

## **INSTRUCTIONS**

### **Application:**

Only online applications will be entertained for this recruitment. The facility of on-line application will be available from **21-04-2016 to 20-05-2016** (5.00 pm)

Candidate may note that only on line applications will be accepted at <http://ddpolice.gov.in> and <http://daman.nic.in>.

### **PROCESS OF CERTIFICATION AND FORMAT OF CERTIFICATES:**

Candidates who wish to be considered against vacancies reserved/or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Regional/Sub Regional at the time of document verification. Otherwise, their claim for SC/ST/OBC/ExS/Departmental candidates status will not be entertained and their candidature/applications will be considered under General (UR) category. The formats of the certificates are annexed. Certificates in any other format will not be accepted.

**NOTE:** Candidates are warned that they will be permanently debarred from the examination conducted by the department in case they fraudulently claim SC/ST/OBC/ExS/Departmental candidates status.

**AGE LIMITS for the post of Sub-Inspector in Daman and Diu is 30 years.**

**NOTE:** The crucial date for age-limit is reckoned with reference to **01-01-2016**. Candidates should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate will be accepted by the Department for determining the age eligibility and no subsequent request for its change will be considered.

### **Age Relaxation:**

SC/ST - 5 years

OBC - 3 years

Departmental Candidate - 5 years

Ex-Servicemen Length of Service + 3 years

### **A Departmental Candidate means a person:**

Who is working in police or any other armed forces and have render more than 3 years of service.

**An Ex-Serviceman Means a person:-**

(i) who has served in any rank whether as a combatant or non combatant in the Regular Army, Navy and Air Force of the Indian Union, and

(a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension, or

(b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(c) who has been released from such service as a result of reduction in establishment

(ii) who has been released from such service after completing the specific period of engagement, 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, namely pension holders for continuous embodied service or broken spells of qualifying service, Or

(iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension. Or

(iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14<sup>th</sup> April, 1987, or

(v) Gallantry award winners of the Armed forces including personnel or Territorial Army, or

(vi) Ex-recruits boarded out or relived on medical ground and granted medical disability pension.

**Photograph Uploading:**

Candidate should upload recent passport size photograph. Photography size should be upto 80 Kb and in JPG format only.

**Signature Uploading:**

Candidate should upload signature signed on a white paper with black ink only. Size of signature uploaded should be upto 80 Kb and in JPG format only.

**\*\*Unsigned application will be rejected summarily.\*\***

### **Documents Uploading:**

Candidates shall upload requisite documents along with the online form. The size of documents uploaded should be upto 150 Kb and in JPG or PDF format only.

**NOTE:** Request for change/correction in any particulars in the online Application Form, once submitted will not be entertained under any circumstances.

### **PHYSICAL ENDURENCE TEST (PET) / PHYSICAL STANDARD TEST (PST) is MANDATORY FOR The POST:**

Candidates will have to undergo PET / Medical Examination.

### **Mode of Selection:**

Candidates will be shortlisted on the basis of their total marks in the Computer Based Examination including marks for desired qualification. There will be no interview component.

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 SCs, STs, OBCs candidates which will thus comprise of SC, ST, OBC candidates who are lower to merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard. Such candidates may also be recommended at the relaxed standards to the extent the number of vacancies reserved for them, to make up for the deficiency in the reserved quota, irrespective of their rank in the order of merit.

### **IMPORTANT**

Success in the examination confers no right to appointment unless government is Satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

The candidates applying for the examination should ensure that they fulfil all the Eligibility conditions for admission to the examination. Their admission at all the stages of examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, no verification, at any time before or after the written examination and skill test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Department.

Candidates, who are appointed on the basis of this examination, shall be on probation for a period of two years and during the period of probation, the candidates would be required to undergo such training and pass such examinations as prescribed by the Controlling Authority. On successful completion of the period of probation, the candidates shall, if considered fit for permanent appointment, be confirmed to their post by the Controlling Authority.

**ANNEXURE-I**

**FORM OF CERTIFICATE TO BE SUBMITTED BY (DEPARTMENTAL CANDIDATES)  
(TO BE FILLED BY THE HEAD OF THE OFFICE)**

Certified that as per entries made in the Service Book, No. \_\_\_\_\_  
Rank \_\_\_\_\_ Name \_\_\_\_\_ who was appointed in the  
\_\_\_\_\_ on \_\_\_\_\_ in the rank of \_\_\_\_\_ is  
continuously serving in the \_\_\_\_\_ and has completed three years regular  
service. It is also certified that he has completed the period of probation satisfactorily  
on \_\_\_\_\_. He is presently posted in this unit \_\_\_\_\_  
(name of the unit). During his service he has been awarded \_\_\_\_\_  
major punishments and \_\_\_\_\_ minor punishments.

Signature of Head of Office Name

\_\_\_\_\_  
Office Seal

**ANNEXURE-II**

**Form of Certificate for serving Defence Personnel**

I hereby certify that, according to the information available with me (No.)  
\_\_\_\_\_ (Rank) \_\_\_\_\_ (Name)  
\_\_\_\_\_ is due to complete the specified term of his engagement with the  
Armed Forces on the (Date) \_\_\_\_\_.

Place:

Date:

(Signature of Commanding Officer)

Office Seal:

**ANNEXURE-III**

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S, except as per Department of Personnel and Training OM No. 36034/1/2014-Estt(Res) dated 14.8.2014.

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit / Corps \_\_\_\_\_

(Signature of the Candidate)

Place:

Date: