

# NATIONAL POLICE MISSION

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## Hand Book on Transparent Recruitment Process for Recruitment of Constabulary in Civil Police

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**Bureau of Police Research & Development**  
Block IV – CGO Complex (Ground Floor)  
Lodhi Road, New Delhi - 110 003

**National Police Mission - Hand Book on Transparent Recruitment  
Process for Recruitment of Constabulary in Civil Police**

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## FOREWORD

Micro Mission:01 of National Police Mission undertook a project on developing a Transport Recruitment Process to ensure a fair, impartial, objective, merit-based and transparent recruitment exercise to ensure induction of best individuals suited for the police jobs. The effort also aimed at developing a simple yet well-laid out procedures for the same.

As a result of the efforts of the Micro Mission, a handbook on Transparent Recruitment Process was brought out and it was released by the Union Home Minister on 1.1.2015.

In view of the requests received from various States/UTs, the Bureau is publishing a reprint of the same.

I will like to place on record my appreciation for the officers who were part of Micro Mission:01 and the staff of National Police Mission Division who contributed to the publication of the present handbook.

(Navneet Rajan Wasan)  
Director General



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# **CHAPTER - 1**

## **RECRUITMENT BOARD**

A Board headed by a Senior Police Officer is recommended for conducting recruitment in Police Organisations. In some states, and in all Central Armed Paramilitary Forces (CAPFs), Boards are formed as and when recruitment is to take place; whereas some states like U.P, Bihar, West Bengal, Tamil Nadu, Andhra Pradesh, Punjab, Odisha, Assam, Pudduchery and Dadar & Nagar Haweli have permanent Recruitment Boards.

### **Need for a Permanent Recruitment Board**

In view of ever-increasing demand for the personnel both for Civil Police and Central Armed Police Forces and the ever rising volume of recruitment the necessity of having a permanent recruitment Board cannot be undermined.

In the states/CAPF where there are no permanent Recruitment Boards, temporary Boards are formed at district and unit level under the chairmanship of district Superintendent of Police (SP)/ Commandant of the unit. This keeps them occupied in recruitment process for a long time, leaving little time for them to attend to their regular duties.

In CAPFs, Commandants of Battalions are detailed for recruitment duties. They are nominated either as Chairman or a member of a Board. This requires them to stay away from their units for a period of no less than one to two months. This not only hampers the day to day work of the unit but also has adverse effect on discipline in the force. Therefore, a Central Selection Board at State/Force Hqrs. level would be more appropriate instead of having multiple regional or Districts/Unit Boards. This will save human resource, time and energy. Hence it is suggested that every State/CAPFs should have a permanent Recruitment Board to handle the process professionally.

The Board, apart from conducting recruitment, may also engage in evolving new methods and techniques for streamlining the process and its further improvement.

### **Functions of Recruitment Board**

The Board should be committed to being the forerunner and trendsetter in recruitment processes through impartial and objective methodology, adopting transparent procedure, innovative technological applications and continuous evolution and growth. The Board should also be committed to providing services which are appropriate to the needs of the Police Force based on their recruitment to meet the future challenges. Therefore, the Recruitment Board should envisage a recruitment process having the following features:

1. Maximum transparency
2. Least subjectivity.
3. Robust grievance redressal system.
4. Ability to withstand judicial scrutiny.

The Board's strategy to implement Transparent Recruitment Process will involve –

1. Innovative use of technology.
2. Timely dissemination of information.

The use of technology in the process of recruitment may be so planned by the Board that it finally leads to absolute transparency and generation of faith in the system.

### **Composition of Recruitment Board**

The Composition of the Central Recruitment Board may be as under:

- a) An officer not below the rank of Additional Director General of Police as Chairman.
- b) One Inspector General of Police / Deputy Inspector General of Police as member.



- c) A representative of SC/ST/OBC/Minority – An officer of the rank of Deputy Inspector General/Superintendent of Police.
- d) Superintendent of Police/Comman Level officer to act as member secretary.
- e) Additional Superintendent of Police/Deputy Commandant Level officer as member.

The composition of the Board should reflect adequate gender representation and therefore atleast one of the above officers should be a lady.

All the members of the Board must be of proven integrity and competence.

The Board should be adequately staffed with subordinate officers and ministerial staff as backup for recruitment work.

Some states have set up a permanent recruitment Board on the lines as envisaged in the Transparent Recruitment Process (TRP) Project but still depend on the district resources to conduct their recruitments. Over a period of time, the Board should attempt to consolidate itself in such a way that barring those recruitments which require a large amount of manpower, it would be self sufficient in human resources so that the field officers are left free

to handle law and order and other regular duties. Posts could be created accordingly as per the requirement of each State/organization.

### **Term of Board Members**

The Chairman and Members should be on deputation to the Board from their parent organization for a fixed tenure of minimum two years and the maximum three years.

### **Funding**

The respective Governments/Police Hqrs should ensure that adequate funds are provided to the Board for the effective and smooth functioning. In order to ensure efficiency in functioning, the Board may be permitted to enter into an MoU with an outsourced agency for the purpose of ensuring quality as well as confidentiality in matters of recruitment which involve printing of question papers and scanning of answer sheets. The Board, however, shall be responsible to ensure that the selection of the Agency is done on the basis of a systematic and objective assessment of competence.

### **Authority to constitute the Board**

The respective Governments, in consultation with the DGPs of the

State/Organization, will constitute the Board and will appoint the members and Chairman by an order in this regard.

### **Statutory Body**

It is preferable that the Board be constituted as a statutory body on the lines of UPSC with an Act to ensure its independent, impartial and objective functioning.

## **Chapter - 2**

# **IDENTIFICATION OF VACANCIES & NOTIFICATION**

Identification of vacancies is the first step in the Recruitment Process. Therefore, determination of vacancies should be done very carefully, leaving little scope for addition, subtraction or any other modification at later stage. This will reduce the chances of legal complications and will leave no room for misgivings in the minds of candidates and public as well.

Recruitment Board in consultation with the respective Director Genreal of Police should by the end of the month of November every year, ascertain the number of vacancies that exist and are likely to accrue in the next year. Vacancies should be identified category-wise like General/SC/ST/OBC/Women and other eligibility criteria. Eligibility criteria once fixed should not be tempered with during the recruitment cycle so as to avoid any legal complications at a later stage. The selection process to fill the vacancies should be completed within six months of the advertisement.

### **Determination of Vacancies**

Vacancies for recruitment should be determined on the basis of

Districts/Unit wise existing vacancies, anticipated vacancies and new sanctions. The anticipated vacancies should be limited to number of personnel retiring during the calendar year in which advertisement is issued.

While determining vacancy position for recruitment, Government instructions for representation of SC/ST/OBC/ Ex-servicemen and other groups should be followed strictly. (All possible efforts should be made to bring their representation up to prescribed percentage.)

Vacancies reserved for SC/ST/OBC should be determined according to post-based reservation roster. Whenever there is any increase or decrease in the cadre strength, the roster should be correspondingly adjusted. Same should apply whenever there is a change in recruitment rules which affects the proportion of posts filled by recruitment.

### **Notification of vacancies**

It should be the responsibility of all Districts/Units to convey the category wise vacancy position to the State Hqrs/Force Hqrs. State Hqrs/Force Hqrs should in turn prepare consolidated vacancy position and communicate the same to the Recruitment Board. The Board on receipt of the vacancy position should widely publicise the same through print and electronic media. The last

date for receipt of the application forms should be the same throughout the State/UT.

Such vacancies should be widely publicised in media - both press and electronic including Employment News, internet, website of State police forces, Resident Commissioner of States and DGsP of all States and UTs where there is no restriction on state domicile of the applicants.

Applicants should be given at least 30 days time for submitting the application forms from the date of advertisement. The advertisement among others may include the following:-

- a) A candidate can apply for recruitment to one police district/unit only. This option cannot be changed.
- b) Application form should preferably be in the OMR/OCR/e-application format as prescribed by the Recruitment Board.
- c) Three self-attested passport size color photographs of the candidate to be submitted with the application form.
- d) Application form may be purchased on payment of the prescribed fee from the notified place as advertised.
- e) Duly filled application forms shall be submitted in notified places of the concerned district as indicated in the advertisement.
- f) Applicants should have option of making payment of fee either

by Indian Postal Order or Demand Draft. In case of online applications, there should be options of fee payment through Credit/Debit card or Net Banking.

- g) Candidature can be cancelled if the candidate is not found eligible according to the eligibility criteria prescribed in the terms and conditions.
- h) The amount of application fees payable by the candidates will be decided by the Recruitment Board of concerning state/organisation.

No application should be considered unless it is accompanied by proof of payment of application fee as prescribed.

The advertisement should mention the mode of application for the candidates for recruitment (various ways in which a candidate can apply for recruitment). Preferred mode of application should be online application in OMR/ICR formats. However option of off-line application should be kept open for those candidates who do not have access to internet.

The advertisement should clearly state the eligibility criteria, the pattern of written and physical efficiency tests and total number of vacancies in each category. The respective Boards may provide help lines to guide the candidates for filling up the forms.

## **Drafting of Advertisement / Notification**

Drafting of advertisement is a very important feature of publishing notification. Therefore it should be done with utmost care. Following steps should invariably be taken while drafting the advertisement.

3. All paragraphs must be numbered - preferably in decimal dotted notation (1,1.1, 1.1.1 etc. )
4. The advertisement must contain the following information, in this order:

### **G. Number of vacancies**

### **H. Reservations**

- Vertical
- Horizontal

### **I. Eligibility Conditions**

- Age, with details of relaxations, if any
- Education
- Physical Standards
- Preferential qualifications



**J. Process of Recruitment : All stages in details**

- Preliminary Exam
- Physical Standards Test
- Main Written Exam
- Document Verification
- Medical Exam, etc.

**K. Application Process**

- Application Fee
- Timelines
- Availability of Forms - OMR/Online/Offline

**L. Appendices**

- Formats for Various Certificates, practice OMR form etc.
- Lists of application counters (Post Officers/Bank Branches).

After notification is issued, the Board may, according to the local need and volume of recruitment, outsource the conduct of various events of recruitment and documentation in the process of recruitment. For this purpose the Board should identify a reputed agency and enter into an agreement with it through MOU. The functions to be carried out by the outsourcing agency are shown in Annexure 'A', which is based on the UP model. This can be tailored to suit local needs.

## Chapter - 3

# APPLICATION FORM

The application form that contains all the required information about the candidate and which becomes the source of database is the most important document in the process of recruitment. The application form should therefore be self-contained and designed in such a way that it seeks all the requisite information.

### **Standard Application Form**

The format of application form should be prepared by the Recruitment Board. The application form should be computer compatible and should have the following features:

- Application form should be accompanied with an acknowledgment slip.
- It should be designed in OMR/ICR bi-lingual format.
- It should provide space for taking both left and right thumb impressions of candidates.
- It should have provision for affixing passport size photograph.
- It should be accompanied with instruction booklet for

comprehensive guidance to the candidates for filling up the OMR/ICR application form.

- It should have a proper check-list.
- It should have clear instruction on documents required with application form.

### **Sale of Application Form**

Sale of application form should be done through district SP offices or at other designated centers. The Recruitment Board can sell the applications through post offices/banks also from where the candidate can buy the application form, fill it up, submit the application in the same post office and receive an acknowledgment thereof. Proper record of sale of the forms should be kept.

The proceeds received from the sale of application forms can be utilized for meeting the expenses for recruitment. The fee of the application form can be decided by the Board.

### **Submission of filled Application Forms**

The last date of submission of application form should be mentioned in the advertisement and no extension should be allowed in normal circumstances. Application Form may be submitted at scheduled places personally or sent by Registered Post/Speed Post.

Online filing of applications should be allowed. The candidates should be given the choice of submitting such applications on the website of the board. Provision for online remittance of application fee through Credit-Debit card or Net banking should be made.

The applications so received should be sent to the member secretary of the Recruitment Board by the concerned officer. The Board office would then issue an acknowledgement slip. Application received online should be downloaded directly at data center and an acknowledgment be sent online.

### **Digitization of Application Forms**

Digitization of application form is critical for preparation of database. Processing of application form will not be possible without digitization of the forms. Thus the application form received in the Board's office from various designated collection centers should be handed over to the in-charge of computer section on daily basis for feeding in.

A proper record of application forms received in Board's office should be kept and such forms should be handed over to the in-charge computer section under proper receipt. In case of representation from candidates regarding problem in filing online application, the designated officer on behalf of the Board can issue directions for manual filling of application forms on such

representations and the same can be duly received by the computer section.

The OMR/ICR Application Form received by the Board will directly be fed into the system for data extraction and the data so imported will contain all the information of the Candidates such as:

1. Name
2. Father's Name
3. Full Residential Address
4. Date of Birth
5. Educational Qualification
6. Category
7. Domicile
8. Any other information

The application form, after feeding the data in the computer, be kept in safe custody at least for 2 years after the selection process is over. These can be used as reference for any dispute legal or otherwise.

## **Online Application Form**

In order to mitigate the inconvenience caused to the applicant in coming to District and State Hqrs or to the designated centres for collecting the form, the candidate may also be given a choice to apply on line. In this process an applicant would be able to fill up the application form on line on the website of the concerning Police Recruitment Board and submit it. The work of collection of application forms "On line or Off line", building of data base of applicants and scrutiny of application form can be outsourced to a reputed Agency.

The agency should be assigned the following tasks.

1. To create a dedicated website for receiving online applications.
2. To create a website keeping in view the recruitment, reservation and other relevant rules of the respective Government.
3. To provide necessary security measures/certifications.
4. To provide gateway for payment including payment through designated banks as specified by the Board.
5. To equip the website for generating email and SMS response to the applicants at the required stages of the process as instructed by the Board.
6. To submit regular MIS reports to the Board.

## Advantages of Online Application Form

The advantages of applying Online are illustrated here from an example cited from the UP Police Recruitment Board:

S.No.	Parameter	OMR	Remarks	Online	Remarks
1.	Availability : Places	Designated Post Offices	169 POs in 75districts	Internet	>25000 internet cafés in UP
2.	Availability: Duration	Working Hours	10 AM to 5 PM	24 Hours	Deadline up to 11:59 Hrs.
3.	Acknowledgement	Only from PO	No ack. from Board	Immediate	SMS and Email sent
4.	Form Current Status	Not known until Admit Cards received	Uncertainty for candidate	Displayed on website	Candidate friendly
5.	Communication to candidates	Through Advertisements	Impersonal	Website, SMS and Email	Personalised
6.	Errors in Filling Forms	Rectification difficult	Many forms Rejected, Database errors	Verification at each stage	No rejections due to errors
	Common errors	1 DOB 2 Education  3 Photo pasted over barcode	Error in blackening bullets may lead to rejection  Impossible to scan	These error are avoided altogether  Error avoided altogether	No such errors.  No such error
7.	Administration of Process	1 Printing of lakhs of Forms 2 Transportation to/ from POs 3 Form shortage 4 Scanning 5 Error Correction 6 Database generation	Huge logistics involved; Clean database extremely difficult	Whole process done automatically; No shortage of forms	Easy to administer
8.	Cost	Very expensive	Money and Time	Very Economical	ZERO cost
9.	Environment	Tons of paper used	Unfriendly	Minimal Paper used	Friendly









## **Chapter - 4**

# **SCRUTINY AND SEGREGATION OF ELIGIBLE/INELIGIBLE CANDIDATES**

For any recruitment, large number of candidates apply. More the vacancies, the larger will be the number of applicants. Among the applicants some are less-serious candidates who, though not fulfilling the criteria of eligibility yet apply. Some candidates knowing fully well that they are not eligible for the post take a chance, while others apply under certain misconceptions. The volume of applications, thus increases beyond expectations. The segregation of eligible candidates for recruitment therefore becomes very essential. This can be done only through careful scrutiny of application forms. A team of officers therefore should be deputed for scrutinizing and verifying the documents submitted by the candidates with reference to the eligibility criteria.

Segregation of applications of eligible or ineligible candidates should preferably be done electronically. The computer section in the office of Recruitment Board should be entrusted with the task of scrutinizing the application forms and prepare lists, based on eligibility criteria of applicants to be called for written test, Physical Efficiency and Measurement Tests.


Sufficient time, depending upon the number of applications should be given to computer section for this job. Computer section should not wait for the last date of receipt of application forms but from the very first day of receipt of application form should start the work of data processing on day to day basis and prepare lists of eligible as well as ineligible candidates for taking further action.

Snapshot of On-line Application Form

**उत्तर प्रदेश पुलिस भर्ती एवं प्रोन्नति बोर्ड, लखनऊ**  
 UP Police Recruitment and Promotion Board, Lucknow  
 ओ.एम.आर. आवेदन-पत्र

22100044

ENTER OMR NUMBER



फोटो

APPROVE

RETRY

**PERSONAL INFORMATION**

NAME:

FATHER NAME:

DATE OF BIRTH: MM DD YY

HOME DIST:

DOMICIL:

PRINTING OPTION:

APPLICANT OR SPONSOR NOW

**EDUCATION QUALIFICATION**

IS GRADUATION COMPLETE BEFORE 25-06-2011:

REG ARMY (RYS MIN):

COMPUTER:

LAW:

EX-SERVICEMAN:

EX-SERVICEMAN DO:

REG ARMY (RYS MIN):

COMPUTER:

LAW:

**ADDITIONAL INFO**

HCC (B/CERT):

**Selected Candidate**

Sl No	BARCODE	PSI_C_NAME	PSI_I_NAME	PSI_J_NAME	PSI_K_NAME	PSI_L_NAME	PSI_M	PSI_N	PSI_O	PSI_P	PSI_Q	PSI_R	PSI_S	PSI_T	PSI_U	PSI_V	PSI_W	PSI_X	PSI_Y	PSI_Z	PSI_CATEGORY	PSI_DOMICIL	PSI	
1																								

**Absent Candidate**

Sl No	BARCODE	PSI_C_NAME	PSI_I_NAME	PSI_J_NAME	PSI_K_NAME	PSI_L_NAME	PSI_M	PSI_N	PSI_O	PSI_P	PSI_Q	PSI_R	PSI_S	PSI_T	PSI_U	PSI_V	PSI_W	PSI_X	PSI_Y	PSI_Z	PSI_CATEGORY	PSI_DOMICIL	PSI	
2																								

PSI LOCATION:

DATE: 30-01-2012

ABSENT CANDIDATE:

SELECTED:

REJECTED:

## Document Verificaiton Sample Format

### दस्तावेज सत्यापन

पुलिस आरक्षी एवं आरक्षी प्रादेशिक गार्ड कान्सटेबुलरी पद पर सीधी भर्ती हेतु संयुक्त परीक्षा-2011

मेमो संख्या ..... ओ.एम.आर. आवेदन पत्र संख्या .....

अभ्यर्थी का नाम ..... अभ्यर्थी के पिता का नाम .....

शारीरिक मानक परीक्षा केन्द्र ..... शारीरिक मानक परीक्षा की तिथि .....

क्र. सं.	विवरण	ओ.एम.आर. आवेदन पत्र की प्रविष्टियां	अभिलेखों की सन्निरीक्षा के उपरान्त संशोधन/अंकन
1	अभ्यर्थी का नाम		
2	पिता का नाम		
3	जन्मतिथि		
4	शैक्षिक योग्यता		
5	कौन से प्रमाण पत्र प्रस्तुत नहीं किये गये		
6	उत्तर प्रदेश का मूल निवासी		
7	गृह जनपद		
8	श्रेणी		
9	लिंग		
10	भूतपूर्व सैनिक/होमगार्ड		
11	स्वतंत्रता सांग्राम सेनानी के आश्रित		
12	अधिमानी अर्हताएं— (1) राष्ट्रीय कैडेट कोर 'बी' प्रमाण पत्र (2) प्रादेशिक सेना (3) केन्द्र या राज्य सरकार द्वारा मान्यता प्राप्त किसी संस्थान से कम्प्यूटर एप्लीकेशन का प्रमाण पत्र		
13	अभ्यर्थी का हस्ताक्षर		

प्रमाणित किया जाता है कि उक्त प्रविष्टियों का संशोधन/अंकन अभ्यर्थी द्वारा प्रस्तुत मूल प्रमाण पत्रों पर आधारित है।

प्रथम सदस्य हस्ताक्षर मद, दिनांक, नाम, पदनाम, नियुक्ति स्थान मुहर सहित	द्वितीय सदस्य हस्ताक्षर मद, दिनांक, नाम, पदनाम, नियुक्ति स्थान मुहर सहित	तृतीय सदस्य हस्ताक्षर मद, दिनांक, नाम, पदनाम, नियुक्ति स्थान मुहर सहित
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## **Chapter - 5**

### **ADMIT CARD**

An Admit Card is a document which permits the candidate to take written examination as well as participate in Physical Efficiency & Measurement Test, without which no candidate can be allowed to the Examination Hall and venue of PET etc. To make it tamper proof, Admit card should have security features like Bar Code, Water Mark and Micro Printing, so that it cannot be copied and misused.

The photograph of the candidate annexed with the Application Form should be scanned and printed on Admit Cards generated for written exam and Physical Efficiency & Measurement Tests to ensure the genuineness of the candidate.

The Recruitment Board needs to develop a software for generating Admit Cards for the eligible applicants which will contain information like Roll Number, Candidate's Name, Date of Birth, Venue Date, Time and Address.

The scanned photographs should also be provided on the Admission Card issued for written test, attendance sheet and letter for offer of appointment to maintain genuineness of the candidate.




Once these Admit Cards are generated, they should be sent to

each candidate by post and the information of these cards should be uploaded on the website of respective State Police/Organisations. The Candidate should have the option of downloading the Admit Card from the website. Further he/she should also be able to check the status of the application which he/she had submitted.

Reasons for rejection of a form should as far as possible be displayed on the website.



## Sample Admit Card

		<b>केन्द्रीय चयन पर्षद, बिहार, पटना</b>			
बिहार पुलिस बल में सिपाही पद की वर्तमान रिक्तियों (2012) पर नियुक्ति हेतु शारीरिक परीक्षा का प्रवेश-पत्र		Name: <b>ROSHAN KUMAR JHA</b>		Father's/Husband's Name: <b>PRABHAKAR JHA</b>	
Roll No.: <b>2750370092</b>		ROSHAN KUMAR JHA 2750370092 <b>ROSHAN KUMAR JHA</b> <b>SID- PRABHAKAR JHA</b> <b>CLOTH SHOP, SAKITA BASTI-</b> <b>RAJARAMAN ROAD, SONATELI,</b> <b>KATIAR</b>		Test Date: <b>21/04/2013</b>	
Application No.: <b>54358762</b>				Reporting Time: <b>9:30AM</b>	
Shift: <b>21D</b>		PET Venue: <b>पाटलिपुत्र स्पोर्ट्स कॉम्प्लेक्स, कंकड़बाग, पटना-800020</b>		Secretary, C.S.B.C. <i>Secretary</i>	
				Important Instructions Overleaf	

## **Chapter - 6**

# **WRITTEN EXAMINATION**

Written examination is the principal event in the process of recruitment in any department of the Government and it is so in the Police Department as well.

The selection of a candidate largely depends upon his or her performance in the written examination. Therefore, the written examination, needs utmost care and vigilance and that it should be very meticulously organised. It should be conducted on the same day and at the same time in all the pre-determined venues. The Recruitment Board should very clearly fix the date, time and venues for holding the written test.

All eligible candidates should be called to appear at the written examination. The Candidates not appearing for written test shall be disqualified. The Roll Numbers should be generated through a software and computer programme.

### **Attendance Sheet**

The Photograph and signature of the Candidates on the Application Form should be scanned and printed on the Attendance Sheets. Such

Attendance Sheets can be used in Examination Hall which again can be designed as ICR Sheets for the purpose of accuracy in scanning by Computer. **The Candidates should be required to put their signature in the pre-printed boxes of the Attendance Sheets.** On the other hand Candidates can be asked to copy the printed sentence in their own handwriting in the given space in OMR Sheet. The handwriting and signature of the Candidates on the OMR Sheet can also be digitized and merged with the profile and database of the Candidate with a view to use subsequently during the PET, if needed.

### **Structure of Question Papers**

The aim of the written examination should generally be to test general knowledge, numerical and mental ability, aptitude and IQ of the candidate and therefore the question paper should be set accordingly.

### **The Standard of Question Papers**

The standard of the questions shall be such that a student who has passed High School Certificate Examination shall be able to answer. Different sets of question papers may be prepared, each having the same questions which shall be differently serial numbered. The questions should be objective type and the OMR answer sheet must be used for filling answers for written examination.

## **Setting of Question Papers**

The task of setting up of question paper may be entrusted to any independent and reputed agency. The same independent agency which sets the paper shall be responsible for evaluating the answer sheets. Three sets of question paper may be got prepared by three different senior Police Officers and the Board or the private agency will prepare new question paper selecting the questions from these three question papers. The entire proceedings of the Written Test should also be video graphed. Invigilators for written examination should be given not more than 25-30 candidates for very close supervision of the written examination.

## **Handling of Question Booklets etc – Precautions to be taken**

Setting of written examination papers, printing, packing and delivery at the examination centers should be entrusted to a senior officer of proven integrity or it should be outsourced to an agency which will ensure 100% confidentiality of the process.

## **OMR Response Sheet**

The OMR response sheet provided by the Board should be pure carbonless, in triplicate to ensure utmost transparency and to prevent any foul play. It should consist of-

1. Original response sheet consisting of two parts. One part will

contain the roll number and other details of the candidate while the other part will bear the responses. Both will have a common barcode which will be the unifying factor and ensure that the scanning agency, while scanning is unaware of the candidate's details. Both parts will be sealed at the examination center separately and sent for scanning.

2. This separate scanning ensures that the identity of the candidates is not disclosed at any stage
3. Carbonless copy of the response sheet for the Board known as Board copy will be sealed separately and sent directly to the Board via postal department or special messenger.
4. Carbonless copy of the response sheet for the candidate known as the candidate's copy will be given to the candidates

### **SPECIMEN OF OMR ANSWER SHEETS FOR WRITTEN EXAM**

The OMR response sheet should be in triplicate for utmost transparency:

1. Original Response Sheet- used for scanning at the spot.
2. Carbonless copy of the response sheet for the Board known as Board Copy- sealed at the examination hall and sent by post

## Answer Sheet

### PART - A



10001

#### 1. अनुक्रमंक/ROLL NUMBER

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1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9
0	0	0	0	0	0

#### 2. प्रश्नपुस्तिका सं०/Question Booklet No.

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1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
0	0	0	0	0

#### 3. अभ्यर्थी के बायें हाथ के अंगूठे का निशान Left Thumb Impression of Candidate

#### 4. अभ्यर्थी का नाम व हस्ताक्षर/Candidate Name and Signature

#### 5. परीक्षक का नाम व हस्ताक्षर/Invigilator Name and Signature

### PART - B

#### 6. प्रश्नपुस्तिका श्रृंखला Question Booklet Series

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A B C D

If a candidate tampers with the Barcode, He/She will be declared disqualified  
यदि अभ्यर्थी इस बारकोड को किसी प्रकार विकृत करता है तो उसे अयोग्य घोषित कर दिया जाएगा।

### उत्तर/ANSWERS

A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D				
1	A	B	C	D	26	A	B	C	D	51	A	B	C	D	76	A	B	C	D
2	A	B	C	D	27	A	B	C	D	52	A	B	C	D	77	A	B	C	D
3	A	B	C	D	28	A	B	C	D	53	A	B	C	D	78	A	B	C	D
4	A	B	C	D	29	A	B	C	D	54	A	B	C	D	79	A	B	C	D
5	A	B	C	D	30	A	B	C	D	55	A	B	C	D	80	A	B	C	D
6	A	B	C	D	31	A	B	C	D	56	A	B	C	D	81	A	B	C	D
7	A	B	C	D	32	A	B	C	D	57	A	B	C	D	82	A	B	C	D
8	A	B	C	D	33	A	B	C	D	58	A	B	C	D	83	A	B	C	D
9	A	B	C	D	34	A	B	C	D	59	A	B	C	D	84	A	B	C	D
10	A	B	C	D	35	A	B	C	D	60	A	B	C	D	85	A	B	C	D
11	A	B	C	D	36	A	B	C	D	61	A	B	C	D	86	A	B	C	D
12	A	B	C	D	37	A	B	C	D	62	A	B	C	D	87	A	B	C	D
13	A	B	C	D	38	A	B	C	D	63	A	B	C	D	88	A	B	C	D
14	A	B	C	D	39	A	B	C	D	64	A	B	C	D	89	A	B	C	D
15	A	B	C	D	40	A	B	C	D	65	A	B	C	D	90	A	B	C	D
16	A	B	C	D	41	A	B	C	D	66	A	B	C	D	91	A	B	C	D
17	A	B	C	D	42	A	B	C	D	67	A	B	C	D	92	A	B	C	D
18	A	B	C	D	43	A	B	C	D	68	A	B	C	D	93	A	B	C	D
19	A	B	C	D	44	A	B	C	D	69	A	B	C	D	94	A	B	C	D
20	A	B	C	D	45	A	B	C	D	70	A	B	C	D	95	A	B	C	D
21	A	B	C	D	46	A	B	C	D	71	A	B	C	D	96	A	B	C	D
22	A	B	C	D	47	A	B	C	D	72	A	B	C	D	97	A	B	C	D
23	A	B	C	D	48	A	B	C	D	73	A	B	C	D	98	A	B	C	D
24	A	B	C	D	49	A	B	C	D	74	A	B	C	D	99	A	B	C	D
25	A	B	C	D	50	A	B	C	D	75	A	B	C	D	100	A	B	C	D

नोट: ओएमआर उत्तर पत्रक को भरने के पहले पीछे पृष्ठ पर दिये गये निर्देशों को सावधानीपूर्वक पढ़ लें।  
Note: Please read the instructions given on the back side of this carbonless sheet carefully before filling the OMR Answer Sheet.

to the Board and kept sealed for reference and disputes resolution

3. Carbonless copy of the response sheet for the candidates known as the Candidates Copy.

### **Invigilation**

Like PET/PST examination, access to unauthorized persons at the venue of written examination should be totally banned. None of the candidates, invigilators and officials should be allowed to carry any mobile phone inside the examination venue. No candidate should be allowed to carry any electronic item to the examination venue. The use of pen to mark correct answers should be made compulsory so that there is no possibility of tempering with OMR answer sheet during the process of invigilation. The correct answers of the question paper should be made available to the candidates on website of the State Police Force for matching with the carbon less copy taken by the candidate, so that a candidate can assess his performance. The question papers for the written examination should be at least in 4 series to ensure that candidate sitting next to each other cannot copy/consult other candidates in the examination process.

### **Fee for Written Examination**

Examination fee taken from candidates of each category can be

used for incurring expenses of written examination and recruitment process. The amount of fee can be decided by the Directors General of Police Recruitment Boards. Adequate relaxation in examination fee should be given to the candidates of SC/ ST category. In case additional amount is required, the same may be sanctioned by the respective Governments.

### **Marks of Written Examination**

Written examination can ideally be of 100 marks. The duration of the examination can be of two hours. Answer book will be in duplicate, out of which one copy will be in the form of invisible carbon copy and this will be kept reserve with selection Board. The Recruitment Board may decide the minimum qualifying marks in the written test which in any case should not be below 40%.

### **Finalization of result of written Examination**

The Recruitment Board should finalize the result expeditiously through use of computers. The examination result should not be delayed more than one month after the examination is over. This can be easily done by the use of technology in compilation, collation, tabulation and preparing a merit list according to concerned Government rules regarding reservations. The key to the answers should be made available online after two hours of the examination.

Objections to the answer key may be invited and if received,



the key should be moderated and the result should be prepared keeping in view the various vertical and horizontal reservation rules applicable in the organization.

After compilation and checking of the result it should be made available to the candidates on the website of the Board and through SMS services also. It should also be published in the leading newspapers.

**The impersonation in written examination is a big and challenging issue :**

Impersonation or systematic cheating has become a rampant practice. Recruiting Agencies have been trying to prevent this for some years. Several methodologies and techniques have been used for the purpose but the problem persists. These techniques are also not fully adopted as some are too costly, time consuming, while some have loopholes.

Impersonation and cheating cannot be allowed at any cost as this puts at stake the credibility of the entire recruitment system.

In police recruitment, where the focus today has shifted from purity of examination process to transparency, this needs more attention. To prevent impersonation, following measures can be taken.

1. The candidates should be randomized thoroughly and allotted centres of examinations on random basis.

2. All candidates must provide valid mobile numbers on which SMS may be sent at every stage.
3. Once the application form is submitted by the candidate, he or she will be required to send application form number through the same mobile number so that it can be activated his or her mobile number. This will help the Board to track the candidate as well as help recruiting States in sending the information swiftly.
4. All candidates should be asked to provide their fingerprints to maintain digitally comparable biometric database. The least that can be done is to take paper based finger printing using ink less pads.
5. All the candidates should be photographed while sitting in the Examination Hall. The Board should aim at indexed video for all, so as to retrieve individual photographs of every candidate at the examinations hall, when required.
6. A candidate should be asked to provide one of his or her identity card number while filling up of the application form.
7. Thorough verification must be done with valid identity proofs of the candidates at the examination centres.

8. Candidates may be called sufficiently in advance for completing all the formalities required.
9. The entire process of written examination should be video graphed.
10. Invigilators for the written examination should not be given more than 25 – 30 candidates for close supervision.
11. The photograph and the signature of the candidates on the Application Form should be scanned and printed on the attendance sheet.
12. Attendance sheets to be used in the examination hall should be designed as ICR sheet for the purpose of accuracy in scanning by computer
13. The candidates should be required to put their signature and left thumb impression in the pre-printed boxes of the attendance sheet.
14. The thumb impression should later be digitized and merged with the profile of the candidate to be used subsequently.

## **Chapter - 7**

# **PHYSICAL STANDARD / MEASUREMENT TEST**

Conducting of Physical Standard Test is primary condition condition of any recruitment process in a Police Organization. It is the professional requirement which had to be met. Therefore the standards of measurement are fixed through recruitment rules which have to be followed. No candidate whose measurement are below the prescribed standard can be recruited. Thus looking to its importance, maximum care has to be taken to ensure accuracy and precision. The events in the physical Measurement Test are follows:

For Male Candidate – Measurement of Height, Chest inspiration, Chest expansion

For Female Candidate – Measurement of Height and weight.

The standards of measurement differ from state to state depending upon local and geographical conditions of the area, but the ideal measurements could be as follows:-

	<b>Male</b>	<b>Female</b>
<b>Heights</b>	168 cm (For General Candidate) 160 cm (For Candidate of Reserved Categories)	158 cm (For all)
<b>Chest</b>	81 - 86 cm (For General Candidate) 76 – 81 cm (For Candidate of Reserved Categories)	Not applicable
<b>Weight</b>	Not applicable	According to Recruitment Rules

The height and Weight of the candidates should be recorded by height and Weight Machine and the values should be updated into E-recruitment Application. If the Candidate is not of the prescribed height he should be rejected and not be allowed to take further tests.

Chest Inspiration, Expansion should be taken for the candidates who meet the height requirements. The qualified candidates in the Physical measurements should be asked to undergo Physical Efficiency Test on a particular Day.



Measurement of Height (Male candidates)



Measurement of Height (Female candidates)



Measurement of Chest (Male candidates)



Measurement of Weight (Female candidates)



Event of Race (Female candidates)



Event of Race (Female candidates)

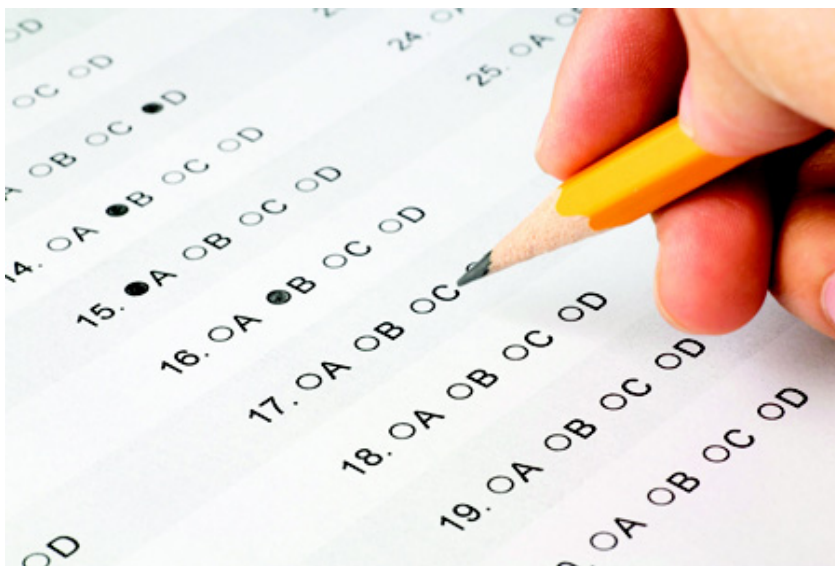




Physical Activity Test



Physical Activity Test



Answer the paper



Written Test

The schedule for Physical Efficiency Test and Measurement Test should be published in the newspapers and on Website by the Chairman of the Board. The entire proceedings of the Physical Efficiency Test and Measurement Test should invariably be video graphed. The Board should decide, keeping in view the number of candidates, the number of counters to be set up for conducting the Physical Efficiency and Physical Measurement Test.

### **Detailing and Briefing of Staff**

One officer not below the rank of DSP assisted by an inspector and supporting staff should be assigned the responsibility to conduct the tests on each counter. Chairman should announce the names of DSPs/Inspectors and supporting staff on the morning of each day of test who are to conduct the test on different counters. The staff should be shuffled daily from one counter to another. A Certificate should be obtained from each member of the staff conducting the test that no candidate appearing for test is related to him.

The Board should also properly brief the staff to maintain complete integrity while conducting the test and inform them that any lapse on their part would be viewed as grave misconduct. The cassettes/CDs of videography of PST should be kept in safe custody by the Board.

### **Physical Standard Test at first place**

In some states PST is conducted after PET which should be the other

way round i.e PST should be conducted at first place. A candidate who probably may not qualify in PST should not be subjected to various tests in PET. By this process a candidate who is found lacking in minimum prescribed standards of PST would be eliminated at the first stage without going into the ordeal of further tests. This will save the time of officials conducting the test and will also not cause much disappointment to the candidate in comparison to a situation where after having passed in every event of PET he/she, is rejected on the ground of not meeting the requirement of PST.

After verification of documents the Bio-metric data of the applicant should be recorded during PST process.

Physical Standard Test should be conducted simultaneously in all the pre-decided locations in batches every day where data may be available on daily basis containing information about the candidates who are allocated PST on the particular day.

A PST register should be maintained at every PST center in which signature of the candidate should be obtained on the values of the measurement mentioned against his/her name.

## **Chapter - 8**

### **PHYSICAL EFFICIENCY TEST (PET)**

The test of physical efficiency or endurance comes, in importance, next to written examination in the process of the recruitment in police organisation. In the states/organisation where written test is conducted first, the candidates declared successful in written examination are called for Physical Efficiency Test (PET) and Physical Standard Test (PST).

#### **Date, Time and Venue**

The date, time and venue of PET and PST should clearly be published in newspapers and the information about it be made available on website also.

#### **Sequence of Events**

It has been noticed that in the states/CAPFs different events are conducted for PET such as Race, Long Jump, High Jump, Shot Put, Sit-ups, Push-ups and Chin-ups etc. There is a view that the conduct of all these events other than race may not be needed to test the physical endurance and efficiency of a candidate. It can be tested through the single event of Run only. That is why some states have confined the PET only to the event of race. But, if looking to the local

conditions, the conduct of events other than race is necessary they can be conducted but their evaluation should be automated to avoid any error and ensuring transparency. This process of evaluation will stand the Recruitment Board in good stead in matters of legal disputes etc. Such events can be evaluated through sensor and other technical devices.

### **Standardization of Value of Measurements**

As far as the standards of various events are concerned, there is no uniformity in the states/UTs/CAPFs. For example the length of the race varies from 1 Km to 4.5 Km in states/CAPFs. There is a need for its standardization. Therefore, it is suggested that the ideal length of run can be of 1.6 Km in 6 minutes for males and of 1 Km in 6 minutes for females. The event of run should be evaluated through Radio Frequency Identification Device (RFID) technology, the services of which are available with outsourcing agencies engaged in this field.

### **Radio Frequency Identification Device**

Radio Frequency Identification(RFID) is a technology, which includes wireless data capture and transaction processing. The Recruitment Board should use the race timing aspect of RFID. Race timer's system handles high densities of runners and provides instant results in real time.

**The method of using RFID technology would be as under:**

First of all the list of candidates participating in the race will be given in an agreed database format by the Recruitment Board to the outsourcing agency in advance. The agency will verify the record of the candidate as per the candidate's details provided by the Board and register the candidate's details for timing during his/her run.

Registration of the candidates includes recording the biometric fingerprint of the candidate. The system will return all the recorded biometric fingerprints in a storage media (including backup) by the end of the day to the authorized official of the Board present at that location.

The Agency will install and test the functioning of equipments at the mutually agreed location(s) and record the time of all the runners participating in run.

The Agency will depute its authorized representatives to all timing locations along with sufficient number of registration counters for verifying candidate's details and obtain finger prints, as and when directed to do so by the Board during the mutually agreed time schedule. For this purpose, advance intimation about the date and time and place of Physical Efficiency Test would be given by the Board to the Agency.

The Agency will record start time, finish time and net time of all runners individually and produce the data to the Board in the form of soft copy (i.e. storage media including backup).

Recorded timing of an individual runner will be taken based on RFID technology.

The benefit of RFID technology is that it provides accurate reads up to 20 meters, allowing administrators to identify runners in seconds and providing real time information about the runners including their lap timing and laps already run by the runner.

This technology can be used by following two methods:-

- 1. MAT Technology:-** In this process, the runners are issued chips which have to worn by them on their ankles. The data is captured by RFID mats which are laid on the race track and the runners pass over them resulting in the capturing of data.
- 2. Overhead RFID Antennas:-** In this process, the runners are issued chips which can be worn by them anywhere on their body. It can be concealed in a bib or worn on the shoulder. The runners pass through the RFID gate to register their time. This is a more weather proof, robust and a cost effective technology.





## **CCTV Cameras**

**A CCTV recording should also be done at the event to capture the whole event for archival and record keeping purpose.**

Recording of the Start point and Finish point during the run of the candidate at all locations will be taken care by the agency using CCTV Cameras. Backup of CCTV Cameras will be installed to have redundancy at each timing location.

The result of the candidates who successfully complete the race within the stipulated time will then be transferred to the software which will generate a daily list of successful candidates to participate in the subsequent tests and thereafter go for medical examination. Those who do not fulfill the test requirement will be issued a rejection slip with the reasons of rejection mentioned in it.

### **Steps for Physical Evaluation and Standard Test**

The following steps should be taken in every PET/PST:

- There should be strict ban on carrying of mobiles by candidates at the venues of PET/PST.
- Similarly all officials associated with PET/PST should also not be allowed to carry any mobile or wireless set inside the PET/PST venues.
- There should be 100% photography and videography of all physical activities which the candidates have to undergo. This videography should be connected with CCTV for monitoring by senior officers. The internet web-cast of the PET/PST should also be done. The entire videography/photography record should be kept for minimum 3 years or till disposal of any court case relating to the recruitment.
- It must also be ensured that any official associated with PET/

PST should not have any relative or acquaintance appearing for PET/PST.

- Height measurement equipments should be made available in adequate numbers. The tape used for measuring chest should be of good and standard quality.
- Every candidate who appears for PET/PST must be given a chest number to distinguish him or her during physical activity.
- Forms and stationery used for PET/PST should be amenable to be used with computers to process PET/PST. No cutting/over writing of any kind by staff should be allowed. If there is any cutting or correction, it must specifically be countersigned by Chairman of the Board for PET/PST.
- The Chairman of PET/PST should specifically be present throughout the process of PET/PST.
- The Chairman of PET/PST should check the process randomly to ensure that the entire process of PET/PST is objective.
- For deciding appeals regarding chest/height measurements, a DIG level officer should be made Appellate Authority of the process. Both chest/height measurements must also be video recorded.

- There should be no access to outsiders including parents and relatives of the candidates inside the venues of PET/PST.
- The staff associated with PET/PST should not be allowed to go outside during the PET/PST process for food/official duties etc.
- There should be a compulsory provision of ambulance, First aid and elementary amenities like water and toilets at the PET/PST venues.
- Supervision of each event of PET/PST must be done preferably by a Gazetted Officer.
- A well tested Public Address System should be available at the venue.

## **Chapter - 9**

# **MEDICAL TEST**

The candidates selected should not only qualify in various tests but should also have sound state of health and be free from any defect likely to render him unfit to perform the duties of a Police Officer.

The candidates equal to the number of vacancies allotted for each category should be called up for medical examination. The prescribed medical examination report in respect of each candidate duly completed and signed by authorised signatory on behalf of the Recruitment Board should be handed over to the Medical Officer for medical examination of the candidates.

### **Composition of Medical Board**

A Medical Board should comprise of two Doctors one of whom should be a lady Doctor. One of the doctors who heads the Board should be in the rank of Sub Divisional Medical Officer (SDMO) or above. Medical test should be conducted after the Physical Efficiency and Standard Test.

### **Specification of Medical Test**

Following should be the specifications for Medical Examination.

Candidates must not have

1. Knock-knee
2. Bow legs

3. Flat foot
4. Varicose veins
5. Squint in eyes
6. Poor vision
7. Color Blindness
8. Inability to flex the fingers properly
9. Any other obvious deformities. He/She should have no impediment in speech and hearing also.

Candidates, who are found permanently unfit, should be informed of the result to allow them, to make an appeal within the prescribed time limit of 15 days. Candidates who are declared temporarily unfit should be informed accordingly. They may be asked to get the necessary treatment and appear before the Review Medical Board after 03 months. As far as distance vision of eyes is concerned it should be 6/6 and 6/9 of both eyes without correction i.e. without wearing of glasses.

### **Issuing of Rejection Slip**

The candidates who are rejected in the Medical Test should be informed of their status with the reasons. For this purpose sufficient blank proforma of rejection slip as prescribed should also be made available to the medical officer examining the candidate with a request that in case any candidate is found unfit in the medical examination, he may be issued with this rejection slip, duly filled in and signed by the medical officer. One copy of the rejection slip should be kept by the Recruitment Board duly acknowledged by the candidate for Board's record.

## **Chapter - 10**

# **FINAL LIST**

Drawing of final selection list is undoubtedly an important task which should be executed with utmost care and precision. As the state wide recruitment is a huge process, mistakes are likely to occur. Therefore every care has to be taken before making final selection.

In the states/organisation where no marks are given for Physical Efficiency and Standard Test and where no interviews are held, the merit list should be based on the performance in the written test alone. The list should be prepared on the completion of all the events and tests. The Recruitment Board then should draw up a select list of the successful candidates in order of merit, category-wise for each district separately as per the advertisement. The select list shall be prepared in decreasing order of aggregate marks in accordance with the vacancies in which the total number of candidates shall not exceed the number of vacancies advertised.

The select list should be prepared in the format as decided by the Board. The persons getting the higher aggregate marks should be placed higher in the select list. If the aggregate marks obtained by two or more persons are equal, the person older in age should be placed above the other in the Select List. If the marks in Physical

Efficiency Test are also same, the candidate securing higher marks in written test should be placed above the other in the select list. There should be no reserve or waiting list.

The final selection list should be displayed on the notice Board of Police HQrs/Distt. SP Offices and also on the website of the Recruitment Board in order of merit.



## **Chapter - 11**

# **USE OF TECHNOLOGY**

In modern world, no recruitment process can be carried out without the help of technology. Not only this, without help of technology speed and accuracy also cannot be ensured. Therefore Technology should be extensively used in the process of recruitment which includes written examination, Physical Measurement Test and Physical Efficiency Test. It must be ensured that the whole process of physical efficiency test is video recorded to eliminate any possibility of irregularity. Videography can work as a reference point to resolve any complaint also. Extensive videography should also be done for the process of written examination to show that the entire examination center is without any interference from unauthorised people.

Advanced technology in the form of electronic devices, chips, good machines for measuring height and weight, CCTV coverage of the process should be used to ensure transparency in the selection process. It should be used right from the first stage of the process like application form and data base generation. We can use OMR Application form scanning. The main objective is to reduce the time

frame in the database generation as large number of applications are received.

The use of technology helps in following ways :

- The scanners scan the data capture the photograph, address, signature, thumb impression front and back images of the application form in the single pass.
- After database generation the list of the rejected candidates along with the reasoning of rejection and images of their application forms are uploaded on the website. This reduces the number of complaints and legal issues.
- Biometric identification device should be used at all stages of recruitment process to eliminate impersonation.
- There should be 100% photography and videography of all physical activities which a candidate has to undergo. This videography should be connected with CCTV for monitoring by senior officers and the internet web cast of the PE&MT should also be done. The entire videography/ photography record should be kept minimum for 5 years or till disposal of any court case relating to the recruitment.
- Technology is being used by many states for recruitment to varying extents.

## **Areas identified for using technology**

With a view to make the recruitment process tamper proof, fair and impartial, following areas need to be addressed and reinforced with technology.

### **A. Height & Weight measurement**

This is an area which causes some discomfort to the candidates who doubt the veracity of the measurement on more occasions than one.

To address this problem it is suggested that digital measurement devices should be used as far as possible where the candidate is able to read his/her measurement on a digital display monitor and the information is directly fed into the computer so as to effect a rejection or acceptance for the next level in the recruitment process.

### **How this device will work**

A metallic guide of six feet in height will be provided for measuring height of the cadet. In addition a Load cell based platform weighing scale will be attached to the bottom of the metallic guide to measure the weight of the cadet. The height measurement system will be able to measure a height of measured set-point +/- 15 centimetre. For example if the measuring guide is set to a measured set-point of

168cm then the measuring slide will be able to measure a height from (168 cm – 15 cm) to a maximum of (168 cm + 15 cm) with a least count of 5 mm. The weighing scale will measure weight with a least count of 10 Gms for a maximum weight of 100 Kgs.

Now to get with the process of measurement the measuring guide is adjusted to a measured fixed point (i.e. 168 cm) using a measuring tape. The measurement control unit & the Web cam are connected to the serial port (RS-232C), USB port of the computer and the measurement software is activated. On activation of the software using password the measured fixed point is entered as the reference point of measurement. The display reads a height of (measured fixed point – 15 cm) as the measuring slide is resting at its lowest point due to gravity. The details of the candidate are entered in another computer connected via LAN to this measurement computer. The candidate is called for measurement and he stands along the measuring guide on the platform weighing scale. The officer in charge adjusts the measuring slide and finally slides down till it hits the head. The computer automatically captures the height measurement, weight measurement and the still photograph of the candidate standing along the guide. Now the cadet goes to the report collection counter. A computer is connected to the same LAN network and it retrieves data for Reports to give a hard copy to the cadet.

## **B. Evaluation of run**

One more areas of possible discrepancy could be the race in a stadium where the laps of the run could be more than one on a track. As there are many contestants running the race at one time, and each of their speed is likely to be different, the process of keeping track of their laps and timing becomes nothing short of organsating an athletic meet, where despite the presence of expert technical officials, there are many protests and appeals regarding the counting of laps.

Likewise if the event is to be organized on the road or on a loop, while the problem of counting laps is solved, a fresh challenge of ensuring that no candidate gets on to a vehicle in between or takes a short cut or exchanges places with his friends.

In order to ensure that he remains on track and actually runs the race himself on the prescribed route, in prescribed time and makes no mistake. In recording this information technology should be introduced by way of a position logger either based on GPS or RFID Technology.

### **How the time solution technology works**

1. Chip is tied on one of the legs of the runner or jacket containing chip is worn by the runner.

2. Before tying the chip or wearing the jacket, runner is registered into the system.
3. Once the chip is tied or jacket is worn, the runner is asked to run on the running track.
4. At the start point an installed device will record the start time of the runner after crossing the start point and the start time will be updated to central server.
5. Once the runner reaches the end point, an installed device at the end point will record the end time of the runner and the end time will be updated to central server.
6. The application in server will calculate the net-time of the runner and a report containing list of runners who completed the race can be generated at any point of time.

### **ADVANTAGES OF USING RFID CHIPS:**

For the Police recruiting agency

- Fast and accurate results
- High level service by providing net times and splits for every individual participant
- Can obtain split time services.

- Free flowing finish line
- Check points along the course

For Candidates / Runners:

- Fast and accurate results at each event
- Net times; we can register every individual start time, even when participants are at the back of the pack.
- Split times & lap times.
- Free flowing finish, no more restricted space at the finish

### **Pitfalls of Technology**

#### **Machine error/limitations:**

- OMR- 99.9% accurate
- ICR- 60-70% accurate
- Biometric device for thumb impression- 60-70% accurate
- OMR reading for examination evaluation depends on the resolution of scanning. Different resolution will give different results.
- Handling of Photographs, while scanning for data base preparation.

- Carbonless OMR sheets have chemical pasted which has a shelf life of about 3 weeks.

### **Contingency-Infrastructural support**

- Power Supply
- Internet connectivity
- Network security issue.
- Data Backup in field units
- Equipment security



***APPENDIX - 1*****PROJECT TRP  
TRANSPARENT RECRUITMENT PROCESS  
MM01 HRD RECRUITMENT  
*RENUKA MISHRA*****1.0 INTRODUCTION/BACKGROUND**

Over the years, police recruitment has acquired an image of being subjective, partisan, prone to corruption, political pressures and personal prejudices. Due to the lack of a scientific approach to recruitment and the non utilisation of any systems to support a transparent and foolproof recruitment process, recruitment has come under the scanner of the Courts on more occasions than one. The public perception of police recruitment is one that reinforces the view that no person can get recruited without either paying a huge sum of money to the recruiting officers or to their agents or getting a strong recommendation from someone powerful. Merit based recruitment is perceived to be a rarity, if at all indulged in.

With this background, while the public has stopped trusting the police recruitment process, the police on their part, are reluctant to get involved in the process which is likely to give them a bad name even if they do not indulge in bad practices. As regards those that get

recruited through this tainted process, they get around extracting from the system what they had to give to get in.

The end result is a corrupt police force and a vicious circle, tainted careers and a waning public image.

In the past, action was taken on the basis of specific complaints regarding the recruitment process, enquiries were conducted, suspensions, dismissals followed. However, no perceptible change came about in the recruitment process per se. On the contrary, the written orders became more and more elaborate as all officers involved in the process strove to keep their documentation in order. Stray experiments, however successful, remained confined to individuals or organisations but did not get disseminated as a good practice for use by the police fraternity as a whole.

## **2.0 OVERVIEW**

### **2.1. Project Title**

PROJECT TRP - TRANSPARENT RECRUITMENT PROCESS

### **2.2. Vision**

The vision of the Project TRP is to ensure a fair, impartial, transparent, objective, tamperproof, scientific, merit-based recruitment process so as to induct into the police, individuals, best suited for their job, who have earned their way into the police on their own

merit and without favour or unfair means by using simple but well defined procedures reinforced by technology and the use of information technology.

This vision translates into the ultimate dual goal of improving police image and also raising a force built on foundations of integrity and impartiality.

### **2.3. Organisational Objective**

To induct into the police individuals best suited for the job on the basis of their merit performance during the recruitment process without fear or favour, partiality or unfair means, corruption or procedural inadequacies.

To systemise recruitment procedures with use of technology so as to withstand judicial scrutiny if the need arises.

To keep the candidate informed of his progress at every stage of the recruitment.

To improve police image, thereby improving police efficiency and effectiveness.

## **3.0 THE BUSINESS CASE**

### **3.1. Purpose of the Business Case**

The quality of policing is largely dependent on the quality of

	Existing Service Level	Proposed Service Level
<b>Existing Services</b>		
<b>Manual recruitment procedures</b>	<ul style="list-style-type: none"> <li>✓ Low credibility</li> <li>✓ Partiality</li> <li>✓ Corruption</li> <li>✓ Lack of transparency</li> <li>✓ Subjectivity driven</li> <li>✓ Subject to political, caste, parochial, partisan, monetary considerations</li> <li>✓ Prone to manual intervention and error.</li> </ul>	<ul style="list-style-type: none"> <li>✓ High credibility</li> <li>✓ Technology driven</li> <li>✓ System driven</li> <li>✓ High level of integrity</li> <li>✓ Transparent</li> <li>✓ Fair and impartial</li> <li>✓ Scientific</li> <li>✓ Tamperproof</li> <li>✓ Able to withstand judicial scrutiny</li> </ul>
<b>Proposed New Services</b>		
Use of technology to support and sustain the recruitment process.	Use of OMR/OCR technology for all application forms as well as for all examinations.	
	Use of standardized digital height weight devices with digital display monitors for display to the candidate and interface with the computer application for automatic data entry into data base.	

police manpower. While training and development are important, induction of proper manpower with right aptitude and quality is extremely important. But there is no substitute for corruption free recruitment. A person who enters the force through corrupt means cannot be expected to deliver in a fair and just manner irrespective of all other qualities and capabilities. The only way to eliminate or reduce corruption is by reducing human intervention and discretions by making the process transparent and objective to the extent possible.

The present system of recruitment especially at state level suffers from political interference and other extraneous considerations.

THE FOCUS OF PROJECT TRP, therefore, is to develop a recruitment process that is tamperproof, fair and transparent and with the help of well defined procedures and the use of technology, recruits candidates on the principle of meritorious selection.

The Project defines the recruitment procedure, identifies the areas of outsourcing, the technology to be used, the suitable equipment, the costs and the services envisaged to ensure the attainment of vision and the goal of the project.

### **3.2. Sponsor**

Ministry of Home Affairs - for the technology, logistics, equipment and the computer based services.

State Government - for addressing the assumptions and constraints and according a high priority to the transparency and impartiality of police recruitment.

#### **4.0 SITUATIONAL ASSESSMENT AND PROBLEM STATEMENT**

When a person pays to get into the system, he also reimburses himself by misusing the system to break even. The public perception regarding the corrupt practices used in police recruitment are deep rooted and need to be addressed with sensitivity and in right earnest. It is not only important that bad practices are stopped forthwith but it is also as important to create a system where even genuine errors cannot be made, let alone forced or motivated ones, so as to add a blot on the already tainted police image.

The organisation will benefit greatly in terms of providing a foundation of integrity in police recruitment so as to ensure a tamperproof and flawless recruitment process thereby recruiting meritorious candidates for the job.

#### **5.0 CRITICAL ASSUMPTIONS AND CONSTRAINTS**

##### **Assumptions**

- a) That adequate finances will be provided to support the use of technology in order to ensure a tamperproof, smooth and efficient recruitment process.

- b) That there is a political will to refrain from interfering in the selection process so as to allow the recruitment to take place on the basis of merit and not on any political, caste or parochial considerations.
- c) That having approved the project, there will be stability accorded to those that are tasked to run it so as to ensure its success, continuity and concrete formulation into a system driven process, irrespective of the individuals that will run it in future.

### **Constraints**

- a) Frequent transfers of those involved in recruitment. Additional responsibilities dilute the focus.
- b) States unwilling to invest in recruitment technology and applications. Lack of prioritisation of finances.
- c) Tendency of pressure groups to interfere in the process and attempt to intimidate those involved in the recruitment process.

## **6.0 IMPLEMENTATION STRATEGY**

### **Stages of recruitment**

The recruitment process broadly involves the following main activities.

1. Assessment of unit wise Vacancies
2. Notification of Vacancies for Recruitment
3. Printing of OMR application forms, instruction booklets, envelopes
4. Inviting Applications from eligible candidates
5. Processing of Applications. Scanning of OMR and validation of data
6. Issue of admit cards and rejection letters giving reasons of rejection with a fixed number of candidates at every venue.
7. Gate attendance sheet with photograph and signature of candidate from database.
8. Scrutiny of documents
9. Physical standards Test - height and chest qualification = no marks
10. Physical Efficiency test - endurance qualification = no marks
11. Biometric testing
12. Medical examination - qualifying as per predetermined parameters
13. Biometric matching



14. Printing of question papers and carbonless answer sheets
15. Common Written Examination for eligible candidates
16. Biometric matching
17. Scanning of answer sheets - OMR
18. Provisional Selection List for Appointment

**The detailed process is described in the annexure titled Recruitment Process SOP Sample.**

## **6.1 TECHNOLOGY TO BE PROCURED/USED**

### **WHY TECHNOLOGY**

With a view to make the recruitment process tamperproof, fair and impartial, efforts have been made to identify areas of possible discrepancy and manual discretion so that technology can be introduced and systems are put in place to avoid any sort of tampering.

Previous recruitments showed that the following areas needed to be addressed and reinforced with technology.

- a. Height and weight measurement - an area which causes some discomfort in the candidates who doubt the veracity of the measurement on more occasions than one.
- b. One more area of possible discrepancy could be the 10/5 km

race where if a candidate has to run 10,000 mts in a stadium he would have to run 25 laps of the 400 m track. As there will be many contestants running the race at one time (at least 50) and each of their speeds is likely to be different, the process of keeping track of their laps and timing will be nothing short of organizing an athletic meet, where despite the presence of expert technical officials, there are many protests and appeals regarding the counting of laps. Likewise if the event is to be organized on the road or on a loop, while the problem of counting laps is solved, a fresh challenge of ensuring that no candidate gets on to a vehicle in between or takes a short cut or exchanges places with his friends during the run looms large.

In order to ensure that he keeps on track and actually runs the race himself on the prescribed route, in the prescribed time and make no mistakes in recording this information, technology can be introduced by way of a position logger either based on GPS or RFID technology.

- c. Manual maintenance of recruitment records has led to tampering at will. Many a time, even the sheer burden of documentation has led to inadvertent mistakes leading to the wrongful selection of some candidates and the rejection of meritorious candidates.

## **WHERE AND HOW TECHNOLOGY**

### **I. PST**

#### **Height weight digital measurement equipment**

It is proposed that we therefore introduce digital measurement devices as far as is possible where the candidate is able to read his measurement on a digital display monitor and the information is directly fed into the computer so as to effect a rejection or acceptance for the next level in the recruitment process

#### **Brief System Description:**

A metallic guide of 6feet in height will be provided for measuring height of the cadet. In addition a Load cell based platform weighing scale will be attached to the bottom of the metallic guide to measure the weight of the cadet. The height measurement system will be able to measure a height of measured set-point +/- 15 centimeter. For example if the measuring guide is set to a measured set-point of 168cm then the measuring slide will be able to measure a height from (168cm - 15cm) to a maximum of (168cm + 15cm) with a least count of 5mm. The weighing scale will measure weight with a least count of 10Gms for a maximum weight of 100 Kgs.

Now to get with the process of measurement the measuring guide is adjusted to a measured fixed point (i.e. 168cm) using a

measuring tape. The measurement control unit & the Web cam are connected to the serial port (RS-232C), USB port of the computer and the measurement software is activated. On activation of the software using password the measured fixed point is entered as the reference point of measurement. The display reads a height of (measured fixed point - 15Cm) as the measuring slide is resting at its lowest point due to gravity. The details of the candidate are entered in another computer connected via LAN to this measurement computer. The candidate is called for measurement and he stands along the measuring guide on the platform weighing scale. The officer in charge adjusts the measuring slide and finally slides down till it hits the head. The computer automatically captures the height measurement, weight measurement and the still photograph of the candidate standing along the guide. Now the cadet goes to the report collection counter. A computer is connected to the same LAN network and it retrieves data for Reports to give a hard copy to the cadet.

## **II. PET**

- a) Chip timing technology**
- b) CCTV**
- c) Biometric Devices**

**PET - 10 KM RUN FOR MEN IN 60 MINUTES**

**5 KM RUN FOR WOMEN IN 35 MINUTES**

### a) **Chip timing technology**

In order to overcome the following:-

- **Skill Gap:** elaborate logistics have to be deployed in finding out suitable people to monitor, conduct and make success of the physical test at each location. It is expected at least 15-20 people have to be positioned at each location so as to conduct a physical test continuously for more than three months even if multiple locations are chosen. Moreover the manner of traditional testing where Stopwatches / rope methods are used are under control of the officials who are likely to make mistakes in the lap counting. To ensure the accuracy of each race backup is needed to verify whether the runner has completed the race within specified time or not.
- **Time Gap:** manpower without technology will take months on end to complete a cycle. This in turn will affect a) Cost of the project i.e., in terms of human resources, b) human resources and their logistics c) monitoring the whole event and maintaining grievance system at all levels of project implementation.
- **Reliability of the result:** The reliability of the timing of runner depends upon the official concentration of counting or marking

runners 25 laps. And in current procedures, an official has to monitor 4 to 5 candidates where accuracy is not assured.

To avoid this, a technology called RFID (Radio Frequency Identification Device) is being highlighted. RFID is basically used at the following domains in India.

- ✓ Asset Tracking Environment
- ✓ Inventory & Warehouse Management
- ✓ Billing System, Certificate Management
- ✓ Timing Active Sports Events

How RFID works in above domains: Each object is attached with a chip/tag and the number of the chip/tag is assigned to the main system. The system then diagnoses/monitors a specified area every millisecond, thereby when the object with chip/tag moves into the area, the system will track the time of detecting the object and updates into the system. This technology is successful and is being used worldwide for various applications. RFID technology must be used based on the solution implementation.

**What domain does PET belong to:**

Timing runners for their 10k run is the goal of PET. Running 10k is

a long distance run in a specified time and known as Active Sport event. Thus PET belongs to the domain "Active Sports Event". These kinds of events are organized popularly in the form of marathons in India. But timing these events using RFID based technology is done only in 10K run, Half Marathon & Full Marathon. Athletic Federation of India (AFI), Sports Authority of India (SAI) popularly monitors these events in getting results and accords approval of technology to be used during these events.

### **How the timing solution works.**

- a) Chips are used to tie the leg of the runner to complete the physical test of each candidate. Before tying the chip the runner is registered into the system.
- b) Once the chip is tied the runner he/she will be said to run on the running track.
- c) At the start point an installed device will record the start time of the runner after crossing the start point and the start time will be updated to central server.
- d) Once the runner reaches the end point, an installed device at the end point will record the end time of the runner and the end time will be updated to central server.
- e) The application in server will calculate the net-time of the

runner and a report containing list of runners who completed the race can be generated at any point of time.

### **ADVANTAGES OF USING the proposed Technology:**

*For the Police recruiting agency:*

- Fast and accurate results
- High level service by providing net times and splits for every individual participant
- Can obtain split time services.
- Free flowing finish line (no chutes, less building up and taking down material)
- Check points along the course

*For Candidates / Runners:*

- Fast and accurate results at each event
- Net times; we can register every individual start time, even when participants are at the back of the pack.
- Split times & lap times.
- Free flowing finish, no more restricted space at the finish



**b) CCTV**

To provide a video evidence of the event and participation of each candidate and extent of the same

**c) Biometric devices**

To overcome the problem of impersonation and duplication by candidates and to ensure that the candidate is the same through all the stages of the recruitment and does not exchange places with any other.

**III. E-RECRUITMENT SOFTWARE APPLICATION****e-Recruitment Project Services**

- Designing and printing of bilingual OMR application form, covers and instruction booklet.
- OMR scanning of application forms
- Designing and printing of Answer sheets.
- Provision of biometric solution to ensure that the same candidate appears at all stages of the recruitment process.
- Preparation of admit cards, admission cards, attendance sheets for gate attendance, reports for scrutiny, physical standards test, physical endurance/efficiency test, medical test, written exam

- Preparation of master result and miscellaneous report required for all stages in the recruitment procedure.
- Scrutiny of documents annexed with application form as per checklist.
- Dynamic query/dynamic report based system solution for generating reports as per requirement for statistical and analytical purposes for use by the First Party.
- Uploading of admit cards/admission cards/ attendance sheets on the website.
- Uploading of master list of candidates for final selection
- Logistics management of offline OMR applications as agreed in writing
- Provision of SMS based and helpline query system
- Third party coordination

### **SMS Query Response Center**

- to receive queries and send replies to the applicants who need clarifications on the process. The Centre will be operated for forty five days with two staff members competent in handling queries Hindi and English. SMS Query System will be working through out the weekdays from 9:00 am to 6:00 pm, excluding national and festival holidays.

### Software Development Technologies- Module wise

S.No.	Name of Module	Description	Technology Agreed
1.	<b>Recruitment Server (Central)</b>	The process of Eligibility candidates, Non - eligibility candidates, admit card generation will be done by the recruitment server application.	Front-end: C#.Net 2008 Windows Application and Database: MS-SQL Server 2000 or above
2.	<b>Client application (for use in Districts)</b>	Integration with Bio-Metrics fingerprint device - First time stores fingerprint in database for further authentication.  Capturing Physical measurements like height and weight, PET, and calling candidates for next level like Medical Test, etc.  Selection of eligible candidates to next level with bio-metric finger print verification.  Distributing Software (Recruitment Client) to Districts and other bio-metric devices to each district. And conducting training to data entry operators.	Front-end: C#.Net 2008 Windows Application and Database: MS-SQL Server 2000 or above.
3.	<b>Web Application Module (Central)</b>	*The Web application with bi-lingual (Hindi and English) support with online Notifications, Online Application Form, Providing facility to access admit cards, results etc for the candidates	Front-end: Asp.Net 2008, (C#)  Database: MS-SQL Server 2000 or above
4.	<b>Selection Engine (Central)</b>	The final process of selection of candidates like taking the no. of vacancies, vacancies calculation, process of selection, and the final selection reports	Front-end: C#.Net 2008 Windows Application  Database: MS-SQL Server 2000 or above

**The hardware requirement for the project is listed at Annexure titled Hardware requirement.**

**Technologies** - for development of Application software, Recruitment website and scanning of records etc.

**The hardware requirement for the project is listed at Annexure titled Hardware requirement.**

## **6.2 DELIVERABLES**

- a) Formation of a Recruitment Board in every organisation
- b) Amendment of existing Recruitment Rules to include systems furthering transparency, integrity and well defined procedures.
- c) **Procurement of equipment and technology as mentioned above through modernisation grant to be sanctioned by the Centre.**
- d) Transparent Recruitment process in all recruitments in CPMFs and IR Battalions
- e) Pilot project in UP as a precursor to motivating all States to take up the Project TRP.
- f) Agenda to be included in the DGPs conference.

## **6.3 STAKEHOLDERS**

- 1. Candidates
- 2. Community

3. R&D Technology
4. Police Dept.
5. Govt.

#### **6.4 RELATED PROJECTS**

Project TRP is an independent project and can be adopted with immediate effect, Railway Recruitment Board, Karnataka, Andhra Pradesh and Delhi police have used technology in the past few years very successfully. However Project TRP has incorporated the best practices of all the precedents and added many features to evolve a foolproof system of recruitment.

#### **6.5 WORK PLAN**

*Start with the CPMFs*

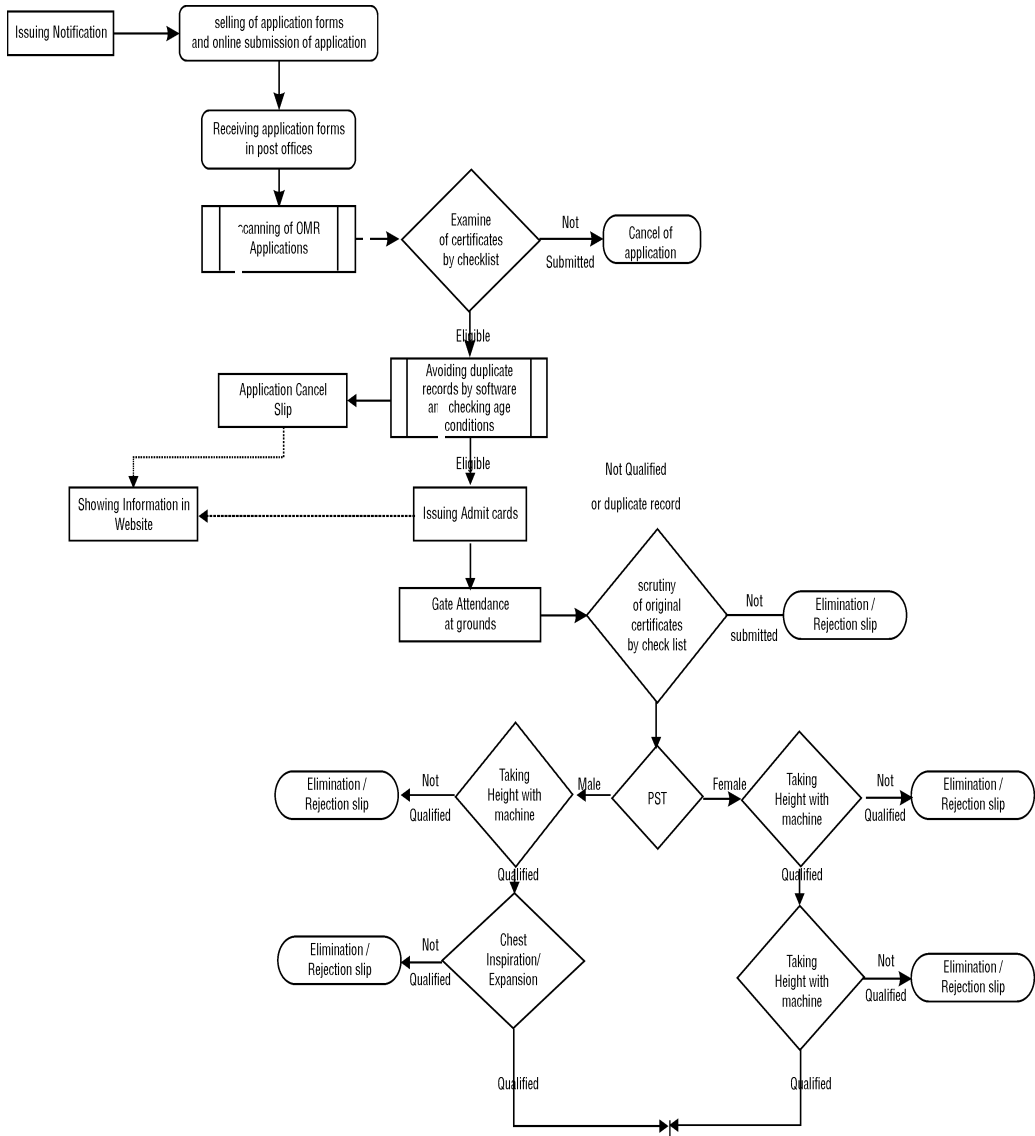
- a) Set up Recruitment Boards (Sample - Formation of Board GO - sample attached as Annexure)
- b) Reframe Recruitment Rules with systems incorporated. (Sample - Recruitment Rules of Constable/HC attached as annexure)
- c) Procure equipment
- d) Outsource service

- e) Take policy decisions on gender balance and encourage states to improve the male female ratio in the police.
- f) Complete at least one recruitment cycle in every organisation and state with the newly proposed technology within the year. the GOI may finance the same through modernisation as this would definitely facilitate the states to adopt the same.

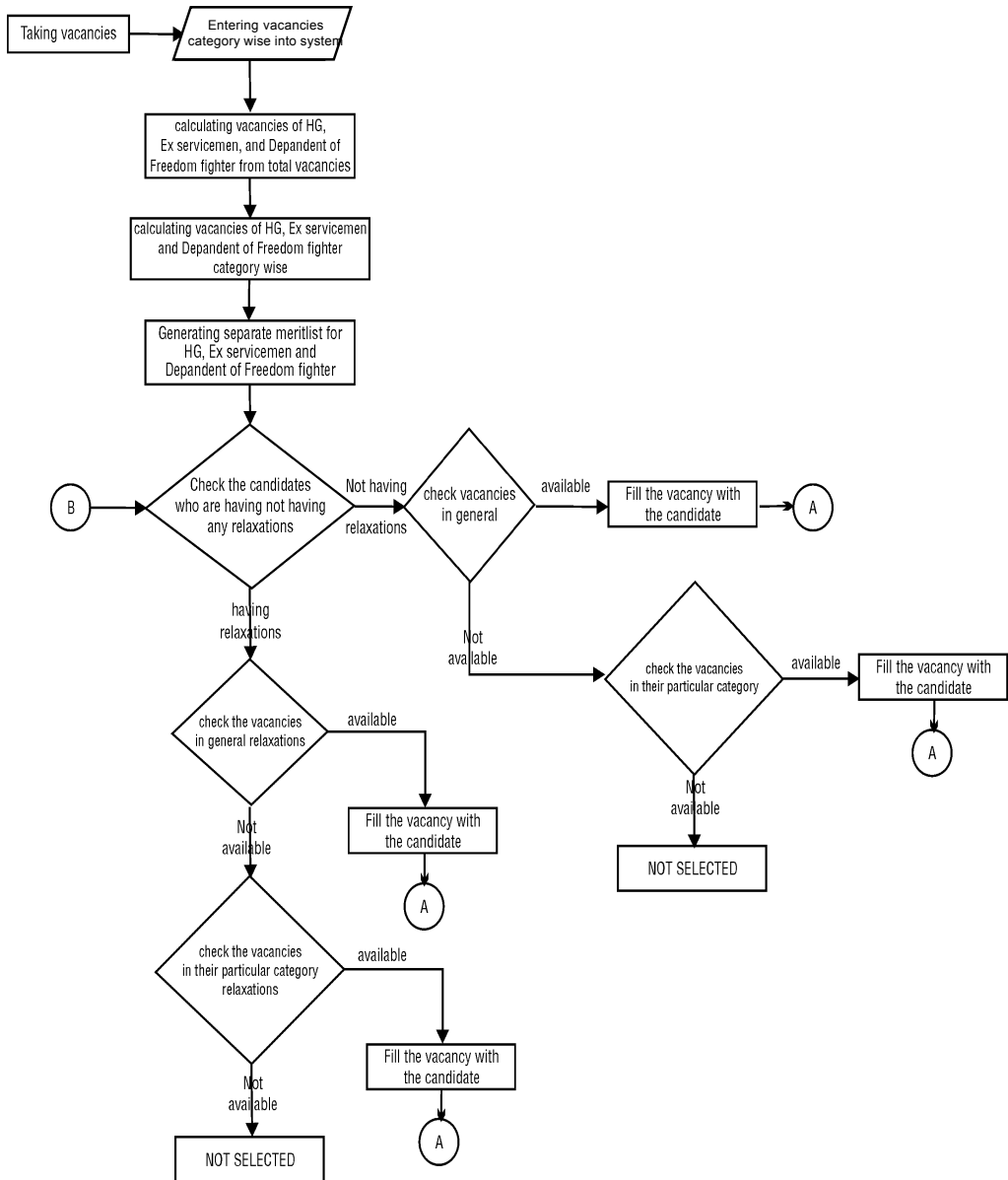
*Extend to the States*

- a) Sponsor a pilot project in UP
- b) Take the idea to the states through the DGP/CS conference.
- c) Sensitise the CMs through a letter from the PM.

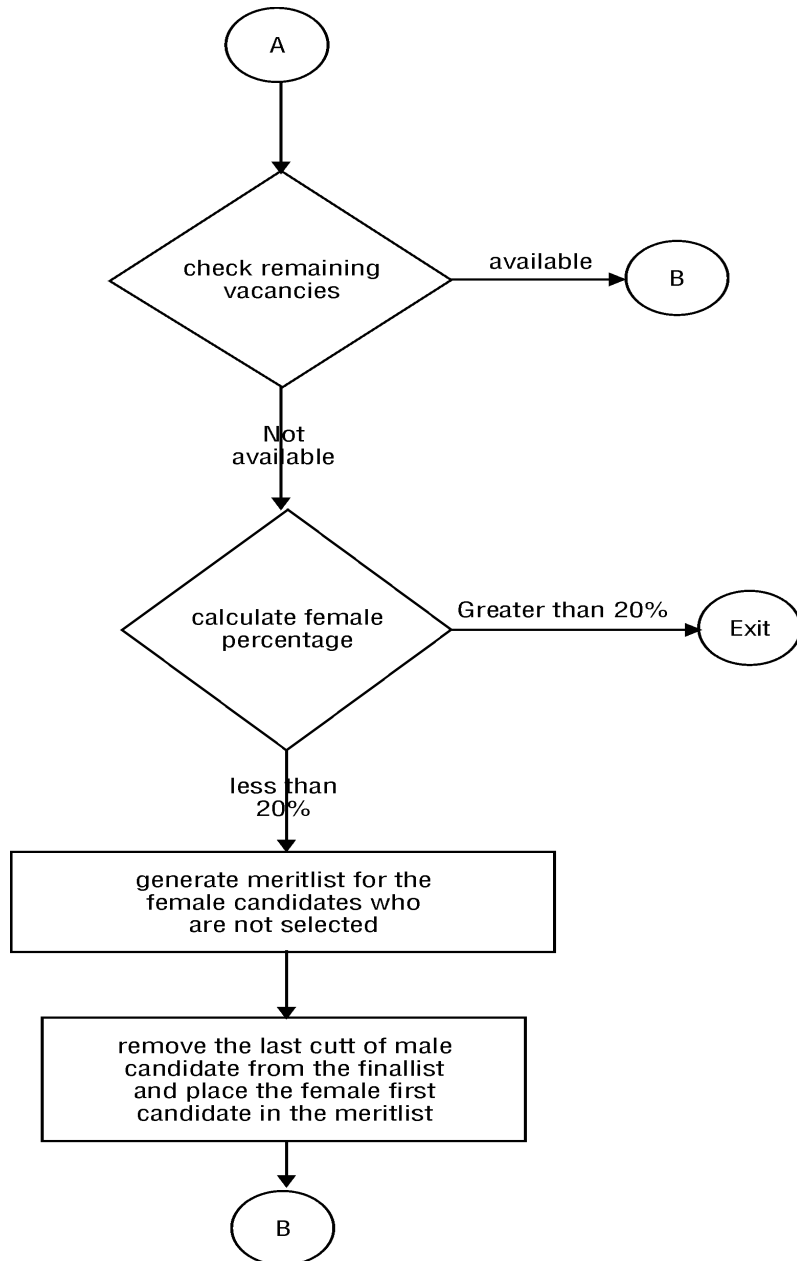
## ANNEXURE 1 Project Overview Diagram



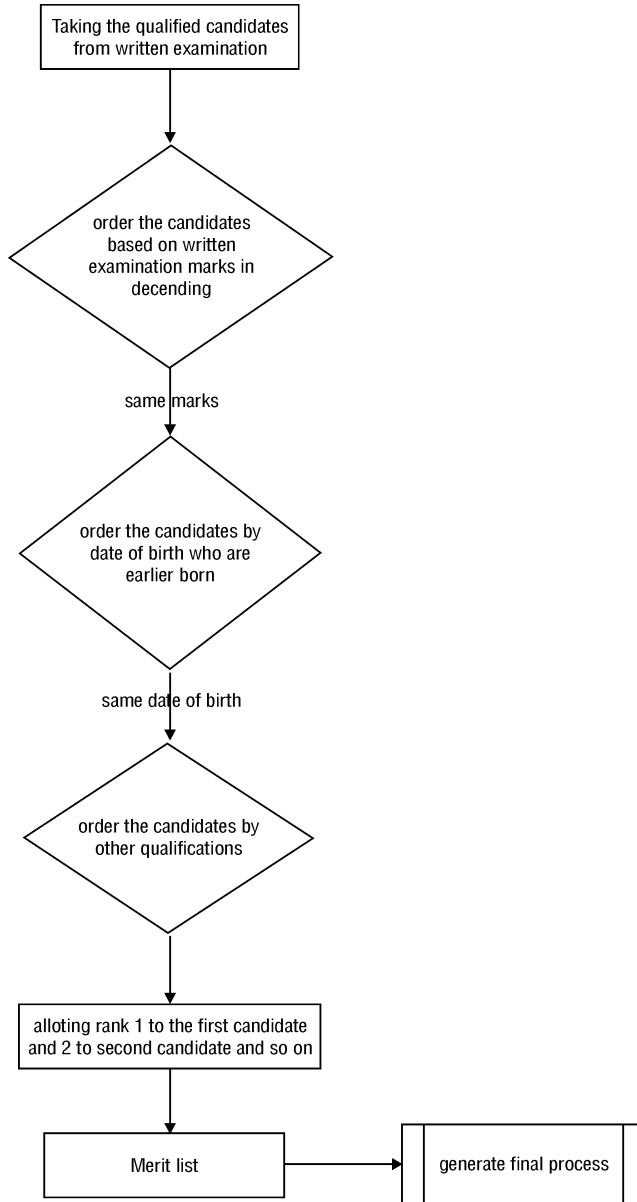
### Generation of Final list







### Generation of Meritlist



## ANNEXURE 2

### Hardware Requirement

Sl No.	Server / System	Quantity	Rate
<b>Hardware</b>			
1.	Web Server Configuration : 1. Middle end server (HP Proliant 1500) 2. 8 GB Ram 3. 360 GB HD 4. CD Writer 5. Keyboard, mouse & Monitor	1	
2.	Database Server Configuration : 1. Middle end server (HP Proliant 1500) 2. 8 GB Ram 3. 360 GB HD 4. CD Writer 5. Keyboard, mouse & Monitor	1	
3.	Firewall	1	
4.	Inter leased line with public IP (min 2mbps)	1	
5.	Printer	2	
<b>Software</b>			
5.	Window 2003 server license (for web server and database server)	2	
6.	MS-SQL Server 2005 license	1	

Sl No.	Server / System	Quantity	Rate
<b>Hardware</b>			
1.	Recruitment process Server Configuration : 1. Middle end server (HP Proliant 1500) 2. 4 GB Ram 3. 360 GB HD 4. CD Writer 5. Keyboard, mouse & Monitor	1	
2.	Development System Configuration : 1. Intel core 2 duo 2. 1.8 GHz 3. 2 GB Ram 4. 80 GB HD 5. CD Writer, 6. Keyboard, mouse & Monitor	2	
3.	Scrutiny, Scanning OMR Applications Configuration : 1. Intel core 2 duo 2. 1.8 GHz or Higher 3. 2 GB Ram 4. 80 GB HD 5. CD Writer, 6. Keyboard, mouse & Monitor	4	
<b>Software</b>			
1	Window 2003 server licensed (for web server and database server)	1	
2	Windows XP	6	
3	.Net 2008 Developer Studio	1	
4	MS-SQL Server 2005	1	
5.	Printers at UPPR&PB	2	

**Hard ware details for field tests at district level for capturing height, weight and finger prints. (per each district) :**

SI No.	Server	Quantity	Rate
<b>Hardware</b>			
1.	Server / Client Configuration : 1. Intel core 2 duo 2. 1.8 GHz or Higher 3. 2 GB Ram 4. 80 GB HD 5. CD Writer, 6. Keyboard, mouse & Monitor  <b>Note : Number of systems depends on how many Bio-metric device are required as well as depending how much distance the tests going to conduct.</b>	1	
2.	Printers at Districts	1	
3.	Weight and Mass index machine at Districts <b>Note : minimum</b>	1	
<b>Software</b>			
1	Windows XP	1	
2	.Net Framework		
3	MS-SQL Server 2005 <b>Note : Both systems connected with LAN, 1 MS-SQL Server is sufficient. if not 2 MS-SQL Server licenses are required.</b>	1	

**Hard ware details for written test for authenticate candidates by bio-metric device per each center.**

SI No.	Server	Quantity	Rate
<b>Hardware</b>			
1.	System / Laptop Configuration : 1. Intel core 2 duo 2. 1.8 GHz or Higher 3. 2 GB Ram 4. 80 GB HD 5. CD Writer, 6. Keyboard, mouse & Monitor  <b>Note : The above system can be used those system used at ground tests.</b>	1	
<b>Software</b>			
1	Windows XP	1	
2	.Net Framework		
3	MS-SQL Server 2005	1	

<b>Summary (Minimum requirement)</b>			
Sl No.	Servers / Systems	Quantity	Rate
<b>Hardware</b>			
1.	<b>Server at UPPR&amp;PB</b> Configuration : <ol style="list-style-type: none"> <li>1. Middle end server (HP Proliant 1500)</li> <li>2. 8 GB Ram</li> <li>3. 360 GB HD</li> <li>4. CD Writer</li> <li>5. Keyboard, mouse &amp; Monitor</li> </ol>	3	
2.	<b>Development System at UPPR&amp;PB</b> Configuration : <ol style="list-style-type: none"> <li>1. Intel core 2 duo</li> <li>2. 1.8 GHz</li> <li>3. 2 GB Ram</li> <li>4. 80 GB HD</li> <li>5. CD Writer,</li> <li>6. Keyboard, mouse &amp; Monitor</li> </ol>	2	
3.	<b>Firewall at UPPR&amp;PB</b>	1	
4.	<b>Inter leased line with public IP (min 2mbps) at UPPR&amp;PB</b>	1	
5.	<b>Printers at UPPR&amp;PB</b>	2	
6.	<b>System / Laptop at Districts</b> Configuration : <ol style="list-style-type: none"> <li>1. Intel core 2 duo</li> <li>2. 1.8 GHz or Higher</li> <li>3. 2 GB Ram</li> <li>4. 80 GB HD</li> <li>5. CD Writer,</li> <li>6. Keyboard, mouse &amp; Monitor</li> </ol>	70	
7.	<b>System / Laptop at Districts for written test</b> Configuration : <ol style="list-style-type: none"> <li>1. Intel core 2 duo</li> <li>2. 1.8 GHz or Higher</li> <li>3. 2 GB Ram</li> <li>4. 80 GB HD</li> <li>5. CD Writer,</li> <li>6. Keyboard, mouse &amp; Monitor</li> </ol> <b>Note : The above system can be used those system used at ground tests.</b>	17	
8.	<b>Printers at Districts</b>	70	
9.	<b>Weight and Mass index machine at Districts</b> <b>Note : minimum</b>	70	

<b>Software</b>			
1	Window 2003 server licensed (for web server and database server) <b>at UPPR&amp;PB</b>	3	
2	Windows XP <b>at UPPR&amp;PB</b>	6	
3	.Net 2008 Developer Studio <b>at UPPR&amp;PB</b>	1	
4	MS-SQL Server 2005 <b>at UPPR&amp;PB</b>	3	
5	Windows XP <b>at Districts</b>	70	
6	.Net Framework <b>at Districts</b>		
7	MS-SQL Server 2005 <b>at Districts</b>	70	

**APPENDIX - 2**

D.O. No. 25019/24/2009-PM.II



गृह मंत्री  
भारत  
नई दिल्ली - 110001  
HOME MINISTER  
INDIA  
NEW DELHI-110001

12.11.2009  
/16

**Dear Shri**

The National Police Mission (NPM) has recommended various projects for implementation covering the entire gamut of police reform, modernization and upgradation of overall police capabilities to deal with emerging internal security challenges.

2. I write to draw your immediate and kind attention to one specific project recommended by the NPM i.e. "Transparent Recruitment Process". The rationale, justification and the necessity of adopting a Transparent Recruitment Process is self evident. The large number of vacancies in the State Police is a concern which you will certainly share with the Ministry of Home Affairs.

3. Briefly stated, the project aims to ensure an honest, fair, efficient, effective and transparent recruitment process that can withstand judicial scrutiny. Every candidate is kept informed of his progress at every stage of the recruitment process and a tamperproof recruitment with the maximum use of technology can be ensured.

4. In order to implement the TRP, the State Governments would have to address certain issues, like change in Recruitment Rules, setting up of a separate independent Recruitment Board as suggested by the Police Mission, and procurement of modern technology. Resources for the project can be met out from the sale of application forms and it could be ensured that no external funding is required. In case your State is already using a similar model, you may consider incorporating features from this project to further strengthen the State police recruitment process. A copy of the scheme has been circulated to all DGPs by the Bureau of Police Research and Development.'

-2-

5. The Ministry of Home Affairs has already adopted the Transparent Recruitment Process for the Central Para Military Forces. I am informed that the Government of Uttar Pradesh has also announced its acceptance of the Transparent Recruitment Process.

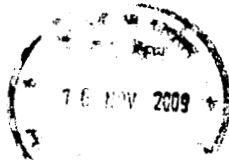
6. You may also kindly note that as we consider the unanimous demand of State Governments to extend the MPF Scheme by another 5 years, adoption of best practices such as the Transparent Recruitment Process would be viewed as a legitimate precondition for extension of the MPF scheme to your State.

With regards,

Yours sincerely,



**(P. Chidambaram)**





**APPENDIX - 3**

<b>Check list of basic features of Transparent Recruitment Process(TRP)</b>			
<b>Sl. No.</b>	<b>Features of TRP</b>	<b>(Yes/No)</b>	<b>Comments</b>
1.	Setting up a permanent Recruitment Board.		
2.	Reframing recruitment rules with amendments to adopt transparency features.		
3.	Use of technology to support and sustain the recruitment process, as follows:		
i)	Use of Optical Mark Recognition (OMR)/Optical Character Recognition (OCR) technology for all application forms as well as for all examinations.		
ii)	Use of standardized digital height weight devices with digital display monitors for display to the candidate and interface with the computer application for automatic data entry into data base.		
iii)	Use of Radio Frequency Identification (RFID) chip timing technology for conduct of endurance run in the physical efficiency test to ensure accuracy and tamper proof conduct of 10 km run.		
iv)	Use of biometric devices to eliminate duplication and Impersonation.		
v)	Use of CCTV technology to videograph the various stages of recruitment and thereby maintain a backup record and also keep track of the activities at various recruitment centers simultaneously functioning across the state or country.		
vi)	Use of e-recruitment application software for entire process from application to final merit list generation so as to facilitate accuracy, minimize cumbersome manual documentation and negate tempering.		
vii)	Use of Bar Code reader to scan admit cards.		
4)	Informing the candidate of his eligibility/ status at all stages and issue of rejection slips stage-wise.		

**APPENDIX - 4****NATIONAL POLICE MISSION****List of Members of Micro Mission: 01****Human Resource Development**

(Police Population Ratio – Career Progression – Leadership – Accountability – Performance Evaluation – Training – National Police University – Attitudinal Changes – Welfare of Police Personnel, etc.)

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|----|--|---|
| 1. | Shri S.C. Mathur, IPS (MH:81)<br>Commissioner of Police,<br>No. 2, Sadhuvaswani Road,<br>Camp, Pune – 411001<br>E-mail : mathur.satish@gmail.com   | Telephone Nos.<br>020-26125396 (O)<br>09158457255 (M)<br>020-26128105 (F) |
| 2. | Shri D.M. Mitra (MP:83), (Secretary MM-01),<br>IGP/Joint Director, NCRB<br>National Crime Records Bureau<br>East Block-07, R.K.Puram New Delhi.<br>E-mail : johndm_mitra@yahoo.co.in                       | Telephone Nos.<br>09968262008 (M)<br>09424439624 (M)                      |
| 3. | Shri A. Hemachandran, IPS ( Kerala 86)<br>ADGP (Int.), Special Branch<br>CID Hqrs., Pattom, Thiruvananthapuram<br>Kerala PIN - 695004<br>E mail : ahemachandran86@yahoo.co.in<br>adgpint.pol@kerala.gov.in | Telephone Nos.<br>0471-2554452 (O)<br>0471-2555123 (F)<br>09497999997 (M) |
| 4. | Dr. S.B. Singh (Assam-Megh:86)<br>IGP (Hqrs), CISF,<br>CGO Complex, Lodhi Road,<br>Block No. 13, New Delhi-3.<br>E-mail : swarajbeer@yahoo.co.in<br>ighqrs@cisf.gov.in                                     | Telephone Nos.<br>011-24367502 (O)<br>09868209289 (M)<br>011-24361202 (F) |
| 5. | Shri. B.J. Mahanta, IPS (AM:88)<br>ADGP (Adm), Assam PHQ,<br>P.O – Ulubari, Guwahati - 781001<br>E-mail : bjmahanta.ips@gmail.com<br>adgp-adm@assampolice.gov.in   | Telephone Nos.<br>0361-2526189 (O)<br>0361-2525397 (F)<br>09435524555 (M) |

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|-----|---|--|
| 6.  | <p>Shri. Sunil Kumar, IPS (Tamil Nadu-88)<br/>ADGP (TPTC)<br/>Tamil Nadu Police Transport Corporation<br/>O/o – DGP, Mahilapre, Chennai - 600004<br/>E-mail : sunilkumarips88@gmail.com</p>               | <p>Telephone Nos.<br/>044-28447630 (O)<br/>09444440557 (M)</p>   |
| 7.  | <p>Shri. Atul Karwal, IPS (GJ:88)<br/>IGP &amp; Jt. Director,<br/>Gujarat Police Academy,<br/>Karai, Gandhinagar-382355<br/>E-mail : karai@gujarat.gov.in<br/>atulkarwal@gmail.com</p>                    | <p>Telephone Nos.<br/>079-29289612 (O)<br/>079-23277320 (F)<br/>09978406078 (M)<br/>079-22822016 (F)</p> |
| 8.  | <p>Shri. M.K. Chhabra (Ori:88)<br/>Chairman-Cum-Managing Director<br/>Odisha State Road Transport Corporation<br/>Parivahan Bhawan, Bhubaneswar- 751009<br/>E-mail : cmdosrtc@gmail.com, osrtc@nic.in</p> | <p>Telephone Nos.<br/>0674-2530208 (O)<br/>0674-2530719 (F)<br/>07894462830 (M)</p>                      |
| 9.  | <p>Ms. Renuka Mishra (UP:90)<br/>IG (Pers &amp; Trg.), SSB<br/>Force HQrs, East Block-05<br/>R.K.Puram, New Delhi<br/>E-mail : renukamishra67@gmail.com<br/>igpers-ssb@nic.in</p>                         | <p>Telephone Nos.<br/>011-26188211(Telefax)<br/>09650097367 (M)</p>                                      |
| 10. | <p>Dr. S.Parashiva Murthy, IPS (KTK:90)<br/>IGP, Eastern Range<br/>Distt- Dngiri<br/>Karnataka.<br/>E-mail : igptrg@ksp.gov.in</p>  | <p>Telephone Nos.<br/>080-22343708 (Telefax)<br/>09480800028 (M)<br/>08192 – 237829 (F)</p>              |
| 11. | <p>Smt. Garima Bhatnagar, IPS (Delhi-94)<br/>Joint Commissioner<br/>Special Branch<br/>Asaf Ali Road, New Delhi<br/>E-mail : garimabhatnagar05@gmail.com</p>  | <p>Telephone Nos.<br/>011-23219873 (O)<br/>9818992947 (M)</p>  |

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|-----|---|---|
| 12. | Shri N.K. Singh, IPS (WB:94)<br>IGP (CID)<br>BhavaniBhawan, Alipur<br>Kolkata - 700027, West Bengal<br>E-mail : dighqwb@gmail.com   | Telephone Nos.<br>033- 24792955 (O)<br>033-24506174 (F)<br>033-24506100 (CR)<br>09883504001 (M) |
| 13. | Shri. Nilabh Kishore, IPS (PB:98)<br>DIG, Ludhiana<br>Opposite Old Court<br>Ludhiana- 141001<br>E-mail : digldh@yahoo.co.in, nilabh@gmail.com                               | Telephone Nos.<br>0161 – 2425599 (O)<br>0161-2414992 (F)<br>09411112666 (M)                     |
| 14. | Shri Jagbir Singh<br>DIG, CISF<br>Oil Duliajan, Suraksha Nagar<br>P.O – Duliajn, Dist – Dibrugarh<br>PIN – 786602, Assam<br>E-mail : oil-duliajan@cisf.gov.in               | Telephone Nos.<br>0374– 2800506 (Telefax)<br>09954486588 (M)                                    |
| 15. | Shri S K Sharma<br>DIG (Trg), Director General, ITBP,<br>Block-2, CGO Complex, Lodhi Road,<br>New Delhi – 110003<br>E-mail : digtrg@itbp.gov.in                             | Telephone Nos.<br>011-24364229 (Telefax)<br>09868100856 (M)                                     |
| 16. | Ms. Sumedha Dwevedi , IPS (HP:2005)<br>AIG, Police HQrs<br>Shimla, Himachal Pradesh - 171002<br>E-mail : sp-nah-hp@nic.in<br>sumedhadwevedi2008@gmail.com                   | Telephone Nos.<br>0177–2621637 (O)<br>0177–2626936 (F)<br>09418010102 (M)                       |
| 17. | Sh. P. K Singh, IPS (AGMU:2008)<br>SP (AP/SAP)/Commandant,<br>IR Bn, A&N Islands.<br>Dist – Nicobar, PIN – 744301<br>E-mail :- spdn265965@gmail.com<br>pankarongo@gmail.com | Telephone Nos.<br>03193-265223 (O)<br>03193-265965 (F)<br>09531856174 (M)                       |

**APPENDIX - 5****NATIONAL POLICE MISSION****TEAM**

	<b>Name</b>	<b>Designation</b>
1.	Rina Mitra	Director
2.	Anshuman Yadav	Dy. Inspector General
3.	Sultan Ahmad	Superintendent of Police
4.	B.N. Yogeshwar	Superintendent of Police
5.	P.S. Bhushan	Superintendent of Police
6.	Govind Baboo	Superintendent of Police
7.	M.C. Sahni	Superintendent of Police

**SUPPORT STAFF**

	<b>Name</b>	<b>Designation</b>
1.	Rajeev Kumar	Personal Assistant
2.	Rajesh	Steno
3.	S.K. Pal	Assistant
4.	Anita Mahajan	Assistant
5.	K. Raju	Personal Assistant
6.	Daya Ram	Personal Assistant
7.	T.D. Sachdeva	Personal Assistant
8.	Amit Kumar	LDC