

CHANDIGARH ADMINISTRATION
POLICE DEPARTMENT

**(OFFICE OF THE INSPECTOR GENERAL OF POLICE, UNION TERRITORY,
CHANDIGARH, POLICE HEADQUARTERS, ADDITIONAL DELUXE BUILDING,
SECTOR-9/D CHANDIGARH)**

Applications (on-line on the Chandigarh Police website www.chandigarhpolice.nic.in) are invited from eligible candidates for filling up 05 posts of Clerks (two reserved for Schedule Caste (SC) and three for Backward Classes (OBC)), in the Pay Band of Rs.10300-34800 plus Grade Pay Rs.3200/-, on temporary basis.

Minimum Educational Qualification : Bachelor's Degree and proficiency in operation of computer (Word Processing and Spread Sheets) and a speed of 35 wpm in typewriting in English on Computer

Age (as on 01.01.2013) : Between 18 to 30 years for SC
Between 18 to 28 years for OBC

CRITERIA

- Typewriting Test on Computer in English : (Qualifying Test)
- Written Test : 90 Marks
- Interview : 10 Marks
- All the eligible candidates will be called for Typewriting Test at the speed of 35 w.p.m on Computer.
- Only those candidates who will qualify the Typewriting Test will be called for Written Test. In the Written Test, there will be one paper only with two sections. The duration of the paper will be 2 hours. Break up of marks, section- wise, is as follows:-
 - a) General Knowledge including Mental Ability, Logical Reasoning, IT, Current Affairs, History, Politics etc 70 Marks
 - b) Proficiency in English Language and grammar 20 Marks
- No candidate will be considered to have qualified the Written Test unless or until he/she obtains at least minimum qualifying 28 marks out of 70 {Section (a)} and 08 marks out of 20 {Section (b)}.
- Those who will qualify the Written Test will be called for Interview, in order of merit, restricted to four times the vacancies advertised.

Note:

1. The crucial/cut off date for all purposes such as minimum educational qualification, determining the age of the candidates, etc. will be treated as 1st January 2013. The candidate will submit their application on-line on the website of Chandigarh Police **on or before 15.10.2013** and will send downloaded hard copy alongwith Bank Draft of Rs.200/- (in favour of "Section Officer/Accounts, Sector-9, UT/Police Headquarters" payable at Chandigarh) by registered/speed post addressed to the Senior Superintendent of Police/Hqrs, Police Lines, Sector-26, Chandigarh **on or before 25.10.2013**. Only "On-Line" applications would be accepted.
2. The age is relaxable for departmental candidates who are working in the Chandigarh Police only having rendered three years service on regular basis as on

01.01.2013 upto the age of 40 years in the case of General/OBC candidates and 45 years in the case of SCs candidates in accordance with the instructions of the Chandigarh Administration issued from time to time.

3. Those candidates, who are in government service will attach "NOC" from the Head of Departments.
4. **The benefit of reservation to OBC would be given only when their caste is included in both the Lists of Central Government List and Union Territory, Chandigarh List.**
5. Only on-line applications would be accepted. Candidates can apply on-line till 15.10.2013 and the last date 25.10.2013 is only for the purpose of submitting downloaded hard copy of application form (alongwith Demand Draft) through registered post/speed post or submitted personally to the Senior Superintendent of Police/Hqrs, Police Lines, Sector-26, Chandigarh. The desirous candidates can also deposit the hard copy of application form (alongwith Demand Draft) personally in Police Lines, Sector-26, Chandigarh till 5.00 PM on 25.10.2013.
6. Candidates are advised to go through the guidelines/instructions for filling in the application form (on-line). The candidates can also download/print copies of the guidelines/instructions from the Chandigarh Police website.
7. Last date for submitting hard copy (downloaded) alongwith bank draft of Rs.200/- is upto 5:00 PM on 25.10.2013 to the Senior Superintendent of Police/Hqrs, Police Lines, Sector-26, Chandigarh. Applications received after the due date/time (by whatever mode or for whatever reason) will not be entertained. Incomplete/unsigned applications will be rejected straightway.
8. The dates for the Written Test/Typing Test and the Interview will be conveyed later on. Candidates are advised to be in touch with the Chandigarh Police website www.chandigarhpolice.nic.in for latest updation.
9. No TA/DA will be paid to the candidates for appearing in Written Test/Typing Test and Interview etc.
10. On-Line submission of application forms on the website of Chandigarh Police www.chandigarhpolice.nic.in will start w.e.f 09.09.2013 and will close at 12 midnight on 15.10.2013.
