

Ministry of Home Affairs
Pers.I Section

Subject:- Scheme / modalities for selection of Assistant Commandant (GD) through Limited Departmental Competitive Examination for BSF, CRPF, SSB & ITBP.

Please find enclosed a copy of Standing Operating Procedure (SOP) detailing the scheme/ modalities for selection of Assistant Commandant (GD) through Limited Departmental Competitive Examination for BSF, CRPF, SSB & ITBP. The competent authority has approved the SOP.


(Harish Chander)
Director (Pers.I)

IsG: BSF, CRPF, SSB & ITBP

MHA ID Note No.45013/01/2009/Pers.I dated 01.07.2014

Copy forwarded for information to:-

- (i) JS(P-II)
- (ii) Director(Pers.)


01/07

महानिदेशालय के. रि. उ. वल
Directorate General, CRPF
उ. महानिरीक्षक (कार्मिक) का निजी अनुभाग
PERSONAL SEC OF IGP (Pers.)
IGP (Pers.).....
दिधि 01 JUL 2014
Date
DIG (Pers)/ESTT/CR&VIG/ORG/RECT/LAW/
पु.उ.नि. (का./स्था./गो.व.सर्त./संग./भर्ती./विधि)

STANDING OPERATING PROCEDURE

**SCHEME / MODALITIES FOR SELECTION OF ASSISTANT COMMANDANT (GD)
THROUGH LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR BSF, CRPF,
SSB & ITBP.**

1. ELIGIBILITY CONDITIONS

1.1 Both Sub-Inspectors and Inspector will be eligible to appear in LDCE for Assistant Commandant (GD) as per Recruitment Rules of respective Forces. Other eligibility conditions are given below:-

(a) Service.

The candidates should have completed four years of regular service as on 1st January of vacancy year in the rank of Sub-Inspector / Inspector including period of training and have clean record of service as prescribed by respective Forces.

(b) Upper Age and Educational Qualification

The upper age limit for appearing in LDCE will be 35 (thirty five) years as on 1st August of vacancy year and educational qualification will be Graduation from a recognized University as applicable to Assistant Commandant (Direct Entry).

(c) Relaxation of age

Relaxable by 05 years for SC/ST candidates.

(d) Physical standards:

As applicable to Assistant Commandant (Direct Entry). Candidates should satisfy the minimum physical standards as prescribed in respective RRs. They should also be in medical category SHAPE-I (One).



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01/7/14

(e) **Medical Standard:**

(i) Eye Sight:	Distant Vision		Near Vision	
	Better	Worse	Better	Worse
	(Correct Vision)		(Correct Vision)	
	6/6	6/12	J-1	J-II
	OR			
	6/9	6/9		

- (ii) The candidates must not have knock knees, flat foot, squint eyes and should possess high colour vision. The candidates will be tested for color vision by Ishihara's test as well as Edrich-Green Lantern test. They must be in good mental and bodily health and free from any physical defect, which may interfere with the efficient performance of the duties.
- (iii) Subject to (i) and (ii) above, the standards of Medical fitness for the candidates would be the same as prescribed by the Government for Assistant Commandant (Direct Entry).
- (iv) It should, however, be clearly understood that the Government of India reserves to itself, absolute discretion to reject or accept any candidate after considering the report of the Medical Board.

(f) **Number of Chances.**

A total of 03 (three) chances will be given for appearing the LDCE. The willing and eligible candidates will submit application in the Appendix-'A' enclosed. No TA/DA, journey expenses are allowed for attending the test. The period of the test will be treated as on leave for the candidates appearing in the test, which would be sanctioned by the leave sanctioning authority.

2. **PROCEDURE FOR EXAMINATION**

- 2.1 MHA will nominate one of the Forces as a Nodal Agency to conduct the LDCE every year.

2.2 Number of vacancies for Limited Department Competitive Examination shall be intimated by the respective Forces to the Nodal Agency by 1st December of each year. Complete applications in all respects will be collected and sent by respective Forces to the Nodal Agency by 31st December of each year. One co-ordinator from each of the Forces will be nominated by respective DsG for coordination with Nodal Agency. The LDCE will be conducted tentatively in the month of February each year as per the following stages.

Note: The Nodal Agency while inviting applications will indicate the marks assigned to the written tests and interview as stipulated in the SOP.

Stage-I

The applications will be sent by the candidates to their respective Directorate General. The applications so received will be serially entered in a register in the chronological order of the receipt. Preliminary screening of applications will be carried out by the concerned Force Directorate strictly as per the eligibility conditions. Applications will be supported by proof of the date of birth, educational qualifications, caste/ tribal certificate issued by the competent authorities of State/ UT Administration in the case of SC/ST candidates, service certificate of completing four years clean service after verification/ checking of service records, ACRs and DE/ Vigilance clearance certificate and SHAPE-I medical category. No marks will be allotted for documentation. The applications received after due date fixed for receiving or those found incomplete in any manner will be rejected duly recording the reasons for rejection in the register against the name of the applicant. No direct correspondence in this regard shall be made with the Nodal Agency. The Directorate of each Force shall further send the number of eligible received applications to the Nodal Agency for allotment of Roll numbers by 31st December of each year.

Stage- II

Written Examination, Physical Standard Test and Physical Efficiency Test will be conducted by the Nodal Agency.



01/7/14

3. **Written Examination**

3.1 The written examination will be conducted in February each year at the examination centers on the date fixed by the Nodal Agency. The same will be communicated by Nodal Agency/ concerned Forces to the candidates well in advance. Admission for the written examination will be purely on production of call letter alongwith admit card dispatched to the eligible candidates by the Nodal agency and Force identity card of the candidates. Since this examination is purely for Force personnel, all the candidates shall be in proper uniform.

3.2 For written examination, the Nodal Agency may design three papers in the following manner:-

(i) **Paper- I (Intelligence Test and General Knowledge)-**

(Time 2 Hours – 100 Marks & 100 Questions)

This will include General awareness, General Intelligence, reasoning, numerical ability, current events, matters of every day observation and experience. This paper would be objective type (Multiple choice questions in English or Hindi). The Nodal Agency will be responsible for getting the Paper- I set.

(ii) **Paper-II (Professional Skill)**

(Time 2 Hours – 100 Marks & 100 Questions)

This will be designed to test professional skills of the candidate in relation to operational and administrative requirements of the Force of which he is a member. This paper would also be objective type (Multiple choice questions in English or Hindi). The Nodal Agency will get it from the respective Forces.

(iii) **Paper-III (Essay, Precis Writing and Comprehension)**

(Time 2 Hours – 100 Marks)

The Nodal Agency will be responsible for getting the Paper-III set. The medium of writing for essay may be opted by the candidate as Hindi or

01/7/14

English. However, medium for writing précis and comprehension will be English.

3.3

COMPOSITION OF BOARD FOR WRITTEN EXAMINATIONS:

- (i) Presiding Officer : DIG
- (ii) Member-I : Commandant
- (iii) Member-II : Commandant
- iv) Member-III : Dy. Commandant
- v) Member-IV : Lady Officer (DC or AC)

Note- 1:- Qualifying marks will be 45% in each paper and 50% in aggregate. However, qualifying marks for SC/ST will be 40% in each paper and 45% in aggregate.

Note-2:- There would be more than one set of question paper and at the time of examination, a set of question paper will be randomly selected by the board. The set of question paper should be of 03 different series / variations so that possibility of any type of unfair means by the candidates within the examination hall is avoided.

Note- 3:- The result of papers- I and II will be announced within 48 hours. **The result of Paper- III will be announced after conducting PST & PET.**

4.

PHYSICAL STANDARD TEST & PHYSICAL EFFICIENCY TEST

4.1 The candidates who qualify in Papers- I and II (written examination) will only be called for Physical Standard Test and Physical Efficiency Test by the Nodal Agency at one Training Centre of any Forces by comprising a board of officers by the Nodal Agency. The Physical Standard Test will be conducted as per standards prescribed for direct recruitment of Assistant Commandant (GD) in CAPFs. Physical Efficiency Test shall comprise the following items. It will be qualifying in nature but failure even in one item of this test will amount disqualification:-

(a) **Male Candidates:-**

- i) 100 meters race to be completed in 16 seconds.



01/7/14

- ii) 800 meters race to be completed in 3.45 minutes.
- iii) Long Jump - 3.50 mtrs (Three chances are to be given)
- iv) Shot Put - 4.50 mtrs (Three chances are to be given)
(7.26 Kgs.)

(b) **Female Candidates:-**

- i) 100 meters race to be completed in 18 seconds.
- ii) 800 meters race to be completed in 4.45 minutes.
- iii) Long Jump - 3.00 mtrs (Three chances are to be given).

This test will be only qualifying and will not carry any marks.

4.2 **COMPOSITION OF BOARD FOR PST & PET:-**

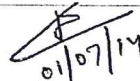
- i) Presiding Officer : Commandant
- ii) Member-I : Commandant
- iii) Member-II : Commandant
- iv) Member-III : Lady Officer of the rank of Dy. Commandant

Note : Senior most Commandant will be the Presiding Officer. Besides one DIG will be detailed as Appellate Authority at PST/PET venue to dispose of PST/PET appeal, if any, of candidates on the same day.

4.3 The nodal agency will call for brief and certified copies of ACRs/APARs of those candidates who successfully qualified written test, PST & PET. The Forces concerned will furnish the same within 15 days to the nodal agency.

Stage- III

The candidates who qualify in Stages- I and II will be called for interview and personality test.


01/07/14

5. **INTERVIEW AND PERSONALITY TEST.**

5.1 Interview will comprise the following tests:

S. No.	Tests. Items	Maximum Marks
1.	<u>Physical Make- up</u> (The General personality of the candidate, his posture smartness & personality)	10 Marks
2.	<u>General Intelligence aptitude, interest and Professional Skill</u> (Simple questions may be put up to the candidates in his own field as well as matters of interest to test his awareness and understanding. <u>For professional skill</u> – Questions may be put up to the candidates in various fields of the respective Force and related to their specific charter of duties.	30 Marks
3.	<u>Behavioral aspects and Psychological</u> (The main aim under this head would be to find out if the candidate has any behavioral short comings like signs of short temper, casual approach, nervousness when cornered, stammering, stuttering etc.)	30 Marks
4.	<u>Any conspicuous achievements (Gallantry / Life saving medals / DM & Fire medals) during service</u>	05 Marks
5.	<u>International / National sports / All India Police Games (achievements during service)</u>	05 Marks
6.	<u>Overall assessment</u>	20 Marks
	Total	100 Marks

Note: In the interview, there are no minimum qualifying marks but attendance is mandatory.

5.2 **COMPOSITION OF INTERVIEW BOARD**

- (i) Director General / ADG of the Nodal Agency - Chairman
- (ii) One Inspector General each of other Forces - Members
Nominated by respective DsG
- (iii) Director / DS/ US from MHA - Member
- (iv) Psychologist co-opted from a recognized Government Institution - Member
- (v) DIG of the Nodal Agency - Member Secretary



8/10/14

Note: MHA representative be given full participation and give assessment of the candidate out of total marks of 100 alongwith other board members.

6. MEDICAL EXAMINATION

6.1 A list will be drawn for those candidates who qualified in both the stages- II and III of the LDCE. Thereafter, they will undergo medical examination to be conducted by Forces concerned in their respective hospitals by detailing a medical examination board. There should also be a provision for Right to Appeal as per the existing guidelines.

7. Tie Principle

Whenever the two or more candidates have secured equal aggregate marks, the tie(s) is/are resolved in accordance with the principles as follows:

- 7.1 If the marks in aggregate are equal, the candidate getting more marks in Written Total may be ranked higher;
- 7.2 If the marks in Written Total are equal, the candidates getting more marks in Paper-I (Intelligence test and General Knowledge) and Paper-II (Professional Skill) may be ranked higher.
- 7.3 If the marks in Paper-I (Intelligence test and General Knowledge) and Paper-II (Professional Skill) are also equal, the candidate senior in age may be ranked higher.

8. MERIT LIST

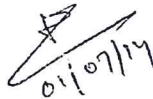
8.1 On completion of the above process in all respect (in stage wise), the Nodal Agency shall prepare the final merit list of the candidates separately for each Force category wise and result will be declared accordingly. A list of finally selected candidates (Force wise) would be sent to respective Directorate General by the Nodal Agency by 28th February each year for issue of offer of appointment.

Note: While notifying the final result, the marks obtained by the candidates who qualified for the interview may be indicated in order of merit.

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01/07/17

9. TRAINING

- 9.1 The selected candidates shall undergo training at the training center of respective Forces and they will remain on probation for a period of two years as per recruitment rules for the post of Assistant Commandant (GD).
10. All endeavours will be made in to ensure that the LDCE test is completed in all respects by 28th February of each year.
11. This order will be effective from 1st July 2014.


01/07/14

APPENDIX 'A'

APPLICATION FOR THE POST OF AC (GD) THROUGH LDCE

Recent Passport size
coloured
Photograph

1. Force No. Rank & Name of applicant :
2. Unit :
3. Date of birth :
4. Date of appointment :
5. Educational qualification :
6. Category (SC/ST) :
7. Details of punishments/rewards :
8. No. of chances of LDCE availed and details thereof :

Signature of applicant

NOC

Certified that the particulars given by the individual have been checked and found correct. This office has no objection for his appearing in LDCE. He is eligible/not eligible for LDCE.

Signature of Head of Office



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01/07/17