

FROM : DIGCENT (RECTT) DTE

NO.R.II.25/2015-RECTT.(HC/LDCE-15)-DA-II

DTD 30 /11/2015

U/C (.) SELECTION OF HC/GD THROUGH LDCE – 2015 (.) REFER STANDING ORDER 05/2011, ITS ADDENDUM/AMENDMENT ISSUED VIDE LTR NO.R.II.15/2012-RECTT.(HC/LDCE) DTD 03/07/12 AND THIS DTE SIGNAL NO.R.II.15/RECTT-I(ONLINE)/LDCE DTD 26/08/15 (.) 1641 VACANCIES FOR RECRUITMENT OF HC/GD (MALE/FEMALE) ARE RELEASED FOR THE YEAR 2015 (.) CATEGORY WISE BREAKUP OF THE VACANCIES ARE AS UNDER (.) MALE - 1580 (U/R - 1224, SC - 237, ST – 119) (.) FEMALE - 61 (UR- 47, SC – 9, ST - 5) (.) POLCENT CENTRAL SECTOR IS ENTRUSTED RESPONSIBILITY FOR CONDUCTING EXAMINATION AS PER FOLLOWING SCHEDULE (.) GC KATHGODAM IS DETAILED AS NODAL CENTRE/GC FOR SCRUTINY OF APPLICATIONS ETC (.)

SL. NO	EVENTS	PERIOD UPTO
1.	ADVERTISEMENT OF VACANCIES FOR SELECTION OF HC/GD LDCE 2015 UPTO COY/SECTION LEVEL	30/11/2015
2.	UPLOADING OF APPLICATION FORM BY CANDIDATES ALONGWITH NOC (NOC SHOULD BE ISSUED TO APPLICANT BY HEAD OF OFFICE W.E.F 01/12/15 TO 21/12/2015. NOC ISSUED PRIOR TO 01/12/15 I.E. ON 30/11/15 OR BEFORE AND AFTER 21/12/15 I.E. NOC ISSUED ON 22/12/15 OR THEREAFTER WILL NOT BE ACCEPTED)	01/12/2015
3.	LAST DATE OF SUBMISSION/UPLOADING OF APPLICATION BY CANDIDATES	21/12/2015
4.	SCREENING OF SERVICE RECORD/CHECKING OF ELIGIBILITY CONDITIONS BY BOARD OF OFFICERS AT NODAL GC	22/12/2015 to 20/01/2016
5.	LIST OF ACCEPTED APPLICANTS AND REJECTED TO BE PROVIDED TO THE FIRM FOR UPLOADING AND ISSUANCE OF CALL LETTERS FOR WRITTEN EXAM	22/01/2016
6.	SUBMISSION OF CENTRE WISE DEMAND OF Q/BOOKLETS AND OMR SHEETS TO NODAL SECTOR FOR CONSOLIDATION AND FURTHER SUBMISSION TO FIRM BY NODAL SECTOR	22/01/2016
7.	COLLECTION OF QUESTION PAPERS AND OMR ANSWER SHEET BY CONCERNED EXAMINATION CENTRES FROM FIRM AVAILABLE AT DTE GENL.	08/02/2016
8.	CONDUCT OF WRITTEN EXAMINATION (OMR BASED)	14/02/2016 (SUNDAY)
9.	SUBMISSION OF OMR ANSWER SHEET TO FIRM BY REPRESENTATIVES OF CONCERNED RECRUITMENT CENTRES FOR SCANNING/EVALUATION, SCANNING OF ANSWER SHEETS BY THE FIRM AT THEIR OFFICE LOCATED AT DELHI AND PREPARATION/HANDING OVER OF RESULT SHEET BY FIRM TO REPRESENTATIVE AND DECLARATION OF RESULT OF WRITTEN TEST BY NODAL SECTOR AND UPLOADING BY FIRM AND ISSUANCE OF CALL LTR BY FIRM THROUGH MAIL/SMS FOR NEXT STAGE	15/02/2016 TO 20/02/2016
10.	CONDUCT OF PST/PET/CHECKING OF TESTIMONIAL/SERVICE RECORDS/MEDICAL EXAMINATION (LIST OF SELECTED/REJECTED CANDIDATES WILL BE PROVIDED TO FIRM FOR UPLOADING)	22/03/2016 TO 07/04/2016
11.	ACCEPTANCE OF APPLICATION FOR REVIEW MEDICAL EXAMINATION/CONDUCT OF REVIEW MEDICAL EXAMINATION	08/04/2016 TO 12/04/2016
12.	SUBMISSION OF MERIT LIST BY EXAMINATION CENTRE TO	15/04/2016 TO

	NODAL SECTOR	18/04/04/2016
13.	DRAWAL OF FINAL MERIT LIST AND ITS SUBMISSION TO DIRECTORATE GENERAL THROUGH ZONE HQR	19/04/2016 to 22/04/2016
14.	DECLARATION OF FINAL RESULT BY DIRECTORATE GENERAL/UPLOADING BY FIRM	27/04/2016

[.] CUT OFF DATE FOR DETERMINING AGE OF CANDIDATE FOR ACCEPTING APPLICATION WILL BE 1st AUGUST 2015 (.) PROCEDURE AND OTHER CONDITIONS AS ENVISAGED IN S.O. 05/2011 AND ITS AMENDMENT INSTRUCTION ISSUED FROM TIME TO TIME BY THIS DIRECTORATE MAY BE ADHERED STRICTLY FOR CONDUCTING THE TEST AND CATEGORY WISE FINAL AS WELL AS COMBINED MERIT LIST BE SUBMITTED TO THIS DTE AS PER PROGRAMME (.) PARA (.) ALL WILLING AND ELIGIBLE CANDIDATES WILL APPLY THROUGH ONLINE MODE ONLY (.) APPLICATION MUST BE ACCOMPANIED BY ATTACHING/UPLOADING NOC AS PDF DOCUMENT (.) SITE FOR ACCEPTANCE OF APPLICATION WILL BE OPEN W.E.F 01/12/2015 TO 21/12/2015 (.) NOC WILL BE ISSUED BY HEAD OF OFFICE IN DEVISED FORMAT (CONVEYED VIDE THIS DTE SIGNAL NO.R.II.15/RECTT-I(ONLINE)/LDCE DTD 26/08/15) IN A SINGLE PAGE REPEAT IN A SINGLE PAGE (.) VALIDITY OF NOC WILL BE WITHIN DATES OF NOTIFICATION AND LAST DATE OF ACCEPTANCE OF APPLICATION (ONLINE) (.) PARA (.) HEAD OF OFFICE WILL ENSURE DISSEMINATION OF INFORMATION ABOUT SELECTION OF HC/GD THROUGH LDCE TO ALL ELIGIBLE CANDIDATES IN THEIR UNIT / OFFICE (.) H.O.O IS NOT RESPONSIBLE FOR UPLOADING INDIVIDUAL APPLICATIONS (.) HOWEVER IN CASE OF ANY DIFFICULTY BY CANDIDATES AND IF SIMILAR FACILITY IS AVAILABLE IN UNIT, IT WILL BE EXTENDED TO WILLING AND ELIGIBLE CANDIDATES FOR UPLOADING APPLICATION AND ANNEXURE (.) NO LATE APPLICATION WILL BE ACCEPTED BY SYSTEM AS IT WILL SHUT DOWN IN ITS OWN TIME I.E. 21/12/2015 BY 2400 HRS (.) CANDIDATES BE ADVISED ACCDLY (.) AFTER UPLOADING OF APPLICATION INDIVIDUAL WILL PROVIDE INFORMATION TO HIS H.O.O IN WRITING ALONGWITH COPY OF NOC, THEREBY CONFIRMING HIS CANDIDATURE FOR SUBJECT EXAM (.) THEREAFTER, SERVICE BOOK & ACR WITH ALL OTHER CONNECTED DOCUMENTS (VIZ COPY OF NOC, AME REPORT,

CERTIFICATE TO PROVE EDUCATIONAL QUALIFICATION) OF THE ELIGIBLE CANDIDATES WILL BE FORWARDED BY H.O.O TO THE NODAL CENTRE (GC KATHGODAM) WELL IN TIME (.) IN CASES WHERE SERVICE RECORDS OF PERSONNEL ARE NOT AVAILABLE, THE UNIT/OFFICE WILL INTIMATE THEIR DETAILS TO THE RESPECTIVE OFFICE IMDTLY FOR FORWARDING THEIR SERVICE RECORD TO THE NODAL CENTRE (GC KATHGODAM) TIMELY THROUGH SPECIAL MESSENGER (.) PARA (.) ELIGIBLE PERSONNEL WHO ARE ON LEAVE OR OTHER DUTIES BE INFORMED IMDTLY, ASSISTED THROUGH QUICKEST COMMUNICATION MEANS AND FAX (.) A RECORD OF SUCH COMMUNICATION WITH ASPIRING CANDIDATES WILL BE KEPT BY THE RESPECTIVE UNIT/OFFICE (.) PARA (.) CENTRAL SECTOR IS DESIGNATED AS NODAL SECTOR FOR SUBJECT SELECTION AND GC KATHGODAM AS THE NODAL GC (.) THE SERVICE BOOK & ACR WITH CONNECTED DOCUMENTS IN R/O ELIGIBLE CANDIDATES WILL BE FORWARDED BY THE UNIT/OFFICE TO THE NODAL GC (GC KATHGODAM) (.) SCRUTINY OF APPLICATION DONE BY THE SCRUTINY BOARD AT GC KATHGODAM WILL BE OVERSEEN BY DIGCENT GC KGM AND DECISION IF ANY REQUIRED TAKEN (.) PARA (.) FOLLOWING WILL BE EXAMINATION CENTRES IN EACH ZONE FOR CONDUCT OF WRITTEN TEST/PST/PET/CHECKING OF TESTIMONIAL/MEDICAL ETC (.)

ZONE	EXAM CENTRES
J&K ZONE	GC CRPF KOOTAH
	GC CRPF SONIPAT
CENTRAL ZONE	GC CRPF AMETHI
	GC CRPF BBSR
NE ZONE	GC CRPF GUWAHATI
	GC CRPF IMPHAL
SOUTHERN ZONE	GC CRPF AVADI
	GC CRPF NAGPUR

(.) DETAILED PROCEDURE FOR FILLING UP APPLICATION FORM WILL ALSO BE AVAILABLE IN SITE (.) CANDIDATES BE ADVISED TO GO THROUGH CONTENTS CAREFULLY BEFORE FILLING THE APPLICATION FORM ONLINE (.)

CORRESPONDENCE MADE WITH LOWER FORMATIONS AND VICE VERSA
NEED NOT BE ENDORSED TO THIS DTE [.] PARA [.] IN ADDITION TO ABOVE,
FOLLOWING GUIDELINES ARE ALSO ISSUED [.]

- [1] ACR grading in respect of recruits who have passed 44 weeks of basic training be treated as Good [.]
- [2] SCC is now re-named as HCPC, hence Addl.marks as weightage for good grading of HCPC may be awarded to eligible candidates (.) Candidates who have undergone BPT, APT, UAC and TOT courses from other than CRPF Institution i.e. BSF, ITBP, CISF etc may be allowed (.) Grading of BPT and APT courses with "A" and "B" grade may be treated as "AX" and "BX" accordingly (.) If a candidate has undergone two or more courses and obtained good grading, only one course i.e. the course in which the candidate has obtained highest grading (best grading) will be taken into account for awarding weightage of marks for Good grading (.) Marks will not be awarded for the remaining courses [.]
- [3] It is the responsibility of Head of Office to ensure and forward applications of only willing & eligible candidates for selection to HC/GD through LDCE to application receiving centre well in time and service book of the applicant is the only authentic document to confirm his eligibility conditions [.]
- [4] Application of LDCE aspirants be subjected to scrutiny of eligibility parameters at initial screening stage in unit/office itself and fulfillment of eligibility criteria should be ensured by Head of offices before issuing NOC to the candidates for applying for the post of HC/GD through LDCE-2015.
- [5] No candidate who availed condonation in physical standard during his/her appointment in lower rank earlier and on the date of submitting application for LDCE is not meeting required standard, his application is liable to be rejected at initial stage/unit level and he will not be eligible to appear in the examination [.]
- [6] In case, a candidate availed condonation in physical standard at the time of recruitment in lower rank and later on gain the required physical standard during the period of time due to growth, his/her eligibility may be checked from AME's report, which is the authentic document to confirm his correct physical standard (Height/chest & weight etc.)/eligibility conditions in support of his claim [.]
- [7] If a candidate does not meet physical standard, he/she may be rejected at initial stage of scrutiny by Unit or application receiving centre [.]

- [8] Immediately on issue of notification, candidates must apply for NOC on plain paper to their Head of office [.] NOC will be issued by Head of Office in the devised format (conveyed vide signal No.R.II.15/Rectt.I(Online)/LDCE dated 26/08/15) [.] The format is also available in CRPF web-site [.]
- [9] The Head of Office will provide Id and password to all personnel [.]
- [10] On getting the Id and password from Head of Office, the individual will upload his application alongwith NOC obtained from Head of office [.] The NOC should be issued within eligible period i.e. after notification and closing of application period w.e.f 01/12/15 to 21/12/15 (NOC SHOULD BE ISSUED TO APPLICANT BY HEAD OF OFFICE W.E.F 01/12/15 TO 21/12/2015. NOC ISSUED PRIOR TO 01/12/15 I.E. ON 30/11/15 OR BEFORE AND AFTER 21/12/15 I.E. NOC ISSUED ON 22/12/15 OR THEREAFTER WILL NOT BE ACCEPTED) [.] Before filling the application, candidate will go through all the guidelines available in website [.] Once the application is submitted for acceptance, no amendments/changes can be made in the application subsequently. Further, once a candidate applies for the post with his Force number, he cannot apply again with the same force number [.]
- [11] After uploading of application by individual, the individual will provide information in writing alongwith copy of NOC, thereby confirming his candidature for subject exam [.] The HOO will thereby be responsible for obtaining and despatch of his ACR, Service book alongwith copies of NOC issued, AME report, certificate to prove educational qualification to nodal GC i.e. GC Kathgodam well in time [.] Due to schedule, it is desired that Special messenger be deputed for timely receipt of documents at Nodal GC (.)
- [12] The Nodal GC will collect accepted application form from the firm concerned on 22/12/15 without fail [.] The Unit concerned will forward the ACR file and Service Book of the eligible personnel to the Nodal GC, which will be provided to the board for scrutiny by Nodal GC [.]
- [13] The Service Book and ACR with all other connected documents of the eligible candidates will be provided by the HOO to the Nodal Centre (GC Kathgodam) well in time and by 22/12/15 positively without fail [.] In cases where service records of personnel are not available, the Unit/Office will intimate their details to the respective office immediately for forwarding their Service record to the Nodal centre (GC Kathgodam) [.] Units will take special efforts and use of all communication measures and ensure that Service record and ACR reaches Nodal Group Centre by 22/12/15 positively [.] All documents related to requisite educational qualification required for appearing in the selection should be available in the Service Book of the personnel [.]
- [14] The physical standard required for appearing/selection for the post of HC/GD through LDCE will be as under :-

a)	Physical Standard		
(i)	HEIGHT	Male	Female
	General	170 Cms	157 Cms
	Candidates falling in the categories of Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the States of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, and Jammu & Kashmir.	165 Cms	155 Cms
	All candidates belonging to Scheduled Tribes.	162.5 Cms	150 Cms
(ii)	CHEST (Male candidate)	Unexpanded	Expanded
	General	80 Cms	85 Cms
	Candidates falling in the categories of Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the States of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, and Jammu & Kashmir..	78 Cms	83 Cms
	All candidates belonging to Scheduled Tribes.	76 Cms	81 Cms
(iii)	WEIGHT (Male & Women Candidates)		
	Proportionate to height and age as per medical standards.		

[15] No candidate who availed condonation in physical standard during his/her appointment in lower rank earlier and on the date of submitting application for LDCE is not meeting required standard, his application is liable to be rejected and he will not be eligible to appear in the examination [.]

[16] The candidates not fulfilling the eligibility conditions on the date of application will not be eligible for applying for LDCE [.]

[17] The scrutiny board will ensure that the candidates meet all eligibility parameters. The Board will be responsible to ensure the candidate is eligible as per NOC provided by Head of Office / Commandant and further from Service Records/ACR etc and rule out any possibility on eligibility which might have been overlooked by H.O.O./Commandant.

[18] All candidates will be allotted 05 digit roll number as

1	0	0	0	1
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first digit in extreme left column will invariably be 1(one) for all candidates. Roll no. will begin from extreme right column and in between free columns if any, zeros will be filled therein [.]

- [19] Written test will be held on 14/02/2016 at 1000 hours to 1330 hours [.]
- [20] All identified examination centres will issue necessary directions to earmarked units/offices/institutions whose candidates are appearing at that particular centre for dispatching aspirants well in time to appear in written examination [.]
- [21] The Sector HQrs, under whose jurisdiction the recruitment centres fall, should issue instructions/directions to recruitment centres for smooth conduct of written examination [.]
- [22] Question booklet and OMR sheets will be supplied centrally by the firm available at Dte on 08/02/2016 on the basis of demand [.] GCOs of identified examination centres to depute a Gazetted officer for collection of question booklet/omr answer sheet from this Dte. Collection party should bring steel trunks along with lock and key for transportation and safe custody of above questions booklet/OMR sheets. Further collection party should come prepared for their return journey on same date [.]
- [23] On receipt of sealed / packets of question booklet & OMR sheets from Dte, it will be kept in GC Quarter Guard in presence of Centre Incharge of concerned GC [.] On the date / day of written examination, same will be taken out in presence of DIG & PO, recruitment board and will be transported to examination centre under proper escort well before start of examination [.]
- [24] GCOs will make all necessary arrangements for conducting recruitment successfully [.] Sufficient No. of invigilators from other GCs or Units may be detailed for each examination centre by zones/sectors by utilizing services of force personnel [.]
- [25] I/Card will be treated as proof to prove identity of the candidate. Before allowing candidates to enter in examination hall, identification of candidates should be verified/call letter should be checked and they should be allowed to position their seat in examination hall 30 minutes in advance from starting of written exam [.]
- [26] Sealed packets will be opened on fixed date/time before candidates in examination centers [.]
- [27] 15 Minutes time will be given to candidates for filling up column of OMR answer sheet, Question Booklet, going through the instructions on OMR Sheets and briefing etc [.] The Q/A booklet provided in stapled form will not be opened during the 15 minutes duration [.]
- [28] The invigilator detailed for conducting written examination should brief candidates to fill up correct/complete information in respective columns of

OMR answer sheet before start of exam to avoid rejection during scanning process [.] Besides, invigilators should also ensure that above requirement is correctly filled up by each candidate while collecting OMR sheet from candidates [.]

- [29] Candidates should mark correct answer by darkening only one of the choice in the OMR answer sheet [.] If more than one oval are darkened, the answer will not be evaluated [.]
- [30] Candidate should not write irrelevant matter on answer sheets and should not be in possession of mobile phones, calculators and other electronic gadget/computing devices or any other devices etc. in the examination hall, failing which his/her candidature shall be cancelled [.]
- [31] Candidates indulging in copying/helping others/using unfair means should be disqualified from examination and remarks to this effect be recorded [.] In addition disciplinary action as deemed appropriate shall be taken against them [.]
- [32] As evaluation of OMR answer sheets is computerized and double scanned, no requests for re-evaluation shall be entertained [.]
- [33] On completion of written examination, OMR answer sheets and question booklets should be handed over to the invigilator by the candidates before leaving the examination hall. Carbon copy of the OMR answer sheet will be provided to the candidate [.] The key of the written examination question paper will be uploaded by the firm within 2 days and same will also be posted on CRPF website www.crfp.gov.in. [.] The result of the written examination will be intimated to candidates through sms/e-mail by the firm [.]
- [34] Double scanning/evaluation of OMR sheet will be conducted by the firm at designated place at Delhi [.] On completion of written examination, OMR answer sheet of all 08 identified centres will be sent through a Board member for scanning at the firms location [.] On completion of double scanning /evaluation of OMR sheets the firm will hand over centre wise list of candidates qualified in the written examination (in order of roll number) without mentioning marks scored by them to the nodal Sector [.] Further, the firm will also provide list of candidates qualified in written examination to all Centres to conduct PST/PET/Checking of testimonials /records /medical examination of the qualified candidates immediately [.] Centre wise result of written test mentioning marks of all examination centres will be handed over in soft and hard copy by the firm to a GO detailed by Nodal sector/this Directorate [.] Detailed Medical officer may ensure to conduct medical examination in accordance with medical rules [.]
- [35] GCO of centre, if so designated and decided in due course, will provide boarding/lodging to the team of the firm during their stay at exam centres

on payment basis [.] Further for installation of scanner/gadget/machine, separate room, power point, furniture and power backup etc will also be provided [.] However, final decision on venue will follow in due course [.]

- [36] The board of officers detailed by the respective zones will complete selection process of qualified candidates [.] After completion of selection process, board proceeding along with result (category wise) of all candidates (without mentioning marks of written examination) of each centre will be submitted to sector concerned category wise by the PO recruitment board under intimation to respective zone [.]
- [37] On receipt of result of qualified candidates from all examination centers, Sector concerned will consolidate and prepare category wise as well as combined merit list as per existing instructions for male and female candidates [.] After drawal of merit list of finally selected candidates same will be submitted to Zone concerned for further submission to Dte after ensuring correctness of procedure and instructions on the subject by zone [.]
- [38] While conducting medical/review medical examination, all existing/latest instructions (including colorblindness) issued by Directorate as well as Director Medical should be adhered strictly by medical board [.] Besides, provisions contained in SR-4 for conducting review medical examination should also be complied with strictly while processing appeal for review medical examination [.]
- [39] Disposal of used/unused question booklet/OMR answer sheets should be done as per guidelines issued vide this Dte signal No R.II-15/2010-Rectt dated 6/01/2010 [.]
- [40] List of roll numbers allotted to candidates appearing in the subject examination should be provided to all designated examination centres / GCs with direction to display roll numbers allotted to candidates in front of examination hall one day in advance so that candidates could be able to know their roll numbers for mentioning in OMR answer sheet [.]
- [41] Candidates appearing in written examination should be directed to bring blue and black ball pen and clip board for answering question on OMR sheet [.] A note to this effect also be displayed at the examination centre for knowledge of candidates [.]
- [42] A soft & hard copy consisting of list of candidates mentioning following information should be handed over to team of the firm by PO of each selection board/centres [.] It may be ensured that the particulars of

candidates are filled in correctly to avoid any complication and rejections at the stage of evaluation/scanning of OMR sheets and preparation of result [.]

Sl No	Name of Exam Centre	Roll No. (5 digit)	Force No.	Rank	Name	Unit	DOB (dd/mm/yyyy)	Category (GENL/SC/ST)
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- [43] All examination centres should be directed to mention DOB in above format accordingly to avoid any complications at the stage of scanning /evaluation of OMR sheets [.] Apart from above, examination centres may also be directed to provide a separate list of candidates appeared and not appeared in written examination while handing over used question booklets/OMR sheets to representatives of the firms [.]
- [44] On completion of scanning process of OMR Answer sheet by the firm, centre wise list of qualified and disqualified candidates in written examination with and without mentioning marks scored by candidates will be prepared by the firm separately and handed over to the Nodal Office [.] Further list of qualified and disqualified candidates in written examinations without mentioning the marks will be handed over to all recruitment Boards at respective centre for conducting PST/PET [.]
- [45] Firm assigned the jobs of scanning/preparation of result be intimated that details of candidates appearing in written examination should be given in the format (in excel sheet) while mentioning DOB in the format a uniform procedure should be adopted by mentioning date, month & year [.]
- [46] Candidates declared unfit in medical examination be informed immediately duly mentioning deformity/disease after conducting medical examination [.] They may also be advised to prefer appeal if any against error of judgment alongwith necessary documents & remedial examination fee in accordance with SR-4 within one month [.]
- [47] A candidate applying for LDCE and his application is accepted then his chance shall be taken into account [.] In case, a candidate is not able to physically appear in selection process due to unavoidable circumstances, he has to produce evidence in support of his not appearing in LDCE for protection of his admissible chance [.] The HOO will forward the case with specific recommendations to Sector IGP who will take decision on merit of each case and issue necessary order accordingly [.] In case a candidate is not able to appear in the selection process due to his own negligence then his chance will not be protected [.]

- [48] A candidate having absence from leave, duty period regularized as leave without pay, even if it is a single day is treated as NQS period and will not be eligible for LDCE on the grounds that only absent / willful overstay from leave without permission of competent authority are generally regularized as LHP with no leave salary, and such absence, overstay are either regularized after conducting enquiry or without enquiry is against good order and discipline of the Force [.] The motto behind selection of candidate through LDCE is to appoint young, intelligent, energetic and well disciplined personnel to higher post of SI/GD where their 'quality of services' could be utilized for development of force, achieve operational challenges [.]
- [49] Absence from leave, duty period in respect of personnel earlier regularized as leave without pay, treated as NQS and are ineligible, will not be re-regularised by the Commandants/Head of Offices for making such candidates eligible for appearing in the selection process for the post of HC/GD through LDCE-2015 [.] If such re-regularisation comes to notice, suitable disciplinary action will be taken [.]
- [50] As per standing order-5/2011 candidate should have unblemished service records till the issue of order of appointment [.] The entire service records of service rendered in force will be scrutinized [.]
- [51] A candidate awarded punishment of "Severe Censure" or "Censure" for loss of I/card, will not be eligible for LDCE [.]
- [52] As per SO-5/2011 candidates who are declared unfit in medical examination will prefer appeal to concerned sector IG conducting HC/GD LDCE [.] Therefore all candidates declared unfit in medical examination be directed to prefer appeal if any, for review medical examination to IG concerned along with requisite documents in accordance with provision envisaged in Rule-4 of SR, FR & SR Part-I (General Rule) [.]
- [53] Case for extension of joining time in respected of selected candidates be decided according to this Dte leter No. R.II.15/2014-Recruitment dated 09/01/2014 in accordance with provision contained in DOP&T OM No. 35015/2/93-Estt-(d) dated 9/08/95 [.] However, this is subject to and would stand finally regulated through date of commencement of prescribed basic course [.]
- [54] As per SO 06/1999 satisfactory and good ACR grading are one and same as clarified vide this Dte sig No. R.II.1/2011-Rectt dated 16/08/11 [.] As per para 03 (d) of SO-5/2011 the candidate should have minimum good ACR of last 04 years and should have unblemished service record till the issue of offer of appointment [.] Therefore application in r/o candidates may be accepted as they were having satisfactory ACR grading subject to having unblemished service record [.]

- [55] In case of eligible personnel on deputation, it will be the responsibility of the Parent Office i.e. the office/Unit from where the individual proceeded on deputation to inform the concerned individual regarding conduct of subject examination through the borrowing department or any other means [.] Such personnel may apply immediately for NOC, ID, password and then upload his application within the time schedule given for submission of application online alongwith NOC i.e. 21.12.2015 [.] The responsibility for obtaining service records, ACR for further submission to GC Kathgodam i.e. Nodal GC will rest with his parent Unit/Office [.] Nodal Sector and GC will put in place a system when the B.O.O so detailed for scrutiny is in constant touch H.O.O for any want of documents not made available by H.O.O. [.] This is applicable during scrutiny period [.] the B.O.O so detailed be spared from all other duties, assigned a separate room with connectivity and perform scrutiny religiously to ensure that no eligible candidate is left out and no ineligible candidate is admitted [.]
- [56] A special cell may be set-up at Nodal Sector Hqr. at the time of selection process of HC/GD through LDCE-2015 for better communication with identified centres and Rectt Dte to address queries, if any, raised by the lower formations [.] Further for better, speedy and timely redressal, mobile numbers of special cell members be provided to all identified centres [.]
- [57] In past it has been noticed that lower formations were not completely clear about various instructions and basic procedure/concept of subject examinations and most often than not, tend to ask doubt and clarifications till completion of process of examinations which cause complication and delay in process at various level [.] In order to overcome above problem and delay in processing application it has been decided that a special cell / care group of following composition may be set-up at nodal Sector Hqr/ Centres at the time of selection process of HC/GD through LDCE-2014 for better communication with identified centres and Rectt. Dte. so that points/queries, if any, raised by the lower formation on the issue can be sorted-out without wastage of much time [.]

SECTOR LEVEL		CENTRE LEVEL	
CHAIRPERSON	DIG	CHAIRPERSON	COMDT./2 IC
MEMBER-ADMINISTRATIVE	COMDT/2IC/DC	MEMBER-ADMINISTRATIVE	DC/AC (M)
MEMBER-RULE POSITION	AC/MIN	MEMBER-RULE POSITION	INSP/M, SI/M

- [58] GC Kathgodam (Nodal GC) which is assigned responsibility of scrutiny of application for above examination will also detail a board/cell of composition as prescribed for centre level to clarify the queries [.] Further, mobile number of all special cell members be provided to all indentified centres for better co-ordination [.] Mobile no. of supervisor/DA of Dte. may also be kept with members of Spl cell for immediate clarification on doubts/queries which

could not be sorted out at sector/centre level [.] No candidature will be accepted provisionally [.]

[59] In past we have been adopting a process of advance sounding for last three examination i.e. HC/GD, SI/GD & ASI(ST)/HC(M) through LDCE so that necessary formalities / requirements such as AME/completion of ACR/ records are completed well in time by aspiring candidates and at Unit/GC level and there may not be compulsion of acceptance of application provisionally [.] This time also instruction for above preparation had been issued well in advance [.]

[60] Notification of examination may be announced in marker / Roll Call / meetings / Sainik Sammelan etc and all the aspirants of above examination be made aware/reiterated about the schedule and eligibility requirement which they have to fulfill for appearing in examination [.] H.O.O. may ensure completion of records / AME so that documents of willing / eligible candidates can be forwarded to concerned centre duly verified in all respect well in time [.]

[61] There will be no provisional acceptance of application in this examination [.] Responsibility of non acceptance of application due to non completion of any Adm requirement will lie on H.O.O.[.] Individual is also responsible for completion of his AME/records for processing his application in time and he himself will be also responsible for submitting application online duly completed in all respect in time [.]

[62] The OMR Answer sheets not bearing candidates name, Roll Number, language option code, Category, Question booklet series number, series code, signature, etc at appropriate columns/boxes earmarked for this purpose, fully and correctly, will not be evaluated and zero marks will be awarded to them. No correspondence in this regard will be entertained by Department [.]

[63] These instructions/guidelines are not exhaustive, therefore, Zone may issue necessary instructions / directions to DIG's of examination centres and PO Rectt board, if any, required keeping in view the ground realities at their end [.]

[64] Separate directions for co-ordinating the examination within various stages of examination to IGP C/S (Nodal Sector) and Nodal GC will follow.

[.] PARA [.] IN VIEW OF TIME LIMITATION AND ACCEPTANCE OF APPLICATION ONLINE, ZONES WILL IMDTLY ENSURE THAT THIS NOTIFICATION IS BROUGHT TO NOTICE OF ALL OFFICES INCLUDING ATTACHED OFFICES OF THE ZONE FOR CIRCULATION AMONGST MEN INCLUDING PERSNL ON DEPUTATION (.) PARA (.) USER NAME AND

PASSWORD FOR LOGGING IN FOR SUBMISSION OF APPLICATIONS
ONLINE THROUGH CRPF WEBSITE BEING PROVIDED SEPARATELY
THROUGH SECURE MODE (.) FOR INFO AND N/A [.] INFO
ADDRESSEES ONLY (.) FOR INFO AND SIMILAR ACTION ////---

Sd/- 30/11/15

DIGCENT (RECTT) DTE