

“INDO-TIBETAN BORDER POLICE FORCE”
(MINISTRY OF HOME AFFAIRS)
GOVT. OF INDIA

**RECRUITMENT TO THE POST OF ASSISTANT SUB INSPECTOR/
 STENOGRAPHER {DIRECT ENTRY(DE)/LIMITED DEPARTMENTAL
 COMPETITIVE EXAMINATION (LDCE)}**

Online Applications are invited from **Male & Female** Indian citizens (including subject of Nepal & Bhutan) for filling up following vacancies to the post of **Assistant Sub Inspector (Stenographer) Group ‘C’ (non-Gazetted)** on temporary basis likely to be permanent in ITBPF. Selected candidates will be liable to serve anywhere in India or abroad. On appointment, the candidates shall be governed by the ITBPF Act, 1992 & Rules, 1994 and other Rules applicable from time to time. Applications from candidates will be accepted through **ONLINE MODE** only. No other mode for submission of application is allowed. **ONLINE APPLICATION MODE WILL BE OPENED W.E.F. 8th June, 2022 (08/06/2022) AT 00:01 AM AND WILL BE CLOSED ON 7th July, 2022 (07/07/2022) AT 11:59 PM.** The applicants are advised to check their eligibility before applying so as to avoid disappointment at a later stage.

2. Detail of vacancies including backlog vacancies are as under:-

(a) **Assistant Sub Inspector/Stenographer (Direct Entry)**

SN	Particulars	UR	SC	OBC	EWS	Total
1.	ASI(Stenographer) (Direct Entry) (Male)	07	02	08	02	19
2.	ASI(Stenographer) (Direct Entry) (Female)	01	0	01	0	02
	Total	08	02	09	02	21

(b) **Assistant Sub Inspector/Stenographer (LDCE) (For ITBPF serving personnel only):-**

SN	Particulars	UR	SC	ST	Total
1.	ASI(Stenographer) (Limited Departmental Competitive Examination)	14	02	01	17

Note:-

- (1) The vacancies are tentative and may increase or decrease without any notice. Any change in the number of vacancies will be intimated through ITBP Recruitment website i.e. www.recruitment.itbpolicen.in.
- (2) No vacancy is reserved under ST category for ASI/Stenographer (Direct Entry). However, candidates of ST category may apply but their candidature will be considered against UR category without consideration of any relaxation otherwise reserved for ST category.
- (3) ITBP reserves the right to make changes in sequence of the recruitment procedure after publication of this advertisement. ITBP also reserves the right to cancel or postpone the recruitment at any stage due to administrative reasons.



- (4) 10% vacancies of ASI/Stenographer(DE) are reserved for Ex-Servicemen. In case of vacancy reserved for Ex-servicemen remains unfilled due to non-availability of eligible or qualified candidates, the same shall be filled by non-ESM candidates of respective categories.
- (5) As per MHA guidelines, if a situation so arises wherein the women candidates in the horizontal compartmentalized reservation in any of the vertical reservation categories are not available, then the posts shall be filled up from amongst the male candidates from the concerned vertical reservation categories.
- (6) Candidates applying for Assistant Sub Inspector (Stenographer)/Direct Entry and who claims OBC (NCL) status may note that certificate on non-creamy layer status should have been obtained within three years from **the closing date of receipt of online applications and must ensure that he/she possess that caste/community certificate and does not fall in creamy layer on the crucial date i.e. 7th July, 2022.**

3. PAY SCALE AND OTHER ALLOWANCES:-

- a) ASI/Stenographer (DE/LDCE)
Level -5 in the pay Matrix-Rs. 29,200-92,300 (as per 7th CPC).
- b) Other allowances:- Post will carry Dearness Allowance, Ration Money, Special Compensatory Allowance (while posted in specified border areas), free accommodation or HRA, Transport Allowance, Leave Travel Concession, free medical facilities and any other allowance as admissible in the Force from time to time under the rules/instructions.
- c) On appointment they shall be entitled for the pension benefits as per the "New Restructured Defined Contributory Pension Scheme" applicable for the new entrants to the Central Government Services w.e.f. 01/01/2004.

4 ELIGIBILITY CONDITIONS :-

SN	Name of post	Age/ Service condition	Educational qualification	Skill Test norms
1)	ASI (Steno) /Direct Entry	18 to 25 years (The upper age limit is relaxable for SC, OBC, Ex-Servicemen and other categories in accordance with the Government rules from time to time). <i>Cut off date for determining the age will be 01/01/2022. Candidates should not have been born earlier than 02/01/1997.</i>	Intermediate or Senior Secondary School Certificate (10+2) examination from a recognized Board or University or equivalent.	a) Dictation - 10 minutes @ 80 words per minute. b) Transcription - 50 minutes in English or 65 minutes in Hindi on computer.
2)	ASI (Steno) /LDCE (Only for ITBPF serving personnel)	Up to 35 years for (LDCE) ITBP Serving Personnel {Constable(GD), Head Constable(GD), Head Constable (Combatant Ministerial) and Constable (Tradesmen) having five(05) years of regular service in Constable or Head Constable grade or both in ITB Police and having medical category SHAPE-I with good service record, possessing education and other qualifications as prescribed for direct recruitment shall be eligible for the post of ASI/Steno (LDCE). <i>Cut off date for determining the age will be 01/01/2022. Candidates should not have been born earlier than 02/01/1987.</i>		

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Note:-

- i) The Date of Birth as recorded in the Matriculation certificate available on the date of submission of application shall be accepted as proof for determining the age and no subsequent request for its change will be considered or granted.
- ii) Crucial date for claiming SC/ ST/ OBC/ EWS status will be the closing date for receipt of online applications.
- iii) Candidates claiming OBC(NCL) status may note that certificate on non-creamy layer status should have been obtained within three years before the closing date for submission of online applications i.e. **7th July, 2022 (07/07/2022)**.
- iv) Candidates who wish to be considered against reserved vacancies or seeking age relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates is sought by the Recruitment Board. Otherwise, their claim for SC/ST/OBC(NCL) status will not be entertained and their candidature/applications will be considered under Unreserved (UR) category.
- v) The formats of the certificates Annexure-I, II, II(A), III, IV, V & VI are annexed. Certificates obtained in any other format will not be accepted.
- vi) Age relaxation available to different categories of eligible candidates are as under:-

SN	Category	Age-Relaxation permissible beyond the upper age limit
1	SC/ST	5 years
2	OBC (NCL)	3 years
3	Ex-Servicemen(Unreserved/ General)	3 years after deduction of the military service rendered from the actual age.
4	Ex-Servicemen (OBC)	6 years (3 years + 3 years) after deduction of the military service rendered from the actual age.
5	Ex-Servicemen (SC/ST)	8 years (3 years + 5 years) after deduction of the military service rendered from the actual age.
6	Departmental Candidates with three years regular and continuous service in Central Government on closing date for receipt of online application {For ASI/Stenographer (Direct Entry).	Up to the age of 40 years for UR, 43 years for OBC and 45 years for SC/ST category.
7	Candidates who had ordinarily been domiciled in the UT of Jammu & Kashmir during the period from 1 st January 1980 to 31 st December, 1989.	(i) UR-5 years (ii) OBC- (3+5) 8 years (iii) SC/ST-(5+5) 10 years
8	Children and dependent of victims KILLED in the 1984 riots OR communal riots of 2002 in Gujarat.	

Explanation of Ex-Serviceman:-

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, 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.
- Or**
- (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 circumstances 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 14th April, 1987.
- Or**
- (v) Gallantry award winners of the Armed Forces including personnel of Territorial Army;
- Or**
- (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

viii) **Economically Weaker Sections (EWSs):-**

The reservation for Economically Weaker Sections (EWSs) to those candidates who are not covered under the scheme of reservation for SCs, STs and OBCs will be admissible as per Department of Personnel & Training Office Memorandum No. 36039/1/2019-Estt(Res) dated 31.01.2019 and its amendment issued by the Central Government from time to time.



5. **PHYSICAL STANDARD TEST (PST) :-**

Sl. N	Description	Height		Chest For Male candidates only (Minimum 05 cms expansion is must)	
		For Male	For Female	Without expansion	With expansion
a)	For all candidates except Scheduled Tribes (ST) Candidates.	165 cms	155 cms	77 cms	82 cms
b)	<u>Relaxation:-</u> Candidates falling in the categories of Garhwalis, Kumaonis, Gorkhas, Dogras, Marathas and Candidates belonging to the States of Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Kashmir region of UT of Jammu & Kashmir & UT of Ladakh.	162.5 cms	150 cms	77 cms	82 cms
c)	All candidates belonging to Scheduled Tribes (ST) categories.	162.5 cms	150 cms	76 cms	81 cms

Weight-Corresponding to height and age as per medical standards (for male and female candidates).

Note:- Candidate who intends to avail relaxation in Height/Chest measurement shall have to submit certificate as per **Annexure-'VI'**, whenever sought by Recruitment Board.

6. **MINIMUM MEDICAL STANDARDS :-**

a) **Eye Sight** -The minimum distance vision shall be 6/6 and 6/9 for both eyes without correction i.e. without wearing spectacles or lenses;

Visual Acuity unaided (Near Vision)		Uncorrected Visual Acuity (Distant Vision)		Refraction	Colour Vision	Remarks
Better eye	Worse eye	Better eye	Worse eye			
N6	N9	6/6	6/9	Visual correction of any kind is not permitted even by glasses.	CP III by ISIHARA	-In right handed person, the Right eye is better eye and vice versa. -Binocular vision is required.

- (i) A colour blind person shall not be eligible for recruitment. If at any stage of service career a person is found to be colour blind, he will be medically boarded out as per SHAPE policy in vogue in the ITB Police Force.
- (ii) The candidate must not have knock knee, flat foot, varicose veins or squint in eyes.
- (iii) Must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of duties.

(b) **Tattoos:** -

- (i) **Content:** Being a secular country, the religious sentiments of our countrymen are to be respected and thus, tattoo depicting religious symbol or figures and the name, as followed in Indian Army are to be permitted.
- (ii) **Location:** Tattoos marked on traditional sites of the body like inner aspect of forearm but only left forearm, being non saluting limb or dorsum of the hands are to be allowed.
- (iii) **Size:** Size must be less than $\frac{1}{4}$ of the particular part (Elbow or Hand) of the body.

7. **HOW TO APPLY AND BY WHICH DATE:-**

a)	Eligible and interested candidates need to apply online through ITBPF website <u>www.recruitment.itbpolice.nic.in</u> . Candidates are advised to fill the online application form after reading the instructions carefully and should provide genuine and functional e-mail ID and Mobile number at the time of filling online application form. Details as required under various segments should be mentioned clearly, correctly and logically. As the applications need to be submitted online only applications received offline shall not be considered and will be rejected summarily.
b)	<u>APPLICATION FEE & MODE OF PAYMENT</u> - Male candidates belonging to UR, OBC and EWS category applying for recruitment to the above posts will have to pay Rs. 100/- (Rupees One hundred only) as application fee through the online payment gateway system on <u>www.recruitment.itbpolice.nic.in</u> . Candidates belonging to Scheduled Caste, Scheduled Tribe, Females and Ex-servicemen are exempted from paying the fee. Note:- i) Fee once paid will not be refunded under any circumstances. ii) Fee paid by modes other than online mode will not be accepted and the applications of such candidate will be rejected forthright. Besides above, the payment made in such cases shall stand forfeited.
c)	Candidates working in Central/State Government/ Autonomous/ Statutory Bodies/ Public Sector Undertaking etc. applied for the ASI/Stenographer (Direct Entry) are required to furnish " No Objection Certificate " in original as per Annexure-I issued by the employer at the time of verification of documents. The candidature of candidates who fail to submit " No Objection Certificate " at the time of documentation shall be summarily rejected.
d)	Online application mode will be opened w.e.f. 8th June, 2022 (08/06/2022) at 00:01 a.m. and will be closed on 7th July, 2022 (07/07/2022) at 11:59 p.m.
e)	Procedure for online submission of application is available on ITBP recruitment website <u>www.recruitment.itbpolice.nic.in</u> .

8. **SELECTION PROCESS:-**

- a) Admit Cards to the candidates will be issued online mentioning the date and venue of recruitment test. Candidature of candidates who are issued online admit cards will remain provisional till they are finally selected and submit all related documents/certificates in original and in prescribed format at the stage of verification of original documents.
- b) Candidates are required to bring a clear & legible print out of their online application form & admit card; else they will not be permitted to enter the venue of Physical Efficiency Test (PET) & Physical Standard Test (PST).

Note :-

- (i) Before start of PET & PST the candidates will undergo thorough verification of identity including Biometric capture.
- (ii) Biometric identification of candidates can also be verified at any stage of recruitment.
- c) Candidates will have to undergo the following recruitment tests:-

<u>PHASE - I</u>																	
a) <u>PHYSICAL EFFICIENCY TEST (PET) -</u>	<p>The events of the PET are as follows:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">For Male Candidates</th> </tr> </thead> <tbody> <tr> <td>i) 1.6 Kms Race</td> <td>To be completed within 7.30 Minutes.</td> </tr> <tr> <td>ii) 11 Feet long Jump</td> <td>03 Chances to be given</td> </tr> <tr> <td>iii) 3 ½ Feet High Jump</td> <td>03 Chances to be given</td> </tr> <tr> <th colspan="2" style="text-align: center;">For Female Candidates</th> </tr> <tr> <td>i) 800 Meters Race</td> <td>To be completed within 4.45 Minutes.</td> </tr> <tr> <td>ii) 9 Feet long Jump</td> <td>03 Chances to be given</td> </tr> <tr> <td>iii) 3 Feet High Jump</td> <td>03 Chances to be given</td> </tr> </tbody> </table> <p>(i) No marks will be awarded for this test and PET shall be qualifying in nature. Candidates are required to qualify each event of PET who do not qualify will be eliminated.</p> <p>(ii) A women candidate, who as a result of tests is found to be pregnant of 12 weeks standing or over, shall be declared temporarily unfit and her appointment be held in abeyance until the confinement is over. The vacancy against which a woman candidate was selected will be kept reserved for her. She will be re-examined for Physical Efficiency Test (PET) six weeks after the date of confinement, subject to the production of medical certificate of fitness from a registered medical practitioner. If she is found fit, she may be appointed to the post kept reserved for and allowed the benefit of seniority in accordance with the instructions of the government, as amended from time to time. However, such woman candidate will have to appear and qualify PST, Written Examination, Skill Test and Documentation, DME/RME and has to secure place in final selection list of respective category.</p>	For Male Candidates		i) 1.6 Kms Race	To be completed within 7.30 Minutes.	ii) 11 Feet long Jump	03 Chances to be given	iii) 3 ½ Feet High Jump	03 Chances to be given	For Female Candidates		i) 800 Meters Race	To be completed within 4.45 Minutes.	ii) 9 Feet long Jump	03 Chances to be given	iii) 3 Feet High Jump	03 Chances to be given
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b) <u>PHYSICAL STANDARD TEST (PST) -</u>	<p>Candidates who qualify the PET will be screened for Height, Chest (Chest measurement for male candidate only) and Weight measurements. Those who do not meet the required physical measurements as applicable will be eliminated at this stage. The candidates who are declared not qualified in physical standard i.e. height & chest (as applicable) may prefer an appeal on same day, if they so desire, to the appellate authority nominated for the centre through Presiding Officer. The decision of the Appellate Authority will be final and no further appeal or representation in this regard will be entertained thereafter. There is no provision of appeal for Physical Efficiency Test (PET).</p>																
<p>Note: - PET will not be held for Ex-servicemen applied for Direct Entry vacancies. However, Ex-servicemen will be required to qualify the requisite PST, Written Examination, Skill Test and Medical Examination.</p>																	



PHASE – II																											
WRITTEN EXAMINATION (100 marks)	<p>i) The candidates who qualify the Physical Standard Test (PST) will be required to undergo written examination. Admit card to the candidates, will be issued online by mentioning date and venue of written examination. Candidates have to download online admit card from ITBP recruitment website i.e. www.recruitment.itbpolice.nic.in.</p> <p>ii) The written examination carrying 100 MARKS will consist of Objective type Multiple choice questions. However, pattern of written test i.e. OMR based or Computer Based Test (CBT) will be at the discretion of ITBP. The pattern of question paper of written examination will be as under:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Subject</th> <th style="text-align: center;">Medium</th> <th style="text-align: center;">No. of questions</th> <th style="text-align: center;">Marks</th> <th style="text-align: center;">Time</th> </tr> </thead> <tbody> <tr> <td>General Arithmetic & reasoning</td> <td>Bilingual</td> <td style="text-align: center;">30</td> <td style="text-align: center;">30</td> <td rowspan="5" style="text-align: center; vertical-align: middle;">Maximum 2 Hours</td> </tr> <tr> <td>General Knowledge</td> <td>Bilingual</td> <td style="text-align: center;">25</td> <td style="text-align: center;">25</td> </tr> <tr> <td>General English</td> <td>English</td> <td style="text-align: center;">35</td> <td style="text-align: center;">35</td> </tr> <tr> <td>Theoretical knowledge of computer</td> <td>Bilingual</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td style="text-align: center;">100</td> <td style="text-align: center;">100</td> </tr> </tbody> </table> <p>iii) Answer Key of the question papers will be uploaded on ITBP recruitment website i.e. www.recruitment.itbpolice.nic.in after the written examination is completed.</p> <p>iv) Candidates are not permitted to use mobile phone, calculators or any other electronic/electrical device. Possession of these items, whether in use or not, will be considered as “use of unfair means” in the examination and appropriate action will be taken against such candidates.</p> <p>v) The minimum cut-off percentage of marks for qualifying in written examination will be as follows:-</p> <p style="margin-left: 20px;">For Unreserved & EWS : 35% For Scheduled Caste/Scheduled Tribes/Other Backward Class: 33%</p> <p>vi) No representation for revaluation of answer sheet of written examination or re-conduct of written examination will be entertained.</p>	Subject	Medium	No. of questions	Marks	Time	General Arithmetic & reasoning	Bilingual	30	30	Maximum 2 Hours	General Knowledge	Bilingual	25	25	General English	English	35	35	Theoretical knowledge of computer	Bilingual	10	10	Total		100	100
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PHASE – III																											
SKILL TEST	<p>i) Candidates, who qualify the written examination, to the tune of twenty times category wise vacancies will be called to appear in Skill Test of Direct Recruitment on merit basis.</p> <p>ii) All candidates of LDCE recruitment (ITBPF serving personnel), who qualify written test will be called for Skill Test.</p>																										



	<p>iii) The Skill Test to the posts will comprise the following :-</p> <p>(i) Dictation - 10 minutes @ 80 words per minute. (ii) Transcription - 50 minutes in (English) or 65 minutes in (Hindi) on computer.</p> <p>iv) The Skill Test will be qualifying in nature.</p>
<u>MERIT LIST -</u>	<p>(a) After completion of Skill Test, Merit list in each category namely UR, SC, ST, OBC, EWS and Ex-servicemen will be drawn on the basis of marks obtained by the candidates in the written examination. On the basis of merit the candidates shall be shortlisted for Verification of original documents and Detailed Medical Examination (DME) as per the category-wise vacancies. Extended list in each category shall also be prepared to cover the shortfall due to failure of candidates in Documentation, Detailed Medical Examination and Review Medical Examination (RME). However, there shall be no reserve list.</p> <p>b) Resolution of Tie Cases:-</p> <p>(i) In case of tie in marks, the candidate older in age will be higher in merit.</p> <p>(ii) If the tie still persists, the candidate whose name comes first in the alphabet order (English) will be kept higher in the merit.</p>
PHASE-IV	
VERIFICATION OF ORIGINAL DOCUMENTS	<p>The candidates will be shortlisted in order of merit in each category will be put through verification of original Document. Testimonials of the candidates will be checked before Detailed Medical Examination (DME). Original documents will be returned on the spot after verification and self attested copies of certificates will be retained with the application. Original copy of following documents will be required for verification :-</p> <p>(i) Educational Certificate(s);</p> <p>(ii) Date of Birth Certificate (Matriculation or 10th Class Certificate);</p> <p>(iii) OBC (NCL) certificate as per Annexure-‘II’, Scheduled Caste (SC) and Scheduled Tribe (ST) Certificate as per Annexure-‘III’ and Economically Weaker Section (EWS) Certificate (valid for the year 2021-2022) as per Annexure-IV (if belonging to any of these categories). Certificates obtained in any other format will not be accepted. Candidates claiming OBC status may note that certificate on non creamy layer status as per Annexure-II should have been obtained within three years before the closing date i.e. 7th July, 2022 (07.07.2022).</p> <p>(iv) Candidates seeking reservation as OBC(NCL) shall submit a declaration as per Annexure-II(A).</p>



	<p>(v) Domicile Certificate issued by local revenue authorities or PAN Card or Aadhar Card or Driving License or Voter Card for verification of citizenship. In case of West Pakistani Refugees settled in Jammu and Kashmir (UT), they are required to produce Certificate in the format attached as Annexure-‘V’ issued by the Sarpanch/ Numberdar of the candidate’s village to the effect that the person belonged to the West Pakistani Refugees Category, along with a copy of Electoral Roll showing the name of the candidate in the voter list for elections to the Parliamentary Constituency.</p> <p>(vi) Discharge certificate in case of Ex-Servicemen;</p> <p>(vii) Four latest passport size photograph.</p> <p>(viii) Certificate as per Annexure ‘VI’ for claiming relaxation in height & chest (if applicable).</p> <p>(ix) Persons serving in Government services applying for the post of ASI/Steno(Direct Entry) are required to furnish No Objection Certificate (N.O.C.) (as per Annexure-I) issued by their employer at the time of physical verification of documents. Candidates who fail to submit N.O.C. at the time of documentation shall be summarily rejected.</p>
DETAILED MEDICAL EXAMINATION (DME)	<p>Only those candidates who qualify in the Documentation will be required to undergo Detailed Medical Examination to assess their fitness. The Detailed Medical Examination of the candidates will be conducted in terms of Uniform Guidelines for Recruitment Medical Examination for GOs and NGOs in CAPFs and AR issued vide MHA U.O. No. A.VI-1/2014-Rectt(SSB) dated 20.05.2015 and as amended from time to time by the Government.</p>
REVIEW MEDICAL EXAMINATION (RME)	<p>(i) Candidates declared unfit during Detailed Medical Examination (DME) will be allowed to undergo Review Medical Examination (RME), provided they give their written consent by appending their signature on the intimation indicating the reasons for being unfit as per Annexure-‘VII’.</p> <p>(ii) The candidates who have been declared unfit in DME will be briefed about the procedure for submission of their consent for RME at the venue.</p> <p>(iii) The RME of candidates will be conducted in continuation of DME preferably on the next day of DME, The consent for RME as per Annexure-‘VII’ duly signed by the candidate should be submitted within 24 hours after he/she is informed of his/her unfitness in DME.</p> <p>(iv) The decision of ITBP Board of Medical Officers shall be final for declaring a candidate Fit or Unfit in DME/RME.</p>




9. **GENERAL INSTRUCTIONS:-**

(1)	<p>If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of recruitment or thereafter, their candidature for this recruitment will be cancelled :-</p> <p>(a) Taking away any Examination related material such as OMR sheets, Rough Sheets, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.</p> <p>(b) Leaving the Examination Venue uninformed during the Examination.</p> <p>(c) Assault, use of force, causing bodily harm, misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or ITBPF representatives etc.</p> <p>(d) Obstruct the conduct of examination/ instigate other candidates not to take the examination.</p> <p>(e) Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.</p> <p>(f) Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.</p> <p>(g) Possession of Mobile Phone in either 'switched on' or 'switched off' mode.</p> <p>(h) Appearing in the same examination more than once in contravention of the rules.</p> <p>(i) A candidate who is also working on examination related matters in the same examination.</p>
	<p>(j) Damaging examination related infrastructure/ equipments.</p> <p>(k) Appearing in the Exam with forged Admit Card, identity proof, etc.</p> <p>(l) Possession of fire arms/ weapons during the examination.</p> <p>(m) Threatening/ intimidating examination functionaries with weapons/ fire arms etc.</p> <p>(n) Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.</p> <p>(o) Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall etc.</p> <p>(p) Impersonate/ Procuring impersonation by any person.</p> <p>(q) Taking snapshots, making videos of question papers or examination material, labs, etc.</p> <p>(r) Sharing examination terminal through remote desktop softwares/ Apps/ LAN/ WAN, etc.</p> <p>(s) Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.</p>
(2)	<p>The ITBPF may also report the matter to Police/Investigating Agencies, as deemed fit. Further, the ITBPF may also take appropriate action to get the matter examined by the concerned authorities/forensic experts etc.</p>
(3)	<p>All candidates who have been called for PET, PST will bring a clear and legible print out of the online application form for purpose of identification else they will not be permitted to enter the venue. The print out will be retained by ITBP staff for office use.</p>
(4)	<p>Candidates are to ensure to keep sufficient number of same passport size photos used by them in filling the online application form. The candidates are also advised to bring same passport size photos submitted with online application form at all stages of recruitment.</p>
(5)	<p>Verification of original documents will be conducted before Detailed Medical Examination (DME); therefore candidates are advised to confirm their eligibility in all respects to avoid any disappointment at later stage.</p>

(6)	Departmental candidates applied for ASI(Steno)/Direct Entry vacancies should submit in original a "No Objection Certificate" from their employer at the time of documentation else their candidature will be rejected.
(7)	Admit card to the eligible candidates will be issued online by mentioning date and venue. Candidates have to download online admit card from ITBP recruitment website i.e. www.recruitment.itbpolice.nic.in . Therefore, candidates should provide genuine and functional e-mail ID and Mobile number at the time of filling online application form. ITBP will not be responsible in case of non receipt of admit card due to technical and other reasons.
(8)	ITBP shall not be responsible for any damage/injury to the individual sustained during the course of recruitment process.
(9)	Candidates are advised to beware of touts or not to fall prey to the unscrupulous elements. Recruitment in ITBP is totally transparent, fair and purely on the basis of performance of the aspirants. No candidate is required to pay any money in cash or otherwise, for recruitment in ITBPF except nominal application fee. If someone approaches any candidate asks for money or any other favour, they may report the matter to the recruitment board or the local police.
(10)	ITBP will not be responsible for any power failure, electronic, internet related problems, etc faced by the candidates while applying online.
(11)	Candidates shall be required to serve in the Force for a minimum period of 10 years. If any person after joining the service wants to resign from the service before the expiry of 10 years, he/she is required to refund a sum equal to three months' pay and allowances attached to the post or the cost of training imparted to him/her by the Force, whichever is higher.
(12)	Selected candidates shall have to undergo Basic Training and such other courses as prescribed in the Force from time to time.
(13)	No correspondence will be entertained from ineligible candidates whose applications have been rejected.
(14)	Candidates belonging to physically handicapped category are not eligible to apply for this examination.
(15)	Any further information/notice in respect to the subject recruitment will be published on www.recruitment.itbpolice.nic.in only. Hence, all candidates are advised to log on to the above link from time to time.
(16)	Candidates should come duly prepared for more than one day to stay under their own arrangements at the Recruitment Centre.
(17)	No Travelling allowance (TA)/ Daily allowance (DA) will be admissible for the journey up to the recruitment venue and back.
(18)	Incomplete applications will be summarily rejected and no correspondence in this regard will be entertained.
(19)	Change in category will NOT be entertained at later stage by ITBPF and the candidature of such candidate shall be cancelled.
(20)	No application received after the last date as mentioned above will be accepted.
(21)	All disputes and differences, if any, will be subject to the jurisdiction of the courts within the territorial limits of Delhi only.
(22)	For any queries, complaints or clarification the candidates can write an e-mail rectsupport@itbp.gov.in or call on Helpline number i.e. 011-24369482 & 24369483 .

10. **Disclaimer:-** Information given in this advertisement and on website are guidelines only. In case of any ambiguity, the existing rules and regulations of ITBP/Govt. of India will be final.


DIG ((Recruitment))
Directorate General, ITBPF

Annexure- 'I'**RECRUITMENT TO THE POST OF ASSISTANT SUB INSPECTOR/ STENOGRAPHER
(DIRECT ENTRY/LDCE)****No Objection Certificate**

Note: Persons serving in Government services applied for the post of **ASI/Stenographer (Direct Entry)** must submit “**NO OBJECTION CERTIFICATE**”, in original, duly signed by their employer at the time of Documentation Stage else their candidature will be rejected.

- (i) Certified that Mr./Mrs./Kumari _____ holds a permanent/temporary post of _____ under Central Government.
- (ii) Certified also that he/she has submitted his/her application to this department/Office on _____.
- (iii) Certified also that Mr./Mrs./Kumari _____ will be released in case of his/her selection for the post of in Indo-Tibetan Border Police Force.
- iv) Certified also that Shri/Smt/Kumari.....
Post..... serving insince.....(mention date of appointment) and no DE/Vigilance case is either pending or being contemplated against him/her.

Place:-

Dated:-

**Signature of Head of Office/
Appointing Authority
with office seal**

Annexure- 'II'

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
(OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA**

This is to certify that Shri / Smt. / Kumari _____
 Son/Daughter of Shri/Smt. _____ of
 Village/Town _____ in District/Division _____
 _____ in the State/Union Territory _____
 belongs to the _____ Community which is recognized as a backward class under
 the Government of India, Ministry of Social Justice and Empowerment's Resolution No.
 _____ dated _____*. Shri/Smt/Kumari
 _____ and/or his/her family ordinarily reside(s) in
 the _____ District/Division of the _____
 State/Union Territory. This is also to certify that he/she does not belong to the
 persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
 Government of India, Department of Personnel & Training O.M. No. 36012/22/93-
 Estt.(SCT) dated 08.09.1993**.

District Magistrate
 Deputy Commissioner etc. ***

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

*** - The authorities competent to issue the Certificate:-

- a. District Magistrate/Additional Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra-Assistant Commissioner (not below the rank of first class Stipendiary Magistrate).
- b. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- c. Revenue Officers not below the rank of Tehsildar.
- d. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

Note: - The term "Ordinarily" used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

Annexure-'II(A)'**DECLARATION BY OBC CANDIDATES REGARDING NON CREAMY LAYER
STATUS**

I, _____ Son/Daughter of Shri _____
 resident of village/town/city _____ District _____ State
 _____ hereby declare that I belong to the _____ community
 which is recognised as a backward class by the Government of India for the purpose of
 reservation in services as per orders contained in Department of Personnel and Training
 Office Memorandum No.36012/22/93- Estt. (SCT), dated 8/9/1993 which is modified vide
 DOP&T OM No. 36022/2/2004-Estt(Res) dated 09/03/2004, OM No. 36022/2/2004-
 Estt(Res) dated 14.10.2008 and OM No. 36033/1/2013-Estt(Res) dated 27/05/2013. It is
 also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column
 3 of the Schedule to the Government of India.

Place: _____

Signature of the applicant (OBC) candidate)

Date: _____

Annexure- 'III'FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO
SCHEDULED CASTE (SC) AND SCHEDULED TRIBE (ST) APPLYING FOR
APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

A candidate who claims to belong to one of the Scheduled Caste (SC) or the Scheduled Tribes (ST) should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the Sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the ITBPF would accept only attested photocopies of such certificates and not any other attested or true copy.

The form of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognised as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____, the Constitution (Scheduled Tribes) order, 1950 _____, the Constitution (Scheduled Castes) Union Territories order, 1951* _____ the Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

(As amended by the Scheduled Castes and Scheduled Tribes (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 Castes Order, 1956.

The Constitution (Andaman & 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 (Pondicherry) 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 Castes) Orders (Amendment) Act, 1990 @.
 The Constitution (Scheduled Tribes) Orders (Amendment) Ordinance, 1991 @.
 The Constitution (Scheduled Tribes) Orders (Second Amendment) Act, 1991 @.
 The Constitution (Scheduled Tribes) Orders (Amendment) Ordinance, 1996

2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration. This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/Mother _____ of Shri/ Shrimati/Kumari* _____ of village/town* in District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari and /or* his/her family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/Union Territory of _____.

Signature _____
 ** Designation _____
 (with seal of office)

State/Union Territory _____
 Place _____
 Date _____

* Please delete the words which are not applicable
 @ Please quote specific Presidential Order
 Delete the paragraph which is not applicable.

NOTE: The term, ordinarily reside (s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** The authorities competent to issue Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/Ist Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

Government of.....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE OR BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS (EWSs)**

Certificate No. _____

Date: _____

VALID FOR THE YEAR 2021-2022

This is to certify that Shri/Smt/Kumari _____ son/daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her "family"*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***.

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above'
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt/Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport Size attested photograph of the applicant

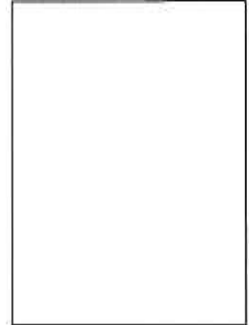
*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different location or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Annexure-‘V’

Office of the Sarpanch/Numberdar



IDENTITY CERTIFICATE FOR WEST PAKISTANI REFUGEE RESIDING IN THE JAMMU & KASHMIR (UT)

This is to certify that Shri/Ms/Smt..... S/o, D/o, W/o Shri.....formerly a resident of Village....., Tehsil....., Distt.....of undivided India (now Pakistan) presently residing at H.No..... Street/Lane No..... Mohalla.....Village.....,Tehsil....., Distt..... is now a West Pakistani Refugee after having migrated form Pakistan during the Indo-Pak Conflict of 1947.

Sarpanch/ Numberdar

Annexure- VI**FORM OF CERTIFICATE TO BE SUBMITTED BY THE CANDIDATES THOSE WHO
INTEND TO AVAIL RELAXATION IN HEIGHT OR
CHEST MEASUREMENT**

(Please refer Para-5 of the advertisement)

Certified that Shri _____ S/O 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 _____
(Garhwalis, Kumaonis, Dogras, Marathas) for relaxation in height measurement for recruitment in the
CAPFs of the Union of India.
- He belongs to the Himachal Pradesh/ (UT) Jammu & Kashmir/ (UT) Ladakh/ Gorkha
Territorial Administration (GTA)/ Sikkim/ Nagaland/ Arunachal Pradesh/ Manipur/ Tripura/ Mizoram/
Meghalaya/ Assam which is considered for relaxation in height measurement for recruitment in the
CAPFs of the Union of India.
- He belongs to _____ Tribals/Adivasis community which is considered for
relaxation in height and chest measurement for recruitment in CAPFs.

Date: _____

Place _____

Signature _____
District Magistrate/Sub-Divisional Magistrate/Tehsildar

- Delete whichever is not applicable.

Annexure-VII
FOR OFFICIAL USE ONLY

**RECRUITMENT TO THE POST OF ASSISTANT SUB INSPECTOR/
STENOGRAPHER (DIRECT ENTRY/LDCE)-2022**

MEMORANDUM UNFIT

Subject: Review Medical Examination of candidates found to be UNFIT in Medical Examination Test for recruitment to the post of in ITB Police Force

Mr/Ms..... Roll No.....is hereby informed that he/she has been medically examined for recruitment to the post ofin ITB Police Force on..... atand found UNFIT due to the reasons mentioned below:-

- (i)
- (ii)
- (iii)
- (iv)

2. You are hereby informed that you can apply for Review Medical Examination (RME) by signing on the consent form below. RME will be conducted onfor which you are required to report athours.

Date
Centre

Signature of Medical Officers
Name
Stamp

Counter-signature of the Presiding Officer with Seal

Result of Medical Examination received
Name & Signature of the Candidate

FOR USE OF CANDIDATE ONLY

To
The Presiding Officer of Recruitment Board
.....
.....

Subject- APPLICATION FOR REVIEW MEDICAL EXAMINATION.

Sir,
I hereby convey my consent for undergoing Review Medical Examination.

Place.....
Date.....

Signature.....
Name
Roll No.....

(.....)
Signature of the Presiding Officer with Seal)

