

CENTRAL RESERVE POLICE FORCE

ADVERTISEMENT

SPECIAL RECRUITMENT DRIVE TO FILL UP RESERVED/BACKLOG/CURRENT VACANCIES FOR THE POST OF ASSISTANT SUB- INSPECTOR (STENO) IN CRPF

Closing Date : 22nd February, 2014

Applications are invited from Male & Female Indian citizens for the combatised post of **Assistant Sub-Inspector (Steno)** in Central Reserve Police Force for filling up of vacancies, through direct recruitment, as under :-

Category	Open Market	Ex-Ser.	Total
Genl (Un-reserved)	124*	03	127
OBC	69**	-	69
SC	47***	-	47
ST	28****	-	28
Total	268	03	271

BACKLOG * - 112, ** - 63, * - 43, ****- 26**

- Note :-**
- (i) Vacancies notified above are subject to variation i.e. may increase or decrease, due to administrative reasons.
 - (ii) If suitable Ex.servicemen candidates are not available, vacancies reserved for Ex.servicemen will be filled by non-Ex.servicemen candidates of respective categories.
 - (iii) The posts are combatised and purely temporary in nature but likely to continue.

2. **PAY SCALE:-**

The post carries pay in pay band of Rs.5200-20200 with Grade Pay Rs. 2800/- (Minimum pay in pay band is Rs.8,560/- P.M.) The post will carry dearness allowance, ration money, free accommodation, free uniform, free medical facilities, free leave pass once in a year during leave and other allowances as admissible under the rules in the Force.

3. **ELIGIBILITY CONDITIONS**

Education Qualification	Candidates must have passed Intermediate (10+2) or equivalent examination from a board or university recognized by Central or State Government.
Skill Test (On computer)	Dictation : 10 minutes @ 80 words per minute Transcription time :- 50 minutes in English or 65 minutes in Hindi on computer

- Note**
- (i) Skill tests (transcription) will be conducted/done only on computers. Computers & key boards for the purpose will be provided by the Recruitment Centres.
 - (ii) Mode/Procedure/Method for conducting skill test will be decided by the department.

4. PHYSICAL STANDARD:-**a) HEIGHT**

Height	Male	Female
For all candidates except Scheduled Tribes candidates	165 cms	155 cms
Relaxation : Candidates falling in the categories of Garwalies, Kumaonis, Gorkhas, Dogras, Marathas and candidates belonging to the state of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh and Jammu & Kashmir	162.5 cms	150 cms
All candidates belonging to the Scheduled Tribes	162.5 cms	150 cms

b) CHEST (FOR MALE CANDIDATES ONLY)

Category	
All except Scheduled Tribe candidates	Unexpanded- 77 Cms (With minimum 5 Cms expansion)
Scheduled Tribes candidates	Unexpanded- 76 Cms (With minimum 5 Cms expansion)

c) **WEIGHT:** Proportionate/Corresponding to height and age as per medical standards.

5. MEDICAL STANDARD

- (i) Candidates must not have knock knee, flat foot, squint in eyes or varicose vein and they should possess high colour vision. They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties. They should conform to the medical standards prescribed by the Force and should be declared fit by the Medical officer of the CRPF.
- (ii) Medical test (X-Ray and laboratory) shall be conducted only in r/o those candidates who are found otherwise medically fit. No appeal will lie if the candidate is declared unfit in X-Ray or in any other tests/examinations during Review medical examination.
- (iii) **VISUAL STANDARD**
 - (a) The minimum distant vision should be 6/6 in one eye and 6/9 in other eye without correction i.e. without wearing glasses or lenses.
 - (b) Colour blindness will be a disqualification for the above post and if at any stage of their service career, if they are found to be colour blind, they will be boarded out as per SHAPE policy in vogue.

6. AGE

Between 18 and 25 years as on 22/2/2014.

Relaxation

- a) Upper age limit is relaxable up to 5 years for SC/ ST candidates and 3 years for OBC candidates.
- b) Upper age limit is also relaxable upto 05 years for those persons who had originally been domiciled in the State of J & K during the period from 1st

January, 1980 to 31st December, 1989. If the applicant belongs to SC/ST or OBC category, the relaxation so provided in this clause will be in addition to the age relaxation as applicable in (a) above. The persons claiming relaxation under this category should produce a certificate to the effect that they had been domiciled in the State of J & K during the period from 1st January, 1980 to 31st December, 1989 from the District Magistrate within whose jurisdiction they had originally resided or from any authority designated in this behalf by the Govt. of J & K.

- c) The children and dependent family members of those who were killed in the – (i) riots of 1984 & (ii) riots of 2002 in Gujarat - would be eligible for relaxation in upper age by 5 years. If the applicant belongs to SC/ST or OBC category, the relaxation so provided in this clause will be in addition to the age relaxation as applicable in (a) above. To obtain this relaxation a certificate from the concerned District Magistrate of the district where the victim was killed, should be attached with the application.
- d) Central Government servants are eligible upto the age of 40 years for General candidates, 43 years for OBC candidates and upto 45 years in the case of candidates belonging to SC/ST.

7. **STANDARD/CONDITIONS FOR EX-SERVICEMEN:-**

a)	Physical Standard	Relaxable. Ex-servicemen with less than two years break after retirement will be given total relaxation in physical standards.
b)	Educational Qualification	Matriculate.
c)	Character Certificate	Minimum requirement will be good character certificate.
d)	Medical Category	Category : AYE -One
e)	Age	Relaxation to the extent of Military service rendered plus 3 years.
f)	Break in Service	Not more than 24 months. Ex-servicemen with more than two years break after retirement seeking recruitment will be recruited only after physical and medical examinations as well as verification of character and antecedents like other candidates from open market. It will not be possible to extend the concession provided to those Ex-servicemen with less than two years break after retirement, to others having more than two years break in service.
g)	Rank	Equivalent.

Note :- In case of an ex-servicemen, who have been retired or relieved or discharged from service whether at his own request or being relieved by the employer after earning his or her pension are eligible for re-employment.

8. SCHEME OF EXAMINATION/SELECTION PROCEDURE:-

The recruitment shall be held in two phases as under:-

- A. **FIRST PHASE:-**
 Scrutiny/checking of certificates/documents
 Physical Measurement
 Written examination.
- B. **SECOND PHASE:-**
 Skill test (i.e. Stenography/short hand test)
 Interview
 Medical examination

9. CHECKING OF DOCUMENTS:-

1. The candidates whose applications are accepted will be issued call letters by the application receiving centres intimating place and date on which they are required to appear for the recruitment process. The candidates should bring call letters along with them.
2. **The candidates must carry atleast one photo bearing identification proof such as Driving License, Voter Card, Aadhaar Card, Identity card issued by University/College, Income tax pan card, in original to the examination centre for proving their identity, failing which THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION/RECRUITMENT.**
3. After verifying the identity of the candidates with the photo identification proof, certificates/documents of eligible candidates will be screened. Candidates should produce the following **original** certificates/ testimonials/documents:-
 - (a) Education certificate of 10th Class/Matriculation from the board or university recognized by Central or State Government, for proof of age.
 - (b) Education certificate regarding passing of Intermediate (10+2) or equivalent issued by board or university recognized by Central or State Government.
 - (c) Caste certificate, issued by the Revenue Officer not below the rank of Tahsildar, if the candidate belongs to SC/ST/OBC. The caste certificates should be in proforma given in Annexure-B & C.
 - (d) Discharge certificate by Ex-servicemen candidates.
 - (e) No Objection Certificate by candidates who are already in Government service.
 - (f) Certificate as per proforma given in Annexure-D, for availing relaxation in height.
 - (g) Certificate from District Magistrate for claiming relaxation in age under Para- 6 (b & c above), if any.

Note: - If any Candidate fails to produce requisite original certificates/testimonials including caste certificates in prescribed format issued by competent authority, his/her candidature shall be rejected straight-away during document scrutiny stage itself and no candidate will be allowed to appear provisionally.

10. PHYSICAL MEASUREMENT:-

- (i) The candidates who are found eligible on screening of certificates/testimonials and fulfilling the age, educational and other criteria will be subjected to physical measurement i.e. height, weight and chest>(*only for male candidates). The candidates who meet the requirement of physical standard will be eligible/allowed to appear in written examination. The candidates eligible for written examination will be informed in writing on the day of physical

measurement itself about place and date on which they are required to appear for the written examination.

- (ii) If any candidate is not satisfied with **measurement of his/her physical standard**, he/she can prefer appeal on the **same day** to the PO recruitment board against rejection in physical measurement. Such candidates will be given a fresh date by the Presiding Officer of the recruitment board for appearing for re-measurement by the appellate authority. The decision of the appellate authority in this regard will be final. If the candidate is found to be within the prescribed standard, he/she will be forwarded to next selection process in continuation.

11. WRITTEN EXAMINATION

The written examination will be of 200 marks consisting of following four parts:-

Part -I: Hindi/English Language

Part -II : General Intelligence.

Part -III: Numerical Aptitude.

Part -IV: Clerical Aptitude.

There will be only one question paper for **two hours** duration consisting of above four parts. The question in all the four parts will be "**OBJECTIVE TYPE WITH MULTIPLE CHOICE**". Each part will be consisting of 50 questions carrying one mark each for right answer. Thus, in total there will be 200 questions. A candidate obtaining qualifying percentage out of total 200 marks shall be considered as qualified. **The qualifying marks in written test (i.e. aggregate marks obtained in all four parts together) is 40% for General Category and 35% for SC/ST/OBC candidates i.e 80 Marks for General Candidates and 70 Marks for SC/ST/OBC candidates, out of 200.**

Instructions for written examination:-

- i. The written examination Question papers will be set bilingually in Hindi and English and candidates will have the option to answer either in Hindi or English. Language option code i.e. Hindi or English, opted by the candidate, should be mentioned correctly at appropriate place in OMR answer sheet otherwise OMR answer sheet will not be evaluated. Candidates are advised to answer in Hindi/English but they cannot answer part in Hindi & part in English or vice-versa.
- ii. Answers to the questions will have to be given in an OMR Sheet provided.
- iii. Candidates should write their Roll Number both on the Question Booklet and the OMR Answer Sheet.
- iv. All questions are compulsory and carry equal marks.
- v. Each Question Booklet has a Series No. and Series code. The candidates should enter the Series Number & Series code of Question Booklet given to them correctly in OMR Answer Sheet.
- vi. 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 the department.**
- vii. Each question is followed by four answer choices. Out of these, candidate has to select the correct answer for each question and mark correct answer by darkening **only one** of the choice.
- viii. If more than one oval are darkened, the answer will not be evaluated at all.
- ix. Candidate should think and decide clearly before making heavy marks to fill the oval completely.

- x. The OMR Answer Sheet and question Booklets shall be handed over to the invigilator before leaving the examination hall, failing which, the **applicant will be liable for disqualification**.
- xi. Sufficient space will be provided for rough work. The candidates should use that space only and not use any other place/ paper etc.
- xii. The candidates will be allowed to take carbon copy of the answer sheet. Answer keys to the question paper will be displayed on the notice board of recruitment centre and also uploaded on the CRPF website (www.crfp.gov.in) after reasonable gap of written examination.
- xiii. The candidate should not write any irrelevant matter on answer sheet except the specific information called for. If he/she does so, his/her Answer Sheet will become invalid and will not be evaluated.
- xiv. Calculator/cell phone/any other computing/ electronic devices are not permitted inside the examination centre.
- xv. If any candidates is found to be in possession of mobile phones or any other means of electronic/ wireless communication devices in the examination hall, his/her candidature shall be cancelled.
- xvi. Candidate found copying or helping others will be straight-away disqualified.
- xvii. Evaluation of answer sheet is computerized and no requests for revaluation will be entertained at any cost.
- xviii. 15 Minutes time will be given to candidates for filling up column of OMR answer sheet and Question Booklet appropriately.

12. SKILL TEST

- i. The candidates, who qualify/pass written examination, will be called to appear for the Second phase of test. The candidate should bring call letter alongwith photo-bearing identity proof as mentioned in Para- 9(2) alongwith them to prove their identity.
- ii. They will be tested in stenography/short hand test as mentioned in Para-3 (Skill Test) above. **Skill test will be of qualifying nature and no marks will be awarded for skill test.**
- iii. The transcription of shorthand notes will have to be done on computers and keyboards provided by the Department and in no case use of typewriters shall be allowed.
- iv. The dictation will have to be noted/taken by the candidates in shorthand strokes and same will also be evaluated. Noting/taking of dictation in long hand (i.e. other than standard shorthand strokes) will not be accepted and such candidates will be declared failed in skill test even if they transcribe correctly in given time.
- v. No request for re-test of skill test will be accepted/entertained.
- vi. Beyond 40 mistakes, which is 5% of 800 words in 10 minutes dictation @ 80 words per minute, the candidate will be declared "Failed".

13. INTERVIEW

- i. The candidates who qualify in skill test (i.e. shorthand/stenography test) will be allowed for interview. The total marks for interview will be 25. There shall be no qualifying marks in interview and no separate marks for computer knowledge and typing speed. **At the time of interview, candidates will have to again produce original certificates/testimonials in support of their education qualifications and date of birth etc.** In addition, they will also produce original certificates/testimonials in support of higher education, accomplishment/ participation in sports, participation in NCC, and other experience/qualification.

14. MEDICAL EXAMINATION:-

- i. After interview, the candidates will be subjected to detailed medical examination to assess their physical and medical fitness. Medical tests (X-Ray and laboratory) shall be conducted only for such candidates who are found fit.
- ii. The candidates who have been declared medically fit will only be considered for appointment subject to the condition that they secure place in merit list in their respective categories.
- iii. If a candidate is declared unfit for appointment in CRPF during Medical Examination, grounds for rejection will be communicated to him/her in writing. The candidates, if not satisfied with the findings of the Medical Officer, can submit an appeal for review medical examination with a proof of his/her fitness, from a Medical Practitioner, to the designated appellate authority of the recruitment centre where his/her test has been conducted.
- iv. The appeal will not be taken into consideration unless :-
 - (a) Medical certificate regarding fitness of candidate, from a Medical Practitioner, is submitted. Further, the medical certificate submitted should contain a note by the Medical Practitioner concerned to the effect that it has been given in full knowledge of the fact that the candidate has already been rejected as unfit for appointment in CRPF by a Medical Officer.
 - (b) Review Medical Examination fee of Rs. 25/- (Rupees twenty five only) through IPO/Banker's Cheque/Demand Draft in the name of the Appellate Authority, is submitted alongwith the appeal.
 - (c) The appeal is received **within 30 days** from the date of issue of the communication in which the findings of the Medical Officer are communicated to the candidate.
- v. The candidates whose appeals are accepted will be issued with call letter for appearing before review medical board of CRPF for Review Medical Examination. The findings of the review medical board will be final. Further, during review medical examination also, the X-Ray and Pathological tests will be done only if the candidate is declared medically fit. No appeal will lie if the candidate is declared medically unfit in X-Ray or in any other test/examination conducted during Review medical Examination.

15. DRAWAL OF FINAL MERIT LIST

- a) After completion of Medical examination, category wise merit lists namely General, SC, ST, OBC and Ex-servicemen will be drawn separately.
- b) The merit list will be drawn on the basis of aggregate marks obtained in written test and interview by the candidates. In case tie in marks, the merit list will be prepared in the following manner:-
 - i) The candidate older in age gets preference.
 - ii) If the tie still persists, it is finally resolved by referring to the alphabetical order of names in English i.e. a candidate whose name begins with alphabet which comes first in the alphabetical order gets preference.
- c) The list of finally selected candidates will be displayed on the notice board of recruitment centres and also posted on CRPF recruitment website as well as published in all leading newspapers followed by issue of offer of appointment.

16. HOW TO APPLY

- (i) Eligible and desirous candidates should send their applications in the proforma given as **Annexure – "A"**. Applications form duly completed in all respects and after affixing

latest photographs (which should be self attested) be sent to any of the following **application receiving centres** alongwith attested photocopies of documents mentioned in Para-16(iii) below. A candidate shall have the choice to appear for the recruitment at only one centre i.e. the centre to which he/she has sent his/her application and the centre will not be changed under any circumstances. The envelope containing the application must be superscribed in bold letters as "**APPLICATION FOR SPECIAL RECRUITMENT FOR THE POST OF ASI (STENO) IN CRPF**".

Sl. No	Name of Centres	To whom applications to be sent (Application receiving centre & recruitment centre)
01	GC CRPF Hyderabad	DIGP, Group Centre, CRPF, Chandrayan Gutta, Keshogiri, Hyderabad, Andhra Pradesh - 500005.
02	GC CRPF Guwahati	DIGP, Group Centre, CRPF, P.O-Amerigog, Guwahati, Assam – 781023.
03	GC CRPF Silchar	DIGP, Group Centre, CRPF, Udarband, Dayapur, Silchar, Assam, Pin-788030.
04	GC CRPF Mokamehghat	DIGP, Group Centre, CRPF, Mokamehghat, Bihar-803303.
05	GC CRPF Muzaffarpur	DIGP, Group Centre, CRPF, PO: Jhaphan, Via : Uma Nagar, Distt : Muzaffarpur, Bihar – 842004.
06	GC CRPF Bilaspur	DIGP, Group Centre, CRPF, Bhrani, P.O- Ganiyari, Bilaspur, Chhatisgarh – 495001.
07	GC CRPF Jharodakalan	DIGP, Group Centre, CRPF, Jharoda Kalan, New Delhi – 110072.
08	GC CRPF Gandhinagar	DIGP, Group Centre, CRPF, Gandhi Nagar, Ahmedabad, Gujarat – 382042.
09	GC CRPF Neemuch	DIGP, Group Centre, CRPF, Neemuch, Madhya Pradesh-458445.
10	GC CRPF Gurgaon	DIGP, Group Centre, CRPF, Gurgaon, Haryana – 122001.
11	GC CRPF Bantalab	DIGP, Group Centre, CRPF, Bantalab, Jammu (J&K) - 181123.
12	GC CRPF Ranchi	DIGP, Group Centre, CRPF, P.O-Dhurwa, Ranchi, Jharkand - 834004.
13	GC CRPF Bangalore	DIGP, Group Centre, CRPF, Yelhanka, Bangalore, Karnataka – 560064.
14	GC CRPF Pallipuram	DIGP, Group Centre, CRPF, Pallipuram, Thiruvananthapuram, Kerala – 695316.
15	GC CRPF Bhopal	DIGP, Group Centre, CRPF, Bhopal, Vill :Bangrasia, Taluk: Huzoor, Bhopal, Madhya Pradesh – 462045.
16	GC CRPF Nagpur	DIGP, Group Centre, CRPF, Nagpur, Maharashtra – 440019.

Sl. No	Name of Centres	To whom applications to be sent (Application receiving centre & recruitment centre)
17	GC CRPF Imphal	DIGP, Group Centre, CRPF, Langjing, Imphal, Manipur – 795113.
18	GC CRPF Bhubaneswar	DIGP, Group Centre, CRPF, Bhubaneswar, Odisha – 751011.
19	GC CRPF Jalandhar	DIGP, Group Centre, CRPF, PO: Kartarpur, Distt: Jalandhar, Punjab – 144801.
20	GC-II CRPF Ajmer	DIGP, Group Centre-II, CRPF, Foy Sagar Road Ajmer, Rajasthan – 305005.
21	GC CRPF Avadi	DIGP, Group Centre, CRPF, Avadi, Chennai, Tamil Nadu – 600065.
22	GC CRPF Agartala	DIGP, Group Centre, CRPF, Agartala, Tripura –799005.
23	GC CRPF Lucknow	DIGP, Group Centre, CRPF, Lucknow, Uttar Pradesh - 226002.
24	GC CRPF Rampur	DIGP, Group Centre, CRPF, Rampur, Uttar Pradesh-244901.
25	GC CRPF Durgapur	DIGP, Group Centre, CRPF, Durgapur, West Bengal-713214.
26	GC CRPF Noida	DIGP, Group Centre, CRPF, G/Noida, Opposite Dewoo Motors, Dadri Road, G.B. Nagar, Uttar Pradesh-201306.
27	GC CRPF Pinjore	DIGP, Group Centre, CRPF, Pinjore, Distt. Ambala, Haryana-134102.
28	GC CRPF Srinagar	DIGP, Group Centre, CRPF, Srinagar(J&K)- 190001.
29	GC CRPF Allahabad	DIGP, Group Centre, CRPF, Phaphamau, Allahabad, Uttar Pradesh - 211013.
30	GC CRPF Khatkhati	DIGP, Group Centre, CRPF, PO-Dimapur, Khatkhati, Assam-797112.
31	GC CRPF Pune	DIGP, Group Centre, CRPF, Talegaon, PO-Vishnupuri, Pune, Maharashtra-410507.
32	GC CRPF Gwalior	DIGP, Group Centre, CRPF, A.B. Road, Gwalior, Madhya Pradesh - 474001.
33	GC CRPF Amethi	DIGP, Group Centre, CRPF, Amethi (Trishundi), Post: Ramganj, Tehsil: Amethi, District: C.S.M.Nagar , State : Uttar Pradesh - 228159
34	GC CRPF Kathgodam	DIGP, Group Centre, CRPF, PO- Kathgodam, Distt: Nainital, Uttrakhand - 236139
35	GC CRPF Siliguri	DIGP, Group Centre, CRPF, Siliguri, Post: Sushruta Nagar, Distt: Darjeeling, West Bengal - 734012

- NOTE- 1: The candidates should select a centre carefully and send the application to the Centre at which he/she intends to appear for recruitment.
- 2: The application receiving centre to which candidate has sent application will be recruitment centre of the candidate.
- 3: No request for change of Recruitment Centre will be allowed/accepted under any circumstances.
- 4: The Department reserves the right to cancel any centre and ask the candidates of that centre to appear from another centre. Department also reserve the right to divert candidates of any centre to some other Centre to take the examination, on administrative grounds.

- (ii) **CLOSING DATE/ LAST DATE OF RECEIPT OF APPLICATION** : The applications alongwith attested copies of certificates, application fees, etc should reach concerned application receiving centre by **22nd February 2014 (upto 5:00 PM)**. For candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir, Lahaul & Spiti Districts and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep, the closing date will be 1st March, 2014 (Upto 5:00 PM). **APPLICATIONS RECEIVED LATE WILL NOT BE ENTERTAINED.**

Note :- Candidates can also drop their envelopes containing applications, etc in the drop-box placed for the purpose at the main gate of the respective application receiving centres.

- (iii) The following documents should also be submitted alongwith the application forms:-
- Attested copies of certificate /testimonials as proof of educational qualification and date of birth.
 - Four recent passport size self attested photographs are required. Out of which one photo is to be pasted on application form and the remaining three photos are to be attached with the application form.
 - SC/ST/OBC candidates must furnish attested copy of caste certificate issued by a Revenue officer not below the rank of Tahsildar, in format given as **Annexure-B & C**.
 - Candidates falling in the categories of Garhwalies, 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 requesting for relaxation in height should produce certificate in proforma/format given in **Annexure-D**.
 - The candidates who are seeking reservation as OBC will also furnish a declaration as under in addition to the OBC certificate :-

DECLARATION

" I _____ son/daughter of Shri. _____ resident of village/town/city _____ district _____ state _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in DOP&T OM No.36012/22/93-Estt.(SCT) dated 8/09/93. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column.3 of the Schedule to the above referred Office Memorandum dated 08/09/1993.

Signature of the Candidate

- f) Copy of discharge certificate in respect of Ex-servicemen.
- g) Persons serving in Govt./Semi Govt. Departments/offices/ undertakings should apply through proper channel or should enclose a " **No Objection Certificate**" from the employers with the applications.
- h) Four self addressed envelopes of 25 cm x 12 cm size duly affixing postal stamp worth Rs.27/- with full postal address of the candidate neatly written on envelope in Capital letters.
- i) Application fee as per instructions in Para- 17 below.

Note: Incomplete/incorrect applications and applications without copies of required documents including attested copies of educational/caste certificates, self attested passport size photos, self addressed stamped envelopes and application fee will be rejected.

17. APPLICATION FEE :-

- (i) Application should be accompanied by a Crossed Indian **Postal Order or Demand Draft for Rs.100/- (Rupees One hundred only)** to be drawn in favour of the **DIGP, GC, CRPF** of concerned application receiving centre mentioned in Para-16 above. The IPO/Demand Draft should be purchased/drawn after the date of publication of advertisement and should be payable/encashed at post office/Bank within time frame where the application receiving centre is situated.
- (ii) **However, SC/ST candidates, all female candidates and Ex-servicemen are exempted from payment of application fee.** Applications of Male candidates belonging to General and OBC categories without application fee will be rejected straight-away and no correspondence in this regard will be entertained.
- (iii) Fees once paid shall **NOT** be refunded under any circumstances.
- (iv) To avoid rejection of applications, it is in the interest of the candidates that they should ensure that the IPO/Demand Draft being sent by them are in order and have signatures and seals, etc, wherever required.

18. In case any candidate is found ineligible or suppressing facts on any ground at any time, before, during or after his/her selection/appointment, his/her candidature/service will be terminated without assigning any reason.

19. GENERAL INFORMATION

- a) The department has the right to make any changes in the advertisement or cancel it without assigning any reasons.
- b) On appointment, candidates shall be governed by the CRPF Act and Rules as well as such Govt. instructions/rules issued from time to time, as applicable.
- c) The candidates will have to make their own arrangements for stay during the recruitment process.
- d) Success in the examination confers no right to appointment, unless the department is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.
- e) The application form will not be supplied by department. Application in the format as prescribed in Annexure-A must be filled by the candidate in his/her own hand writing either in Hindi or English. Correction, if any, should be made legibly and attested by the candidate. Before filling up the application form, the candidate should read the eligibility conditions for the recruitment carefully to see if he /she is eligible for the post and candidates should apply only if he/she fulfils all the conditions to avoid disappointment at a later stage. Applications, which are not in prescribed format/incomplete and without requisite documents will be summarily rejected.

- f) Date of birth as recorded in the matriculation/secondary examination certificate or an equivalent certificate, from board/university recognized by Central/State Govt, produced during the course of recruitment will only be accepted for determining the age eligibility and no subsequent request for its change will be considered or granted.
- g) The admission of candidates at all the stages of the recruitment will be purely **provisional**, subject to their satisfying the prescribed eligibility criteria. Undergoing medical examination at the end of the recruitment process does not guarantee appointment as the offer of appointment will be made only according to the allotted vacancies, for each category, from the merit lists in the order of seniority of the candidates.
- h) In case candidates are appointed in CRPF and thereafter seek resignation or discharge, they shall be required to remit to the Government amount equal to three months pay and allowances or the cost of training imparted to them, whichever is higher, as per rules.
- i) At the time of joining Force, an undertaking shall be taken from all the candidates selected for appointment, that if at any stage of their service career they are found to be colour-blind, they will be boarded out as per SHAPE policy in vogue.
- j) Post carries all India service liability and candidates are liable to serve anywhere in India/abroad.
- k) New Contributory Pension Scheme to Central Government employees which has come into effect from 01/01/2004 will be applicable to all selected candidates.
- l) The selected candidate will be sent for training at any of the training institutions of CRPF. The services of those who fail to complete the training successfully are liable to be terminated.
- m) Govt. strives to have a work force which reflects gender balance and women candidates are encouraged to apply.**
- n) Beware of touts. No money is charged for recruitment in CRPF. If you have paid or promised to pay money to any one, you are cheated and you are losing money. If anyone demands money or promises recruitment, you should immediately inform to the Presiding Officer (PO) of the recruitment board.
- o) Canvassing in any form or bringing outside influence will automatically disqualify the candidate from appearing in recruitment process without notice.
- p) The decision of the department in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, conduct of examinations and interview, allotment of examination centres, mode/procedure for skill test, medical examination, etc will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- q) Candidates are advised to visit CRPF website (www.crfp.gov.in) from time to time to know status of recruitment process.

Sd/- 18.01.2014
(K.Sajjanuddin)
DIG (Adm)
Southern Sector, CRPF, Hyderabad

ANNEXURE – "A"

APPLICATION FORM FOR RECRUITMENT OF ASSISTANT SUB-INSPECTOR (STENO) IN CRPF

01.	Post applied for	ASI/Steno			Affix recent passport size photograph (with self attestation)
02.	Name (in block letters)				
03.	Father's / Husband's Name				
04.	Whether Male or Female				
05.	Nationality				
06.	Permanent Address (in block letters)				
07.	Present residential Address for communication (in block letters)				
08.	State/UT to which you belong to				
09.	Religion				
10.	Date of Birth (DD/MM/YYYY)				
11.	Category (please mark "√" on your category). Candidates belonging to SC/ST/OBC will have to attach attested photocopy of caste certificate in prescribed proforma	Genl / OBC / SC / ST			
12.	Whether belonging to Garwalies, Kumaonis, Gorkhas, Dogras, Marathas (for relaxation in height, certificate in prescribed proforma is to be submitted)				
13.	Whether Ex.Servicemen? (Para-7 of Advt)	Yes / No			
14.	Medium opted for Stenography test	English/Hindi :			
15.	Education qualification from matriculation onwards giving year of passing, percentage of marks/division obtained and subjects taken, including technical qualification etc.				
Year of Passing.	Name of the examination with Board /University.	% of Marks	Division/CGPA	Subjects taken	Remarks

16.	Sports achievements, if any	
17.	Particulars of Extra-curricular activities	
18.	Have you been a member of NCC? If so, give details of certificates passed.	
19.	Are you married? If so, state whether you have more than one spouse living.	
20.	Particulars of present employment, if any	
21.	Number, date and amount of postal order / demand draft and issuing authority (furnish in the following proforma)	
Amount of IPO/ DD	Number & date of Postal order/ DD	Name of the issuing post office/ bank.

Signature of the Candidate

DECLARATION

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after interview/test/selection, my candidature may be cancelled and all my claims for recruitment be forfeited. I also understand that if at any stage I am found to have used unfair means in the written examination/test or to have violated any of the rule/regulation governing the conduct of selection process, my candidature can be cancelled or be declared to have been failed by the selection board at its sole discretion.

Place :

date :

Signature of the Candidate.

Note:-

1. The form should be filled in by the candidate in own hand writing neatly and legibly in BLOCK LETTERS and should be accompanied with attested copies of testimonials.
2. The post applied for should be written clearly as "**ASI/Steno**" in SI.No.1 of the application form.
3. Persons serving in Govt./Semi Govt. Departments/offices/ undertakings should apply through proper channel or should enclose a " No Objection Certificate" from the employers with the applications.

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED
CASTE OR SCHEDULED TRIBE**

This is to certify that Shri/Smt*/Kumari son/daughter* of Shri of village/town* in District/Division* of State/Union Territory* belongs to the Caste/Tribe* which is recognized as Scheduled Caste/Scheduled Tribe* under:-

- The Constitution (Scheduled Caste) Order, 1950.
- *The Constitution (Scheduled Tribes) Order, 1950.
- *The Constitution (Scheduled Caste) (Union Territories) Order, 1951.
- *The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

{As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order) 1956, the Bombay, Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganization Act, 1971) and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}.

- *The Constitution (Jammu & Kashmir) Scheduled Caste Order, 1956.
- *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.
- *The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- *The Constitution (Pondichery) Scheduled Castes Order, 1964.
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- *The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.
- *The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- *The Constitution (Sikkim) Scheduled Castes Order, 1978.
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- *The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (Scheduled Caste) Orders (Amendment) Act, 1990.
- *The Constitution (Scheduled Tribes) Orders (Amendment) Act, 1991.
- *The Constitution (Scheduled Tribes) Orders (Second Amendment) Act, 1991.

2. **This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Smt*/Kumari son/daughter* of Shri of village/town* in District/Division* of State/Union Territory* belongs to the Caste/Tribe* which is recognized as Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by the dated.....

3. Shri/Smt*/Kumari and/or* family ordinarily reside (s) in village/town* in District/Division* of State/Union Territory* of

Place :
Date :

Signature.....
Designation.....
(With seal of Office)

Note : The terms "Ordinarily resides" used here will have the same meaning as in Section – 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable.

** Applicable in case of SCs, STs persons who have migrated from one State/UT.

AUTHORITIES EMPOWERED TO ISSUE CASTE/TRIBE CERTIFICATE

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector / 1st Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub Divisional Officers of the area where the candidate and / or his family normally resides.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE CENTRAL GOVERNMENT OF INDIA.

(G.I.Dept of Per & Trg. OM No. 36033/28/94-Estt (Res.) dated 02/07/1997)

This is to certify that Shri/Smt/Kumari _____, _____ son/daughter of Shri _____ resident of village/town/city _____ district _____ State _____ belongs to the _____ community, which is recognized as a backward class under:-

- i) Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC(c) dated the 10th September 1993 published in the Gazette of India, extraordinary, part-I Section-1 No. 186 dated the 13th September 1993.
- ii) Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated the 19th October 1994 published in the Gazette of India, extraordinary part-I, section, No. 163 dated the 20th October 1994.
- iii) Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated the 24th May 1995 published in the Gazette of India, extraordinary Part-I Section-I No. 88 dated the 25th May 1995.
- iv) Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated the 9th March 1996, published in the Gazette of India, extraordinary, Part-I, Section-I No. 60 dated the 11th December 1996.
- v) Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated the 6th December 1996, published in the Gazette of India, Extraordinary, Part-I, Section-I No. 210, dated the 11th December 1996.
- vi) Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC, dated the 3rd December 1997, published in the Gazette of India, Extraordinary, Part-I, Section No. 239 dated the 17th December 1997.
- vii) Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC, dated the 11th December 1997, published in the Gazette of India, Extraordinary Part-I, Section-I No. 236, dated the 12th December 1997.
- viii) Government of India, Ministry of Welfare Resolution No. 12011/68/98-BCC dated the 27th October 1999, published in the Gazette of India, Extraordinary Part-I, Section-I, No. 241 dated the 27th December 1999.
- ix) Government of India, Ministry of Welfare Resolution No. 12011/88/98-BCC, dated the 6th December 1999, published in the Gazette of India, Extraordinary Part-I, Section-I No. 270 dated the 06th December 1999.
- x) Government of India, Ministry of Welfare Resolution No. 12011/36/99-BCC, dated 4th April 2000, Published in the Gazette of India, Extraordinary Part-I, Section-I No. 71 dated the 4th December 2000.
- xi) Government of India, Ministry of Welfare Resolution No. 12011/44/99-BCC, dated the 21st September 2000, published in the Gazette of India, Extraordinary, Part-I, Section-I, No. 210, dated 21st December 2000.
- xii) Government of India, Ministry of Welfare Resolution No. 12011/44/99-BCC dated the 6th September, 2001, published in the Gazette of India, Extraordinary, Part-I Section-I No. 246, dated the 6th September 2001.

2. Shri/Smt/Kumari _____ and/or his family ordinarily reside(s) in the _____ District/Division of the _____ State. This is also to certify that he/she does not belong to the persons/sections(Creamy Layer) mentioned in coloumn.3 of the Schedule to the Government of India, Department of Personnel & Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 8-9-1993.

Place :.....

Date :.....

Signature.

DISTRICT MAGISTRATE /DC/TEHSILDAR ETC.
Designation
(With seal of office)

- Office Seal
- Strike out whichever is not applicable.

AUTHORITIES EMPOWERED TO ISSUE CERTIFICATE

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector / 1st Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate (not below the rank of 1st class stipendiary Magistrate).
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub Divisional Officers of the area where the candidate and / or his family normally resides.

ANNEXURE-D**FORM OF CERTIFICATE TO BE SUBMITTED BY THOSE CANDIDATES WHO
INTEND TO AVAIL RELAXATION IN HEIGHT**

Certified that Shri/Smt/Kumari _____ Son/Daughter
of Shri _____ is permanent resident of village
_____ Tehsil/Taluka _____
District _____ of _____ State

2 It is further certified that:-

*Residents of entire area mentioned above are considered as Garhwali/Kumaoni/Gorkha/Dogra/Maratha for relaxation in height measurement for recruitment for the post of ASI (Steno) in CRPF.

* He/She belongs to the states of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh and Jammu and Kashmir which is considered for relaxation in height measurement for recruitment in CRPF for the post of ASI (Steno).

Date:-

Place:-

Signature
District Magistrate/Sub-Division Magistrate/Tehsildar with Seal

* Delete whichever is not applicable.