



CHANDIGARH ADMINISTRATION  
POLICE DEPARTMENT

Subject:- Amendment (3<sup>rd</sup>) in Standing order No. 39/2022 for the post of ASI [Executive] in Chandigarh Police.

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In continuation to this office order No. 25441/UT/E-1 dated 31.05.2022 and No. 18838/UT/E-1 dated 03.05.2023 vide which Standing Order (& amendments therein) governing the selection of candidates for the post of Assistant Sub Inspector of Police No. 39/2022 was issued a further amendment in Standing Order No. 39/2022 [U/S 45 (g) of Punjab Police Act, 2007] is being made as under:-

**Para 1.8 under 1 (Definitions) may be read as: -**

- 1.8. *"Ex-Serviceman" shall have the same meaning as set out in the definition of Ex-servicemen in the Rules called the Ex-Servicemen (Re-employment in Central Civil Services and posts) Rules, 1979, as reproduce in Annexure EX'.*

**Para 3.2 under 3 (Reservation of Vacancies) may be read as:-**

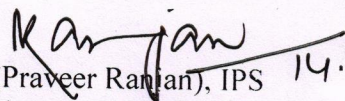
3.2. *Horizontal Reservation:*

- 3.2.1. *Ex-Servicemen Candidates: 10%*  
3.2.2. *Women Candidates: 33%*

**Para 7.1.1. under 7 (Driving and Computer Skills) may be read as:-**

7.1.1. *Computer Skills:*

*ICT course is mandatory at entry level as per instructions issued by the Chandigarh Administration vide letter No. 28/69-IH(12)/Pers. & Trg. 2019/17927 dated 25.11.2019 (Attached as Annexure CSQ')*

  
(Praveer Ranjan), IPS 14.06.23  
Director General of Police,  
Union Territory, Chandigarh

No. 25572/UT/E-1 dated Chandigarh, the:- 14/06/2023

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I/c Computer Section for uploading the same on the website of Chandigarh Police (i.e. <http://chandigarhpolice.gov.in>)

## Annexure 'EX'

### DEFINITION OF EX-SERVICEMEN:

The definition of Ex-servicemen as defined in Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi's O.M. No. 36034/5/85-Estt (SCT) dated 14-4-1987 is given as under :- "An Ex-serviceman" means a person, who has served in any rank whether as a Combatant or non-combatant in the regular Army, Navy or Air Force of the Indian Union and

- (i) who retired from such service after earning his pension, or
- (ii) whose discharge book has the endorsement of Ex-serviceman; or
- (iii) who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension, or
- (iv) who has been released otherwise than on his own request, from such service as a result of reduction in establishment, or
- (v) who has been released from such service after completing the specific period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely -

- a) Pension holders for continuous embodied service
- b) Persons with disability attributable to military service; and
- c) Gallantry award winners

The Territorial Army personnel will however be treated as Ex-servicemen w.o.f.15-11-86.

Ex-Servicemen who are paid from the central revenues are eligible to be re-enlisted to the above mentioned posts at the discretion of the appointing authority if their discharge certificate shows previous service as Good or of higher classification provided that- (a) they conform to the educational standards laid down for recruits from open market, and qualify such endurance/efficiency tests as prescribed by the Commissioner of Police, from time to time by issuing necessary Standing Orders. (b) they are medically fit for police service according to standards prescribed for recruits. (c) age concession shall be allowed to them in accordance with the orders/instructions on the subject issued by the Central Govt. from time to time. They will be permitted to deduct the period served in the armed forces from their actual age and the resultant age, so derived, should not exceed the prescribed age limit by more than three years.

Ex-Servicemen who have already secured employment under Central Government in Group 'C' & 'D' posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT eligible for fee concession or for claiming benefits of reservation under Ex-Servicemen category. However, they are eligible for the age relaxation only. The period of "Call up Service" of an Ex-Serviceman in the Armed Forces shall also be treated as service rendered in the Armed Forces for purpose of age relaxation.

For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation, he must have already

acquired, at the relevant time of submitting his application for the Post/Service, the status of Ex-serviceman and for is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date of the application form. EXPLANATION: The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of 'ex-serviceman' may be permitted to apply for re-employment one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of Union.

*Note: All such candidates who are serving in the armed forces and intend to apply under Ex-serviceman category will be required to submit NOC from the Department which shall clearly mention their date of discharge from the armed forces. NOC having no mention of date of discharge from the armed forces will not be entertained and their Application Forms will be rejected without assigning any further reason.*

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#### EXEMPTION OF FEES

No. 390181/79 - Estt. (SCT)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
Department of Personnel and Administrative Reforms  
(Karmik Aur Prashasnik Sudhar Vibhag)

New Delhi - 110001, 20th September, 1979

#### OFFICE MEMORANDUM

Subject: Rehabilitation of ex-servicemen released from the Armed Forces -  
Exemption from payment of examination and application fee  
beyond 30th June, 1979.

The undersigned is directed to refer to this Department's Office Memorandum No. 13/31/71 - Estt. (C) dated 17th May, 1976 under which the ex-servicemen were granted exemption from payment of examination and application fees for recruitment to Class III and Class II (non-gazetted) posts advertised by the Union Public Service Commission/ I.S.T. & M whether filled by examination or by selection up to 30th June, 1979, the date up to which reservations for them were in force. The Government of India has already taken a decision to extend the validity of ex-servicemen reservation rules beyond 30th June, 1979 on a permanent basis and necessary notification in this regard is likely to be issued shortly. It has also been decided, in consultation with the Ministry of Finance, that the concession envisaged in this Department's Office Memorandum of 17th May, 1976 referred to above be extended beyond 30th June, 1979 on a permanent basis.

2. The Ministry of Finance etc. are requested to bring these instructions to the notice of their attached and subordinate offices for their information.
3. Hindi version will follow.

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No.39016/10/79-Estt (C)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grh Mantralaya  
Department of Personnel and Administrative Reforms  
(Karmik Aur Prashasanik Sudhar Vibhag)

..... New Delhi-1, the 11 Dec., 1979

NOTIFICATION

In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules for regulating the recruitment of ex-servicemen in Central Civil Services and Posts, namely:-

1. Short title and commencement -

- (1) These rules may be called the Ex-serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979.
- (2) They shall be deemed to have come into force on the first day of July, 1979.

2. Definitions - In these rules, unless the context otherwise requires-

- (a) "Armed Forces of the Union" means the naval, military and air forces of the Union;
- (b) "disabled ex-serviceman" means an ex-serviceman who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas;
- (c) "ex-serviceman" means a person, who has served in any rank (whether as a combatant or as non-combatant), in the Armed Forces of the Union, including the Armed Forces of the former Indian States, but excluding the Assam Rifles, Defence Security Corps, General Reserve Engineering Force, Lok Sahayak Sena and Territorial Army, for a continuous period of not less than six months after attestation, and
  - (i) has been released, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, or has been transferred to the reserve pending such release, or
  - (ii) has to serve for not more than six months for completing the period of service requisite for becoming entitled to be released or transferred to the reserve as aforesaid; or

(iii) has been released at his own request, after completing five years service in the Armed Forces of the Union;

(d) "para-military forces" means the Border Security Force, Central Reserve Police Force, Indo-Tibetan Boarder Police, Central Industrial Security Force, Secretariat Security Force, Assam Rifles, and Railway Protection Force;

(e) "reserved vacancies" meanse vacancies reserved under rule 4 for being filled by ex-servicemen.

3. Application - These rules shall apply to all the Central Civil Services and Posts, Group 'C' and Group 'D' and to the posts of the level of Assistant Commandant in all para-military forces.

4. Reservation of vacancies - (1) Ten per cent of the vacancies in the posts of the level of Assistant Commandant in all para-military forces; ten per cent of the vacancies in each of the categories of Group 'C' posts and of such posts in each group 'C' Service; and twenty per cent of the vacancies in each of the categories of Group 'D' posts and of such posts in each Group 'D' Service, including permanent vacancies filled initially on a temporary basis and temporary vacancies which are likely to be made permanent or are likely to continue for three months and more, to be filled by direct recruitment in any year shall be reserved for being filled by ex-servicemen:

Provided the percentage of reservation so specified for ex-servicemen in a category of posts shall be increased or decreased in any one recruitment year to the extent to which the total number of vacancies reserved for ex-servicemen, Scheduled Castes and Scheduled Tribes (including the carried forward reservations for Scheduled Castes and Scheduled Tribes) and for any other categories taken together, falls short or is in excess, as the case may be, of fifty per cent of the vacancies in that category of posts filled in that year:

Provided further that in case of an increase in the reservation for the ex-servicemen under the preceding proviso, the additional vacancies so made available for them shall be utilised first for the appointment of disabled ex-servicemen and if any such vacancies still remain unfilled thereafter the same shall then be made available to other ex-servicemen.

(2) Out of the vacancies reserved for being filled by ex-servicemen, vacancies shall be reserved for candidates belonging to the Scheduled Castes and Scheduled Tribes in accordance with such orders as are issued in this behalf by the Central Government from time to time:

Provided that if any ex-serviceman belonging to the Scheduled Caste or Scheduled Tribe is selected, his selection shall be counted against the overall quota of reservations that shall be provided for the Scheduled Castes or Scheduled Tribes in accordance with the orders issued by the Central Government from time to time.

(3) No vacancy reserved for ex-servicemen in a post to be filled otherwise than on the results of an open competitive examination, shall be filled by the appointing authority by any general candidate, until and unless the said authority, -

(1) has obtained a 'Non-availability Certificate' from the employment exchange (where a requisition is placed on an employment exchange);

(ii) has verified the non-availability of a suitable candidate by reference to the Director General Resettlement and recorded a certificate to that effect; and

(iii) has obtained approval of the Central Government.

5. SPECIAL PROVISION REGARDING AGE LIMIT - For appointment to any vacancy in Central Civil Services Group 'C' and Group 'D', whether reserved or not under these rules, every ex-serviceman who has put in not less than six months continuous service in the Armed Forces of the Union shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

6. Special provision regarding educational qualifications-

(1) For appointment to any reserved vacancy in Group 'D' posts, every ex-serviceman who has put in not less than three years service in the Armed Forces of the Union shall be exempt from the minimum educational qualification, if any, prescribed in respect of such posts.

(2) For appointment to any reserved vacancy in Group 'C' posts, the appointing authority may, at its discretion, relax the minimum educational qualification, where such qualification prescribed is a pass in the Middle School Examination or any lower examination, in favour of ex-servicemen who have put in at least three years service in the Armed Forces of the Union and who are otherwise considered fit and suitable for appointment to such posts, in view of their experience and other qualifications.


(3) For appointment to any reserved vacancy in Group 'C' posts, to be filled partly by direct recruitment and partly by promotion or transfer, where the minimum educational or technical qualification prescribed for appointment by direct recruitment is higher than that prescribed for promotees or transferees, an ex-serviceman shall be deemed to satisfy the prescribed educational or technical qualification if he

- (i) satisfies the educational or technical qualification prescribed for direct recruitment to the post from which promotion or transfer to the post in question is allowed, and
- (ii) has identical experience of work in a similar discipline and for the same number of years in the Armed Forces of the Union, as prescribed for promotees or transferees.

EXPLANATION: For the purposes of this rule, in computing the period of three years' service, there shall be added any period of service which an ex-serviceman has rendered while serving in a corresponding post or posts in a civil department, or a public sector undertaking or an autonomous organisation, whether under the Central Government or any State Government, or in a Nationalised Bank to the period of service rendered in the Armed Forces of the Union.

7. Amendment of recruitment rules - All rules regulating the recruitment of persons to Group 'C' and Group 'D' posts and services under the Central Government shall be subject to the provisions of these rules and shall be construed accordingly.

8. Interpretation - If any question arises as to the interpretation of these rules, the question shall be decided by the Central Government and the decision of the Central Government shall be final.

  
(R. C. GUPTA)

DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA

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deleted  
with NLS  
no. 96034/20/82-  
EsH(psec) dt. 6.7.83

Explanatory memorandum to the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979. -----

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Under the Ex-servicemen (Reservation of Vacancies in the Central Civil Services and Posts, Class III and Class IV) Rules, 1974, the reservations for ex-servicemen were available in the vacancies filled by direct recruitment in the Central Civil Services and Posts, Class III and Class IV. These rules ceased to be in force w.e.f. from the 1st July, 1979. Since the problem of rehabilitation of ex-servicemen is a continuing feature, it has been decided to make available to the ex-servicemen certain facilities for their rehabilitation in Civil employment on a permanent basis. In formulating the present rules the provisions of the Ex-servicemen (Reservation of Vacancies in the Central Civil Services and Posts Class III and Class IV) Rules 1974, and the decisions taken on the recommendations of the Working Group of officers on Resettlement of Ex-servicemen with regard to changes in those rules including change in the nomenclature of the rules have been taken into account. This will not adversely affect the rights of any person.


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No. 39016/10/79-Estt (C) New Delhi-1, the Dec., 1979

Copy forwarded to:-

1. All Ministries and Departments of the Government of India with usual number of spare copies.
2. Union Public Service Commission, with usual number of spare copies.
3. Central Vigilance Commission, New Delhi.
4. Comptroller and Auditor General of India, New Delhi.
5. Lok Sabha Sectt./Rajya Sabha Sectt.
6. Commissioner for Linguistic Minorities, Allahabad.
7. Election Commission, New Delhi.
8. All Union Territories Administration.
9. D.G.P.& T.
10. All attached and subordinate offices of the Department of Personnel and Administrative Reforms and Ministry of Home Affairs.
11. All Officers and Section of the Ministry of Home Affairs and Department of Personnel and Administrative Reforms.

  
R.C. GUPTA  
DEPUTY SECY. TO THE GOVT. OF INDIA.

Annexure 'CSQ'

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No. 28/69-IH(12)/Pers. & Trg.-2019/11403  
Chandigarh Administration  
Department of Personnel & Training

Chandigarh, dated the 25/11/2019

To

All the Administrative Secretaries/  
HoDs/ Boards/ Corporations  
Chandigarh Administration

Subject: Mandatory basic ICT Skills training for the officers/ officials of  
Chandigarh Administration - Clarifications regarding.

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Sir/Madam

In partial modification of this Administration's letters bearing No. 28/69-IH(12)/Pers & Trg.-2018/16687 dated 08.08.2018 and 28/69-IH(12)/Pers & Trg.-2019/8006 dated 20.05.2019, I am directed to address you on the subject noted above and to state that various departments have been seeking clarifications for making provisions of mandatory ICT Skills training in recruitment rules of different cadres at entry level. The matter has been reconsidered by this Administration and following points are clarified -

- i) The following ICT skills courses are mandatory for all fresh recruitments (Entry Level) and for promotions/ grant of benefit under Assured Career Progression Scheme (ACPS) to all Group "A", "B", "C" and "D" employees of the Chandigarh Administration:-

Sr. No.	Name of the course	Group
1.	Awareness in Computer Concepts(ACC) - 20 hours OR Basic Computer Concepts (BCC) - 36 hours	D
2.	Course on Computer Concepts (CCC) - 80 hours	C
3.	CCC+ - 126 hours - 200 hours	A & B

- ii) To make necessary amendments in all the Recruitment Rules of different service cadres for making the provisions of mandatory ICT skills training at entry level and for in-service officers/officials for promotions and for grant of benefit under Assured Career Progression Scheme (ACPS) with the approval of competent authority.

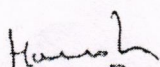
- iii) The candidates who have Certificates/ Diplomas/ Bachelor's OR Master's Degrees in Computer Science from any recognized Institution/ University shall be exempted from ICT Skills training course.

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- iv) The candidates at entry level will submit the certificates of ICT Skills training Course for the above said duration [Group-wise] from a Govt. recognized Institution OR a reputed Institution which is an ISO 9001 certified OR of Department of Electronics Accreditation of Computer Course (DOEACC), Govt. of India OR from NIELIT and its authorized Institutions at the time of their appointments.
- v) The employees who have crossed the age of 55 years and Drivers, Mallies, Beldars, Sweepers, Lift Operators, Guards and Masons etc. are exempted from undergoing the ICT skills training course.
- vi) The faculties of Computer Science & Engineering are also exempted from undergoing the said ICT skills training course.
- vii) The ICT Skills training courses already done by the Group "A", "B", "C" & "D" employees shall be treated as valid for all intents and purposes.

Yours faithfully,

  
Special Secretary Personnel & Training  
for Secretary Personnel & training  
Chandigarh Administration