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: -

S. No.	Tests/Exams	Maximum Marks/Qualifying
(i)	Computer Based Examination by SSC	100 Marks
(ii)	Physical Endurance & Measurement Tests (PE&MT): by the Delhi Police	Qualifying
(iii)	Typing Test on Computer: by the Delhi Police	25 Marks
(iv)	Computer (Formatting) Test: by the Delhi Police	Qualifying

15.1   The candidate applying for this post has to appear in 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 Paper containing **100 Questions** carrying **100 marks.**

15.3   There will be **negative marking of 0.25 marks for** each wrong answer.

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

Subject		Number of Questions	Maximum Marks
Part-A	General Awareness	20	20
Part-B	Quantitative Aptitude (Basic Arithmetic Skill)	20	20
Part-C	General Intelligence	25	25
Part-D	English Language (Basic Knowledge)	25	25
Part-E	Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.	10	10
Total		**100**	**100**

15.5   No scribe will be provided to Persons with Benchmark Disabilities (PwBD) candidates for the Examination.

15.6   The dates of Examination indicated in the Examination Notice are tentative. Any change in the schedule of the Examination will be informed to candidates only through the website of the Commission.

15.7   There shall be no provision for re-evaluation/re-checking in the Examination. No correspondence in this regard shall be entertained.

15.8   The Computer Based Examination will consist of Objective Type, Multiple-Choice questions only.

15.9   There will be **negative marking of 0.25 marks** for each wrong answer. Candidates are, therefore, advised to keep this in mind while answering the questions.

15.10   Marks scored by candidates in the Computer Based Examination will be normalized by using the formula published by the Commission vide **Notice dated 02-06-2025**, and such normalized scores will be used to determine final merit and cut-off marks.

15.11   Tentative Answer Keys of Computer Based Examination will be placed on the website of the Commission after having conducted the CBE. Candidates may go through the Answer Keys and submit online representations, if any, within the time limit given by the Commission, on payment of ₹ 50/- per question, which is non-refundable. Representations on the matter received through any other modalities, i.e., letter, application, email, etc., will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalization of the Answer Keys, and the decision of the Commission in this regard will be final.

15.12   The Final Answer Keys will be used for processing the result of Computer Based Examination. Final Answer Keys as well as marks will be made available on the website of the Commission after the declaration of the result of the Computer Based Examination.

15.13   The Commission undertakes comprehensive post-examination analysis to ensure the integrity and fairness of the Examination process. This includes detailed scrutiny through log analysis, photo and biometric verification, and CCTV Footage review. Candidates found to be involved in any form of malpractice or unfair means during any stage of the Examination are liable to strict action, including cancellation of candidature and debarment from future Examinations, as per the policy of the Commission.

16.   <u>Indicative Syllabus for the Computer Based Examination:</u>

(A)   <u>**General Awareness:**</u> Questions will be designed to test the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test 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 neighbouring countries especially pertaining to History, Culture, Geography, Indian Economy, General Polity, Indian Constitution, Scientific Research.

(B)   <u>**Quantitative Aptitude (Basic Arithmetic Skill):**</u> Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work, Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base, Trigonometry, Trigonometric ratios, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and distances, Histogram, Frequency polygon, Bar-diagram, Pie-chart.

(C)   <u>**General Intelligence:**</u> It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning

and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning. The topics are Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding and de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/pattern-folding & un-folding, Figural Pattern-folding and completion, Indexing Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

(D) **English Language (Basic Knowledge)**: Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

(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 the Computer Based Examination for appearing in PE&MT:**

17.1. The result of the Computer Based Examination shall be declared by the 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. Eligible candidates of Persons with Benchmark Disabilities (PwBD) [Locomotor disability of 40% and above [either one leg (OL) or both legs (BL) affected] shall be qualified in Computer Based Examination twenty (20) times the number of vacancies, directly for Typing Test on Computer, as they are exempted from Physical Endurance & Measurement Tests (PE&MT). However, they will have to appear for Document Verification (DV).

17.4. The candidates of General/EWS Category securing 40% marks, SC/ST/OBC candidates securing 35% marks, Persons with Benchmark Disabilities (PwBD)/ 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):

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

B) **Female Candidates:**

For Female candidates, including departmental candidates and widow/ divorced/judicially separated women candidates (age-wise):

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

Note 1: Those who qualify in the Race will be eligible to appear in the 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 the Race, Long Jump and High Jump.

Note 2: The female candidates, who are either pregnant, or have given birth to a baby or have had a miscarriage during the period preceding the 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.

Note 2.1: She will be re-examined for Physical Efficiency Test (PET) six weeks after the expiry of confinement, subject to the production of a medical certificate of fitness from a registered medical practitioner.

The confinement period will be: -

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

Note 2.2 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"

Physical Measurement (Male and female)

A)   Male Candidates:

(a)   Height: 165 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 region of J&K and Ladakh (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 'H'**.

(ii)   ST Candidates.

(iii)   Sons of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of the Delhi Police.

(b)   Chest: Minimum 78 cms - 82 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)   ST Candidates.

(iii)   Sons of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of the Delhi Police.

B)   Female Candidates:

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 region of J&K and Ladakh (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-'H'**.

(ii)   SC/ST candidates.

(iii)   Daughters of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of the Delhi Police.

19.   **Physical Measurement:** Physical Measurement Test shall be taken only of those who qualify the Endurance Tests.

20.   No Physical Endurance & Measurement Tests for Persons with Benchmark Disabilities (PwBD) candidates: The Persons with Benchmark Disability (PwBD) candidates (Male/Female) shall be exempted from Physical Endurance & Measurement Tests. However, they will have to appear for Document Verification (DV).

21.   Medical Standard: The candidates should be of sound state of health, free from defect, deformity or disease. Both eyes should have a vision of 6/12 with or without glasses. No relaxation is allowed to any category of candidates on this count.

21.1.   **For persons with disabilities:** Sound state of health, vision of 6/12 with or without glasses in both eyes. Locomotor disability of 40% and above [either one leg (OL) or both legs (BL) affected] shall be allowed. The physical requirements for the post are as under:-

(F, PP, L, B, S, BL)	
Code	Physical Requirements
F	Work performed by manipulating (with Fingers)
PP	Work performed by pulling & pushing.
L	Work performed by lifting.
B	Work performed by bending.
S	Work performed by sitting (on bench or chair)
BL	Both leg affected but not arms.

22.   **Physical Endurance & Measurement Test (PE&MT)**

22.1.   Only those candidates qualified in the Computer Based Examination shall be called for Physical Endurance & Measurement Tests (PE&MT).

22.2.   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 the Computer Based Examination is declared.

22.3.   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 the holding staff will prepare the batch for the racing event.

22.4.   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.

22.5.   RFID Tags (Radio Frequency Identification) on the candidates will be used in the Race.

22.6.   Height and Chest will be measured through digital equipment.

22.7.   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 candidates will also be required to produce self-attested copies of all the documents/ certificates for checking their eligibility at the time of PE&MT.

22.8.   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 reconsidered on merit.

22.9.   The result of the PE&MT process may be provided to each candidate under proper receipt clearly indicating qualified/disqualified. However, in case of disqualification/rejection,

the reasons thereof may be mentioned clearly. A copy of the acknowledgement of "Qualified Slip"/ "Rejection Slip" may also be kept on record.

Note: *A candidate who has earlier participated in the Physical Endurance Test and Measurement Tests (PE&MT) to this Examination and disqualified in any event such as Race, High Jump, or Long Jump shall have that result treated as final. If any, disqualified candidate reappears for the test while concealing their prior participation or disqualification and subsequently qualifies, the original result of the Physical Endurance Test shall prevail.*

23. **Appellate Board for Physical Measurement Tests:** The candidates qualified in the Physical Endurance & Measurement Tests (Race, Long Jump and High jump) shall have to further appear in the Physical Measurement Tests, i.e. Height/Chest (male candidates) and Height (female candidates), as per the standards prescribed for the post. Candidates not satisfied with their physical measurement will have to file an appeal against disqualification on the day of PE&MT itself. No application/appeal will be entertained at a later stage.

24. **Typing Test on Computer (Maximum 25 marks):** Candidates who qualify in the Physical Endurance & Measurement Tests (PE&MT) as well as Persons with Benchmark Disabilities (PwBD) who qualify in the Computer Based Examination will be called for Typing Test on Computer. The Test shall be of 10 minutes duration. The marks will be taken into account while preparing the final result. The candidates will be allotted marks according to the speed achieved in the Typing Test.

24.1. **The procedure of Typing Test on Computer: -** The Typing Test shall be of 10 minutes duration. Minimum qualifying speed shall be 30 w.p.m. in English and 25 w.p.m. in Hindi. Candidates will be provided with a printed passage containing a minimum of 400 words or 2000 strokes in English or 350 words or 1750 strokes in Hindi. No candidate shall be allowed/continue to type the passage after the duration of 10 minute gets over.

A maximum 25 marks has been allotted for the Typing Test and marking shall be done as under: -

English Typing		Hindi Typing	
Below 30 w.p.m.	Disqualify	Below 25 w.p.m.	Disqualify
30 w.p.m.	10 Marks	25 w.p.m.	10 Marks
From 31 to 35 w.p.m.	12 Marks	From 26 to 30 w.p.m.	12 Marks
From 36 to 40 w.p.m.	15 Marks	From 31 to 35 w.p.m.	15 Marks
From 41 to 45 w.p.m.	18 Marks	From 36 to 40 w.p.m.	18 Marks
From 46 to 50 w.p.m.	21 Marks	From 41 to 45 w.p.m.	21 Marks
Above 50 w.p.m.	25 Marks	Above 45 w.p.m.	25 Marks

24.2. **PROCEDURE FOR EVALUATION OF ENGLISH AND HINDI TYPING SPEED**

DURATION - 10 MINUTES

(i)	Total strokes/5	Words
(ii)	Total words/time of test	Tentative Speed

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).

EXAMPLE

(i)	Total No. of strokes typed	2000
(ii)	Words	2000 ÷ 5 = 400 words
(iii)	Tentative Speed	Total Words/time of the test (400 ÷ 10 = 40 w.p.m)
(iv)	No. of mistakes done	10
(v)	**Actual Speed**	**40-10 = 30 w.p.m.**

25. **Computer (Formatting) Test (Qualifying):** The candidates who qualify in the Typing Test on Computer shall be called for Computer (Formatting) Test and will be tested on MS-Word, MS-PowerPoint and MS-Excel, which will be of a qualifying nature. The candidates will be given 10 minutes for each Test separately. The candidates shall have to format in the same way as it is in the supplied handout and to print the same on the printer. The following formatting features used in the routine would be tested:

MS-Word   **Time:10 minutes**

(i)	Indenting of paragraphs	(xi)	Superscript
(ii)	Underline	(xii)	Subscript
(iii)	Using different font type	(xiii)	Page numbering
(iv)	Inserting of paragraph numbers	(xiv)	Insertion of symbol
(v)	Setting of left/ right margin	(xv)	Draw/Insertion of table
(vi)	Select text in bold	(xvi)	Bullets/ Numbering
(vii)	Italics	(xvii)	Change case
(viii)	Using different font size	(xviii)	Setting of paragraphs
(ix)	Centre, left, right, justification	(xix)	Some text as Header
(x)	Line spacing of the passage, viz. single, double etc.	(xx)	Some text as Footer

MS-PowerPoint   **Time:10 minutes**

(i)	Insert Header	(xi)	Background style of slide
(ii)	Use text box	(xii)	Design of Slide
(iii)	Create Hyperlink	(xiii)	Print handout
(iv)	Insert Chart/Graph	(xiv)	Insert clipart
(v)	Drawing of Table	(xv)	Insert Footer
(vi)	Insert auto number in table	(xvi)	Slide Numbering
(vii)	Insert bullet in table	(xvii)	Insert Picture
(viii)	Insert shapes	(xviii)	Publish handout with MS Word
(ix)	Insert Smart art	(xix)	Insert action
(x)	Insert text with WordArt	(xx)	Alignment of text

MS-Excel   **Time:10 minutes**

(i)	Insert Chart/Graph	(xi)	Format cell as rupee
(ii)	Wrap text	(xii)	Insert clipart
(iii)	Merge cells	(xiii)	Font size
(iv)	Centre a Text	(xiv)	Font style
(v)	Centre align as text	(xv)	Font colour
(vi)	Orientation of text	(xvi)	Insert footer
(vii)	Bold a text	(xvii)	Sort data
(viii)	Underline a text	(xviii)	Insert formula
(ix)	Italics	(xix)	Insert shapes
(x)	Insert header	(xx)	Format cell as number and decimal places

20 features of formatting, as listed above may be tested in each Test with 1/2 mark each for every feature of formatting. **In case of formatting features if a candidate carries out the formatting as per the specimen, 1/2 mark each shall be given, otherwise no marks shall be given.** Out of the 10 marks for the formatting features for each Test, a candidate should secure at least 6 marks in each test to qualify. There is no bar to candidates correcting the mistakes by use of editing tools.

26. **Resolution of Tie Cases**

In cases where more than one candidate secures equal aggregate marks, the tie will be resolved by applying the following methods one after another, till the tie is resolved: -

i) The older candidate shall be given preference.

ii) In case the date of birth is also the same, the candidate who secured higher marks in the Computer Based Examination shall be given preference.

iii) If the date of birth and marks in the Computer Based Examination are also the same, higher marks in the Typing Test on the Computer will be given preference.

iv) If the date of birth, marks in Computer Based Examination and marks in Typing Test on Computer are also the same, alphabetical order in which first names of the candidates appear will decide the case.

27. **Declaration of Final Result**

27.1. The list of provisionally selected candidates (as per the number of vacancies advertised) (category-wise) from the list of candidates, declared qualified in Computer (Formatting) Test will be prepared and announced by the Staff Selection Commission strictly on the basis of merit of Computer Based Examination (100 marks), Typing Test on Computer (25 marks) and incentive/bonus marks (if any).

27.2. A "Reserve Panel" of 15% candidates will also be prepared by SSC in addition to the number of candidates selected as per the notified vacancies according to their merit; category-wise and the same will be provided to Delhi Police in a sealed cover, not be uploaded. Reserve Panel will be operated by Delhi Police.

27.3. SC, ST, OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC candidates which will thus comprise of SC, ST, OBC candidates who are lower in merit