

STANDING ORDER NO. 326/2010

STANDING ORDER FOR DIRECT RECRUITMENT FOR THE POSTS OF COOK, WATER CARRIER, SAFAI KARMCHARI OR SWEEPER, MOCHI OR COBBLER, DHOBI OR WASHER-MAN, TAILOR, DAFTRI, CYCLE MISTRI, KHALASI, MALI OR GARDENER, BARBER AND CARPENTER IN DELHI POLICE.

1. INTRODUCTORY

This Standing Order deals with the direct recruitment of the following trades of Group-C employees in accordance with the Central Civil Service (Temporary Services) Rules, 1965 :-

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|---------------------------------|----------------------|
| (a) Cook | (b) Water Carrier |
| (c) Safai Karmchhari or Sweeper | (d) Mochi or Cobbler |
| (e) Dhobi or Washer-man | (f) Tailor |
| (g) Daftri | (h) Cycle Mistri |
| (i) Khalasi | (j) Mali or Gardener |
| (k) Barber | (l) Carpenter |

Whenever it is intended to make direct recruitment of above these trades in Delhi Police, the number of vacancies to be filled up shall be first determined, under each trade, reservation as per rules worked out, and then vacancies notified in the Employment News and in two leading news papers (one Hindi & one English) inviting application on prescribed form available at a cost of Rs.50/- each. Application forms will be available free of cost for SC/ST category candidates, physically handicapped and ex-serviceman on production of Caste certificate, medical certificate and copy of discharge certificate, as the case may be, issued from the competent authority and submit the same duly completed in all respect before or on the fixed date. A register of all such applications received in the Recruitment Cell shall be maintained category wise i.e. General, SC, ST, OBC & Ex-servicemen. Each application shall be assigned a permanent Roll Number in the said register. After the scrutiny of all the application forms, eligible candidates will be called for further tests. The recruitment of all these trade employees will be done by DCP/Recruitment, NPL, Delhi.

2. MODE OF RECRUITMENT

Vacancies of all these trades shall be filled through direct recruitment.

3. METHOD OF RECRUITMENT

Competitive examinations for recruitment to the post of all these trade employees shall be held depending upon the number of vacancies. Candidates from all parts of the country will be eligible for recruitment.

4. ESSENTIAL QUALIFICATION

- (i) **Age:- 18 to 25 years.**
- (a) Relaxable by 3 years in the case of OBC candidates.
 - (b) Relaxable by 5 years in the case of SC/ST candidates.
 - (c) Relaxable upto 35, 38 & 40 years for widow/divorcee and judicially separated women of Genl./OBC/SC & ST categories respectively, who are not re-married.
 - (d) Relaxable upto 35, 38 & 40 years for physically handicapped (40% and above) Genl./OBC/SC & ST categories respectively.
 - (e) 40 years for departmental General candidates, 43 years for departmental OBC and 45 years for departmental SC/ST candidates.
 - (f) For ex-Servicemen, as per rules prescribed by the Government of India.
- (ii) **Educational qualifications and other qualifications required for Cook, Water Carrier, Safai Karmchhari or Sweeper, Mochi or Cobbler, Dhobi or Washer-man, Tailor, Daftri, Cycle Mistri, Khalasi, Mali or Gardener, Barber and Carpenter :-**
- (a) 10th Class pass or ITI Certificate in the trade or equivalent.
 - (b) Good working knowledge of their respective trade/job.
- (iii) **Medical fitness/standards.**
- (a) The candidate should be mentally alert with sound health and free from any physical defect/deformity.
 - (b) Physically handicapped candidates who are selected shall be medically examined by the police surgeon/civil surgeon or medical officer appointed by the Commissioner of Police, Delhi to fix the medical standard.

5. CONSTITUTION OF RECRUITMENT BOARD

Recruitment of all these trade employees in Delhi Police will be done by a Selection Board to be constituted by the Commissioner of Police, Delhi under Rule 8 of Delhi Police (Appointment and Recruitment) Rules, 1980 which will consist of one DCP and two ACsP. One Addl. C.P shall be nominated by the Commissioner of Police, Delhi to exercise overall supervision over the entire recruitment process.

6. PHYSICAL STANDARDS

(a) Male Candidates:

- i) Height :- Minimum 157 cms.
- ii) Chest :- Minimum 76-81 cms.

(b) Female candidates:

- i) Height :- Minimum 152 cms.
- ii) Chest :- Not applicable.

The above Physical Standard is not applicable to physically handicapped candidates.

7. PHYSICAL ENDURANCE TESTS (QUALIFYING)

MALE - 1600 meter race in 09 minutes

FEMALE - 800 meter race in 05 minutes

There would be no appeal against the race.

The physically handicapped candidates will be exempted from physical endurance test.

8. PHYSICAL MEASUREMENT

Candidates who qualify in the race will further appear for height and chest measurements.

9. BOARDS FOR PHYSICAL ENDURANCE & MEASUREMENT TESTS

Physical endurance & measurement Tests, as prescribed in the eligibility condition, shall be done by one or more Board normally consisting of ACsP supervised by a DCP. The subordinate staff for assistance will be detailed by concerned D.C.P. The measurement thus taken shall be recorded on the application form itself by the ACP concerned under his signature with date mentioning name with place of posting. No over-writing/erasures would be done under any circumstances.

10. APPELLATE BOARD FOR PHYSICAL MEASUREMENT

One Addl.C.P & one A.C.P to be nominated by the Commissioner of Police, Delhi would constitute the Appellate Board. The Board will consider the cases of such candidates who file an appeal against the Physical Measurement on the same day.

11. TESTS FOR THE POSTS OF COOK, WATER CARRIER, SAFAI KARMCHARI OR SWEEPER, MOCHI OR COBBLER, DHOBI OR WASHER-MAN, TAILOR, DAFTRI, CYCLE MISTRI, KHALASI, MALI OR GARDENER, BARBER AND CARPENTER :-

(a) WRITTEN TEST AND EVALUATION OF ANSWER SHEETS

Those candidates who qualify the physical endurance test and physical measurement test (PE&MT) shall be eligible to appear in the Written Test to be conducted by a Deputy Commissioner of Police nominated by the competent authority. The paper shall be of One hour (60 minutes) duration and shall be of 50 marks (**objective type**) and would cover 50 questions of one mark each pertaining to general awareness and general knowledge commensurate with a class 10th pass student. The paper shall be in Hindi. The minimum qualifying marks would be 33%. The Commissioner of Police, Delhi will either nominate an officer of the rank of DCP or above to set the question paper/papers for final use or this task of setting up of question paper can be entrusted to any independent agency. One DCP (Secrecy Officer) would ensure confidentiality in preparation of sufficient number of question papers and handing them over to the DCP/Recruitment either personally or through a messenger, in a double sealed cover, on the day of the test. The DCP/Recruitment will make seating and other arrangements for these tests and for invigilation by G.Os/Inspectors under his supervision to prevent copying or use of any other malpractice. Any candidate found indulging in any unfair practice will be summarily removed from the written test and debarred from further recruitments. The answer sheets will be collected by the Secrecy Officer from DCP/Recruitment and after allotting fictitious numbers in place of roll numbers the same will be sent to the Paper Setter. After evaluation, the answer sheets alongwith the statement of marks will be sent to the Secrecy Officer who will compile the result and send the answer sheets to Police Headquarters.

(b) TRADE TEST

Only those qualifying in written test shall be eligible to appear in Trade Test carrying 20 marks which will be of a qualifying nature. The trade test shall cover the following aspects of each trade and board consisting of one DCP (Chairman) & 2 ACsP (Members) will award the marks of each aspects as indicated below :-

Cook	1. Knowledge about preparation of authentic Indian dishes including vegetarian and non-vegetarian both.	3 Marks
	2. Knowledge about nutritional value of different foodgrains/pulses/vegetables.	3 Marks

	<ol style="list-style-type: none"> 3. Knowledge of operation and maintenance of various electric equipments used in kitchen. 4. Knowledge about kneading of <i>atta</i>, cutting of vegetables and grinding of spices. 5. Washing of vessels/utensils used in preparation of food. 6. Maintenance of cleanliness and hygiene of the highest order in the kitchen. 7. Manner of serving the meal. 	<p>3 Marks</p> <p>3 Marks</p> <p>3 Marks</p> <p>2 Marks</p>
Water Carrier	<ol style="list-style-type: none"> 1. Washing of kitchen utensils and vessels. 2. Knowledge of storage of mess articles. 3. Cleanliness and hygiene in the kitchen and mess. 4. Knowledge of operation and maintenance of water coolers. 5. Knowledge of change of pads in desert coolers and its cleanliness. 	<p>4 Marks</p> <p>4 Marks</p> <p>4 Marks</p> <p>4 Marks</p> <p>4 Marks</p>
Safai Karmchari or Sweeper	<ol style="list-style-type: none"> 1. Knowledge of cleaning materials like using Phenyl & acid etc. 2. Quality of cleanliness. 3. Dumping of garbage & its proper disposal. 4. Knowledge to clean the blocked toilet, sewer, septic tank and pipes etc. 	<p>4 Marks</p> <p>5 Marks</p> <p>2 Marks</p> <p>9 Marks</p>
Mochi or Cobbler	<ol style="list-style-type: none"> 1. Knowledge of stitching & repair of Shoes. 2. Knowledge of Tools and their names being used in their trade. 3. Knowledge of different types of leather & other material. 4. Knowledge of different type of nails and thread. 5. Knowledge of parts of leather sewing machine. 6. How to prepare shade of a particular leather colour. 	<p>4 Marks</p> <p>4 Marks</p> <p>3 Marks</p> <p>3 Marks</p> <p>3 Marks</p> <p>3 Marks</p>
Dhobi or Washer-man	<ol style="list-style-type: none"> 1. Washing different types of clothes in prescribed time. 2. Awareness regarding ironing the different types of clothes. 3. Proper experience of drycleaning. 4. Knowledge of washing material i.e. soap and powder. 	<p>6 Marks</p> <p>4 Marks</p> <p>6 Marks</p> <p>4 Marks</p>

Tailor	1. Knowledge of cutting & stitching of cotton/TC/Woolen uniforms.	8 Marks
	2. Knowledge of repairing of rectifications miner faults of sewing machine.	7 Marks
	3. Identification of tools used for cutting & sewing.	5 Marks
Daftri	1. Maintenance of registers/files.	13 Marks
	2. Distribution of DAK/files.	7 Marks
Cycle Mistri	1. Handling of tools, knowledge of parts and repair of cycle.	12 Marks
	2. Dismantling & putting together parts of cycle.	8 Marks
Khalasi	About assistance of trade men like carrying of tools, ladder etc.	20 Marks
Mali or Gardner	1. Knowledge about plants, flower plants & seasons plant.	4 Marks
	2. Knowledge of different type of fertilizers & its use.	4 Marks
	3. Knowledge of safe keeping of different types of seeds & about their sowing.	4 Marks
	4. Knowledge of budding & grafting on plants.	3 Marks
	5. Knowledge of different types of flower for making the boutique.	3 Marks
	6. Knowledge of different types of tools being used in the trade of Gardner.	2 Marks
Barber	1. Knowledge of different type of hair cutting.	8 Marks
	2. Knowledge of body massage.	4 Marks
	3. Knowledge of hair dryer and hair cutting tools.	8 Marks
Carpenter	1. Knowledge of randa.	4 Marks
	2. Using of Aari.	4 Marks
	3. Fitting/Cutting of pataam of doors & windows.	4 Marks
	4. Knowledge of wooden joints.	3 Marks
	5. Technique of fixing plywood & sunmaika.	3 Marks
	6. Knowledge of cutting the glass.	2 Marks

All those who secure 10 marks and above in the trade test will be declared qualified.

FINAL RESULT

The final result will be declared on the basis of marks obtained in Written test (50 marks).

12 TESTS FOR THE PHYSICALLY HANDICAPPED CANDIDATES TO THE POSTS OF COOK, WATER CARRIER, SAFAI KARMCHARI OR SWEEPER, MOCHI OR COBBLER, DHOBI OR WASHER-MAN, TAILOR, DAFTRI, CYCLE MISTRI, KHALASI, MALI OR GARDENER, BARBER AND CARPENTER

The physically handicapped candidates will be exempt from the Written Test. All the eligible physically handicapped candidates shall be called for Trade Test carrying 20 marks which will be of a qualifying nature. **All those who secure 10 marks and above in the trade test will be declared qualified.** The final result in respect of physically handicapped candidates will be declared on the basis of marks obtained in Trade Test (20 marks).

13. MEDICAL EXAMINATION AND VERIFICATION OF CHARACTER AND ANTECEDENTS OF SELECTED CANDIDATES

The selected candidates shall be subjected to Medical Examination as applicable to a Govt. servant and police verification before their appointment.

14. TRAINING OF CANDIDATES

- (i) Candidates selected for enlistment as Group-C employees in posts covered under this Standing Order in Delhi Police would have to undergo a 03 (three) month basic training course which would include combatisation as prescribed from time to time by the Commissioner of Police, Delhi.
- (ii) The candidate should be specifically directed in the appointment letter to report at PTC/PTS for training. They may be attached to any Distt./Unit for pay purposes, but their lien with the Distt./Unit would start and end there only. They will be under the disciplinary control of the Principal/PTS/PTC and they should not join any Distt./Unit unless they have passed out. In case any trainee becomes medically unfit during basic training and his/her attendance is less than 90%, the period during which he/she remained medically unfit, will be decided/treated as "Dies-non" i.e. "No Work No Pay" and he/she will have to re-join the next batch for completion of his/her basic training course.

- (iii) Ordinarily, the services of those trainees who fail to qualify final examination will be terminated under Rule 5 of the Central Civil Service (Temporary Services) Rules, 1965. A maximum of two chances, including examination taken immediately at the end of the induction course will be given and the services of any trainee who does not pass the examination after availing the second chance will be terminated.
- (iv) The Principal/PTC shall be the competent authority for initiating/finalizing (if the trainee is still in the PTC) disciplinary action against the employees. He/she shall also be the competent authority to pass order regarding termination of the services of a trainee. In order to eliminate an unsuitable trainee from the force, at the stage of his/her training itself, any one of the following grounds shall be sufficient for termination of services:-
- (a) Frequent absence of the trainee from outdoor/indoor programmes leading to a conclusion that he/she is an un-devoted trainee and a habitual absentee, not likely to become a good employee.
 - (b) Submission of false Medical Certificate from any doctor for availing leave or light duty or rest.
 - (c) Gross misconduct with the Indoor/Outdoor Instructors or with other trainees/staff.
 - (d) If he/she commits any mischief or any crime involving moral turpitude during his/her training.
 - (e) If any information submitted by the trainee in his/her job application is found to be false, fabricated or manipulated to gain employment.
 - (f) Any other ground which adversely reflects on his/her behavior and if the employee is otherwise found unsuitable for Delhi Police.
- (v) A trainee shall not be allowed to take final examination, until he/she has successfully undergone a stipulated period of training at Police Training School/College. 90% attendance in indoor/outdoor periods is compulsory, relaxable by 5% in exceptional circumstances by Principal/DCP in-charge Training, failing which he/she will be debarred from taking the final examination. He/she shall be considered for termination of his/her services or ordered to further undergo training with the next batch in all such cases where the attendance falls short of

the requirement. However, Joint Commissioner of Police/Training, Delhi can allow a further relaxation of 5% in deserving cases of short attendance brought to his/her knowledge.

- (vi) No trainee shall be accepted/allowed for training at PTS/PTC after 10 days of commencement of training. In case, he/she fails to report/join at PTS/PTC within the stipulated period, the offer of appointment and candidature for the post will be treated as cancelled.

No employee shall be declared confirmed without passing the basic training.

This Standing Order supersedes the previous Standing Order No. 326/2008 issued vide No.45284-383/Rectt.Cell (AC-IV)/PHQ dated 17.06.2008 and its amendments issued vide No.14743-842/HAR/PHQ, dated 17.08.09, in this regard.


(YUDHBIR SINGH DADWAL)
COMMISSIONER OF POLICE;
DELHI

O.B. NO. 03 /dated 23/2/2010

No. 501-600 /HAR(AC-I)/PHQ dated Delhi, the 23/2 /2010

Copy forwarded to the :-

- 1 All Special Commissioners of Police, Delhi.
- 2 Managing Director, Delhi Police Housing Corporation, Delhi.
- 3 All Joint Commissioners of Police and Additional Commissioner of Police, Delhi/New Delhi.
- 4 Principal, PTC, Jharoda Kalan, New Delhi.
- 5 S.O to C.P., Delhi.
- 6 All Distts./Units DCsP including FRRO, Delhi/New Delhi.
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