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14.2 A candidate has to give option for three centres, in the order of priority, within the same region. No request for change of Centre will be considered later under any circumstances. Hence, the candidates should select the centres, carefully and indicate the same correctly in their applications.

14.3 The Commission reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Commission also reserves the right to divert candidates of any centre to some other Centre to take the examination.

15 **Scheme of Examination/Mode of Recruitment:** The selection process shall consist of the following compulsory tests in the given order:-

Sl. No.	Tests/Exams	Maximum Marks/Qualifying
(i)	Computer Based Examination: by SSC	100 Marks
(ii)	Physical Endurance and Measurement Tests (PE&MT) by Delhi Police	Qualifying
(iii)	Trade Test by Delhi Police	Qualifying
(iv)	<ul style="list-style-type: none"> <li>• Test of English Word Processing by Delhi Police Speed-1000 key depression in 15 minutes.</li> <li>• Test of Basic Computer Functions:- Opening/Closing of PC, printing, MS office usage, saving &amp; modification in typed text, paragraph setting &amp; numbering, etc.</li> </ul>	Qualifying

15.1 All candidates (Male & Female) including Ex-servicemen shall be put through a Computer Based Examination of One and half hour (90 Minutes) duration to be conducted at different Centres.

15.2 The Computer Based Examination will consist of one objective type question paper containing 100 Questions carrying 100 marks.

15.3 There will be '**No negative**' marks for wrong answer.

15.4 The question paper for Computer Based Examination on the following subjects will be conducted in HINDI and ENGLISH Only:-

Subject	No. of	Max.
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		Questions	Marks
Part-A	General Awareness	20	20
Part-B	General Science	25	25
Part-C	Mathematics	25	25
Part-D	Reasoning	20	20
Part-E	Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.	10	10
<b>Total</b>		<b>100</b>	<b>100</b>

**Note: The level/standards of Question Paper will be XII level.**

- 15.5 The dates of examination indicated in the Notice are tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Commission.
- 15.6 There shall be no provision for re-evaluation/re-checking in the examination. No correspondence in this regard shall be entertained.
- 15.7 The Computer Based Examination will consist of Objective Type, Multiple choice questions only.
- 15.8 Marks scored by candidates in the Computer Based Examination will be normalized by using the formula published by the Commission *vide* Notice No: **1-1/2018-P&P-I dated 07-02-2019** and such normalized scores will be used to determine final merit and cut-off marks.
- 15.9 Tentative Answer Keys of the Computer Based Examination will be placed on the website of the Commission after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of Rs 100/- per question. Any representation regarding the Answer Keys received through the online modality within the time limit fixed by the Commission at the time of uploading of the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Commission in this regard will be final. Representations on the matter received through any other modalities e.g. letter, application, email, etc. will not be entertained.

#### **16 Indicative Syllabus for the Computer Based Examination:**

- (A) **General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him/her and its application to society. Questions are also designed to test his/her knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Indian Economy,

General Polity, Indian Constitution, Scientific Research. These question will be such that they do not require a special study of any discipline.

**(B) General Science:-**

**Physics:** Understand the basic concepts of topics like thermodynamics, mechanics, Newton's Law of Motion, Gravity, Motion, Pressure, Units of measurements, sound, Heat & Temperature, Electronics, Magnetism, Ohm's Law, Number systems, Fiber Optics, Mode of Communication etc.

**Chemistry:** Chemistry of everyday life, Commonly used chemicals, important catalysts, reactions, Commercial applications of chemicals chemical and physical change, definition based question, Acids (Sulphuric acid, Hydrochloride), Atomic Number, Elements and their symbols and Electro Chemistry etc.

**(C) Mathematics:** Number systems, Ratio and Proportion, Percentages, Averages, Simple and Compound interest, Profit, Loss & Discount, Time, Distance & Work, Algebra (Equations, Surds, Indices, Graphs), Geometry, Mensuration, Trigonometry, Data Interpretation, Sequence & Series, Permutation & Combination and Simplification.

**(D) Reasoning:** Non-Verbal Reasoning (figures), Analogy, Alphanumeric Series, Number Series, Critical Thinking, Coding and de-coding, Logical reasoning, Input-Output, Blood Relations, Syllogisms, Table, Directions/Ranking Test, Venn Diagrams, Seating Arrangement, Coded Inequalities and Data Sufficiency.

**(E) Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.**

This paper will include questions on the following:

1. Elements of Word Processing (Word Processing Basics, Opening and closing Documents, Text Creation, Formatting the Text and its presentation features).
2. MS Excel (Elements of Spread Sheet, Editing of Cells, Function and Formulas).
3. Communication (Basics of E-mail, Sending/receiving of Emails and its related functions).
4. Internet, WWW and Web Browsers (Internet, Services on Internet, URL, HTTP, FTP, Web sites, Blogs, Web Browsing Software, Search Engines, Chat, Video conferencing, e-Banking) etc.

**17. Declaration of the result of computer based examination for appearing in PE&MT:**

17.1 The result of the Computer Based Examination shall be declared by SSC.

17.2 The candidates who come within the range of merit of Computer Based Examination equal to twenty (20) times the number of vacancies advertised in each category i.e.,

General/SC/ST/OBC/EWSs and Ex-serviceman (category-wise) shall be called for appearing in the PE&MT. In case there are a large number of candidates on cutoff marks, all candidates on that cutoff for the relevant category will be called for the PE&MT.

- 17.3 The candidates of General/EWS Category securing 40% marks, SC/ST/OBC candidates securing 35% marks, Ex-servicemen securing 30% marks in aggregate, in the above Computer Based Examination, may be considered to have qualified in the test. In case requisite number of candidates have not qualified, the SSC may lower the minimum marks secured in aggregate for each category separately.

18. **Physical Endurance Test (Qualifying)**

A) **Male Candidates:**

For Male candidates including ex-servicemen and departmental candidates (age-wise) will be as under:-

Age	Race-1600 Meters	Long Jump	High Jump
Upto 30 years	07 minutes	12½ feet (12'6")	3½ feet (3'6")
Above 30 to 40 years	08 minutes	11½ feet (11'6")	3¼ feet (3'3")
Above 40 years	09 minutes	10½ feet (10'6")	3 feet

**Note:** Those who qualify in the race will be eligible to appear in Long Jump and then High Jump. Long Jump and High Jump must be cleared in any one of the three chances that will be given. There shall be no appeal against disqualification in race, long jump and high jump.

B) **Female Candidates:**

For Female candidates including departmental candidates and widow/divorced/judicially separated women candidates (age-wise) will be as under:-

Age	Race - 800 Meters	Long Jump	High Jump
Upto 30 years	05 minutes	9 feet (9')	3 feet (3')
Above 30 to 40 years	06 minutes	8 feet (8')	2½ feet (2'6")
Above 40 years	07 minutes	7 feet (7')	2¼ feet (2'3")

**Note 1:-** Those who qualify in the race will be eligible to appear in Long Jump and then High Jump. Long Jump and High Jump are to be cleared in any one of the three chances

that will be given. There shall be no appeal against disqualification in race, long jump and high jump.

**Note-2:-** “The female candidates, who are either pregnant, or gave birth to a baby or have miscarriage at the time of PE&MT, may not be allowed to participate in Physical Endurance Test and shall be declared temporarily unfit until the confinement is over. Till then result of such cases may be kept in a sealed cover and the vacancies will be kept in reserve.

She will be re-examined for Physical Efficiency Test (PET) six weeks after the expiry of confinement, subject to the production of medical certificate of fitness from a registered medical practitioner.

The confinement period will be:-

- i) 6 month from the date of delivery to a baby.
- ii) 45 days from the date of miscarriage.

If she is declared qualified during PE&MT, her result will be declared as per merit. She will be appointed to the post kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time”

19. **Physical Measurement:** Physical Measurement Test shall be taken only of those candidates who qualify the Endurance Tests. The standard of Physical Measurement for Male and Female candidates shall be as follows:

**A) For Male Candidates:-**

(a) **Height:-** 170 cms, relaxable by 5 cms for:-

- (i) Residents of hill areas, i.e., Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir and Leh & Ladakh regions of J&K (Candidates claiming this relaxation would have to produce a certificate to this effect (**Hill area certificate**) from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test). The format of certificate is annexed as **Annexure-‘G’**.
- (ii) Sons of either serving, retired or deceased Delhi Police Personnel /Multi-Tasking Staff of Delhi Police.

(b) **Chest:-** Minimum 81 cms - 85 cms (with minimum of 4 cms expansion). Relaxable by 5 cms for:-

- (i) Residents of hill areas, for which certificate as above will be produced.
- (ii) Sons of either serving, retired or deceased Delhi Police Personnel/Multi-Tasking Staff of Delhi Police.

**B) Female Candidates:**

**(a) Height:-** 157 cms, relaxable by 5 cms for:-

- (i) Residents of hill areas i.e. Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir and Leh & Ladakh regions of J&K (Candidates claiming this relaxation would have to produce a certificate to this effect (**Hill area certificate**) from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test).
- (ii) Daughters of either serving, retired or deceased Delhi Police Personnel /Multi-Tasking Staff of Delhi Police.

20 **Medical Standard:**

- [a]** The candidates should be of sound health, free from disease, defect or deformity.
- [b]** Better eye 6/6 without glasses. Worse eye 6/36 corrected with glasses 6/9 or 6/12 without glasses (both eyes). The candidate should be free from colour blindness.

21 **Physical Endurance & Measurement Test (PE&MT)**

- 21.1 Only those candidates qualified in Computer Based Exam shall be called for Physical Endurance & Measurement Tests (PE&MT).
- 21.2 The PE&MT will be conducted at 03 Centres namely Delhi Police Academy Campus/Wazirabad, Delhi Police Academy Campus-II/Jharoda Kalan and New Police Lines, Kingsway Camp, Delhi after the result of Computer Based Examination is declared.
- 21.3 The candidates who are coming to appear in PE&MT should first report to the Holding area. The Holding area staff will check the photograph on the Admit Card of the candidates to avoid impersonation. Thereafter, chest number may be allotted to the candidates and holding staff will prepare the batch for the racing event.
- 21.4 After verification/establishing the identities of the candidates in Holding Area, a chest number will be allotted to the candidates and holding staff will prepare the batch for racing event.
- 21.5 RFID Tags (Radio Frequency Identification) on the candidates will be used in race.
- 21.6 Height and Chest will be measured through digital equipments.
- 21.7 All the original documents/certificates pertaining to age, education, SC/ST/OBC/EWS, Hill areas, NOC/Discharge Certificate (in case of Ex Serviceman), sports certificate, wards certificate issued to wards (sons/daughters) of Delhi Police personnel for seeking relaxation, etc. would be checked only of the candidates who successfully qualify all the events of PE&MT (i.e. Race, Long/High jump and Physical Measurement). The candidate will also be required to produce self-attested

copies of all the documents/ certificates for checking their eligibility at the time of PE&MT as per PE&MT sheet.

- 21.8 In case any candidate fails to produce the requisite documents during PE&MT process, his/her candidature will be rejected. However, he/ she may be given a chance to submit the required documents within 05 working days. After production of required documents, his/her candidature will be re-considered on merit.
- 21.9 The result of PE&MT process may be provided to each candidate under proper receipt clearly indicating qualify/disqualify. However, in case of disqualify/rejection, reasons thereof may be mentioned clearly. A copy of acknowledgement of “Qualified Slip”/”Rejection Slip” may also be kept in record.
22. **Appellate Board for Physical Measurement Tests:** An Appellate Board for each venue consisting of one Joint Commissioner of Police/Addl. Commissioner of Police and one or more officer(s) of appropriate ranks shall be constituted by the Commissioner of Police, Delhi to consider the appeals filed by candidates against physical measurement (Height and Chest) and carry out re-measurement on the same day.
23. **Trade Test (Qualifying)**
- (i) The candidates qualified in Physical Endurance & Measurement Tests (PE&MT) will be called for **Trade Test**. The Trade Test shall be compulsory for candidates to be eligible for appearing in the **Proficiency in Computer Operation**. Those who do not appear in the Trade Test or do not pass the same shall stand disqualified.
- (ii) The **Trade Test (Reading & Dictation)** is to assess candidate’s capability to transmit and receive messages. This test will be taken in the form of reading and dictation. The dictation, both in Hindi and English languages, will be given to the candidates in groups comprising suitable number of candidates taking dictation in a group. **The candidates having more than 50% mistakes in Hindi or English dictation stand disqualified.** The reading test will require each candidate to read a passage from the given text both in Hindi and English, which will be videographed.
- (iii) An Appellate Board will consider appeals, if any, filed by candidates in respect of the Trade Test.
24. **Test of Proficiency in Computer Operation (Qualifying):** All candidates who qualify the Trade Test (Reading & Dictation) will be required to appear for a Test of **Proficiency in Computer Operation** which will be qualifying in nature (i) Test of English word processing speed-1000 key depressions in 15 minutes (ii) Test of Basic Computer Functions (Opening/Closing of PC, Printing, MS office usage, saving & modification in typed text, paragraph setting & numbering etc).
- (i) **English Word Processing Speed Test**
- Test of English Word Processing Speed-1000 key depression in 15 minutes will be conducted on computer and adjudged on the basis of correct entry of words/key depressions as per given printed passage in English containing 200 words, would be

given to each candidate, who would enter the same in the Computer in Word Format of MS Office.

Procedure for evaluation:-

<u>Duration</u>	<u>15 Minutes</u>
(i) Total Strokes/5	Words
(ii) Total words/time of test	200 words/15 minutes
Mistakes	1 word for each mistake

Omission, substitution, addition of punctuation marks, wrong typing of 'letter' i.e. "capital letter" instead of "small letter" and vice versa, gap in a word and more gap between two words and not making paragraph(s).

**Note:** Candidate who make 25 mistakes or more, shall be disqualified.

(ii) **Test of Basic Computer Functions:-** (Opening/Closing of PC, Printing, MS office usage, saving & modification in typed text, paragraph setting & numbering etc).

**The following formatting features should be tested:-**

**MS-Word**

**Time: 05 Minutes**

(i)	Underline	(vi)	Page numbering
(ii)	Using different font type	(vii)	Draw/Insertion of table
(iii)	Inserting of paragraph numbers	(viii)	Bullets/ Numbering
(iv)	Select text in bold	(ix)	Change case
(v)	Using different font size	(x)	Setting of paragraph

**MS-PowerPoint**

**Time: 05 Minutes**

(i)	Use text box	(vi)	Insert clipart
(ii)	Insert Chart	(vii)	Slide Numbering
(iii)	Insert text with WordArt	(viii)	Insert Picture
(iv)	Background style of slide	(ix)	Bullet/numbering
(v)	Design of Slide	(x)	Alignment of text

**MS-Excel**

**Time: 05 Minutes**

(i)	Merge cell	(vi)	Font style
(ii)	Centre a Text	(vii)	Font colour
(iii)	Centre align as text	(viii)	Bold a text
(iv)	Insert shapes	(ix)	Underline a text
(v)	Font size	(x)	Italics

10 features of formatting, as listed above would be tested in each test with 1/2 mark each for every feature of formatting. **In case of formatting features if the candidates carry out the formatting as per the specimen, 1/2 mark each would be given.**