

No.7-26/2013-Home
अंडमान तथा निकोबार प्रशासन
Andaman & Nicobar Administration
सचिवालय/Secretariat

Port Blair, dated the

18th
January, 2013

To

The Director General of Police,
A & N Islands,
Port Blair.

Sub:- Approval of the draft Standing Order regarding the procedure for filling up of the post of Head Constable (Executive) in A&N Police.

Sir,

I am directed to refer your proposal contained in the file No. DGP/Estt/SO/PC to HC/2012 on the subject mentioned above and to convey the approval of Hon'ble Lt. Governor for ^{the} issuance of Standing Order for conducting recruitment examination for filling up of the post of Head Constable (Executive) in A&N Police. Copy of draft Standing Order is sent herewith.

Yours faithfully


Assistant Secretary (Home)

पुलिस महानिदेशक का कार्यालय
OFFICE OF THE DIRECTOR GENERAL OF POLICE
अण्डमान तथा निकोबार द्वीपसमूह
Andaman & Nicobar Islands

Port Blair पोर्ट ब्लेयर, dated दिनांक 31st January, 2013

STANDING ORDER NO: 637

PROCEDURE FOR FILLING UP OF THE POST OF HEAD CONSTABLE
(EXECUTIVE) IN A&N POLICE

This Standing Order is issued in terms of the section 12 of Police Act, 1861.

The Recruitment Rule for the post of Head Constable (Executive) of A&N Police has been notified vide A&N Administration Notification No.7-11/2002-Home dated 28th June, 2010.

As per Recruitment Rule the post of Head Constable (Executive) in A&N Police will be filled by 100% by promotion in the following manner: -

- i) **66 - 2/3% on Selection basis:** From amongst the Constables in the Pay Band PB-1 Rs.5200-20200 + GP Rs.2000/- with 5 years regular service in the grade subject to qualifying departmental Selection test.
- ii) **33 - 1/3% on non-Selection basis:** From amongst the Constables (on seniority-cum-fitness) in the Pay Band PB-1 Rs.5200-20200 + GP Rs.2000/- with 5 years regular service.

This Standing Order is issued for preparation of list - A i.e. 66 - 2/3% by conducting departmental Selection test and 33 - 1/3% by seniority-cum-fitness amongst the Police Constable (Executive) of Andaman and Nicobar Police.

The following provisions and conditions would be adhered to in this regard: -

Constitution of Selection Board: -

A Selection Board consisting of a DIGP as Chairman, an SP, a Dy. SP and one Gazetted Officer from an external government department as members shall be constituted by the Director General of Police for conducting the promotion test.

A. Procedure for promotion on selection basis

ELIGIBILITY CRITERIA

A confirmed Constable (Executive) (Male or Female) who wishes to appear in the departmental test for Promotion must fulfill the following conditions on the cut off date fixed by the Police Head Quarters: -

- a) Minimum Service- 05 years
- b) In the case of suspended Constables (Exe.) (Male & Female) and the Constable facing DE/PE/Criminal cases or whose names exist on the Secret list, the sealed cover system will be used and their results will be announced only after they have been re-instated from suspension and the decision on the departmental enquiries or criminal proceedings against them has been taken.
- c) Application forms received after the closing date are liable to be rejected except with the permission of the Dy. Inspector General of Police (HQ), A&N Islands under whose control the Establishment (PHQ) is functioning only, in cases where the delay has occurred on account of reasons beyond the control of the applicant. The Dy. SP of the concerned Districts / Units shall ensure wide publicity as and when applications for Promotion List - 'A' are invited, so that all those who may be on leave, deputation or otherwise not on active duty can come to know of and apply for the same.

It will be responsibility of all Dy. SP of Districts/Units to inform the eligible candidates regarding the commencement of Promotion List 'A' test as soon as willingness of the eligible Constables is invited by the PHQ.

EVALUATION SYSTEM

The examination for Promotion List 'A' shall consist of an outdoor test, indoor test (written) and assessment of service record in accordance with the details given below: -

Examination: -

The test will be for a total 200 marks evaluation as per the following categories:-

i.	Written Test	- 100 Marks
ii.	Outdoor Test in Drill & Instructional ability.	- 30 Marks
iii.	Outdoor Test in Musketry	- 20 Marks
iv.	Service Record	- 25 Marks
v.	Professional Courses	- 05 Marks
vi.	Physical fitness	- 20 Marks

	<p><u>Evidence Act</u></p> <p>Chapter-I [Interpretation clause, S. 3 & 4]; Chapter-II [S. 5 to 32, 34, 35, 37, 45, 46, 47, 47-A, 53 & 54]; Chapter-IV; Chapter-V [S. 61 to 65B, 74 to 78]; Chapter-VII [S. 101 to 105, 111A to 114]; Chapter-X [S. 135 to 137, 159].</p>	10	10
	<p><u>A&N Police Manual</u></p> <p>Chapter-2 [Appointment]; Chapter-6 [Leave Resignation & Transfer] Chapter-8 [Conduct and Discipline]; Chapter-9 [Punishment 7 appeal] Chapter-12 [Police Station and O.Ps]</p>	10	10
3.	<p><u>Police Practical Works</u></p> <p>1) Prevention of Crime: What steps are to be taken to prevent crime-Patrolling, Nakabandis, Preventive arrests, when arrest is to be made u/s 107/151 Cr.P.C. Surveillance over criminals [History Sheets.</p> <p>2) Detection of Crime: - How to detect crime & criminals; How to prepare and access modus Operandi, Search slips, WT Message to All SDPO/SHO in respect of missing persons/stolen vehicles etc.</p> <p>3) Duties in Police Station: - Duty Officer In-charge Malkhana/Records and their assistants; Reader to SHO, Mess Manager.</p> <p>4) Service of processes: - Service of Summons/Notices/Warrants/ Proclamations/ Attachment etc.</p> <p>5) Role & Duties of a Head Constable: - In Police Stations, Traffic & Security</p>	10	10
4.	<p><u>General Knowledge</u></p> <p>Current affairs relating to political, social environmental & legal issues only.</p>	10	10
	Total	100	100

2. OUTDOOR TEST IN DRILL AND LEADERSHIP - 30 MARKS

Turn Out - (05 Marks)

Candidate has to perform following drills on command.

Thire Chal se tej chal - (05 Marks)

Tej chal se thire chal - (05 Marks)

Dahine, bayen aur pitche mudna - (05 Marks)

Tej chal mein dahine aur bayen ka salute- (05 Marks)

Candidate has to give the following command:

Swasthan aur visarjan karana - (05 Marks)

3. OUTDOOR TEST IN MUSKETRY - 20 MARKS

Inspection, ready, aim & Fire - (04 Marks)

Magazine ka barna va kali karna - (04 Marks)

Rifle ka Barna va Kali Karna - (04 Marks)

Hathiyar ko Kolna aur jodna - (04 Marks)

Identification of name of parts of weapon- (04 Marks)

4. SERVICE RECORDS - 25 MARKS

Marks for service records will be computed as per following break up:-

i) Maximum 25 marks to be awarded.

ii) There shall be no negative marking.

a) Length of Service : - (Maximum marks - 10)

i) 1 mark for each year completed in addition to qualifying service.

ii) No marks for less than one year completed service.

b) Evaluation of Service Record : -

i) Five (05) marks will be allotted to the candidate whose service record is free from any punishment

ii) Two (2) and One (1) mark shall be deducted for each major and minor punishment respectively in the entire service. Major and Minor punishment are defined in the A&N Police Manual, 1963.

iii) There shall be no negative marking.

c) Commendatory entries:

Maximum 5 marks shall be allotted for commendatory entries as under:

i) Gallantry Award - 03 Marks

ii) Police medal for Meritorious Service- 02 Marks

d) ACRs:

Maximum 5 marks shall be allotted for Annual Remarks for the last 5 years as under: -

i) For Out Standing - 01 Mark

ii) For Very Good - 0.5 Marks

5. **PROFESSIONAL COURSE**

- 05 MARKS

Maximum 5 marks shall be allotted for the following professional courses

Name of Course	Duration	Marks
Drill Instructor	9 months	5
Un-Armed Combat	2.5 months	5
Police Commando Course NSG, Manesar	83 days	5
Police Commando Instructor Course, NSG, Manesar	83 days	5
Proficiency Course in Finger Prints	6 months	3
Weapon & Tactics (Manesar)	2 ½ months	3
VIP Security (Manesar) T.O.T.	2 ½ months	5
Karate Course	6 months	5
PT Course	3 months	3
Judo Course	3 months	5
BDS	40 days	3
Anti Terrorist Course	57 days	3
Dog handler Course	6 months	3
Any professional Course of duration	1 to 3 months	1
Any professional Course of duration more than	3 months	2
Any professional Course of duration	6 months	3

6. **OUTDOOR TEST**

- 20 Marks

Marks for Physical Fitness will be computed as per following break up.

Category	(b) High Jump	Marks	(c) Long Jump	Marks	(d) Race	Marks	Total aggregate Marks	
For Male	4 feet	4	12 feet	4	1 mile (in less than 7 minutes)	6	14	
	4 ½ feet	6	14 feet	6	1 mile (in less than 6 minutes)	8	20	
For Female	3 feet	4	8 feet	4	½ mile (in less than 5 minutes)	6	14	
	3 ½ feet	6	10 feet	6	½ mile (in less than 4 minutes)	8	20	
Above 40 years of age	Male	3 ½ feet	4	10 feet	4	1 mile (in less than 8 minutes)	6	14
		4 feet	6	12 feet	6	1 mile (in less than 7 minutes)	8	20
	Female	2 ½ feet	4	6 feet	4	½ mile (in less than 6 minutes)	6	14
		3 feet	6	8 feet	6	½ mile (in less than 5 minutes)	8	20

Based on marks obtained in examination the merit list will be prepared and successful candidate will be considered for the promotion to Head Constable based on following criteria.

- i) The eligibility of Constables would be assessed on the basis of their records of service with particular reference to their Annual Confidential Role (ACRs) for the last 5 years. In case any of ACRs for this period is not available, an equal number of ACRs preceding this period will be taken into consideration.
- ii) There should be not any 'Below Average' ACR, out of ACRs under consideration.
- iii) There should not be any Departmental Enquiry or Vigilance enquiry pending against them. (Sealed cover procedure will be followed in the case of any pending departmental or vigilance enquiry).
- iv) There should not be any criminal case registered and pending against them (Sealed cover procedure will be followed in the case of any pending departmental or vigilance enquiry).

A Constable who is detected copying from another book, notes or is found in possession of such books or notes or chits or is noticed facilitating another candidate in copying or using any other unfair means, including impersonation, during the examination shall be disqualified forthwith by the Dy.SP/Invigilation In-charge of the examination, from taking any further examination. The examiner detecting such unfair practice shall immediately inform the Chairman of the Selection Board, besides taking charge of the notes, books or chits or any other relevant material in possession and also obtaining the signatures of other officers present at that time on the recovered material, for suitable departmental action for the misconduct, by the Superintendent of Police of the Unit to which the defaulter belongs. Punishments in such cases will be exemplary and deterrent if the misconduct is proved.

RESERVATION OF ST CANDIDATES IN PROMOTION LIST 'A' TEST

As the Promotion List 'A' test is the nature of limited departmental competitive examination and therefore, ST candidates appointed by promotion on their own merit and not owing to reservation or relaxation of qualification will not be adjusted against the reserved points of the reservation roster. They will be adjusted against unreserved points as stipulated vide O.M. No.36028/17/2001-Estt.(Res.) dated 11.7.2002, Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Deptt. of Personnel and Training, New Delhi. In other words, the ST candidates who make grade and secured more or equal marks at par with last General Candidate in Promotion List 'A' Test shall be adjusted against unreserved points. They will also retain their status of ST and will be eligible to get benefit of reservation in future or further promotions, if any.

B. Procedure for promotion on Non-Selection Basis.

33 - 1/3% will be filled on non-Selection basis from amongst the Constables (on seniority-cum-fitness basis) on following criteria:

- i) The Constables shall become eligible after 5 years of regular service
- ii) The eligibility of Constables would be assessed on the basis of their records of service with particular reference to their Annual Confidential Role (ACRs) for last 5 years. In case, any of ACRs for this period is not available, equal number of ACRs preceding this period will be taken into consideration.
- iii) There should be not any 'Below Average' ACR, out of the ACRs under consideration.
- iv) There should not be any Departmental Enquiry or Vigilance enquiry pending against them (Sealed cover procedure will be followed in the case of any pending departmental or vigilance enquiry).
- v) There should not be any criminal case registered and pending against them (Sealed cover procedure will be followed in the case of any pending departmental or vigilance enquiry).

SEALED COVER PROCEDURE:

The following cases will be brought to the notice of Selection Board:

- i) Candidate under suspension
- ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending;
- iii) In respect of whom prosecution for a criminal charge is pending.

The Selection Board will assess their suitability without regard to the disciplinary aspect. The Selection Board findings and grading will be kept in a sealed cover and the fact recorded in the Selection Board proceedings. Same procedure will be followed by subsequent Selection Boards till the disciplinary/criminal case is concluded.

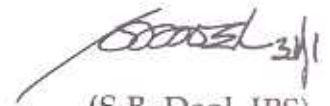
On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated, the due date of his promotion will be determined and he will be promoted notionally with reference to the date of promotion of his junior, if necessary by reverting the juniormost officiating person. The Appointing Authority will decide whether and to what extent arrears of salary are to be paid; where arrears are denied reasons to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

LOWER SCHOOL COURSE (MALE AND FEMALE CONSTABLE (EXE.))

The Constables who qualify in List 'A' and promoted to the rank of Head Constable will have to undergo two months training at a Police Training School/College at any place with approval of the competent authority. Those candidates, who fail in one subject shall be allowed to take up the test in that very subject in the next course. However, those who fail in more than one subject shall be required to re-appear in all the subjects after undergoing the full term of training in the next course.

For matters not specified in this Standing Order, the decision of the Director General of Police, A & N Islands shall be final.

This supersedes all previous Standing Orders issued in this regard.



(S.B. Deol, IPS)

Director General of Police
A & N Islands

Copy to:-

1. IGP
2. DIGP(L&O)
3. DIGP (HQ)
4. All SPs
5. All DySPs
6. PRO
7. CFO
8. I/C Estt. PHQ
9. Standing Order File
10. Notice Board PHQ, DHQ, Police Line