Hematological markers &amp; Detection of Blood stains and other body fluids.</li> </ul> <p>2. Handling &amp; Collection – Do's and Dont's</p> <ul style="list-style-type: none"> <li>• Blood Spatter Pattern Analysis</li> <li>• Interpretation of Reports</li> </ul> <p>Forensic Biology: Significance of Biological Evidences: Hair, Fibre, Diatoms &amp; Plant Materials etc.</p>
DNA	1. DNA FP- Introduction & its Significance in Forensic

<p>fingerprinting <b>(12 Marks)</b></p>	<p>Science</p> <ol style="list-style-type: none"> <li>2. Types of Cases</li> <li>3. <ul style="list-style-type: none"> <li>• Guidelines in Handling of Evidences</li> <li>• Interpretation of Reports</li> </ul> </li> </ol>
<p>Forensic Chemistry <b>(12 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Investigation of fires, seat, time, natural cause, suspected arson, motive search for evidence, &amp; its collection and evaluation</li> <li>2. Definition, type, uses, improvised explosive devices, Post Blast investigation, collection of evidence and its evaluation</li> <li>3. Collection- Precautions, Sampling Procedures</li> </ol>
<p>Biometrics and its Application in Investigation <b>(16 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Fingerprints &amp; Footprints</li> <li>2. Facial recognition system</li> <li>3. Automated Fingerprint Identification System</li> <li>4. Specimen Fingerprint and Fingerprint Bureau</li> </ol>
<p>Advances in Forensic Science <b>(12 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Forensic Engineering</li> <li>2. Audio – voice analysis</li> <li>3. Forensic Nursing</li> <li>4. Railway Forensics</li> </ol>
<p>Field level Forensic Tools <b>(16 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Application of Alternate Light sources</li> <li>2. Kits for Detection of NDPS and Explosives</li> <li>3. Detection of Body Fluids</li> </ol>
<p>Forensic Anthropology <b>(08 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Methods of Establishing identity of Living and Dead</li> <li>2. Determination of Age, Odontology, Human Anthropology</li> </ol>



<p>Post Mortem <b>(12 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. The Post-Mortem Examination, Examination of Mutilated Bodies and Skeletal remains</li> <li>2. Appreciation of Medico- Legal Reports</li> <li>3. Framing of Questionnaires for Doctors, Exhumation</li> </ol>
<p>Introduction of Forensic Medicine <b>(12 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Medico Legal Aspects of Death- Determination of Causes and time of Death.</li> <li>2. Distinction Between Homicidal, Suicidal, Accidental and Natural Deaths</li> <li>3. Medico Legal Aspects of insanity</li> </ol>
<p>Body Offences <b>(16 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Violent Asphyxia Deaths - by Hanging, Strangulation, Throttling, suffocation and Drowning</li> <li>2. Different Types of Wounds- by Fire-arms, Sharp -Edged or pointed weapons or Explosive, Burns and Scalds.</li> <li>3. Mechanical injuries, Death and Injuries Caused by Heat, Cold, Lightening or Electrocution</li> </ol>
<p>Traffic Accidents <b>(12 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Deaths and Injuries Arising Out of Traffic Accidents- Drunken Driving</li> </ol>
<p>Sexual offences <b>(16 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Rape, Criminal Abortion and Infanticide</li> </ol>
<p>Toxicology <b>(08 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Poisons Commonly Used in India in the Commission of Crime and for suicides- their symptoms and detection in living subjects and dead bodies</li> <li>2. Medical negligence</li> <li>3. Chemical, Biological, Radiological and Nuclear Disasters</li> </ol>
<p>Forensic Statistics</p>	<ol style="list-style-type: none"> <li>1. Type of data measure of Central Tendency Dispersion of Data, Correction, Probability and proof</li> </ol>

<b>(08 Marks)</b>	
Psychological Techniques in Forensic Science <b>(12 Marks)</b>	1. Polygraph, Narco Analysis, Brain Mapping, Hypnosis and their legal status
Computer Forensics <b>(20 Marks)</b>	1. Introduction to Cyber Crimes, Computer and Computer Network : Local Area Network (LAN), Routing & Forwarding, UDP, TCP & SCTP, congestion control, DNS, IP Addresses 2. Hacking, Virus, Phishing 3. Software Piracy, program manipulation, ATM Frauds 4. Cloud Computing: Classification of Cloud Implementation, Virtualization 5. Role of forensic scientists in Computer Crime Investigation and prevention
Language-English <b>(32 Marks)</b>	1. Reading comprehension 2. Punjabi to English Translation
Language-Punjabi <b>(28 Marks)</b>	1. ਅਣਡਿਠਾਪੈਰਾ 2. ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ
General Awareness <b>(20 Marks)</b>	1. Current Affairs (National & International) 2. History & Culture of India and Punjab
Quantitative Aptitude <b>(20 Marks)</b>	1. Average (Mean, Mode, Median) 2. Percentages 3. Simple and compound interest

	4. Bar graphs & Line graphs
Mental & Logical Ability <b>(20 Marks)</b>	<ol style="list-style-type: none"> <li>1. Pattern completion</li> <li>2. Direction and Distances</li> <li>3. Missing number</li> <li>4. Statements and Conclusions</li> </ol>

### **C. Syllabus for Computer/Digital Forensic Officers**

Digital Forensic Tools <b>(40 marks)</b>	<ol style="list-style-type: none"> <li>1. Knowledge of Different Digital Forensic Tools including Cellebrite UFED 4PC</li> <li>2. Cellebrite Pathfinder</li> <li>3. Oxygen Forensic Detective</li> <li>4. MSAB XRY</li> <li>5. EnCase Forensic Software</li> <li>6. Access Data Forensic Toolkit, etc.</li> </ol>
Digital Forensics <b>(40 marks)</b>	<ol style="list-style-type: none"> <li>1. Overview of digital investigation and digital evidence</li> <li>2. Forensic Report Making, Formats of Forensic Report</li> <li>3. Data Acquisition of physical storage devices</li> <li>4. Information hiding &amp; steganography, Time, registry &amp; password recovery, Email &amp; database forensics, Memory acquisition</li> <li>5. Preparing for Forensic Investigations, Understanding Law Enforcement Agency, Investigations Needs, Following the Legal Process</li> <li>6. Developing Computer Forensics Resources etc</li> </ol>
Computer Forensics Tools <b>(60 marks)</b>	<ol style="list-style-type: none"> <li>1. Types of Computer Forensics Tools</li> <li>2. Tasks Performed by Computer Forensics Tools</li> <li>3. Tools Comparisons</li> <li>4. Computer Forensics Hardware and Software Tools.</li> </ol>

Windows Systems and Artifacts <b>(40 marks)</b>	<ol style="list-style-type: none"> <li>1. Introduction, Windows File Systems, File Allocation Table</li> <li>2. New Technology File System, Analysis, and recovery</li> <li>3. Useable File Formats, File carving &amp; document analysis, Unusable File Formats, Converting Files, Registry, Event Logs, Prefetch Files, Shortcut Files, Windows Executables etc.</li> </ol>
Mobile phone Forensics <b>(60 marks)</b>	<ol style="list-style-type: none"> <li>1. Mobile Phone data acquisition through logical, physical and file system techniques</li> <li>2. Forensic procedures, accessing files present in SIM card, device data and memory card.</li> <li>3. Procedures for imaging mobile USB mass storage devices.</li> </ol>
Introduction to Network Security and Associated Techniques <b>(40 marks)</b>	<ol style="list-style-type: none"> <li>1. Computer Language, Network Language</li> <li>2. Firewall Design Principles, VPNs, Worms, Viruses, Security of Network Layer, Security of Application Layer Protocols</li> <li>3. Different Forms of Vulnerabilities, Investigating Network Intrusions and Web Attacks, Router Forensics etc.</li> </ol>
Language-English <b>(32 Marks)</b>	<ol style="list-style-type: none"> <li>1. Reading comprehension</li> <li>2. Punjabi to English Translation</li> </ol>
Language-Punjabi <b>(28 Marks)</b>	<ol style="list-style-type: none"> <li>1. ਅਣਡਿਠਾਪੈਰਾ</li> <li>2. ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ</li> </ol>
General Awareness <b>(20 Marks)</b>	<ol style="list-style-type: none"> <li>1. Current Affairs (National &amp; International)</li> <li>2. History &amp; Culture of India and Punjab</li> </ol>
Quantitative	<ol style="list-style-type: none"> <li>1. Average (Mean, Mode, Median)</li> <li>2. Percentages</li> </ol>

<p>Aptitude <b>(20 Marks)</b></p>	<p>3. Simple and compound interest 4. Bar graphs &amp; Line graphs</p>
<p>Mental &amp; Logical Ability <b>(20 Marks)</b></p>	<p>1. Pattern completion 2. Direction and Distances 3. Missing number 4. Statements and Conclusions</p>

<p align="center"><b>D. Syllabus for Information Technology Officer &amp; Information Technology Assistant (Software)</b></p>	
<p>Cyber Space <b>(60 Marks)</b></p>	<p>1. Fundamental definitions, Interface of Technology and Law 2. Jurisprudence and Jurisdiction in Cyber Space, Jurisdiction issues. 3. Realms of the Cyber world, Recognizing and Defining Computer Crimes, Ethics in Digital Forensics.</p>
<p>Introduction to Cyber Crime <b>(80 Marks)</b></p>	<p>1. Cyber Crimes, Types of Cybercrimes, Attack Vectors, Cyberspace and Criminal Behavior, Traditional Problems Associated with Computer Crimes, Introduction to Incidence Response, Information Technology Act. 2. Knowledge of Latest Tools and Techniques Used in Cyber Crimes (e.g., VPNs, TOR, Chain Proxy, Key-loggers, Worms, Trojans, Malwares, Rootkit, Phishing etc.)</p>

	<p>3. Search and Seizure of Digital Evidence, Scientific Handling of Various Digital Evidence, Live Data Acquisition; Case Documentation.</p> <p>4. Dark, Deep and Surface Web; Hash Value, Digital Signatures, Cloud Technology</p>
<p>Computer and Mobile Hardware and Acquisition Tools <b>(40 Marks)</b></p>	<p>1. Basic Knowledge of Computer and mobile Hardware and Forensics.</p>
<p>Software Acquisition Tools <b>(60 Marks)</b></p>	<p>1. Software Acquisition Tools like Tableau TX1, TD2u, Logicube Falcon Neo</p> <p>2. Atola Task Force, FTK Imager</p> <p>3. Encase a Forensic Imager, Cellebrite Responder etc.</p>
<p>RDBMS SQL <b>(40 Marks)</b></p>	<p>1. Basics of SQL syntax, Aggregate functions with GROUP BY commands</p> <p>2. Advanced queries with string operations and comparison operations, SQL JOIN commands, SQL Nested Queries</p>
<p>Language-English <b>(32 Marks)</b></p>	<p>1. Reading comprehension</p> <p>2. Punjabi to English Translation</p>
<p>Language-Punjabi <b>(28 Marks)</b></p>	<p>1. ਅਣਡਿਠਾਪੈਰਾ</p> <p>2. ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ</p>
<p>General Awareness</p>	<p>1. Current Affairs (National &amp; International)</p>

<b>(20 Marks)</b>	2. History & Culture of India and Punjab
Quantitative Aptitude <b>(20 Marks)</b>	1. Average (Mean, Mode, Median) 2. Percentages 3. Simple and compound interest 4. Bar graphs & Line graphs
Mental & Logical Ability <b>(20 Marks)</b>	1. Pattern completion 2. Direction and Distances 3. Missing number 4. Statements and Conclusions

### **E. Syllabus for Financial Officer and Assistant Financial Officer**

Basic principles of Finance and Accounting <b>(20 Marks)</b>	Definitions of Financial Terms, Basic knowledge of accounting, Audit Trail, Different Financial Institutions/Regulators in India and their Functions.
Law Enforcement agencies & Financial Frauds <b>(80 Marks)</b>	1. Different Law Enforcement Agencies to tackle Financial Frauds along with their respective Jurisdiction 2. Financial Frauds, Types of Financial Frauds like Cyber Crime, Identity Theft, Investment Frauds, Mortgage and Lending Frauds, Mass-Marketing Frauds, Phishing, Card Frauds, Fund Transfer Frauds, Terrorist Funding 3. Money Laundering, "hawala" foreign exchange racketeering, Forgery of bank notes, Frauds Impacting Individuals vis-vis Society, Realms of Financial Frauds, A Brief History of Financial Frauds including Ponzi and Pyramid Schemes, Emerging Financial Frauds and white collar crimes.
Laws and regulations related to NBFCs <b>(20 Marks)</b>	Laws and regulations relating to Nidhi Companies, Chit Fund Companies and Non-Banking Financial Companies (NBFCs)

<p>Basic knowledge of Indian Laws <b>(40 Marks)</b></p>	<p>Basic knowledge of Following Indian Laws –</p> <ol style="list-style-type: none"> <li>1. Indian Penal Code (especially the offences like fraud, cheating, forgery etc.) Code of Criminal Procedure, Indian Evidence Act, Prevention of Money Laundering Act 2002, Banning of Unregulated Deposit Scheme Act 2019, Prize Chit and Money Circulation (Banning) Act 1978</li> <li>2. The Foreign Exchange Management Act, 1999, Copyright Act 1957, Magic Remedies and Objectionable Advertisement Act 1954, Indian Contract Act 1872, Negotiable Instrument Act 1881, <b>Tax Laws etc</b> and related important case laws, loopholes in Various Laws &amp; Scope/Need for enacting new Laws.</li> </ol>
<p>Common Challenges to Financial Investigation <b>(20 Marks)</b></p>	<p>Common Challenges to Financial Investigation: Access to Relevant Financial Information, Format of Information, Skills and Experience.</p>
<p>Types of Admissibility of Evidences &amp; Court Process <b>(60 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Types of Evidences, Admissibility of Evidence, Electronic Evidence, Analysis of Evidences, Technical Nature of Evidence, Evidences Destruction</li> <li>2. Knowledge of Court Processes: Court Testimony, Pre-Court Preparations &amp; Court Appearance.</li> <li>3. Understanding of Examination in Chief, Cross Examination and Re-examination, Admissibility of Evidence in the Court of Law and Court Rulings etc.</li> </ol>
<p>Investigating Tool and Techniques <b>(40 Marks)</b></p>	<ol style="list-style-type: none"> <li>1. Investigating Tool and Techniques: Search and Seizure for evidence Collection, Identification and tracking of suspicious financial transactions. Gathering Information from various Stakeholders like Registrar of</li> </ol>



	<p>Companies, Registrar of Societies.</p> <p>2. Knowledge of Various Tools and Techniques Used in Gathering Evidences Including Online Evidence Collection, Collection and sharing of financial intelligence, Knowledge of Modus Operandi of Conventional Frauds e.g, Ponzi &amp; Pyramid Schemes, Society Based Frauds, Nidhi Companies etc.</p>
<p>Language-English <b>(32 Marks)</b></p>	<p>1. Reading comprehension</p> <p>2. Punjabi to English Translation</p>
<p>Language-Punjabi <b>(28 Marks)</b></p>	<p>1. ਅਣਡਿਠਾਪੈਰਾ</p> <p>2. ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ</p>
<p>General Awareness <b>(20 Marks)</b></p>	<p>1. Current Affairs (National &amp; International)</p> <p>2. History &amp; Culture of India and Punjab</p>
<p>Quantitative Aptitude <b>(20 Marks)</b></p>	<p>1. Average (Mean, Mode, Median)</p> <p>2. Percentages</p> <p>3. Simple and compound interest</p> <p>4. Bar graphs &amp; Line graphs</p>
<p>Mental &amp; Logical Ability <b>(20 Marks)</b></p>	<p>1. Pattern completion</p> <p>2. Direction and Distances</p> <p>3. Missing number</p> <p>4. Statements and Conclusions</p>

**Note 1: Total duration of Computer Based Test - 2 hours**  
**Total Number of questions - 100**  
**Maximum marks - 400**

**Note 2:** Each candidate shall be issued an **Admit Card** indicating the specific date, time and venue for candidate's Computer Based Test. The candidate is required to download the Admit Card and bring a hard copy (printout) of the same, alongwith a prescribed Photo Identity Proof (Aadhaar Card, Indian Driving License, PAN card, Voter Identity card, Indian Passport), for entry to the venue of the Computer Based Test.

7.1 **NEGATIVE MARKING:**

There will be a negative marking of 25% of the fixed marks for each wrong answer.

7.2 **NORMALIZATION:**

If the CBT based written test for a post under the cadre of Civilian Support Staff is conducted on different dates or 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:

Normalized marks of  $j^{\text{th}}$  candidate in  $i^{\text{th}}$  shift  $\hat{M}_{ij}$  is given by:

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

Where:-

$\hat{M}_{ij}$  = Normalized marks of  $j^{\text{th}}$  candidate in  $i^{\text{th}}$  shift.

$\bar{M}_t^g$  = is the average marks of 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 candidate in the examination considering all shifts.

$\bar{M}_{ti}$  = is the average marks of top 0.1% of the candidates in the  $i^{\text{th}}$  shift.

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

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

$M_q^{gm}$  = is the sum of 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 done up to 5 decimal places.

### 7.3 **MINIMUM MARKS:**

After normalization is carried out in the abovementioned manner, candidates belonging to Scheduled caste, Backward class, Economically Weaker Section and Ex- servicemen categories shall be required to score a minimum of 25% marks and candidates belonging to other categories shall be required to score a minimum of 30% marks, in each of the individual papers, to be eligible to be considered for the next stage of the selection process.

### 7.4 **ANSWER KEY AND SEEKING OF OBJECTIONS:**

Upon completion of the last session of the CBT Based Written Test, the Answer Key shall be provided to the candidates 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.

### 7.5 **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/ email. 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.

**8. STAGE – II: DOCUMENT SCRUTINY:**

Sufficient number of candidates would be shortlisted and called for Stage-2, as per vacancy position, on the basis of merit determined by the marks obtained in the CBT Based Written Test following normalization and after factoring in reservation for various categories. Stage 2 of the selection process consisting of Document Scrutiny shall be conducted at designated place(s), date(s) and time as decided by the Recruitment Board.

**8.1 Schedule for Stage – II:**

The schedule for Document Scrutiny shall be uploaded on the Recruitment Portal. The candidate is required to bring a hard copy (print out) of the same, along with an identity proof, for entry to the venue of the Stage 2.

**8.2 Document Scrutiny:**

Candidates called for Stage 2 of the selection process would be required to report for document scrutiny on the designated date(s) and time at the place mentioned on the Recruitment Portal. Candidates shall be required to bring the following certificates in original along with one self-attested copy of each document:

- (i) Matriculation certificate for proof of age.
- (ii) Graduation degree&/or relevant degrees or its equivalent from a recognized Education Board/ University.
- (iii) Proof of having passed Punjabi at Matriculation level or equivalent.
- (iv) Certificate, issued by the Competent Authority, to support claim for reserved category, including Sports and persons with Disability, if any.

- (v) No Objection Certificate (NOC) from the Head of Department/Office concerned, in case of candidates, who are serving government employees.
- (vi) Certificate pertaining to professional experience as specified.

**Note 1:** The candidates, whose documents uploaded with the Application Form match with the original presented on the spot during document scrutiny, shall be considered eligible for final selection.

### 8.3 **Appeals:**

- (i) Candidates may appeal against the result of being declared not qualified, if they so desire.
- (ii) First Appellate Authority for any kind of appeal for all posts under Civilian Support Staff shall be the Inspector General of Police (Administration), Punjab Bureau of Investigation.
- (iii) The Second Appellate Authority shall be the Director, Punjab Bureau of Investigation.
- (iv) The final Appellate Authority shall be the Director General of Police, Punjab.

## 9. **MERIT LIST:**

- 9.1 Separate post-wise merit list(s) would be prepared, keeping in view the available vacancies in the Civilian Support Staff, after factoring in reservations for different categories, on the basis of marks obtained in the CBT based Written Test following normalization (if applied) from amongst the candidates, who qualify the Stage 2 of the recruitment process.
- 9.2 In case of applicants scoring the same marks in the Computer Based Test, the Recruitment Board shall adopt the following criteria for determining inter-se merit:

- (i) In the event of the candidates having equal marks in written test, the candidate senior in age shall be put higher in the Merit List.
- (ii) In the event of the candidates having equal marks in written test, and having same date of birth, then their relative merit in the Merit List shall be prepared on the basis of Percentage of Marks obtained in the Bachelor's Degree and the candidate having higher Percentage of Marks in the Bachelor's Degree shall be placed higher in the Merit List.
- (iii) In the event of the candidates having equal marks in written test, having same date of birth and having same percentage of marks in the Bachelor's Degree, their relative merit in the Merit List shall be prepared on the basis of Percentage of Marks obtained in the 10+2 examination.
- (iv) In the event of the candidates having equal marks in written test, having same date of birth and having same percentage of marks in the Bachelor's Degree and 10+2 examination, the candidates shall be placed in the Merit List in the alphabetical order of 'First Name'.

9.3 There shall be a waiting list of 20% of available vacancies for each post.

**10. DECLARATION OF RESULT:**

Final result of the selection process shall be uploaded on the Recruitment Portal and the Punjab Police official website ([www.punjabpolice.gov.in](http://www.punjabpolice.gov.in)).

**11. MEDICAL EXAMINATION, ANTECEDENT ANDEDUCATIONAL QUALIFICATIONDEGREE/CERTIFICATE VERIFICATION:**

The selection of candidates shall be absolutely provisional, and it shall be subject to the following mandatory clearances:

### **11.1 Medical Examination**

- (i) 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 the relevant rules.
- (ii) The Medical Examination shall also include a Substance Abuse Test (SAT).
- (iii) No relaxation whatsoever shall be granted in any of the prescribed parameters of Medical Examination under any circumstances.

### **11.2 Character and Antecedent Verification**

- (i) The verification of character and antecedent of all the selected candidates shall be undertaken as laid down in the Rules and Govt. instructions.
- (ii) The selection of the candidate shall be subject to the verification of his/her antecedents, and if anything adverse is found against the candidate during the verification, his/her candidature shall be summarily rejected and no claim, whatsoever, shall be entertained in this regard thereafter.

### **11.3 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.

#### 11.4 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. In case a vacancy remains unfilled, on account of any reason, the same shall be carried forward to the next recruitment.

#### 12. **APPLICATION FEE:**

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

<b>Sr. No.</b>	<b>Category of Candidate</b>	<b>Application Fee (Rs)</b>	<b>Examination Fee (Rs)</b>	<b>Total (Rs)</b>
1.	General	700/-	800/-	1500/-
2.	Ex-Servicemen (ESM) of Punjab, lineal descendants of ESM	700/-	0	700/-
3.	SC/ ST of all States & OBC of Punjab State only	700/-	200/-	900/-
4.	Economically Weaker Sections (EWS)	700/-	200/-	900/-
5.	Persons with disabilities (PWD)	700/-	200/-	900/-

**Mode of payment** - Candidates are required to make online payment of the requisite fee. No other fee payment mode shall be considered.

Fee once paid shall not be refunded.



### **13. ONLINE APPLICATION PROCEDURE:**

There shall be a Common Application Form for recruitment to various posts of Civilian Support Staff in Punjab police.

- (i) Applications must only be submitted in the online mode on <https://iur.ls/punjabpolicerecruitment2021>. 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 desirous of applying for multiple posts in the Cadre shall be required to fill a single Registration form, however, they will have to submit application form separately for each post.
- (iii) Candidates applying for more than one post shall have to indicate their preference for the posts applied for.
- (iv) Applicants are advised to read the instructions, as given in 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.
- (v) The applicants are advised to fill all details, including their correct and active email address and mobile number, in the online application.
- (vi) 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.
- (vii) Before starting to fill-up the online application form, candidates must keep the following information/documents ready (including scanned copies of documents to be uploaded) as the candidates would be required to upload the requisite documents, as applicable, in the online Application Form:
  - Personal details
  - Valid and active E-mail ID
  - Valid and active mobile number for receiving SMSs

- Any two ID proofs (Aadhaar Card, Passport, Voter I-Card, Driving License, PAN Card)
- Matriculation Certificate for proof of age
- Details/certificates pertaining to requisite professional experience and educational qualifications including that for Punjabi language
- Certificates issued by the Competent Authority for claiming benefit of reservation, including Sports category, if applicable.
- Online payment Facility such as internet banking, debit/credit card etc.
- Scanned recent (not older than 3 months) passport size photo against white background (maximum 50-200 KB size in JPEG format). The photograph should be as per the guidelines given in the website [www.passportindia.gov.in](http://www.passportindia.gov.in).
- Scanned signatures (maximum 50-200 KB in JPEG format)

(viii) Candidates should fill all details, including the category, correctly in online application form and submit the same only after ensuring that all the particulars/ details are correctly reflected in it. No request for any change in the online Application Form, after it is submitted, shall be entertained.

(ix) Candidate is required to declare her/his home district while filling up the Application Form.

(x) The candidates are advised to retain printed/ hardcopies of their online Application Form and produce the same as and when required.

(xi) 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 Written Test.

- (xii) 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.
- (xiii) 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.
- (xiv) 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 verification.
- (xv) 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 Recruitment Board will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Recruitment Board.
- (xvi) In case a candidate submits more than one application for the same post, only the latest application submitted by the candidate shall be considered.
- (xvii) In case the candidate experiences any difficulty in downloading the Admit card, then she/he may contact the Helpline for assistance. Unique Registration ID may be kept handy while contacting the Helpline.
- (xviii) While filling the Common Application Form (CAF), 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 CAF. Submission of wrong information by candidate may invite legal action.

(xix) Last date and time for submission of online applications is 11:55 pm on 07 September, 2021.

**14. HELPLINE/ TOLL FREE NUMBER FOR QUERIES AND CLARIFICATIONS:**

A dedicated toll-free number 18002102565 would start functioning, to help candidates applying for recruitment, from 10 am on 17<sup>th</sup> August, 2021.

**Dinkar Gupta, IPS  
Director General of Police,  
Punjab, Chandigarh**