

पुलिस महानिदेशक का कार्यालय
OFFICE OF THE DIRECTOR GENERAL OF POLICE
अण्डमान तथा निकोबार द्वीपसमूह
Andaman and Nicobar Islands

पोर्ट ब्लेयर Port Blair, दिनांक dated 14/06/2023

STANDING ORDER NO. 2582

RECRUITMENT PROCEDURE FOR THE POST OF STORE KEEPER(HC), DEALING ASSISTANT (HC), CONSTABLE (DRIVER), ASSISTANT MECHANIC (PC), MECHANIC HELPER (PC) AND DISPATCH RIDER(PC) [GROUP-C] IN POLICE MOTOR TRANSPORT(PMT) OF ANDAMAN & NICOBAR POLICE

1. INTRODUCTION

1.1. This Standing Order deals with the recruitment of the following Group-C posts of Police Motor Transport in Andaman & Nicobar Police in accordance with the Recruitment Rules notified vide Notification No.144 dated 20/12/2022 in Andaman and Nicobar(A&N) Gazette:-

- 1.1.1. Store Keeper(HC),
- 1.1.2. Dealing Assistant (HC),
- 1.1.3. Constable (Driver),
- 1.1.4. Assistant Mechanic (PC),
- 1.1.5. Mechanic Helper (PC)
- 1.1.6. Dispatch Rider(PC)

1.2. The selection to the post of

- 1.2.1. Store Keeper(HC), Dealing Assistant (HC) & Dispatch Rider (PC) shall be filled by direct recruitment failing which by deputation-cum-absorption, and
- 1.2.2. Constable (Driver), Assistant Mechanic(PC) & Mechanic Helper(PC) shall be filled 100% by direct recruitment.

1.3. Direct Recruitment shall be carried out by a Selection Board as nominated by the Director General of Police (DGP), A&N Islands. The vacancy position (including anticipated vacancies) category-wise i.e., un-reserved, EWS, ST, and OBC candidates shall be put up to the DGP, A&N Islands for taking a decision regarding the recruitment process. The decision regarding recruitment shall be communicated by SP/HQ to Recruitment Cell, PHQ, A&N Islands for initiating the process of recruitment under his/her supervision.

1.4. The vacancies shall be advertised in local newspapers of A&N Islands. A copy of the advertisement shall also be uploaded on the A&N Administration's website and A&N Police's website for wider publicity.

2. RESERVATION POLICY

2.1 The vacancies of ST/OBC/EWS shall be reserved in the following manner:-

2.1.1 8% for ST candidates.

2.1.2 38% for OBC candidates.

2.1.3 10% for Economically Weaker Sections (EWSs).

2.1.4 1% reservation to local Ex-servicemen candidates as per the A&N Admin's letter vide No. 65-1/83-PW dated 19th March, 1990.

2.2 The educational qualifications and other standards shall be the same as prescribed in the Recruitment Rules for direct recruitment of these posts

3. CONSTITUTION OF SELECTION BOARD FOR DIRECT RECRUITMENT

Recruitment shall be carried out by the Selection Board (as nominated by the DGP, A&N Islands) as follows:-

- | | |
|--|------------|
| 1) DIGP/SP | - Chairman |
| 2) Two Gazetted Officer of A&N Police | - Member |
| 3) One nominated member from other dept.
having Technical knowledge | - Member |

Apart from the Selection Board, if required, one or more Selection Committee(s) shall be constituted by the DGP, A&N Islands for conducting Physical Endurance & Measurement Test (PE&MT), Written Test, Trade Test, Typing Test and Computer Test at various places to assist the Selection Board. The Committee(s) so nominated shall be headed by an officer not below the rank of Superintendent of Police. Requisite number of officers and subordinate staff to assist the Board(s)/Committee(s) shall be deputed from various units of A&N Police.

***Note 1:** In case of non-availability of any of the above stated officers of the selection board, the DGP, A&N Islands may nominate any other officer (above/below in rank against the non-available officer) on his/her discretion for formation of the Selection Board to conduct the recruitment process.*

Nomination of Member from Health Department/Sports Department:-In order to bring more accuracy in Physical standards, an officer from Health and/or Sports Department shall be member of the committee for conducting PE&MT. The nominated officer of Health and/or Sports Department shall also assist the Appellate Authority/Board to respond to any appeals made by the candidate(s) pertaining to their Physical Standards.

4. MODE OF DIRECT RECRUITMENT

The selection process shall consist of the following compulsory tests:-

Sl. No.	Tests/Exams
i.	Physical Endurance & Measurements Tests (PE&MT)

ii.	Written Test (Objective)
iii.	Trade Test [<i>Constable(Driver), Asst. Mechanic(PC), Mechanic Helper (PC) & Dispatch Rider(PC)</i>]
iv.	Typing Test [<i>Store Keeper(HC) & Dealing Assistant (HC)</i>]
v.	Computer Test [<i>Store Keeper(HC) & Dealing Assistant (HC)</i>]

5. ESSENTIAL QUALIFICATIONS FOR DIRECT RECRUITMENT

5.1 Educational Qualification& Other Essential Qualification

Post	Educational & Other Essential Qualification
Store Keeper (HC)	<p>(i) 12th Pass from a recognized Board/Institution with Two year experience in handling Stores and keeping Accounts in a Store or a concern of Central or State Government, autonomous/statutory organization, PSUs or University/Banks or in a Private Sector Organization listed on the stock exchange(s) of India.</p> <p style="text-align: center;">(OR)</p> <p>Bachelor's Degree with Commerce/ Economics/ Statistics/ Business Studies/ Public Administration as a subject from a recognized University/Institute.</p> <p style="text-align: center;">(And)</p> <p>(ii) (a) Male candidates must possess a valid driving license for LMV (Two Wheeler <u>and</u> Four Wheeler). (b) Female candidates must possess a valid driving license for Two-Wheeler <u>or</u> Four-Wheeler Motor Vehicle.</p>
Dealing Assistant (HC)	<p>(i) Bachelors' degree from a recognized University/Institution.</p> <p style="text-align: center;">(And)</p> <p>(ii) (a) Male candidates must possess a valid driving license for LMV (Two Wheeler <u>and</u> Four Wheeler). (b) Female candidates must possess a valid driving license for Two-Wheeler <u>or</u> Four-Wheeler Motor Vehicle.</p>
Constable (Driver)	<p>(i) 10th Pass from a recognized Board/Institution.</p> <p>(ii) Valid Light Motor <u>and</u> Heavy Motor Vehicle Driving Licence with knowledge of Motor Mechanism.</p>
Assistant Mechanic (PC)	<p>(i) 10th Pass from a recognized Institution/Board.</p> <p>(ii) Should possess National Trade Certificate (NTC)/ National Apprenticeship Certificate (NAC) in Mechanic Motor Vehicle (MMV) [NSFQ level-5] from recognized institution/registered establishment.</p> <p style="text-align: center;">Or</p> <p>Should possess Maintenance Technician - Service Workshop Certificate (NSFQ Level-4) by Govt. ITI and minimum 1 year relevant experience.</p> <p style="text-align: center;">Or</p> <p>Should possess Car Washer-cum-Auto Service Technician Certificate (NSFQ Level-3) by Govt. ITI and minimum 2 years relevant experience.</p> <p>(iii) Candidates must possess a valid driving license for LMV (Two Wheeler and Four Wheeler).</p>

Mechanic Helper (PC)	(i) 10 th Pass from a recognized Institution/Board. (ii) Should possess National Trade Certificate (NTC)/ National Apprenticeship Certificate (NAC) in Electrician or Fitter or Welder or Painter [NSFQ level-4] from recognized institution/ registered establishment with one year of experience in the respective trade (electrician or fitter or welder or painter) in automobile sector. (iii) Candidates must possess a valid driving license for LMV (Two Wheeler and Four Wheeler).
Dispatch Rider (PC)	(i) 10+2 Pass from a recognized Institution/Board. (ii) Possession of a valid driving license for Motor Cycle and Light Motor Vehicle(LMV) (iii) Two years' of experience in driving Motor cycle and LMV.

5.2 Age Limit

Post	Educational & Other Essential Qualification
Store Keeper (HC) & Dealing Assistant (HC)	Between 18 and 33 years(for Male) Between 18 and 38 years(for Female)
Constable (Driver)	Between 18 and 25 years for male only
Assistant Mechanic (PC) & Mechanic Helper (PC)	Between 18 and 25 years.
Dispatch Rider (PC)	Between 18 and 25 years (for male) Between 18 and 30 years (for female)

The upper age limit, as prescribed above, shall be relaxable only in the following cases:-

- 5.2.1 Upto a maximum of 5 years if a candidate belongs to ST category.
- 5.2.2 Upto a maximum of 3 years if a candidate belongs to OBC category.
- 5.2.3 For Govt. Servants with three years continuous service in Central Government:-Relaxation in the upper age limit is admissible up to 40 years (45 years for ST) to Departmental Candidates, which are in the same line or allied cadres.
- 5.2.4 Apart from above, any other age relaxations given by GoI or A&N Administration from time to time shall also be applicable.

Note 2: Candidates seeking reservation benefits for ST/OBC (non-creamy layer)/EWS must ensure that they are entitled to such reservation as per eligibility and as notified by A&N Administration. They should also be in possession of valid certificates in support of their claim at the time of submitting the application form.

- 5.2.5 Age concession to Ex-servicemen shall be allowed in accordance with the orders issued by the government from time to time. They shall be permitted to deduct the period served in the armed forces from their actual age and the resultant age, so derived, shall not exceed the prescribed age limit by more than three years.

Note 3: Candidates seeking reservation benefits for Ex-servicemen shall ensure that they are entitled for such reservation as per the eligibility, and their name shall be registered in the Rajya Sainik Board of Andaman & Nicobar Islands.

6. STANDARD OF PHYSICAL MEASUREMENT/ENDURANCE TEST (MALE AND FEMALE)

6.1 For Male Candidates:

- (a) **Height:-** 168 cms, relaxable by 8 cms for ST Candidates i.e., minimum 160 cms as illustrated below:-

Category	General(UR)/OBC/EWS	ST (Relaxed Standard)
Minimum Height Required	168cms	160cms

- (b) **Chest:-**Minimum 81cms (with minimum of 4 cms. expansion). Relaxable by 4cms for ST Candidates i.e., minimum 77 cms (with minimum of 4 cms expansion) as illustrated below:-

Category	General(UR)/OBC/EWS	ST (Relaxed Standard)
Normal (min.)	81 cms	77 cms
Expansion (min 4 cms expansion)	85 cms	81 cms

- (c) **Physical Endurance Test (Qualifying):-**

Race 1600 Meters	Long Jump	High Jump
07 minutes	12 feet	4 feet

6.2 For Female Candidates:

- (a) **Height:-** 155 cms, relaxable by 7cms for ST Candidates i.e., minimum 148 cms as illustrated below:-

Category	General(UR)/OBC/EWS	ST (Relaxed Standard)
Minimum Height Required	155 cms	148 cms

- (b) **Physical Endurance Test (Qualifying)**

Race 800 Meters	Long Jump	High Jump
05 minutes	8 feet	3 feet

Note 4: Long Jump and High Jump must be cleared in any one of the three chances that shall be given. There shall be no appeal against disqualification in race, long jump and high jump.

Note 5: The candidate who does not fulfil the above mentioned Physical Measurements and does not qualify in any event of the Physical Endurance Test, shall be rejected at that stage itself.

7. MEDICAL STANDARD

- 7.1 The minimum distant vision should be 6/6 and 6/9 in both eyes without any correction like wearing glasses or surgery of any kind to improve visual acuity.
- 7.2 The candidate must not have knock-knee, flat foot, varicose vein or squint in eyes and they should possess high color vision.
- 7.3 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.
- 7.4 No relaxation is allowed to any category of candidates on the Medical Standards.

8. CRUCIAL DATE FOR DETERMINING AGE-LIMIT

The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.

9. MODE OF FILLING & SUBMISSION OF APPLICATION FORM

- 9.1 The Application forms shall be available “online” on A&N Police official website: <https://police.andaman.gov.in>.
- 9.2 Application from candidates shall be accepted through ON-LINE-MODE ONLY. Application of candidates applying through any other mode shall be summarily rejected unless directed to do so.
- 9.3 The candidate shall upload clear scanned copies of all the documents (if required) in support of his/her claim for the recruitment.
- 9.4 Candidates are not required to send hard copies of their online application form or any other documents unless directed. However, they may retain the hard copy of their online application form for their record.
- 9.5 Only one online application is to be submitted by a candidate for the examination. In case more than one application of a candidate is detected, only the last valid application shall be considered. If a candidate submits multiple applications and appears in the examination more than once, his/her candidature is liable to be rejected.

10. ADMIT CARD

The Admit Card shall be uploaded on A&N Police website: <https://police.andaman.gov.in>. Candidates have to download and print hard copy of the Admit Card from the A&N Police Website. No separate Admit Card shall be sent to the candidates.

11. CONDUCT OF PHYSICAL ENDURANCE & MEASUREMENT TEST (PE&MT)

- 11.1 The PE&MT shall be conducted at designated Centres in A&N Islands. The exact venue shall be intimated by issuing a Press Release and shall also be uploaded on A&N Police website <https://police.andaman.gov.in>.
- 11.2 The Selection Board/Committee detailed for PE&MT shall be responsible for the correctness of measurement and their recording.
- 11.3 The SP In-charge of each PE&MT Board shall supervise the work to ensure that the work is done properly and fairly.

- 11.4 The candidates who appear in PE&MT should first report to the Holding area. The Holding area staff shall check the photograph on the Admit Card of the candidates to eliminate impersonation. Thereafter, chest number may be allotted to the candidates and holding staff shall prepare the batch for various PE&MT events.
- 11.5 Height and Chest shall be measured with equipment duly certified by the Competent Authority for its correctness.
- 11.6 The PE&MT shall be recorded on the spot by the G.O./In-charge. The PE&MT sheets and all legitimate corrections, if any, shall be personally attested by the G.O. concerned.

12. APPELLATE AUTHORITY FOR PHYSICAL MEASUREMENT TESTS

- 12.1 An Appellate Authority shall be nominated to consider the appeals filed by any candidates against physical measurement (Height and Chest) to carry out re-measurement. The Appellate Authority, so nominated, shall be senior than the chairman of the committee conducting PE&MT of the respective venue.
- 12.2 The officer from Health and/or Sports Dept., A&N Admin so nominated, shall assist the Appellate Authority during measurement for exact reading.
- 12.3 In borderline cases, measurement of the candidate may be obtained on another instrument and also by another field staff, if available with the Committee.
- 12.4 **The decision of the Appellate Authority shall be final and there shall not be any further appeal.**

13. VERIFICATION OF ORIGINAL DOCUMENTS / CERTIFICATES

- 13.1. Eligibility of the candidates shall be verified by checking documents pertaining to age, education, ST/OBC/EWS, NOC, NCC certificate, proof to avail age relaxation, driving license or any other relevant documents/certificates, etc.
- 13.2. The candidates shall also be required to produce self-attested copies of all the documents/certificates at the time of verification. Authenticity of candidate shall be checked by checking their ID proofs, photographs, and, if required, by finger prints/biometric features.
- 13.3. Documents/certificate verification shall be carried out by the Committee nominated for PE&MT or any other Verification Board consisting of G.Os of A&N Police as nominated.
- 13.4. The candidates' data must match with the data uploaded while submitting the online application. In case, any discrepancies in name, date of birth, father's name, category or any other data of the certificate(s)/document(s) is noticed, or if the candidate is not in possession of valid certificate(s)/document(s) or fails to produce the original certificate(s)/document(s) in support of their claim, the decision of Appellate Authority shall be final.
- 13.5. **Appellate Authority for Verification of documents/Certificates:-** The Appellate Authority nominated for the Physical Measurement Test or any other nominated Officer for that purpose, shall address/attend the appeals/objections(if any) raised by the rejected candidates during documents/certificates verification. In all cases, **the decision of the Appellate Authority shall be final and there shall not be any further appeal.**

14. WRITTEN EXAMINATION

14.1. All candidates shall take a Written Examination at designated centre. The question papers for Written Examination shall be on the following subjects:-

Constable (Driver)/ Assistant Mechanic (PC)/Mechanic Helper(PC):-

Paper-I	Subject	Qualifying Marks
	General Knowledge	Min. 40% marks
	General Aptitude	
	Computer Knowledge	
	English	
	Trade Related Subject	

Store Keeper(HC)/ Dealing Assistant(HC)/ Dispatch Rider(PC):-

Paper-I	Subject	Qualifying Marks
	General Knowledge	Min. 40% marks
	General Aptitude	
	Computer Knowledge	
	हिंदी	
	English	

Questions shall be of Objective Multiple Choice Type. Questions shall be set in Hindi and English except English, Hindi & Trade Related subject. The Trade Related subject shall be set in English Language and the language concerned subjects i.e., English & Hindi shall be set in the corresponding language.

Negative Marking:-There shall be $\frac{1}{4}^{\text{th}}$ negative marking for each wrong answer. No marking and no negative marking shall be awarded to unanswered questions.

14.2. **The syllabus for the examination is as follows:**

14.2.1. **General Knowledge:** Question in this paper shall include General Awareness as well as General intelligence and Reasoning ability. Questions shall be aimed at testing candidate's General Awareness of the environment around him/her and its application to society. Questions shall also be designed to test his/her knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test shall also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Indian Economy, General Polity, Indian Constitution, Scientific Research, etc.

14.2.2. **General Aptitude:** The questions in this subject shall consist of topics to check the candidate's abilities to resolve problems, reasoning-related calculations and any other topic to check the knowledge/command in these subjects.

- 14.2.3. **Computer Knowledge:** The questions in this subject shall consists of topic related to computer applications, terminologies, shortcuts, software, hardware or any other topic to check the knowledge of computers and its related fields.
- 14.2.4. **हिन्दी:** The questions in this subject shall consist of topics related to Hindi language (history and varieties), Hindi grammar, vocabulary, syntax, standardization or any other topic to check the knowledge/command in Hindi language.
- 14.2.5. **English:** The questions in this subject shall consist of Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting misspelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage, or any other topic to check the knowledge/command in English language.
- 14.2.6. **Trade Related Questions [Constable (Driver), Assistant Mechanic (PC) & Mechanic Helper (PC)]:** The questions in this subject shall consist of topic related to Trade of driving, motor vehicles and its mechanism, or any other topic to check the knowledge/command in the trade concerned.

15. SECRECY OFFICER / OUT SOURCED AGENCY

- 15.1. The written exam may be conducted through offline or online mode.
- 15.2. The question papers for the Written Tests shall be prepared in strict secrecy by a Secrecy Officer or through an Outsourced Agency.
- 15.3. Strict secrecy and confidentiality shall be maintained throughout the recruitment processes and no officer, agency, or person shall divulge/share/supply any information relating to this assignment to any third party.

16. WRITTEN EXAMINATION, TRADE TEST, TYPING AND COMPUTER TEST CENTRE

- 16.1. The written examination, Trade Test, Typing Test & Computer Test shall be conducted at a designated centre(s) in A&N Islands depending on the number of applicants. All candidates shall carry Admit Card to appear in the examination. Each candidate shall be frisked before entry to the examination hall and no electronic device or gadget is permitted inside the hall.
- 16.2. No change of centre of examination shall be allowed under any circumstances. A&N Police reserves the right to cancel any centre and ask the candidates of that centre to appear at another centre. A&N Police also reserves the right to divert candidates of any centre to some other centre to take the examination.
- 16.3. The DGP, A&N Island may nominate a committee/observer to be deputed at examination centre(s), who shall be responsible for the smooth conduct of the examination and also for ensuring a free, fair and transparent examination. Other supporting officers and staff shall be nominated by PHQ. Any candidate found indulging in any unfair practice shall summarily be removed and debarred from the examination. Necessary legal action may also be taken, if required.

17. EVALUATION OF ANSWER SHEETS

The answer sheets shall be evaluated by officers/officials with sufficient academic knowledge and experience in the field concerned or/and technical experts in case technology is used for evaluation. Apart from this, technology i.e., OMR (Optical Mark Reader) or Computer Based Evaluation etc., may also be used.

18. DECLARATION OF WRITTEN EXAMINATION RESULT (MARKS OBTAINED)

Soon after evaluation of answer papers, the result (marks secured by the candidates) of the written examination shall be uploaded on the police website <https://police.andaman.gov.in>. Duly signed original copy of the result shall be kept under sealed cover for future reference and copy of the same shall be handed over to Recruitment Cell, PHQ (T) SP/HQ for compilation and generation of result category-wise and which shall later be handed over to the Selection Board for final review and confirmation.

Note 6:- In case, requisite number of candidate have not qualified in the Written Examination, the Director General of Police, A&N Islands may lower the minimum qualifying marks to be secured in the written examination.

19. TRADE TEST (QUALIFYING) [for the post of Constable (Driver), Assistant Mechanic (PC), Mechanic Helper (PC), & Dispatch Rider (PC)]

All those candidates who qualify in the written examination shall be called for Trade Test. Candidates having valid and genuine driving licence shall be allowed to appear in the Trade Test and also produce original driving licence at the time of Trade Test. **Necessary Legal action shall be taken against those candidates whose Driving Licences are found forged/false.**

The trade test shall carry 100 marks. The marks obtained in the Trade Test shall not determine the merit position of the candidate since it is qualifying in nature. However, the candidate must obtain at least the minimum qualifying marks as shown in the table below to be DECLARED AS QUALIFIED. The trade test shall cover the following aspects and the Board/Committee shall award the marks of each test as indicated below:-

19.1. Constable (Driver)

Sl. No.	Test	Total Marks	Qualifying Marks
(i)	Driving (Light Motor Vehicle)	30 Marks	15 Marks
	a) Driving (Forward marching upto 50m in the designed track within 01 minute) – 10 marks		
	b) Driving (Reversing upto 50m in the designed track within 01 minute) – 10 marks		
	c) Parking (as per STD. dimension of vehicle		

	with side clearance of 0.5m both sides and rear 01m) – 10 marks		
(ii)	Driving (Heavy Motor Vehicle) a) Driving (Forward marching upto 100 m in the designed track within 02 minutes) – 10 marks b) Driving (Reversing upto 100 m in the designed track within 03 minutes) – 10 marks d) Parking (as per STD. dimension of vehicle with side clearance of 01m both sides and rear 02m) – 10 marks	30 Marks	15 Marks
(iii)	Knowledge of traffic signs/road sense/ basic driving rules like lane driving, overtaking procedure, road-map, reading, assessment of shortest possible route etc.	20 Marks	10 Marks
(iv)	Knowledge of maintenance of vehicle i.e., tyre pressure, battery water level, quantity & grade of oils to be used, Coolant, tension of belts/hose pipes etc.	20 Marks	10 Marks
	Total	100 Marks	50 Marks

19.2. Assistant Mechanic (PC) & Mechanic Helper (PC)

Sl. No.	Test	Total Marks	Qualifying Marks
(i)	Workshop Maintenance a) Maintenance and cleanliness of workshop, b) First aid, fire safety and use of fire extinguisher c) Use of lifting equipment d) Disposal of Used engine oil.	10 marks	5 marks
(ii)	Measurements and Markings a) Measuring of various components of vehicle such as Wheel Base/camshaft/crankshaft/Piston etc., using measuring tape or micrometer. b) Measuring current, voltage, and resistance using digital multimeter. c) Cleaning and topping of lead acid battery, testing battery with hydrometer, connecting battery to a charger for re-charging. (Timing – 10 minutes)	10 Marks	5 Marks
(iii)	Knowledge of Tools – Identify/use of the general workshop tools and power tools.	10 Marks	5 Marks
(iv)	Identification – a) Identification of different type of vehicle. b) Identification of different Parts of a diesel/Petrol/Motorcycle engine.	10 Marks	5 Marks

(v)	Removing wheels from Motorcycle, light & Heavy vehicle, dismantling tyres and tubes checking puncture and assemble it and later fix wheel to the vehicle. (Timing – 30 Minutes)	20 Marks	10 Marks
(vi)	Trouble shooting with Motorcycle or LMV or HMV for Engine not starting – Trace out the problem, rectify it and start the engine. (Timing – 30 minutes)	30 Marks	15 Marks
(vii)	Driving Test (LMV) – a) Drive (forward marching upto 50m in the designed track within 01 minute) – 5 Marks b) Drive (reversing upto 50m in the designed track within 02 minutes) – 5 Marks	10 Marks	5 Marks
	Total	100 Marks	50 Marks

19.3. Dispatch Rider (PC)

Sl. No.	Test	Total Marks	Qualifying Marks
(i)	Motorcycle/Bicycle Riding	10 Marks	5 Marks
(ii)	Driving (Light Motor Vehicle) a) Driving (Forward marching upto 50m in the designed track within 01 minute) –10 marks b) Driving (Reversing upto 50m in the designed track within 02 minutes) – 10 marks c) Parking (as per STD dimension of vehicle with side clearance of 0.5m both sides and rear 01m)– 10 marks	30 Marks	15 Marks
(iii)	Knowledge of traffic signs/road sense/ basic driving rules like lane driving, overtaking procedure, road-map, reading, assessment of shortest possible route etc.	20 Marks	10 Marks
(iv)	Knowledge of maintenance of vehicle i.e., tyre pressure, battery water level, quantity & grade of oils to be used, Coolant, tension of belts/hose pipes etc.	20 Marks	10 Marks
(v)	Maintenance of register/file and distribution of dak/files etc.	20 Marks	10 Marks
	Total	100 Marks	50 Marks

The above Trade Test shall be conducted by the Selection Board or any other committee nominated by the DGP, A&N Islands. The committee shall consist of at least one member having technical knowledge.

Note 7:- PMT Unit of A&N Police shall assist the Selection Board/Committee for conducting Trade Test and will make all necessary arrangements for conducting Trade Test.

Note 8:- Candidates' shall not bring their own vehicles/equipment/tools for trade test unless directed. No electronic devices, mobile phones and any other wireless devices are allowed in the trade test centre.

20. TYPING TEST ON COMPUTER (MAXIMUM 25 MARKS)[for the post of Store Keeper (HC) & Dealing Assistant (HC)]

Candidates who qualify in Physical Endurance and Measurement Tests (PE&MT) and Written Examination shall be called for Typing Test on Computer of maximum 25 marks. This marks shall be taken into account while preparing the final result. The Typing Test on Computer shall be conducted by the Selection Board or nominated committee.

The question paper of Typing Test shall be set/prepared by the Secrecy Officer or any other nominated officer. The assistance of IT organizations like NIC or SOVTECH etc., or an out sourced agency shall also be taken for setting of question papers and evaluation of typing answer sheets. After evaluation, the prepared result of Typing Test shall be sent to SP/HQ for declaration.

Candidates appearing in Typing Test in Hindi shall be allowed to bring the Hindi font.

The print-out of the typing sheets shall be signed by the candidate, invigilator and also by the Chairman of the Selection Board/Committee.

PROCEDURE OF TYPING TEST ON COMPUTER

The 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 shall 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. The passage may preferably be the one being regularly used in the day-to-day office working like a D.O. letter, proposal for creation of post etc. The passage shall indicate the number of strokes at the end of each line, each para and at the end of the passage.

The conducting officer(s) shall strictly ensure that no candidate shall be allowed/continued to type the passage after the duration of 10 minute is 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	25w.p.m.	10 Marks
From 31 to 35 w.p.m.	12 Marks	From 26 to 30w.p.m.	12 Marks
From 36 to 40 w.p.m.	15 Marks	From 31 to 35w.p.m.	15 Marks
From 41 to 45 w.p.m.	18 Marks	From 36 to 40w.p.m.	18 Marks
From 46 to 50 w.p.m.	21 Marks	From 41 to 45w.p.m.	21 Marks
Above 50 w.p.m.	25 Marks	Above 45 w.p.m.	25 Marks

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 in a word and more gap between two words and not making paragraph(s).

EXAMPLE

- (i) Total No. of strokes typed - 2000
(ii) Words - $2000 / 5 = 400$ words
(iii) Tentative Speed - Total Words / time of the test
(400/10 = 40 w.p.m.)
(iv) No. of mistakes done - 10
(v) **Actual Speed** - **40 – 10 = 30 w.p.m.**

21. COMPUTER (FORMATTING) TEST (QUALIFYING)

The candidates who qualify the Typing Test on Computer shall be called for Computer (Formatting) Test (qualifying in nature) and shall be tested on MS-Word, MS-Power Point and MS-Excel. The Computer (Formatting) Test shall be conducted by the Selection Board/Committee.

The question papers of Computer (Formatting) Test shall set/prepared by the **Secrecy Officer or any other** nominated officer. The assistance of IT organizations like NIC or SOVTECH etc., or an out sourced agency shall also be taken for setting of question papers and evaluation of Computer (Formatting) Test sheets. After evaluation, the prepared result of Typing Test shall be sent to SP/HQ for declaration.

The candidates shall be given 10 minutes time for each tests separately. The conducting officer(s) shall strictly ensure that no candidate is allowed/continue after the duration of 10 minute in each test is over. The candidate shall have to format in the same way as it is in the supplied hand-out and to print the same in the printer. The print-out of the each computer (formatting) test shall be signed by the candidate, invigilator and also by the Chairman of the Selection Board/Committee.

The following formatting features used in routine should 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)	<i>Italics</i>	(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

MS-Excel

Time : 10 minutes

(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 color
(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 shall be tested in each test with ½(half) mark each for every feature of formatting. **In case of formatting features, if the candidates carry out the formatting as per the specimen, ½(half)marks each shall be awarded otherwise, no marks shall be awarded.** Out of the 10 marks for the formatting features for each test, a candidate shall secure at least 6 marks in each test to qualify. There shall no bar to candidates correcting the mistakes by using of editing tools.

ATTENTION:-Mobile phone or any other unauthorized electronic gadgets are strictly prohibited inside the Examination venue of Typing & Computer Test.

22. INCENTIVE/BONUS MARKS TO NCC CERTIFICATE HOLDERS

22.1.In pursuance to GoI, MHA's letter No. IV/16011/25/2020-CRS-II dated 20th April, 2020, the following incentive/bonus marks shall be awarded to the candidates holding NCC certificate:-

Certificate Category	Bonus Marks
NCC 'C' Certificate	5% of the maximum marks of written examination
NCC 'B' Certificate	3% of the maximum marks of written examination
NCC 'A' Certificate	2% of the maximum marks of written examination

22.2. The marks shall be awarded to candidates as per the holding of above stated NCC certificate (any one) at the time of verification of documents by the Selection Committee or the Verification Board.

23. RESOLUTION OF TIE CASES

23.1 Constable (Driver)/Assistant Mechanic (PC)/Mechanic Helper(PC)/ Dispatch Rider (PC):

In case where more than one candidate secures the equal aggregates marks in written examination and incentive marks, tie shall be resolved by applying the following methods one after another:-

23.1.1. Date of birth, with older candidate placed higher.

23.1.2. In case, the date of birth is also same, the candidate who secured higher marks in written examination excluding incentive marks shall be given preference.

23.1.3. If date of birth and marks in written examination are also same, then alphabetical order in which first names of the candidates appear shall decide the case.

24.2 Store Keeper (HC)/Dealing Assistant (HC):

In case where more than one candidate secures the equal aggregates marks in written Test, incentive marks and Typing Test Marks, tie shall be resolved by applying the following methods one after another:-

24.2.1 Date of birth, with older candidate placed higher.

24.2.2 In case, the date of birth is also same, the candidate who secured higher marks in written examination excluding incentive marks & Typing Test marks shall be given preference.

24.2.3 In case, the date of birth & written examination marks are also same, the candidate who secured higher marks in Typing Test excluding incentive marks shall be given preference.

24.2.4 If date of birth, marks in written examination & Typing test are also same, then alphabetical order in which first names of the candidates appear shall decide the case.

24. ASSESSMENT OF CRIMINAL CASES REGISTERED AGAINST CANDIDATE

The applicant selected to serve in the police force should have a good character and antecedents. Hence, candidates should disclose their involvement in criminal or any other cases, if any, against him/her, while submitting the application form. Candidature of such candidates shall be decided by the Screening Committee (nominated by the DGP, A&N Islands) prior to the issue of selection list in accordance with the instruction laid down in the SOP vide No.3430 dated 10.07.2019 and the decision of the Screening Committee regarding acceptance or rejection of candidature of such candidates shall be final.

25. DECLARATION OF FINAL RESULT

25.1. The qualifying marks shall be the same as stated above in Written Examination, Trade Test, Typing Test, & Computer Test excluding incentive marks (if any). However, if adequate numbers of ST candidates satisfying the minimum cut-off marks are not available, the same may be relaxed in the case of ST candidates, provided they are not considered otherwise unsuitable.

25.2. **Constable (Driver), Assistant Mechanic(PC), Mechanic Helper(PC), & Dispatch Rider (PC):-** The final list of the selected candidates shall be prepared in order of merit on the basis of aggregate total marks secured by the candidates in the written examination, and incentive marks awarded(if any), those who qualified in the Trade Test.

Store Keeper (HC), & Dealing Assistant (HC):- The final list of the selected candidates shall be prepared in order of merit on the basis of aggregate total marks secured by candidates in the Written Examination, Typing Test and incentive marks awarded (if any) those who qualified in the Computer Test.

The list of selected candidates (as per the number of vacancies advertised or vacancies exists) (category-wise) shall be prepared by the **Selection Board** under proper proceedings duly signed and handed over to the DGP, A&N Islands for his/her approval.

25.3. ST, OBC candidates, who are selected on their own merit without relaxed standards shall not be adjusted against the reserved share of vacancies. Such ST/ OBC, candidates shall be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies shall be filled up separately from amongst the eligible STs, OBC candidates, which shall thus comprise of ST/OBC candidates who are lower in Merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

25.4. A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not to be counted towards the quota meant for reservation.

25.5. The result of provisionally selected candidates shall be uploaded on A&N Police website, and a Press Release shall be issued in the local News Paper(s).

25.6. The candidates shall be selected provisionally, subject to police verification of their character and antecedents and medical fitness as prescribed for the post. Any concealment of facts/ misrepresentation in Attestation Form may result in cancellation of the candidature. In case any concealment of facts/ misrepresentation in Attestation Form, is detected after joining, action shall be taken against the candidate as per the provisions of SOP vide No.3430 dated 10.07.2019 and he/she shall also be liable to refund the amount spent on training imparted to him/her from the State Exchequer. He/she shall also be debarred from serving in A&N Police. Legal action may also be initiated against him/her.

25.7. In pursuance of A&N Administration circular letter No.47-1(1)/2013-PW dated 8th March, 2013, a list of candidates, minimum one or not more than 10% of posts

whichever is higher in each category has to be kept in a panel/wait list for appointment in case of non-acceptance of offer of appointment or non-joining of duty by selected candidates or on resignation from the posts within one year of joining or otherwise.

Note 9: Selected candidates against whom any criminal case is registered/pending investigation/pending trial in the court shall be considered as per law in view of the provisions of S.O.P No. 3430 dated 10/07/2019.

26. MEDICAL EXAMINATION

The candidates so selected shall undergo Medical Examination by doctors in selected Government Hospitals in A&N Islands as per the prescribed standards in the Recruitment Rules.

27. VERIFICATION OF CHARACTER AND ANTECEDENTS

The verification of Character and Antecedents of the candidates shall be conducted through concerned authorities expeditiously.

28. PROVISIONAL APPOINTMENT SUBJECT TO VERIFICATION.

Even where the prescribed certificates have been produced, the appointing authority shall include a clause in the offer of appointment as following.

“The appointment is provisional and is subject to verification of the Educational Qualification/ST/OBC/EWS certificate, etc. In case the verification reveals that the above documents/certificates is false, necessary pursuant action against such personnel will be taken by the Disciplinary Authority concerned and in the event of forgery of document(s), in addition to the departmental action, a criminal case may also be registered against the individual as per law in view of the provisions of S.O.P No. 3430 dated 10/07/2019.”

29. TRAINING

On appointment, the candidates shall undergo and qualify the training as prescribed in the Recruitment Rules. Completion of the training is pre-requisite for successful completion of the probation in terms of DOPT's OM No.28020/3/2018-Estt.(C) dated 11th March, 2019.

30. PROVIDING SECURITY COVER AT ALL EXAMINATION VENUES

The concerned Districts SP shall provide adequate security at the examination venues for maintaining proper Law & Order and Traffic arrangements. Commandant IRBn, A&N Islands shall deploy sufficient number of IRBn personnel at all examination venues for providing security cover.

31. CCTV COVERAGE/ VIDEOGRAPHY/ PHOTOGRAPHY

To ensure absolute transparency in the process of selection and in order to eliminate any possibility of impersonation/ malpractice during tests/ examinations, all the

events/proceedings shall be covered by CCTV/Video-graphed and footage shall be kept in archives for five years.

32. MAINTENANCE OF RECRUITMENT RECORDS

- 32.1. All records pertaining to the recruitment PE&MT, Written Examination, Trade Test, Typing Test and Computer Test shall be maintained by Establishment Section, PHQ, A&N Islands in safe custody.
- 32.2. Application forms/dossiers of candidates who fail in the examination and application forms/dossiers of candidates who are included in the merit list shall be retained for a period of three years from the date of declaration of final results. Records relating to court cases shall be retained till the finalization of the case.
- 32.3. Application forms/dossiers of such candidates, whose appointment has not been done for one reason or the other, shall be retained for a period of five years or till such time that the matter is finally disposed of.
- 32.4. Representations received against the result shall be retained in a separate file along with candidate's data/record, if available, for a period of five years from the date of announcement of final result. The period can be extended beyond five years till the matter is finally disposed of, in specific cases. Application forms/dossiers of selected/appointed candidates may be sent to their respective places of posting for preparing their service record.
- 32.5. The Answer sheets of all candidates, who appeared in the Written Test, Typing Test, and Computer Test shall be maintained (hard or soft copy) for 10 years or till such time i.e. court matter, if any, is finally disposed of.
- 32.6. The result sheets containing marks of all candidates who appeared in the Written Examination, Trade test, Typing Test & Computer Test shall be maintained in a soft copy in HDD as a permanent record.
- 32.7. The records shall be destroyed after the given period with due approval of the Competent Authority.

33. INTER-SE-SENIORITY

Store Keeper(HC)/Dealing Assistant (HC):-The inter-se-seniority of directly recruited Store Keeper(HC)/Dealing Assistant (HC) shall be fixed on the basis of aggregate total of marks obtained by them in the Written Examination, Typing Test & incentive marks awarded (if any) i.e. on the basis of merit.

Constable(Driver)/Assistant Mechanic (PC)/Mechanic Helper (PC)/ Dispatch Rider (PC):- The inter-se-seniority of directly recruited Constable(Driver)/Assistant Mechanic (PC)/Mechanic Helper (PC)/ Dispatch Rider (PC) shall be fixed on the basis of aggregate total of marks obtained by them in the Written Examination, & incentive marks awarded (if any) i.e. on the basis of merit.

34. FINAL AUTHORITY

In case of any dispute in any clause and the matters not specified in this Standing Order, the decision of the Director General of Police, Andaman & Nicobar Islands shall be final.

35. SUPERSESSION CLAUSE

This Standing Order supersedes previous Standing Order issued so far as it relates to recruitment of Store Keeper(HC), Dealing Assistant (HC),Constable(Driver),Assistant Mechanic (PC),Mechanic Helper (PC), & Dispatch Rider (PC)in Andaman & Nicobar Police Motor Transport.

This issues with the approval of the Andaman & Nicobar Administration vide eFile No. A-12024/1/2023-Administration Section(PMT)-POLICE_AN.



(NEERAJ THAKUR, IPS)
DIRECTOR GENERAL OF POLICE
ANDAMAN AND NICOBAR ISLANDS

Copy forwarded to the:-

1. SO to DGP
2. SO to ADGP
3. SO to IGP
4. All DIGP, A&N Islands
5. All SSP, A&N Islands
6. All SP, A&N Islands including Comdt./IRBn.
7. The Principal/Vice Principal, PTS, Prothrapur.
8. All DySP, A&N Islands including ACsIRBn.
9. All I/C Estts. of A&N Police/IRBn/Fire/PR/HGO/PMT/PMF.
10. All SHOs of PS, SO PR Stations, STO FS Station in A&N Islands
11. I/C Computer Cell, PHQ with direction to uplopad in A&N police website.

Copy also forwarded to :-The Secretary (Home), Secretariat, A&N Admin for information.