

considered to have qualified in the Test. In case requisite number of candidates have not qualified, the SSC may lower the minimum marks secured in aggregate for each category separately.

18. **Physical Endurance Test (Qualifying)**

A) **Male Candidates:**

**For Male candidates, including ex-servicemen and departmental candidates (age-wise):**

| Age                  | Race-1600 Meters | Long Jump           | High Jump         |
|----------------------|------------------|---------------------|-------------------|
| Upto 30 years        | 07 minutes       | 12½ feet<br>(12'6") | 3½ feet<br>(3'6") |
| Above 30 to 40 years | 08 minutes       | 11½ feet<br>(11'6") | 3¼ feet<br>(3'3") |
| Above 40 years       | 09 minutes       | 10½ feet<br>(10'6") | 3 feet            |

B) **Female Candidates:**

**For Female candidates, including departmental candidates and widow/divorced/judicially separated women candidates (age-wise):**

| Age                  | Race - 800 Meters | Long Jump | High Jump         |
|----------------------|-------------------|-----------|-------------------|
| Upto 30 years        | 05 minutes        | 9 feet    | 3 feet            |
| Above 30 to 40 years | 06 minutes        | 8 feet    | 2½ feet<br>(2'6") |
| Above 40 years       | 07 minutes        | 7 feet    | 2¼ feet<br>(2'3") |

**Note 1:** Those who qualify in the Race will be eligible to appear in the Long Jump and then High Jump. Long Jump and High Jump are to be cleared in any one of the three chances that will be given. There shall be no appeal against disqualification in the Race, Long Jump and High Jump.

**Note 2:** The female candidates, who are either pregnant, or have given birth to a baby or have had a miscarriage during the period preceding the PE&MT, may not be allowed to participate in Physical Endurance Test and shall be declared temporarily **unfit until the confinement is over**. Till then result of such cases may be kept in a sealed cover, and the vacancies will be kept in reserve.

**Note 2.1:** She will be re-examined for Physical Efficiency Test (PET) six weeks after the expiry of confinement, subject to the production of a medical certificate of fitness from a registered medical practitioner.

The confinement period will be: -

- i) 6 months from the date of delivery to a baby.
- ii) 45 days from the date of miscarriage.

**Note 2.2** If she is declared qualified during PE&MT, her result will be declared as per merit. She will be appointed to the post kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time”

**Physical Measurement (Male and female)**

**A) Male Candidates:**

**(a) Height:** 165 cms, relaxable by 5 cms for: -

- (i) Residents of hill areas i.e. Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir region of J&K and Ladakh (Candidates claiming this relaxation would have to produce a certificate to this effect (**Hill area certificate**) from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test). The format of certificate is annexed as **Annexure ‘H’**.
- (ii) ST Candidates.
- (iii) Sons of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of the Delhi Police.

**(b) Chest:** Minimum 78 cms - 82 cms (with minimum of 4 cms expansion). Relaxable by 5 cms for:-

- (i) Residents of hill areas, for which certificate as above will be produced.
- (ii) ST Candidates.
- (iii) Sons of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of the Delhi Police.

**B) Female Candidates:**

**Height:** 157 cms, relaxable by 5 cms for-

- (i) Residents of hill areas i.e. Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir region of J&K and Ladakh (Candidates claiming this relaxation would have to produce a certificate to this effect (**Hill area certificate**) from the competent authority i.e. DC/DM/SDM or Tehsildar of their place of residence at the time of Physical Measurement Test). The format of certificate is annexed as **Annexure-‘H’**.
- (ii) SC/ST candidates.
- (iii) Daughters of either serving, retired or deceased Delhi Police Personnel/ Multi-Tasking Staff of the Delhi Police.

19. **Physical Measurement:** Physical Measurement Test shall be taken only of those who qualify the Endurance Tests.

20. No Physical Endurance & Measurement Tests for Persons with Benchmark Disabilities (PwBD) candidates: The Persons with Benchmark Disability (PwBD) candidates (Male/Female) shall be exempted from Physical Endurance & Measurement Tests. However, they will have to appear for Document Verification (DV).

21. Medical Standard: The candidates should be of sound state of health, free from defect, deformity or disease. Both eyes should have a vision of 6/12 with or without glasses. No relaxation is allowed to any category of candidates on this count.
- 21.1. **For persons with disabilities:** Sound state of health, vision of 6/12 with or without glasses in both eyes. Locomotor disability of 40% and above [either one leg (OL) or both legs (BL) affected] shall be allowed. The physical requirements for the post are as under:-

| (F, PP, L, B, S, BL) |                                               |
|----------------------|-----------------------------------------------|
| Code                 | Physical Requirements                         |
| F                    | Work performed by manipulating (with Fingers) |
| PP                   | Work performed by pulling & pushing.          |
| L                    | Work performed by lifting.                    |
| B                    | Work performed by bending.                    |
| S                    | Work performed by sitting (on bench or chair) |
| BL                   | Both leg affected but not arms.               |

22. **Physical Endurance & Measurement Test (PE&MT)**

- 22.1. Only those candidates qualified in the Computer Based Examination shall be called for Physical Endurance & Measurement Tests (PE&MT).
- 22.2. The PE&MT will be conducted at 03 Centres namely Delhi Police Academy Campus/Wazirabad, Delhi Police Academy Campus-II/Jharoda Kalan and New Police Lines, Kingsway Camp, Delhi, after the result of the Computer Based Examination is declared.
- 22.3. The candidates who are coming to appear in PE&MT should first report to the Holding area. The Holding area staff will check the photograph on the Admit Card of the candidates to avoid impersonation. Thereafter, chest number may be allotted to the candidates and the holding staff will prepare the batch for the racing event.
- 22.4. After verification/establishing the identities of the candidates in Holding Area, a chest number will be allotted to the candidates and holding staff will prepare the batch for racing event.
- 22.5. RFID Tags (Radio Frequency Identification) on the candidates will be used in the Race.
- 22.6. Height and Chest will be measured through digital equipment.
- 22.7. All the original documents/certificates pertaining to age, education, SC/ST/OBC/EWS, Hill areas, NOC/Discharge Certificate (in case of Ex Serviceman), sports certificate, wards certificate issued to wards (sons/daughters) of Delhi Police personnel for seeking relaxation, etc. would be checked only of the candidates who successfully qualify all the events of PE&MT (i.e. Race, Long/High Jump and Physical Measurement). The candidates will also be required to produce self-attested copies of all the documents/certificates for checking their eligibility at the time of PE&MT.
- 22.8. In case any candidate fails to produce the requisite documents during PE&MT process, his/her candidature will be rejected. However, he/ she may be given a chance to submit the required documents within 05 working days. After production of required documents, his/her candidature will be reconsidered on merit.
- 22.9. The result of the PE&MT process may be provided to each candidate under proper receipt clearly indicating qualified/disqualified. However, in case of disqualification/rejection,

the reasons thereof may be mentioned clearly. A copy of the acknowledgement of “Qualified Slip”/ “Rejection Slip” may also be kept on record.

**Note:** *A candidate who has earlier participated in the Physical Endurance Test and Measurement Tests (PE&MT) to this Examination and disqualified in any event such as Race, High Jump, or Long Jump shall have that result treated as final. If any, disqualified candidate reappears for the test while concealing their prior participation or disqualification and subsequently qualifies, the original result of the Physical Endurance Test shall prevail.*

23. **Appellate Board for Physical Measurement Tests:** The candidates qualified in the Physical Endurance & Measurement Tests (Race, Long Jump and High jump) shall have to further appear in the Physical Measurement Tests, i.e. Height/Chest (male candidates) and Height (female candidates), as per the standards prescribed for the post. Candidates not satisfied with their physical measurement will have to file an appeal against disqualification on the day of PE&MT itself. No application/appeal will be entertained at a later stage.
24. **Typing Test on Computer (Maximum 25 marks):** Candidates who qualify in the Physical Endurance & Measurement Tests (PE&MT) as well as Persons with Benchmark Disabilities (PwBD) who qualify in the Computer Based Examination will be called for Typing Test on Computer. The Test shall be of 10 minutes duration. The marks will be taken into account while preparing the final result. The candidates will be allotted marks according to the speed achieved in the Typing Test.
- 24.1. **The procedure of Typing Test on Computer:** - The Typing Test shall be of 10 minutes duration. Minimum qualifying speed shall be 30 w.p.m. in English and 25 w.p.m. in Hindi. Candidates will be provided with a printed passage containing a minimum of 400 words or 2000 strokes in English or 350 words or 1750 strokes in Hindi. No candidate shall be allowed/continue to type the passage after the duration of 10 minute gets over.

A maximum 25 marks has been allotted for the Typing Test and marking shall be done as under: -

| English Typing       |            | Hindi Typing         |            |
|----------------------|------------|----------------------|------------|
| Below 30 w.p.m.      | Disqualify | Below 25 w.p.m.      | Disqualify |
| 30 w.p.m.            | 10 Marks   | 25 w.p.m.            | 10 Marks   |
| From 31 to 35 w.p.m. | 12 Marks   | From 26 to 30 w.p.m. | 12 Marks   |
| From 36 to 40 w.p.m. | 15 Marks   | From 31 to 35 w.p.m. | 15 Marks   |
| From 41 to 45 w.p.m. | 18 Marks   | From 36 to 40 w.p.m. | 18 Marks   |
| From 46 to 50 w.p.m. | 21 Marks   | From 41 to 45 w.p.m. | 21 Marks   |
| Above 50 w.p.m.      | 25 Marks   | Above 45 w.p.m.      | 25 Marks   |

24.2. **PROCEDURE FOR EVALUATION OF ENGLISH AND HINDI TYPING SPEED**

**DURATION - 10 MINUTES**

|      |                          |                 |
|------|--------------------------|-----------------|
| (i)  | Total strokes/5          | Words           |
| (ii) | Total words/time of test | Tentative Speed |

**MISTAKES** - 1 word for each mistake

Omission, substitution, addition of punctuation marks, wrong typing of “letter” i.e. “capital letter” instead of “small letter” and vice versa, gap in a word and more gap between two words and not making paragraph(s).

### **EXAMPLE**

|       |                            |                                                             |
|-------|----------------------------|-------------------------------------------------------------|
| (i)   | Total No. of strokes typed | 2000                                                        |
| (ii)  | Words                      | $2000 \div 5 = 400$ words                                   |
| (iii) | Tentative Speed            | Total Words/time of the test<br>( $400 \div 10 = 40$ w.p.m) |
| (iv)  | No. of mistakes done       | 10                                                          |
| (v)   | <b>Actual Speed</b>        | <b><math>40 - 10 = 30</math> w.p.m.</b>                     |

25. **Computer (Formatting) Test (Qualifying):** The candidates who qualify in the Typing Test on Computer shall be called for Computer (Formatting) Test and will be tested on MS-Word, MS-PowerPoint and MS-Excel, which will be of a qualifying nature. The candidates will be given 10 minutes for each Test separately. The candidates shall have to format in the same way as it is in the supplied handout and to print the same on the printer. The following formatting features used in the routine would be tested:

#### **MS-Word**

**Time:10 minutes**

|        |                                                       |         |                         |
|--------|-------------------------------------------------------|---------|-------------------------|
| (i)    | Indenting of paragraphs                               | (xi)    | Superscript             |
| (ii)   | Underline                                             | (xii)   | Subscript               |
| (iii)  | Using different font type                             | (xiii)  | Page numbering          |
| (iv)   | Inserting of paragraph numbers                        | (xiv)   | Insertion of symbol     |
| (v)    | Setting of left/ right margin                         | (xv)    | Draw/Insertion of table |
| (vi)   | Select text in bold                                   | (xvi)   | Bullets/ Numbering      |
| (vii)  | Italics                                               | (xvii)  | Change case             |
| (viii) | Using different font size                             | (xviii) | Setting of paragraphs   |
| (ix)   | Centre, left, right, justification                    | (xix)   | Some text as Header     |
| (x)    | Line spacing of the passage, viz. single, double etc. | (xx)    | Some text as Footer     |

#### **MS-PowerPoint**

**Time:10 minutes**

|        |                             |         |                              |
|--------|-----------------------------|---------|------------------------------|
| (i)    | Insert Header               | (xi)    | Background style of slide    |
| (ii)   | Use text box                | (xii)   | Design of Slide              |
| (iii)  | Create Hyperlink            | (xiii)  | Print handout                |
| (iv)   | Insert Chart/Graph          | (xiv)   | Insert clipart               |
| (v)    | Drawing of Table            | (xv)    | Insert Footer                |
| (vi)   | Insert auto number in table | (xvi)   | Slide Numbering              |
| (vii)  | Insert bullet in table      | (xvii)  | Insert Picture               |
| (viii) | Insert shapes               | (xviii) | Publish handout with MS Word |
| (ix)   | Insert Smart art            | (xix)   | Insert action                |
| (x)    | Insert text with WordArt    | (xx)    | Alignment of text            |

|        |                      |         |                                          |
|--------|----------------------|---------|------------------------------------------|
| (i)    | Insert Chart/Graph   | (xi)    | Format cell as rupee                     |
| (ii)   | Wrap text            | (xii)   | Insert clipart                           |
| (iii)  | Merge cells          | (xiii)  | Font size                                |
| (iv)   | Centre a Text        | (xiv)   | Font style                               |
| (v)    | Centre align as text | (xv)    | Font colour                              |
| (vi)   | Orientation of text  | (xvi)   | Insert footer                            |
| (vii)  | Bold a text          | (xvii)  | Sort data                                |
| (viii) | Underline a text     | (xviii) | Insert formula                           |
| (ix)   | Italics              | (xix)   | Insert shapes                            |
| (x)    | Insert header        | (xx)    | Format cell as number and decimal places |

20 features of formatting, as listed above may be tested in each Test with 1/2 mark each for every feature of formatting. **In case of formatting features if a candidate carries out the formatting as per the specimen, 1/2 mark each shall be given, otherwise no marks shall be given.** Out of the 10 marks for the formatting features for each Test, a candidate should secure at least 6 marks in each test to qualify. There is no bar to candidates correcting the mistakes by use of editing tools.

26. **Resolution of Tie Cases**

In cases where more than one candidate secures equal aggregate marks, the tie will be resolved by applying the following methods one after another, till the tie is resolved: -

- i) The older candidate shall be given preference.
- ii) In case the date of birth is also the same, the candidate who secured higher marks in the Computer Based Examination shall be given preference.
- iii) If the date of birth and marks in the Computer Based Examination are also the same, higher marks in the Typing Test on the Computer will be given preference.
- iv) If the date of birth, marks in Computer Based Examination and marks in Typing Test on Computer are also the same, alphabetical order in which first names of the candidates appear will decide the case.

27. **Declaration of Final Result**

- 27.1. The list of provisionally selected candidates (as per the number of vacancies advertised) (category-wise) from the list of candidates, declared qualified in Computer (Formatting) Test will be prepared and announced by the Staff Selection Commission strictly on the basis of merit of Computer Based Examination (100 marks), Typing Test on Computer (25 marks) and incentive/bonus marks (if any).
- 27.2. A "Reserve Panel" of 15% candidates will also be prepared by SSC in addition to the number of candidates selected as per the notified vacancies according to their merit; category-wise and the same will be provided to Delhi Police in a sealed cover, not be uploaded. Reserve Panel will be operated by Delhi Police.
- 27.3. SC, ST, OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC candidates which will thus comprise of SC, ST, OBC candidates who are lower in merit