

**DEPARTMENT OF JAILS, PUNJAB**  
**RECRUITMENT OF WARDERS (MALE)/MATRONS (FEMALE)- 2016**

Advt. No.:.....

Date of Publication: **08.11.2016**

<b>IMPORTANT DATES &amp; INFORMATION</b>	
Website for filling online Application Form:	<a href="http://www.punjabpolicecrerecruitment.in">www.punjabpolicecrerecruitment.in</a>
Closing date for submission of online Applications:	28.11.2016
Closing date for deposit of Admission Fee :	30.11.2016
Period for submission of Applications: From 9:00 a.m. on	08.11.2016
To 11:59 p.m. on	28.11.2016
(Applications received after 11:59 p.m. on the closing date (28.11.2016) will not be entertained.)	
Helpline Numbers :	(0172) 4347161, (0172) 4347162
Helpdesk email ID :	helpdesk@punjabpolicecrerecruitment.in
Helpline Number for SMS :	(+91) 73476-68134

Online applications are invited for direct recruitment from Indian nationals using the website [www.punjabpolicecrerecruitment.in](http://www.punjabpolicecrerecruitment.in), to fill up the following vacancies of Jail Warders (Male)/Matrons (Female) in Department of Jails, Punjab in the Pay Band of Rs. 10300-34800 + Grade Pay Rs. 3200/-, and other allowances as admissible.

However, as per Punjab Government instructions issued vide no.7/204/2012-4FP1/66 dated 15.01.2015, during the probation period, they will only be eligible for fixed emoluments equivalent to the minimum of the Pay Band. During the probation period, they will not be entitled to any grade pay, annual increments or any other allowances, except TA. As per Punjab Cabinet decision dated 30.4.2016, the probation period of all fresh appointees would be 3 years.

**POSTING/DEPLOYMENT**

Selected candidates can be posted/deployed anywhere in Punjab on the orders of the Additional Director General of Police, Prisons, Punjab or any other officer authorized in this regard according to the exigencies of job and its manifold requirements.

**1. ONLINE APPLICATION FORM**

The online Application Form can be filled up **from 9:00 a.m.-08.11.2016 till 11:59 p.m. on 28.11.2016** on website [www.punjabpolicecrerecruitment.in](http://www.punjabpolicecrerecruitment.in). Candidates are advised to apply online well-in-advance without waiting for the last date of submission of online Application

Form. It is made clear that no offline Application Form or copy of downloaded Application Form will be accepted or acted upon at any Police office or Prison office.

The candidates should submit **SINGLE ONLINE APPLICATION FORM** for the post of Jail Warders (Male)/Matrons (Female). The recruitment process would start at all Recruitment Centres ( which will be informed to the candidates later) at the same time on the same date. However, if somehow, the candidate manages to submit multiple online applications, only his/her first application shall be entertained. Fee paid against one application shall not be adjusted against any other application.

2. **TENTATIVE VACANCIES**

Gender	Warder (Male)	Matrons (Female)	Total
Male	210	--	210
Female	--	57	57
Total	210	57	267

Please note that the vacancies indicated in the chart above are tentative in nature and are liable to change (increase/decrease) during the course of the recruitment process as per needs & requirements. Thus these vacancies merely indicate the number of posts to be filled up.

3. **RESERVATION OF SEATS**

According to instructions issued by the Punjab Government from time to time, 20% of available vacancies will stand reserved for candidates belonging to Scheduled Castes/Scheduled Tribes, 10% for candidates belonging to Backward Classes, 13% for Ex-Servicemen candidates **OR** wife/one dependent child of Ex-Servicemen (where applicable) [7% Ex-servicemen (General), 4% Ex-servicemen (SC), 2% Ex-servicemen (BC)] and 1% seats for wards of freedom fighters.

As per State government instructions, recruitment against 3% vacancies reserved for sports persons shall be carried out separately for which a separate advertisement shall be given by the Sports Department of Punjab. The vacancies equivalent to 3% shall be deducted from the total number of vacancies and recruitment would be done against the remaining vacancies. However, the sportspersons are eligible to apply in this recruitment also but no extra benefit/reservation shall be admissible to them on the basis of their achievements in Sports.

4. **ESSENTIAL ELIGIBILITY REQUIREMENTS FOR CANDIDATES**

A. **NATIONALITY**

The applicant/candidate should be a citizen of India.

B. **AGE**

- (a) The minimum age (as on 1<sup>st</sup> January, 2016) for recruitment of Warder/Matron should be 18 years and maximum age should be 25 years. The cut-off date for this purpose shall be 1<sup>st</sup> January, 2016 (01.01.2016). No relaxation will be given in age to any candidate.

Candidates belonging to Scheduled Castes/Scheduled Tribes and Backward Classes would be entitled to relaxation in the upper age limit to the extent of 5 years over and above the above-mentioned upper age limit of 25 years.

(b) Ex-Servicemen

In the case of candidates belonging to the following categories, upper age limit shall be as given against each:-

- Pensioned soldiers of the Armed Forces - 40 years.
  - Persons who have resigned from the Armed Forces after at least 3 years of service - 30 years.
  - Army Reserve men - 35 years.
- (c) Persons who have spent 5 years or more in Police force shall be given age relaxation upto a maximum age of 30 years as on 1<sup>st</sup> January 2016.

(d) **In case of women candidates belonging to the following categories, the upper age limit shall be 35 years:-**

- (i) Widows.
- (ii) Women who have legally been separated from their husbands or have been divorced.
- (iii) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them.
- (iv) Women who have, because of their desertion, have been living separately from their husbands for more than two years.

**Note:**

To claim any kind of age relaxation, the candidate is required to upload the relevant certificates issued by the competent authority, in the format prescribed by the Punjab government, along with the online Application Form.

**C. EDUCATIONAL QUALIFICATIONS**

- The minimum educational qualifications shall be **10+2 or its equivalent from a recognized education Board/University**. The candidate must have also passed Matriculation examination **with Punjabi as one of the compulsory or elective subjects** or any other equivalent examination in Punjabi language.
- However, in case of Ex-Servicemen, the minimum educational qualifications shall be Matriculation. Provided that if the Ex-Serviceman (or the wife/dependent child of Ex-Serviceman, as the case may be) has not passed Matriculation examination with Punjabi as one of the compulsory or elective subjects, he shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government **within a period of two years** from the date of his appointment as per Punjab Government notification no. GSR-33/Const./Art 309/94 dated 4<sup>th</sup> of May, 1994.

**Note:**

**The candidate must have attained the above-mentioned educational qualifications on or before the date of publication of this advertisement of recruitment.**

**5. SELECTION PROCESS**

Recruitment Boards under the overall supervision of the Central Recruitment Board shall conduct the recruitments for Jail Warders (Male)/Matrons (Female). The Physical Measurement Test (PMT) and the Physical Screening Test (PST) of a candidate shall be conducted on a single day, and the entire process for each candidate shall be got video-graphed. The candidates will be assigned the nearest Recruitment Centre for PMT and PST. Only candidates who clear the PMT and PST will be enlisted based on the merit list.

Only those candidates who fulfill the requisite minimum and maximum age and educational qualifications shall be screened in the Physical Measurement Test. All such eligible candidates who have been found to be of requisite height and chest measurement will qualify to be put through the Physical Screening Test (PST).

a) **PHYSICAL MEASUREMENT TEST**

**FOR WARDERS**

Candidate	Minimum Height required	Chest
Male	5 feet 7 inches	33' Unexpanded 34-1/2' Expanded
Dogras/Gurkhas (Male)	5 feet 4-1/2 inches	33' Unexpanded 34-1/2' Expanded

**FOR MATRONS**

Candidate	Minimum Height required	Weight
Female	5 Feet 3 inches	50 Kg and above

(b) **PHYSICAL SCREENING TEST (PST)**

Only those candidates who clear the Physical Measurement Test will be put through the **Physical Screening Test**, which shall be of a qualifying nature and shall comprise of the following events:

<b>MALE</b>			<b>FEMALE</b>
<b>Non Ex-Servicemen</b>	<b>Ex-Servicemen</b>		
	<b>Age &lt;=35 years</b>	<b>Age &gt; 35 years</b>	
<ul style="list-style-type: none"> <li>• <b>1600 meters Race</b> to be completed in 6 minutes 30 seconds (<i>only 1 chance</i>)</li> <li>• <b>Long Jump:</b> Minimum 3.80 meters (<i>3 chances</i>)</li> <li>• <b>High Jump:</b> Minimum 1.10 meters (<i>3 chances</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>1400 meters Walk and Run</b> to be completed in 9 minutes (<i>only 1 chance</i>)</li> <li>• 10 Full Squats</li> </ul>	<ul style="list-style-type: none"> <li>• <b>1400 meters Walk and Run</b> to be completed in 12 minutes (<i>only 1 chance</i>)</li> <li>• 10 Full Squats</li> </ul>	<ul style="list-style-type: none"> <li>• <b>800 meters Race</b> to be completed in 4 minutes (<i>only 1 chance</i>)</li> <li>• <b>Long Jump:</b> Minimum 3 meters (<i>3 chances</i>)</li> <li>• <b>High Jump:</b> Minimum 0.95 meters (<i>3 chances</i>)</li> </ul>

**Note:**

**A candidate must qualify in all the above events. Failure to qualify in any one of the above events of Physical Screening Test shall disqualify the candidate from the recruitment process.**

6. **REVIEW/ APPEALS RELATING TO PMT/PST**

Those candidates who are declared not qualified in Physical Measurement Test and/or Physical Screening Test may prefer a review application, if they so desire, to the Chairperson of the Recruitment Board present on the ground *on the same day*. The Chairperson will review the

result of the PMT/PST on the same day and take a decision and record the reasons thereof for each case separately in writing. Any candidate still aggrieved with the decision of the Chairman, Recruitment Board may prefer an appeal, if he/she so desires, to the Chairperson of the Central Recruitment Board *within 03 days* of the date of his PMT/ PST. The Chairperson, Central Recruitment Board will consider the appeal and take a decision in the matter. The decision of the Chairperson, Central Recruitment Board (CRB) shall be final and no further appeal or representation in this regard will be entertained.

7. **MARKING SYSTEM**

**MARKS FOR HEIGHT**

The candidates shall be awarded marks as per the following criteria:

<b>MALE</b>		<b>FEMALE</b>	
Height	Marks	Height	Marks
5'-7" and above but less than 5'-8"	10	5'-3" and above but less than 5'-4"	10
5'-8" and above but less than 5'-9"	11	5'-4" and above but less than 5'-5"	11
5'-9" and above but less than 5'-10"	12	5'-5" and above but less than 5'-6"	12
5'-10" and above but less than 5'-11"	13	5'-6" and above but less than 5'-7"	13
5'-11" and above but less than 6'	14	5'-7" and above but less than 5'-8"	14
6' & above	15 (max)	5'-8" & above	15 (max)

**In case of Dogra/Gurkha Candidates, marks shall be awarded as follows:**

<b>MALE</b>	
Height	Marks
5'-4.5" and above but less than 5'-5.5"	10
5'-5.5" and above but less than 5'-6.5"	11
5'-6.5" and above but less than 5'-7.5"	12
5'-7.5" and above but less than 5'-8.5"	13
5'-8.5" and above but less than 5'-9"	14
5'-9" and above	15 (max)

**MARKS FOR PERFORMANCE IN 10+2 BOARD EXAM\***  
(Applicable to all male and female candidates except Ex-Servicemen)

Percentage of marks (10+2 Board exam)	MARKS
Upto & including 40%	10
More than 40% and upto & including 50%	11
More than 50% and upto & including 60%	12
More than 60% and upto & including 70%	13
More than 70% and upto & including 80%	14
Above 80%	<b>15 (Maximum)</b>

**\*Note:** For the purpose of calculation of percentage of marks, the candidate should enter marks obtained by him in 10+2 Board examination (as per detailed Marks Card/Sheet issued by the Board) as well as the total marks in the Application Form. It may be noted that the relevant rules and regulations of the Education Board concerned shall apply.

**MARKS FOR PERFORMANCE IN MATRICULATION EXAM (for Ex-Servicemen)**

Percentage of marks (Matriculation exam)	MARKS
Upto & including 40%	10
More than 40% and upto & including 50%	11
More than 50% and upto & including 60%	12
More than 60% and upto & including 70%	13
More than 70% and upto & including 80%	14
Above 80%	<b>15 (Maximum)</b>

**8. RECRUITMENT CENTRES**

The recruitment process for Jail Warders (Male)/Matrons (Female) is proposed to be held at Recruitment Centres, the details of which will be made available on the website at a later date.

**9. HOW TO APPLY- ONLINE APPLICATION FORM**

- (i) The Application Form shall only be available online on the website [www.punjabpolice Recruitment.in](http://www.punjabpolice Recruitment.in) from 08.11.2016 (09:00 a.m.) to 28.11.2016 (upto 11:59 p.m.).
- (ii) Candidate will open URL "[www.punjabpolice Recruitment.in](http://www.punjabpolice Recruitment.in)" & click on Jail Warders (Male)/Matrons (Female).
- (iii) For registration, he/she will click on "Click here to Register & Apply (in blue)."
- (iv) Candidate needs to fill all the fields in the Registration Form. The fields marked with (\*) are compulsory to fill.
- (v) After all the fields in the Registration form are filled, the candidate has to click on 'submit' button.

- (vi) After submitting his/her registration, a Registration ID & Password will be created.
- (vii) Then the candidate has to click on 'click here to proceed for application form'.
- (viii) Then the candidate has to fill all the fields (education qualifications, work experiences, criminal record etc.) in the Application Form.
- (ix) Then he/she needs to upload his Photograph & Signature and scanned copies of the age, education qualification, category (if any) and other required certificates.
- (x) After this he/she will preview & confirm all the details that he/she had filled up, tick all the declarations & then submit the application, by clicking on 'Submit Application'.
- (xi) Then he/she will get a message that 'your Application has been provisionally submitted, please proceed for the payment'.
- (xii) After this he/she can make the fee payment either Online or Offline.
- (xiii) In case the candidate fails to deposit the required fees by the last date for depositing the fee, his/her application shall stand rejected automatically.
- (xiv) Candidates already employed with the government can also apply for the recruitment after getting an NOC from the Head of Department/Office concerned. However, if the NOC is not available at the time of filling of the Application Form, then the candidate shall have to give a declaration to the effect that he shall produce the same in original at the time of screening of documents.
- (xv) The candidate will have to fill up the Application Form and submit the same online itself, complete in all respects. The required documents, photographs and the signatures will also have to be uploaded by the candidate in the online Application Form.
- (xvi) Applications with prescribed fee shall be received online. The information once submitted online by the candidates shall be final. Multiple applications from the same candidate will not be entertained.
- (xvii) Roll Numbers shall be allotted to the eligible candidates and **Bar-coded Admit Cards** will be available for download on the recruitment website of the Punjab Police [www.punjabpolice.recruitment.in](http://www.punjabpolice.recruitment.in) tentatively in the 2<sup>nd</sup> week of December, 2016.
- (xviii) In case the candidate does not receive the Admit Card by **15.12.2016**, or experiences any difficulty in downloading the same, then he may contact the Help Desk/Call Centre for assistance. Please keep your unique Registration ID handy while contacting the Helpdesk or Call centre.
- (xix) The candidate should take due care while filling up the Application Form. He/She is allowed to make changes in the application form only till the time it is submitted. Once the



Application Form has been submitted online, no changes whatsoever can be made thereafter. Therefore, the candidates are advised to fill the Application Form carefully.

**10. APPLICATION FEES**

The following application fees shall be charged:

- |     |                             |          |
|-----|-----------------------------|----------|
| (a) | General category candidates | Rs 400/- |
| (b) | SC/ST/BC candidates         | Rs 100/- |
| (c) | Ex-Servicemen candidates    | No Fees  |

**However, the lineal descendants of ex-servicemen will have to pay the application fees, as applicable to their category.**

**11. DEPOSIT OF APPLICATION FEES**

- (i) For depositing the fees, the candidate would have an option of either depositing the same online through (i) Net Banking (ii) Credit/Debit Card payment or the candidate can deposit the fees offline manually through the **Fee Challan Form** available on the website.
- (ii) Candidate should take two copies of challan form and deposit the fee in any branch of HDFC Bank. One copy will be retained by bank and another copy after stamping will be given to the candidate. This copy should be uploaded by the candidate by logging in using his/her unique Registration ID and password.

**Note:**

**The Application Form fees, once deposited, shall not be refunded under any circumstances.**

**12. HELPPESK/CALL CENTRE: QUERIES AND CLARIFICATIONS**

- A Helpdesk would start functioning from the Punjab Police Headquarters to help candidates applying for recruitment **from 9 a.m. on 08.11.2016** at the email ID helpdesk @ punjabpolicerecruitment.in.
- In addition, a dedicated 24x7 Call Centre with the following dedicated numbers would also be available to for queries and clarifications: **(0172) 4347161, (0172) 4347162.**
- A list of **FAQs (Frequently Asked Questions)** is also being provided on the website.
- An Application Form Demo is being provided on the recruitment website link for the guidance of the applicants.

13. **LIST OF SUCCESSFUL CANDIDATES**

- All Recruitment Boards will send list of successful candidates in PMT/PST to the Chairperson of the Central Recruitment Board who shall prepare a consolidated list on the basis of the lists sent by Chairpersons of the Recruitment Boards.
- The Chairperson of the Central Recruitment Board shall prepare a **Final Merit List** of all candidates on the basis of marks obtained by the candidates for:
  - (i) Height and
  - (ii) Educational Qualifications
- Finally, Chairperson of the Central Recruitment Board would prepare the **Selection Lists**, category-wise (by factoring in laid down reservations for various categories), on the basis of the Final Merit List and the category-wise number of vacancies.

14. **DECLARATION OF FINAL RESULTS**

The Central Recruitment Board shall submit the Selection Lists, as described in the above para, to Additional Director General of Police, Prisons, Punjab for approval. After the final approval of ADGP/ Prisons, the Selection Lists shall be released in the public domain on the Punjab Police official website [www.punjabpolice.gov.in](http://www.punjabpolice.gov.in).

15. **COMPLETION OF SELECTION PROCESS**

The entire selection process shall be deemed to have been completed on the expiry of 180 days from the date of declaration of the final results.

16. **GENERAL INSTRUCTIONS TO THE CANDIDATES**

- (i) The Application Forms shall be available online only.  
**Paper Application Forms are neither being printed nor being accepted.**
- (ii) Though the Application Form fields will be displayed in both English and Punjabi, the candidate will be able to fill the Application Form ***only in English***.
- (iii) Each candidate shall be given a unique Registration ID and Password once he completes the registration process. Candidates should retain the unique Registration ID and Password for future access to the Application Form.
- (iv) Candidates are expected to have their own email ID (for e-mail intimation) and a personal working mobile phone number (for SMS) for effective communication.
- (v) For the purpose of calculation of percentage of marks, the candidate should enter marks obtained by him in 10+2 Board examination (as per detailed Marks Card/Sheet issued by the Board) as well as the total marks in the Application Form. It may be noted that the relevant rules and regulations of the Education Board concerned shall apply.

- (vi) The Bar-coded Admit Card for the Physical Measurement Test and Physical Screening Test shall be made available for download on the recruitment website of the Punjab Police [www.punjabpolice.com](http://www.punjabpolice.com) which should be downloaded and printed by the candidate for entry to the Recruitment Centres.
- (vii) Candidates are advised to go through the guidelines/instructions for filling up the online Application Form from the website.
- (viii) For all queries, clarifications or communications regarding the recruitment process, candidates are advised to correspond via email with [helpdesk@punjabpolice.com](mailto:helpdesk@punjabpolice.com) or by SMS to (+91) 73476-58134.
- (ix) Individual messages to all candidates or to any defined group of candidates shall be sent from the Punjab Police SMS ID **PPRECT** and individual email to all candidates or to any defined group of candidates shall be sent from the email ID [helpdesk@punjabpolice.com](mailto:helpdesk@punjabpolice.com), which shall be deemed to be valid communication between the Police Department and the candidate.
- (x) The online Application Form has been designed in English and Punjabi for the convenience of the candidates. ***However, if there is any variation in the interpretation of the words/instructions in both English and Punjabi, the English version shall prevail*** and the decision of Chairperson of the Central Recruitment Board shall be final in this regard.
- (xi) Candidates appearing for the PMT and PST will not be eligible for any TA/DA.
- (xii) **Application Form will be liable to be rejected:**
- If the Application Form is incomplete;
  - If it has been found to have been submitted without the requisite application fees;
  - If found without the supporting documents, and/or photograph and/or signatures;
  - If it is found to be without the mandatory declarations.

#### 17. **PROVISIONAL SELECTION**

The selection through the recruitment process will be absolutely provisional, and it shall be subject to the following mandatory clearances:

- Verification of educational qualification certificates from the concerned Boards/Universities.
- Verification of proof of age .
- Verification of other applicable certificates.
- Character and antecedents verification, and
- Medical Examination.

18. **MEDICAL EXAMINATION**

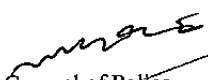
Before their enlistment in Prison department the candidates shall have to be medically examined and certified physically fit for service (including normal vision in both eyes ( with or without spectacles), must not be colour blind or drug addict) by the Civil Surgeon/Medical Board constituted for this purpose.

19. **VERIFICATION OF CHARACTER AND ANTECEDENTS**

The verification of character and antecedents of all candidates who figure in the Selection List shall be undertaken as laid down in the relevant rules and government instructions by following the prescribed procedures. If anything adverse is found against the candidate during the verification, his candidature shall be summarily rejected and no claim, whatsoever, shall be entertained in this regard thereafter.

20. **PERIOD OF PROBATION**

The selected Jail Warders (Male)/Matrons (Female) will be on probation for the duration as per the State Government instructions issued from time to time in this regard. The selected candidates will also be sent for prescribed training which he/she has to complete in a satisfactory manner. Only those selected candidates who have completed the above prescribed training during the probation period shall be considered for confirmation in the Punjab Jails Department.

  
Inspector General of Police  
State Crime Records Bureau,  
Punjab - cum- Chairman, Central  
Recruitment Board for Recruitment of Jail  
Warders and Matrons-2016