

STANDING ORDER NO. 12 / 2001

Subject: **RECRUITMENT**

The prerogative of recruitment, to the post of Constable is of District Superintendent of Police. The prerogative however must be exercised in a manner which ensures merit and transparency in the process of selection.

To standardize the selection process and to ensure the selection of a constable on the basis of merit alone, following procedure is prescribed which shall be strictly adhered to in future.

PERIODIC RECRUITMENT

Recruitment shall be made twice in a calendar year. Time and Date of recruitment shall be notified by IGP for the entire Province.

ADVERTISEMENT OF POSTS

All vacancies to be filled shall be advertised in the newspaper as per government policy.

RECRUITMENT BOARD

DIG of Police shall constitute a Recruitment Board for the district under intimation to IGP, NWFP. It shall be headed by district SP and shall have three Gazetted Officers as its members. One of these three members may be Gazetted Officers from the Range Office or of a District other than the District concerned but from the same Range.

PHYSICAL STANDARD/EDUCATION QUALIFICATION

In normal routine no case shall be moved for condonation unless there is fully justification and approval of the Range DIG for such condonation.

RECRUITMENT PROCEDURE.

SCRUTINY

1. The Selection Board shall conduct initial scrutiny of the applicants to ensure fulfillment of the basic requirements of age, physical standard and educational qualifications. The physical measurement of height and chest shall be carried out in the presence of the members of the Selection Board.

2. The candidate thus eligible shall be put through:

- a. **Physical test,**
- b. **Written Test,**
- c. **Interview.**

a. **PHYSICAL TEST**

Physical test shall be conducted in the presence of all the members of the Selection Board of the eligible candidates. Physical test may constitute running besides any other test of physical fitness that the Selection Board deems necessary. At least five candidates be short-listed for each vacancy after physical test is feasible.

b. **WRITTEN TEST**

Only those who qualify physical test shall be eligible to under-take the written test. The Selection Board will set a written test keeping the following into perspective:

- LANGUAGE COMPREHENSION
- GENERAL APTITUDE
- GENERAL KNOWLEDGE

Results of the written test shall be announced on the same day.

c. **INTERVIEW**

The Selection Board shall interview candidates who qualify both physical and written tests. Suitability for Police force be specifically judged during interview. After interviews the merit list of successful candidate shall be displayed.

MEDICAL CHECK-UP

Qualified candidates shall appear before the medical team comprising a group of medical doctors or a doctor as directed by the competent authority.

BACKGROUND INVESTIGATION

The Selection Board shall send the requisite information of the successful candidates to the DIG Special Branch and also to the SP of the district where the candidates reside. The two offices shall put every effort to verify the personal character, conduct and other relevant facts of the candidates considered suitable for recruitment. The verification reports shall be minutely scrutinized by the Selection Board before final recruitment.

VERIFICATION OF EDUCATIONL DEGREES/CERTIFICATES

The degrees/certificates of all the candidates selected for the recruitment shall be got verified in writing from the Board/University which issue the degree/ certificate.

PROCEEDINGS OF THE SELECTION BOARD/FINAL SELECTION

The Selection Board shall maintain a record of its proceedings. The result of physical test, written test papers and all other relevant matters shall form part of this record. This record shall be maintained for one year.

LIST OF SELECTED CANDIDATES

List of selected candidates shall be put in the District Police Lines and their appointment letters shall be issued after the approval of DIG concerned.

COMPLAINT AGAINST RECRUITMENT PROCEDURE

Any complaint against recruitment procedure shall be entertained by the office of the DIG concerned who shall depute a Gazetted Officer to ensure that the complaint is properly enquired into and that no injustice is allowed to be done.