ADVERTISEMENT FOR RECRUITMENT OF SUB-INSPECTOR (OPERATOR) IN INFORMATION TECHNOLOGY AND TELECOMMUNICATION WING OF PUNJAB POLICE.

Advt. No. 02/2016  Date of Publication: 25.08.2016

IMPORTANT DATES & INFORMATION

Website for filling Online Application Form: www.punjabpolicerecruitment.in
Opening date for submission of online Applications 25.08.2016
Closing date for submission of online Applications 15.09.2016
Closing date for deposit of online Admission Fee 15.09.2016
Closing date for deposit of offline Admission Fee 17.09.2016

Period for submission of Applications from 9:00 a.m. on 25.8.2016 (AUGUST) to 11:59 p.m. on 15.09.2016 (SEPT.) (Applications received after 11:59 p.m. on the Closing date (15.09.2016) will not be entertained.)

Helpline Numbers 0172-4347161 / 4347162 / 4347163 / 4347164 from 9:00 a.m. to 08:00 p.m., daily till the completion of the Recruitment process
Helpline email ID helpdesk@punjabpolicerecruitment.in
Helpline Number for SMS +917347658134, +917347658139, +917347658135

NOTE:- Please also refer to the "Standing Order No. 5 of 2016," available on same website.

Online applications are invited for direct recruitment from Indian nationals using the website www.punjabpolicerecruitment.in, to fill up 29 vacancies of Sub Inspector (Operator) male and female in the Information Technology & Telecommunication Wing of Punjab Police, in the Pay Band of Rs. 10300-34800 + Grade Pay Rs. 4600/-, and other allowances as admissible.

However, as per State government instructions (no. 7/204/2012-4FP1/66 dated 15.01.2015), during the probation period, they will only be eligible for fixed emoluments, i.e. equivalent to the minimum Basic Pay. During the probation period, they would not be entitled to any annual increments or any other allowances, except TA. As per Cabinet decision (30.4.2016), the probation period of all fresh appointees would be 3 years.

1. ONLINE COMMON APPLICATION FORM (CAF)

The online application form can be filled up from 9:00 a.m. 25.08.2016 till 11:59 p.m. on 15.09.2016 on website www.punjabpolicerecruitment.in. It is made clear that no offline Application form or copy of downloaded Application form will be accepted.

The candidates are advised to submit ONLY SINGLE ONLINE APPLICATION for the post of Sub Inspector (Operator). However, if somehow, the candidate manages to submit multiple online applications, only his first application shall be entertained and fee paid against one Application shall not be adjusted against any other Application.
2. RESERVATION OF SEATS

According to instructions issued by the Punjab Government from time to time, 20% of available vacancies will stand reserved for candidates belonging to Scheduled Castes/Scheduled Tribes, 10% for candidates belonging to Backward Classes, 13% seats for Ex-Serviceman candidates; provided that where an Ex-Serviceman is not available for recruitment against a reserved vacancy such a vacancy shall be reserved to be filled in by recruitment of the wife, OR one dependent child of an Ex-Serviceman; [of which 7% Ex-servicemen (General), 4% Ex-servicemen(SC), 2% Ex-serviceman (BC)]. In addition, 2% of seats are reserved for wards of Police Personnel and 1% seats for wards of Freedom Fighters. (for details/definitions of different categories etc., please refer to recruitment website : www.punjabpolicerecruitment.in).

As per State Government instructions, recruitment against 3% vacancies reserved for sports persons shall be carried out separately for which a separate advertisement shall be given by the Sports department of Punjab. The vacancies equivalent to 3% have been deducted from the total number of vacancies and recruitment would be done against the remaining vacancies. However, the sportspersons are eligible to apply here also but no extra benefit / reservation shall be admissible to them on the basis of their achievements in Sports.

3. ESSENTIAL ELIGIBILITY REQUIREMENTS FOR CANDIDATES

A. NATIONALITY

The applicant/candidate should be a citizen of India.

B. AGE

• The minimum age (as on 1st January, 2016) for recruitment at the rank of Sub Inspector (Operator) should be 18 years (both male/female) and maximum age should be 28 years. The cut-off date for this purpose shall be 1st January, 2016 (01.01.2016).

• Candidates belonging to Scheduled Castes/Scheduled Tribes and Backward Classes would be entitled to a relaxation in the upper age limit to the extent of 5 years over and above the above-mentioned upper age limit (28 years).

• Ex-Serviceman shall be given relaxation in the upper age limit by 3 years, plus the number of years of service, rendered in the Indian Defence Forces.

Note:

• For additional details, please refer to the Standing Order No. 5 of 2016 and the complete Advertisement document available on recruitment website.

• To claim any kind of age relaxation, the candidate must upload the relevant Certificates issued by the competent authority, in the format prescribed by the Punjab government, along with the Online Application Form.

C. EDUCATIONAL QUALIFICATIONS

The minimum educational qualifications will be as under:

Bachelor of Computer Application. (BCA)
Bachelor of Science. (Information Technology)

OR

Bachelor of Engineering / Bachelor of Technology in any of following branches:-

- Electronics & Communication Engineering (E&CE)
- Computer Science & Engineering (CSE)
- Information Technology Engineering
- Software Engineering

Graduation in any other stream with “A” level Computer Course or above from National Institute of Electronics & Information Technology (NIELIT) or Department of Electronics and Accreditation of Computer Course (DOEACC) or Post Graduate Diploma/Post Graduation in Computer Application/Information Technology from any recognized University.

Note:

- The candidate must have passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language.
- Provided that if the Ex-serviceman (or the wife/a dependent child of Ex-serviceman, as the case may be) has not passed Matriculation examination with Punjabi as one of the compulsory or elective subjects, he/she shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he/she 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 as per the Punjab Government Notification No. GSR33/Const./Art 309/94 dated 4th of May, 1994.
- The candidate must have attained the above-mentioned educational qualifications on or before the date of publication of advertisement of the recruitment process.

D. PHYSICAL STANDARDS – HEIGHT

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Minimum Height required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>5’ 5” (5 feet 5 inches)</td>
</tr>
<tr>
<td>Female</td>
<td>5’ 1” (5 feet 1 inches)</td>
</tr>
</tbody>
</table>

4. SELECTION PROCESS

a) The applications would be scrutinized by the Board / Sub-Boards to exclude those candidates who do not satisfy the eligibility criteria mentioned above. The candidates whose applications are found in order will be subject to 4-phase selection process - Physical Efficiency Test, Physical Measurement, OMR sheet Based Written examination and Interview. Prior to the 4-phase selection process, the Board may require the candidates to undergo preliminary Medical test / Drug test / Dope test.

b) The first two phases of 4-phase process, namely Physical Efficiency Test and Physical Measurement, shall be qualifying in nature and the candidates will be declared Passed / Not passed for next phase.
c) The candidates successfully qualifying first two phases will be subject to OMR sheet Based Written Examination of 100 marks. Thereafter, a select list for interview would be prepared. The candidates appearing for interview shall be evaluated out of total 105 marks as apportioned below:

<table>
<thead>
<tr>
<th></th>
<th>OMR sheet Based Written Examination.</th>
<th>100 Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Interview</td>
<td>5 Marks</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>105 Marks</strong></td>
</tr>
</tbody>
</table>

d) Four phases of selection process are explained below:

A) Phase-I: Physical Efficiency Test (PET)

All the candidates whose applications are found satisfactory after scrutiny and who qualify the preliminary medical test / drug test / dope test (if any) will be eligible to participate in the physical efficiency test consisting of the following events:

For Male
i.) 800 meters race to be completed in 4 minutes (only one chance)
ii.) Long Jump (3 chances) 9 ft.
iii.) High jump (3 chances) 3 ft.

For Female
i.) 400 meters race to be completed in 2 minutes (only one chance)
ii.) Long Jump (3 chances) 6 ft.
iii.) High jump (3 chances) 2 ½ ft.

Note: A candidate must qualify in all the above 3 events. Failure to qualify in any one of the above events of PET will render the candidate as disqualified.

For Ex-servicemen:

800 meter walk/run to be completed in 6 minutes.

The candidates who qualify phase I will be eligible to appear in Phase II.

B) Phase-II: Physical Measurement

Qualified candidates from Phase-I will be screened for height measurement as per criteria.

The candidates who qualify in Phase II will be eligible to appear in Phase III.

C) Phase-III: (OMR Sheet based written examination)

i.) An OMR Sheet based written test paper in English medium will be of 100 marks consisting of Multiple choice questions at as many Centers / Sub Centers to be decided by the Chairman of the Board. The break-up of marks for written examination is as follows:-

a) Part I (25 marks) - Questions will be from General Knowledge, Current affairs (National & International), History, Geography, Economy and Polity of India in general and Punjab in particular; Terrorism & Naxalism in India, Environmental Science.

b) Part II (25 marks) - Questions will be from Test of Quantitative Aptitude, Logical Reasoning, Numerical Aptitude & Reading Comprehension.

c) Part III (50 marks) - Questions will be from syllabi as enumerated below:-

COMPUTER SOFTWARE: (20 MARKS)
• Basic Computer/Data communication Terminology.
• Computer Abbreviation.
• Basics of OS, Unix/Linux and Shell Programming
• Programming and Database management System [C/C++ /
Java, Object Oriented Programming, Data Structure through C++
.NET Technology, SQL Server, Oracle
• Web Designing (HTML, DHTML, Java Script, Flash, Photoshop)
• Number system (Decimal number system, Binary number
system, Octal number system, Hexadecimal number system]
• Network Technologies and Internet
(IP Addresses, Switches, TCP/IP, VPN, Firewall, Cryptography and
System Security, Cyber Crimes)
• Microsoft Office Package/Open office (Word, Excel, power
point, Access, Outlook)
• Cloud Computing (Cloud computing concepts, Cloud deployment
scenarios, Security in cloud computing)
• Software Testing and Quality Management (Software testing,
Testing techniques, Testing Process and Specialized Systems Testing)

COMPUTER AND TELECOMMUNICATION HARDWARE (10 MARKS)
• Basic Electricity and conducting Material: Current, Voltage,
enf, Power generation system, Switch- plug wiring, Analyzing
Conductivity of elements, Types of Conductors, Semi conducers -
Silicon, Germanium.
• Integrated Circuits and Logic Gates- (AND, OR, XOR, NOT,
NAND, NOR and XNOR)
• Maintenance and Troubleshooting of Operating Systems
(User Accounts, Windows utilities, Data Backup, Protect Data
from viruses, Installing, Managing, and Troubleshooting
Hardware Devices and Drivers, Antivirus) Familiarization with
DDS, CLI & Linux OS
• MOTHER BOARD IN DETAIL: Nomenclature, technology, standards
AMD CPUs, Cyrix CPUs. CPUs: CPU over clocking, Troubleshooting,
CPU problems. Chip Sets: AMD chip sets, Intel chip sets, VIA chip sets
SIS. Chip sets, OPTI chipsets, Legacy and support ICS.
• PC-ASSEMBLY AND CMOS SETUP AND TROUBLESHOOTING:
Observation of all parts of HDD, CD/DVD, and SMPS. Identification of
cables and computers. Mounting Motherboard in cabinet Installation
of cards, devices and then connecting cables. Fitting of cabinet.
CMOS – Setup Troubleshooting.
• BASIC OF PRINTERS: Types of printers and printing mechanism, How
printer works Inject printer, working of laser printer, Fonts/Type
faces, Trouble shooting printers.
• Regulated Power Supply: Basic regulated power supply using
Zener Diode, Basic Switch Mode Power Supply (SMPS), Basic
Uninterrupted Power Supply (UPS)

TELECOMMUNICATION (20 MARKS)
• Electronic Circuits: AC Fundamentals, Ohm’s law, Series and
Parallel connection of Resistors and Capacitors, Half wave
rectifier, Full wave rectifier and Bridge rectifier.
• Electronics Components. Resistors, Capacitors, Inductors,
Transformer types, working and Properties, Voltage and Currant
sources, Diode, Zener diode, Photo diode, Light Emitting Diode(LED), Transistors (NPN,PNP), their characteristics and uses, Field Effect Transistor(FET), MOSFET, Photo Transistor

- **Basic Measuring Instruments**: Multimeters - Analog and Digital, Oscilloscope, RF-Milli Volte meter, RF-Power Meter, AF output meter etc.

- **Various types of communication**: Ground wave propagation, Space wave communication, sky wave propagation and its layers, Basic idea about Fibre Optic Communication and Satellite Communication. HF, VHF and UHF Communication Networks, Modes: Simplex, Half-duplex, Full-duplex, Asynchronous and Synchronous Transmission

- **Modulation**: AM/FM/PM Modulation and Demodulation, (Modems/De-Modems), Basic ideas about PAM, PPM, PWM,PCM and DM

- **Multiplexing Technologies**: Frequency Division Multiple Access (FDMA), Time Division Multiple Access (TDMA)

- **Digital and Analog Transmission**: Data Transmission through Digital and Analog Technology.

- **Familiarization of Phonetic alphabets, figures and punctuation signs.**

- **Various types of Networks**: Two port symmetrical and Asymmetrical networks. Various types of filters, Transmission lines: balanced two wire, coaxial type, wave guides, fiber optics.

ii) Minimum qualifying marks in written examination will be 50 for General Category and 40 for the candidates of Scheduled Castes / Scheduled Tribes and Backward classes. No rounding off will be permitted while comparing marks obtained in written examination with minimum qualifying marks.

iii) Compilation of Result of Written Examination shall be undertaken by the Recruitment Board and select list for interview will be prepared. Out of candidates securing minimum qualifying marks in written test, candidates three times the number of vacancies advertised in each category shall be called for interview.

**D) Interview**

Candidates will be assessed on the basis of their personal bearing, communication skills, knowledge of computers, general awareness and general level of intelligence etc. and maximum five marks shall be awarded for the interview.

**5. RECRUITMENT CENTRES**

The Recruitment Centres / Venues for different phases of recruitment will be intimated to the candidates through SMS, e-mails & admit cards. The list will also be displayed on this website. Without valid admit card, no candidate will be permitted to participate in the recruitment process.
6. **HOW TO APPLY- ONLINE COMMON APPLICATION FORM (CAF)**

(I) The candidates should go to website www.punjabpolicerecruitment.in to fill the Common Application Form. After filling the First Page (Registration Page) of the Common Application Form, a unique Registration ID and Password will be generated. The candidate shall be required to deposit the fees after filling the application form.

(II) The Application Form shall only be available online on the website www.punjabpolicerecruitment.in from 25.08.2016 (09:00 a.m.) to 15.09.2016 (upto 11:59 p.m.).

(III) The candidate will have to fill up the Application Form online and submit the same with complete details in all respects. The required documents, photographs and the signatures will also have to be uploaded by the candidate while filling up the online application form.

(IV) The candidate should take due care while filling up the Application Form. He/she is allowed to make changes in the Application Form only till the time it is submitted. Once the Application Form has been submitted online, no changes whatsoever can be made thereafter. Therefore, the candidates are encouraged to fill the Application Form carefully.

(V) The information on the application form once submitted online by the candidates shall be final. Multiple applications from the same candidate will not be entertained. Only the first application form of a candidate will be considered and subsequent application(s) from same candidate will be rejected.

(VI) After completion of online application form the candidate can either opt for online payment through (i) Netbanking (ii) Credit / Debit card or can deposit the fee through offline mode by taking the printout of the fee challan form generated online and visit any of the HDFC Bank branches / Punjab Police Saanjh Kendras and seek acknowledgement for records. The scanned copy of receipt of Fee Challan from HDFC Bank or Saanjh Kendra must be uploaded on the Online Common Application Form before submitting.

(VII) In case the Candidate fails to deposit the required fees by the last date for depositing the fee, his/her Application shall stand rejected automatically.

(VIII) 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 he/she shall produce the same in original at the time of screening of documents.

(IX) Roll numbers shall be allotted to the eligible candidates and Bar-coded Admit Cards will be sent to the registered email ID (given by the candidate at the time of Registration) in the 1st week of **Oct, 2016**. In addition, Admit Cards shall also be
available for download on the Recruitment website of the Punjab Police (www.punjabpolicerecruitment.in).

(X) In case the candidate does not receive the Admit Card by 29th Oct 2016, or experiences any difficulty in downloading the same, then he/she may contact the Help-Desk/Call Centre for assistance. Please keep your unique Registration ID handy while contacting the Helpdesk or Call centre.

7. APPLICATION FEES

The following Application fees shall be charged:
(a) General category candidates including wards of Punjab Police Personnel and wards of Freedom Fighters Rs 400/-
(b) SC/ST/BC candidates Rs 100/-
(c) Ex-Serviceman candidates No Fees

(However, the lineal descendants of ex-serviceman will have to pay the application fees, as applicable to their category i.e., SC/ST/BC/GEN)

8. DEPOSIT OF APPLICATION FEES

The Application fee can be deposited online, while filling the Application Form, by (1) Net Banking, (2) Debit/Credit Card Payment or offline, along with the print-out of the Fee Challan Form, which will be generated after the First Page (Registration page) of the online Application Form has been submitted successfully, at:

(a) HDFC Bank
(b) Punjab Police Saanjh Kendras

Note:- The Application Form fees, once deposited, shall not be refunded under any circumstances.

9. HELPDESK/CALL CENTRE: QUERIES AND CLARIFICATIONS

• A Helpdesk would start functioning from the Punjab Police Headquarters to help candidates applying for recruitment from 25th August 2016 on these phone numbers +917347658134, +917347658139, +917347658135, 0172-4347161 / 4347162 / 4347163 / 4347164 from 09:00 a.m. to 08:00 p.m., daily till the completion of the Recruitment process.

• A list of FAQs (Frequently Asked Questions) is also being provided on the Application website to facilitate the applicants.

• A suggested step-by-step guide is being provided on the recruitment website link for the guidance of the applicants.

10. DECLARATION OF FINAL RESULT

The Recruitment Board shall release the Selection List in the public domain on the Punjab Police official website: www.punjabpolice.gov.in and www.punjabpolicerecruitment.in

11. COMPLETION OF SELECTION PROCESS
The entire Selection Process shall be deemed to have been completed at the expiry of 180 days from the date of declaration of the final results.

12. GENERAL INSTRUCTIONS TO THE CANDIDATES:

(i) The Application process shall be available online only.

The paper Application Forms are neither being printed nor being accepted.

(ii) Candidates are expected to have their own email ID and a personal working Mobile phone number for effective communication.

(iii) Candidates are advised to go through the guidelines/instructions for filling up the Application Form online as well as the Standing Order No. 5 of 2016 issued by the office of Director General of Police, Punjab, which is the governing document for the Recruitment process (2016) of Sub Inspector of IT&T Wing in Punjab Police. The Standing Order No. 5 of 2016 contains detailed criteria / eligibility conditions, etc., which is available on the recruitment website (www.punjabpolicerecruitment.in).

(iv) For all queries, clarifications or communications regarding the recruitment process, candidates are encouraged to correspond via email with helpdesk@punjabpolicerecruitment.in or by SMS to (+91) +917347658139, +917347658139, +917347658135

(v) Individual messages to all candidates or to any defined group of candidates shall be sent from the Punjab Police SMS ID PPRECT, and individual email to all candidates or to any defined group of candidates shall be sent from the email ID helpdesk@punjabpolicerecruitment.in, which shall be deemed to be valid communication between the Punjab Police IT&T department and the candidate.

(vi) The Online Application Form has been designed in English and Punjabi for the convenience of the candidates. The form has to be filled in English only. However, if there is any variation in the interpretation of the words/instructions in both English and Punjabi, the English version shall prevail and the decision of Chairperson of the Central Recruitment Board shall be final.

(vii) Each candidate shall be given a unique Registration ID and Password once he/she completes the Registration Process. Candidates should retain Registration ID and Password for future access to the Application Form.

(viii) The Bar-coded admit Card for the Physical Measurement Test / Physical Efficiency Test will be made available via email, which can be downloaded and printed by the candidate. In addition, Admit Cards shall also be available for download on the Recruitment website of the Punjab Police (www.punjabpolicerecruitment.in). The bar-coded admit card for the written test (OMR Sheet Based) shall be issued separately for the eligible candidates and will be made available as per the mode described above.

(ix) Candidate appearing for different stages of recruitment process will not be eligible for any TA/DA.

(x) Application Form will be liable to be rejected:

a. If the Application Form is incomplete;

b. If it has been found to have been submitted without the requisite Application fees;

c. If found without the supporting documents, and/or photograph
and/or signatures;

d. If it is found to be without the mandatory declarations.

Note: - The onus of filling of incomplete details / wrong details in the form will be the sole liability of the candidate and any such application is liable for rejection.

13. **PROVISIONAL SELECTION**

The selection in the Recruitment Process shall be absolutely provisional, and it shall be subject to the following mandatory clearances:

(a) Medical Examination,

(b) Character and antecedent verification, and

(c) Verification of his/her educational qualification Certificates from the concerned Boards/Universities.

*Any deficiency / infirmity in any of aforesaid parameters shall render the candidature liable for rejection at any stage of recruitment process.*

(for details on Medical Examination parameters and the verification process, refer to the Standing Order No. 5 of 2016 and the complete Advertisement document on recruitment website).

(Shashi Prabha Dwivedi), IPS  
Inspector General of Police-cum Chairman  
Recruitment Board IT&T Wing,  
Punjab, Chandigarh.

**CANVASSING IN ANY MANNER BY APPLICANT WILL BE A GROUND FOR DISQUALIFICATION**