

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

**RECRUITMENT TO THE POST OF ASSISTANT SUB-INSPECTOR
(STENOGRAPHER)/HEAD CONSTABLE (EDUCATION & STRESS
COUNSELLOR) /HEAD CONSTABLE (MINISTERIAL)**

Applications are invited from **male & female** Indian citizens (including a subject of Nepal & Bhutan) for filling up vacancies to the posts of ASI/Stenographer Group ‘C’ (non- Gazetted, Ministerial), Head Constable/Education & Stress Counsellor Group ‘C’ (non-Gazetted non ministerial) and Head Constable/Ministerial, Group ‘C’ (non- Gazetted), on temporary basis likely to be permanent in ITBPF. Though there is no gender based reservation, but ITBPF encourages recruitment of women candidates in these posts/Cadres. The post has All India liability and selected candidates can be posted anywhere in India and even abroad. On appointment, the candidate shall be governed by the ITBPF Act and Rules and other Rules applicable from time to time. 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. The last date for receipt of applications is **31.03.2014** for all States except for Assam, Arunachal Pradesh, Mizoram, Manipur, Meghalaya, Nagaland, Tripura, Sikkim, and Ladakh Division of Jammu & Kashmir State, Lahaul-Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep for which last date is **07.04.2014**.

Apart from above applications for the post of Asstt Sub Inspector/Steno and Head Constable/ Ministerial Group ‘C’ (non- Gazetted) for vacancies mentioned below for recruitment through Limited Departmental Competitive Examination (LDCE) from the departmental (ITBP) candidates.

2. **PAY SCALE AND OTHER ALLOWANCES**

- a) **Assistant Sub-Inspector (Stenographer)**
PB-I, Pay Scale Rs. 5200–20200 + Grade Pay Rs.2,800/- per month.
- b) **Head Constable (E&SC) and Head Constable (Ministerial)**
PB-I, Pay Scale Rs. 5200–20200 + Grade Pay Rs.2,400/- per month
- c) **Other allowances:** The post will carry Dearness Allowance, Ration Money, Washing Allowance as admissible from time to time, Special Compensatory Allowance while posted in specified border areas, free uniform, free accommodation or HRA, Transport Allowance, Free leave pass, free medical facilities and any other allowance as admissible in the Force from time to time under the rules/instructions. **These posts will be covered under Restructured Defined Contribution Pension Scheme.**

3. A candidate appearing for the test should mention/intimate if any criminal case(s) is/are pending/ lodged against him/her in any police station/Hon’ble Court.

4. The vacancies, which may increase or decrease due to administrative reasons are as under:-

Name of post	Number of vacancies				
	UR	SC	ST	OBC	Total
Assistant Sub-Inspector (Stenographer) (DR)	11	3	2	5	21
Assistant Sub-Inspector (Stenographer) (LDCE)	2	1	0	1	04
Head Constable (Education & Stress Counsellor)	16	10	3	21	50*
Head Constable (Ministerial) (DR)	56	17	8	30	111
Head Constable (Ministerial) (LDCE)	10	03	02	05	20

***Including backlog vacancy-19 (SC-5, ST-1 & OBC-13)**

Note:- 10% vacancies are reserved for Ex-Servicemen candidates in the respective categories except vacancies advertised for the posts of Asstt Sub Inspector/Steno(LDCE) and Head Constable/Ministerial (LDCE) above.

5. ELIGIBILITY CONDITIONS

SN	Name of post	Age	Education qualification	Other Qualifications
1	ASI/Steno (DR and LDCE)	18 to 25 years (DR) upto 40 years (LDCE) (Cut off date for determining the age will be 01.01.2014)	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 (English) on computer <u>or</u> 65 minutes (Hindi) on computer.
2.	HC/ESC	20 to 25 years (Cut off date for determining the age will be 31.03.2014)	Degree from a recognized University or equivalent with Psychology as a subject or Degree from a recognized University with Bachelor of Education/Bachelor of Teaching or equivalent.	-
3.	HC/ Ministerial (DR and LDCE)	18 to 25 years (DR) upto 40 years (LDCE) (Cut off date for determining the age will be 01.01.2014)	Intermediate or Senior Secondary School Certificate (10+2) examination from a recognized Board or University or equivalent.	a) Typing speed of 35 words per minute in English <u>or</u> 30 words per minute in Hindi only on computer. (35 w.p.m. in English/30 w.p.m. Hindi corresponding to 10500 KDPH in English/9000 KDPH in Hindi with average of 5 key depression for each word on computer)

Note:-

- Upper age limit is relaxable for SC/ST by 5 years and for OBC by 3 years.
- The upper age limit shall be relaxed by the length of military service increased by 3 years in case of Ex-servicemen.
- Upper age limit is relaxable up to 5 years for Departmental candidates with 3 years continuous service and in addition 5 years age relaxation for Scheduled Caste or Scheduled Tribe and 3 years for Other Backward Classes who compete alongwith candidates from open recruitment.
- Upper age limit is relaxable upto 5 years in case of the children and dependent family members of those killed in 1984 riots and riots of 2002 in Gujarat. SC/ST/OBC relaxation as per Govt. instructions will be in addition. Children and dependent family members should produce a Certificate to that effect from the Collector of the concerned District where the victim was killed.
- Upper age limit is relaxable upto 5 years in case of all persons who had ordinarily been domiciled in the State of Jammu & Kashmir during the period from 1st day of January 1980 to the 31st day of December 1989.
- The upper age limit shall be relaxable upto 40 year (45 years for Scheduled Castes/Scheduled Tribes) for departmental Head Constables and Constable (Combatised) (ITBP only) applying against the vacancies reserved for the posts of ASI/Steno (LDCE), Constable(GD), Head Constable(GD),Head Constable (Ministerial), Constable(Tradesmen) and for the post of Head Constable/Ministerial (LDCE), Constable(GD), Head Constable(GD), Constable (Tradesmen) with five year total regular service in Constable or Head Constable grade or both, should be

medical category 'SHAPE-I', must have good service record, possessing education and other qualifications as prescribed for direct recruitment shall be eligible.

6. **PHYSICAL STANDARDS**

Sl. No.	Description	Height		Chest For Male candidates only (Min. 05 cms expansion is must)
		For Male	For Female	
a)	For ASI(Steno) and HC(Ministerial) (DR & LDCE)			
	i) Minimum height and chest measurement for all candidates except the categories given below at Sl. No. (a) (ii) & (iii).	165 cms	155 cms	77 cms
	ii) <u>Relaxation:-</u> Minimum height and chest measurement for all 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 and J & K.	162.5 cms	150 cms	77 cms
b)	iii) All candidates belonging to Scheduled Tribes categories.	162.5 cms	150 cms	76 cms
	For HC(ESC)			
	i) Minimum height and chest measurement for all candidates except the categories given below at Sl. No. (b) (ii) & (iii).	170 cms	157 cms	80 cms
	ii) <u>Relaxation:-</u> Minimum height and chest measurement for all 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 and J & K.	165 cms	155 cms	80 cms
	iii) Minimum height and chest measurement for all candidates belonging to the Scheduled Tribes including Mizos and Nagas.	162.5 cms	154 cms	77 cms
	<u>Weight- Corresponding to height and age as per medical standards (for male and female candidates).</u>			

Note: Candidate who intends to avail relaxation in Height/Chest measurement will have to submit certificate as per **Annexure- 'V'**.

7. **MEDICAL STANDARDS**

(a) **Eye Sight**

- i) The minimum distance vision should be 6/6 and 6/9 of both eyes without correction i.e. without wearing spectacles or lenses.

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

- (b) The candidate must not have knock knee, flat foot, varicose veins or squint in eyes.
- (c) Must be in mental and bodily health and free from any physical defect likely to interfere with the efficient performance of duties.

8. **HOW TO APPLY AND BY WHICH DATE**

Eligible and interested candidates should send their Applications (duly filled in Hindi or English only) complete in all respects duly filled in, in the prescribed proforma as per **Annexure-‘I’**. The application should either be type written or neatly hand written with blue/black ink or ball pen on one side only, on full size plain paper with passport size photographs affixed at appropriate place on the application form. The candidates should send their **application form, fee (as applicable)** and attested copies of the testimonials as in para-10 to the following **addresses mentioned against each post**, on or before the last date i.e. **31.03.2014** for all States except for Assam, Arunachal Pradesh, Mizoram, Manipur, Meghalaya, Nagaland, Tripura, Sikkim, and Ladakh Division of Jammu & Kashmir State, Lahaul-Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep for which last date is **07.04.2014**. **The applications received in other offices of ITBP shall be rejected summarily.**

Sl. No	Post	Address to which the applications should be sent (Nodal Officer)
1.	ASI/Stenographer (DR & LDCE)	The Inspector General, Northern Frontier Hqr, ITBP, PO-Seemadwar, Distt- Dehradun (Uttarakhand)- 248001
2.	HC/ESC	The Inspector General, Central Frontier Hqr, ITBP, Plot No. 163-164 (E 8), Trilochan Nagar, PO- Trilanga Near Shahpura, Bhopal (MP)-462039.
3.	HC/ Ministerial (DR & LDCE)	The Inspector General, North Western Frontier Hqr, ITBP, Seemanagar, PO- Airport, Chandigarh (U.T.)-160003.

9. **APPLICATION FEE**

The candidates belonging to General and OBC category will be required to pay Rs 50/- (Non refundable) as application fee in form of Central Recruitment Fee Stamp (CRFS) in favour of **the authority mentioned at para-8** above for each post. **No fee will be charged from SC/ST, Ex Service Men, Female candidates and ITBP candidate for the post of ASI/Steno (LDCE) & HC/Ministerial (LDCE).** Candidate should affix the CRFS at specified space in application form and get them cancelled as well.

Note- The applications of all eligible candidates for the posts of ASI/Steno (LDCE) and HC/Ministerial (LDCE) will be forwarded to the authority mentioned at para-8 above through proper channel.

10. **ENCLOSURES REQUIRED TO BE ATTACHED WITH APPLICATION**

Attested copies of following be attached with the application form:-

- (i) Educational Certificate(s).
- (ii) Date of birth Certificate (Matriculation or 10th Class Certificate).
- (iii) Professional/Experience Certificate, if any.
- (iv) Scheduled Caste and Scheduled Tribe Certificate, as **Annexure-III** and OBC certificate, as Annexure- **IV** (if belonging to any of these categories) issued by an authority not lower than Tehsildar or SDM. Candidates claiming OBC status may note that certificate on creamy layer status should have been obtained within three years before the closing date i.e. **31/03/2014**.
Note:- SC/ST or OBC certificate must be in prescribed proforma as attached at Annexure – ‘III’ and Annexure-‘IV’ respectively.
- (v) Domicile Certificate issued by local revenue authorities **or** PAN Card **or** Adhar Card **or** Driving License **or** Voter Card etc for verification of citizenship.
- (vi) Discharge certificate in case of Ex-Servicemen.
- (vii) One latest passport size photograph. (Pasted on application form).
- (viii) CRFS of Rs.50/- (not applicable for SC/ST, Ex SM, female candidates and ITBP candidate for the posts of ASI/Steno (LDCE) & HC/Ministerial (LDCE).
- (ix) Certificate as per Annexure ‘V’ for claiming relaxation in height & chest (if applicable) for the posts of HC(ESC) only.

Envelope containing Application must be superscribed in bold letters “APPLICATION FOR THE POST OF ASSISTANT SUB-INSPECTOR (STENOGRAPHER) OR HEAD CONSTABLE (MINISTERIAL) OR HEAD CONSTABLE (EDUCATION AND STRESS COUNSELLOR) IN ITBP” depending upon the post applied for.

Note:- All the above original documents/certificates are required to be brought at the time of recruitment tests for verification by the Board.

11. **SELECTION PROCESS**

(1) **For ASI/Steno(DR & LDCE):-**

- (a) **Height Bar** – At the very beginning of recruitment process, candidates will be asked to go through the height bar test. The candidates not meeting the prescribed height will be eliminated.
- (b) **Race** - The candidates, who qualify the Height Bar Test, will be subjected to qualify 1.6 Kms race **to be completed within 10 minutes (for male) and 12 minutes (for female)** candidates before appearing in further tests. No marks will be awarded for this test and it will be only qualifying in nature. Departmental candidates and Ex Service Men will not to appear in the event of Race.
- (c) **Checking of documents**- The original documents of candidates, who qualify the race, will be checked by the board. Original documents will be returned on the spot after verification and photocopies will be retained with the application form. Those who clear this stage will go to Physical Standard Test (PST).
- (d) **Physical Standard Test (PST):** Candidates found eligible in documentation will be screened for height, chest (chest measurement for male candidates only) and weight measurements by the board. Those who do not meet the required physical measurements will be eliminated at this stage.

- (e) **Written Examination (100 Marks)** The candidates qualified in PST will be required to pass the written examination (Objective type-**OMR Based**) consisting of following:-

Subject	Medium	No. of Questions	Marks	Time
General Arithmetic	Bilingual	1 x 30 = 30	30	Max. 03 Hours
General Knowledge	Bilingual	1 x 25 = 25	25	
General English	English	1 x 35 = 35	35	
Theoretical Knowledge of computer	Bilingual	1 x 10 = 10	10	
Total		100	100	

- i) Qualifying marks shall be 35% for General Candidates & Ex-Servicemen and 33% for Scheduled Caste/Scheduled Tribes /Other Backward Class in the written examination. Only 20 times qualified candidates (Direct Recruitment) in Written Test will be called for Skill Test on their merit basis in each category.
- ii) The candidates will be required to answer in OMR sheet which will be signed both by the candidate and invigilator.
- iii) The OMR answer sheet of written test will be processed/ scanned in an electronic machine. Any wrong entry of roll number, name, question booklet number, question paper series etc will render the OMR sheet invalid and the same will not be evaluated. The concerned candidates will be responsible for such mistake on their part.
- iv) The candidates will be allowed to take question paper after completion of Examination.
- (f) **Skill Test (20 Marks)** - The candidates, who qualify the above written examination, will be required to appear in the skill test **i.e. shorthand and typing** as under:-
- i) **Dictation** - 10 minutes @ 80 words per minute (English **or** Hindi).
- ii) **Transcription**- 50 minutes (English) on computer; **or** 65 minutes (Hindi) on computer.

- (g) **Merit List** – Merit lists in each category namely, Gen, SC, ST, OBC and Ex-servicemen will be drawn on the basis of marks obtained by the candidates in the written examination & skill test.

(2) For HC (ESC):-

- (a) **Height Bar** – At the very beginning of recruitment process, candidates will be asked to go through the height bar test. The candidates not meeting the prescribed height will be eliminated.
- (b) **Race** - The candidates, who qualify the Height Bar Test, will be subjected to qualify 1.6 Kms race **to be completed within 10 minutes (for male) and 12 minutes (for female)** candidates before appearing in further tests. No marks will be awarded for this test and it will be only qualifying in nature. Departmental candidates and Ex Service Men will not to appear in the event of Race.
- (c) **Checking of documents:** The original documents of candidates, who qualify the race, will be checked by the board. Original documents will be returned on the spot after verification and photocopies will be retained with the application form. Those who clear this stage will go to PST.
- (d) **Physical Standard Test (PST):** Candidates found eligible in documentation will be screened for height, chest and weight measurements by the board. Those who do not meet the required physical measurements will be eliminated at this stage.

- (e) **Written Examination (100 Marks):-** The candidates qualified in RACE and PST will be required to pass the written examination on Objective Multiple Choice (OMR based) as under:-

Subject	Medium	No. of Questions	Marks	Time
General English	English	20	20	Max. 120 minutes
General Hindi	Hindi	20	20	
General Awareness	Bilingual	20	20	
Quantitative Aptitude Test	Bilingual	20	20	
Simple Reasoning	Bilingual	20	20	
Total		100	100	

- i) The answer sheet will be signed both by the candidate and invigilator.

Note:- Qualifying marks shall be 35% for General Candidates & Ex-Servicemen and 33% for Scheduled Caste/Scheduled Tribes /Other Backward Class in the written examination.

- (f) **Merit List** – Merit lists in each category namely, Gen, SC, ST, OBC and Ex-servicemen will be drawn on the basis of marks obtained by the candidates in the written examination.

(3) For Head Constable/Ministerial (DR)

The eligible candidates shall be issued Admit cards to appear in recruitment test. The date and place of recruitment test will be indicated in Admit card. Candidates will have to undergo the following Tests:-

- a) **Checking of documents:-** The candidates will required to produce the original and attested photocopies of the documents related to his/her education qualification, Date of birth etc. as mentioned in para-10 above. The original documents will be returned to the candidate on the spot after verification.
- b) **Physical Standard Test (PST):-** Candidates found eligible in documentation will be screened for height, chest and weight measurements by the board. Those who do not meet the required physical measurements will be eliminated at this stage.
- c) **Written Examination (100 Marks)** The candidates qualified in PST will be required to pass the written examination (Objective type-**OMR Based**) consisting of following:-

Subject	Medium	No. of Questions	Marks	Time
General Arithmetic	Bilingual	1 x 30 = 30	30	Max. 3 Hours
General Knowledge	Bilingual	1 x 25 = 25	25	
General English	English	1 x 35 = 35	35	
Theoretical Knowledge of computer	Bilingual	1 x 10 = 10	10	
Total		100	100	

Note:-Qualifying marks shall be 35% for General Candidates & Ex-Servicemen and 33% for Scheduled Caste/Scheduled Tribes /Other Backward Class in the written examination. Only 20 times qualified candidates in Written Test will be called for Skill Test on their merit basis in each category.

d) Skill Test:-

- i) The candidates, who qualify the written exam, will be required to appear in a skill test i.e. typing test on computer as under:- (Minimum speed of 35 words per minute in English typing **or** minimum speed of 30 words per minute in Hindi typing only on computer. **Time allowed- 10 minutes**) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depressions for each word).

ii) English typing will be conducted in 'Times New Roman' Font only and Hindi typing will be conducted either on Remington or Inscript Keyboard in Unicode encoding compliant Font 'Mangal' only.

e) **Merit List** – Merit lists in each category namely, Gen, SC, ST, OBC and Ex-servicemen will be drawn on the basis of marks obtained by the candidates in the written examination as per para-11 (3) c) and qualifying of Skill Test.

12. Detailed Medical Examination:- Candidates shortlisted in **order of merit** in each category will be put through Detailed Medical Examination to assess their fitness.

13. Appeal against Detailed Medical Examination:-

- i) A candidate declared unfit in detailed medical examination, if not satisfied with the findings of the Medical Officer, can submit an **appeal for his re-medical examination with a duly filled Medical certificate as per Annexure-VI as a proof of evidence about the error of judgment on the part of Recruitment Medical Officer.**
- ii) The medical certificate will not be taken into consideration unless it contains a note by the medical practitioner concerned to the effect that it has been given in full knowledge of the fact that the candidate has already been rejected as unfit for appointment in ITBP by a Medical Officer.
- iii) The appeal will also not be taken into consideration unless it contains Medical Re-Examination **Fee of Rs. 25/-** in form of Indian Postal Order or Demand Draft in the name of **the authority mentioned at para-8** for each post issued by the Presiding Officer.
- iv) The appeal complete in all respect should be submitted within 15 days from the date of issue of the communication to **the authority mentioned at para-8. ITBP will not be responsible for any postal delay.** The appeals received after the prescribed 15 days or without relevant documents will not be entertained.
- v) The decision of the re-medical board of ITBP shall be final and no 2nd appeal will be entertained.

14. Candidates who are already in Central/State Govt. service including Departmental candidates(ITBP) are required to send their application through proper channel with NO OBJECTION CERTIFICATE as per Annexure-I page-2. Application received without proper channel and NO OBJECTION CERTIFICATE will be rejected.

15. All eligible candidates will be duly informed about the date and venue of the recruitment tests through admit card. Candidates should come duly prepared for 2-3 days stay under their own arrangements at the Recruitment Centre. The Government shall not be responsible for damage/injury, if any, to the individual sustained during the Physical Efficiency Test. **No TA/DA will be admissible. Incomplete applications will be summarily rejected and no correspondence on this will be entertained. No application after the last date as mentioned above will be accepted.**

16. For more details about ITBPF, please visit [http://www. itbpolice.nic.in](http://www.itbpolice.nic.in) and <http://itbp.gov.in>

THE TERMS AND CONDITIONS GIVEN IN THIS ADVERTISEMENT ARE SUBJECT TO CHANGE AND SHOULD THEREFORE BE TREATED AS GUIDELINES ONLY

DIG (Estt & Rectt)
Dte. Gen. ITB. Police

ANNEXURE 'I'

APPLICATION FOR THE POST OF ASSISTANT SUB-INSPECTOR/STENOGRAPHER(DR & LDCE)/HEAD CONSTABLE/MIN.(DR & LDCE)/ HEAD CONSTABLE (EDUCATION AND STRESS COUNSELLOR) IN INDO-TIBETAN BORDER POLICE FORCE

To be filled in BLOCK LETTERS

Roll No.

A. Applying for the post (tick () in the relevant box) as applied.

ASI/Steno(DE)	ASI/Steno(LDCE)	HC/Min.(DE)	HC/Min.(LDCE)	HC/ESC

Paste here your recent Passport size photograph

B. Bank Draft/IPO No. and Date.....

1.Name in BLOCK LETTER (as recorded in the matriculation certificate)

FIRST NAME	MIDDLE	SURNAME

2. Father's Name

FIRST NAME	MIDDLE	SURNAME

3. Gender (please Tick the relevant box):- Male- Female

4. a) Date of Birth (as mentioned in matriculation certificate)

D	D	M	M	Y	Y	Y	Y

a) Age as on.....

Y	Y	M	M	D	D

Box for Signatures of the candidate

5. Educational Qualification

Exam Passed	Name of school/Board/ University/ Institute	Subject Studied	Aggregate %age of Marks

6. Category :-

General	SC	ST	OBC	Ex.Servicemen

(If SC/ST/OBC attach self attested true copy of certificate as per Central Govt Instructions)

7. Religion:-

Hindu	Muslim	Sikh	Christian	Budhist	Jain	If Others, specify

Space for Central Recruitment Fee Stamp.

8. Whether belongs to:-

Garhwali	Kumaoni	Gorkha	Dogra	Maratha	N.E. States	Himachal Pradesh	J & K

(Attach self attested true copy of certificate for height relaxation)

9. Whether:-

Domiciled ordinarily in J&K during 1980 to 1989	Affected in 1984 Riots	Affected in 2002 communal Riots of Gujrat

(Attach self attested true copy of certificate)

10. Permanent Home Address:-

Village/Mohalla																			
Post Office																			
Tehsil																			
Police Station																			
Distt																			
State																			
PIN																			

11. Present Postal/correspondence Address:-

Village/Mohalla																			
Post Office																			
Tehsil																			
Police Station																			
Distt																			
State																			
PIN																			
Tele/Mob No.																			

12. Physical Standard:-

Height_____Cms Chest- (Chest for Male only)
Weight_____Kg. Unexpanded____.Cms Expanded____Cms
Do you wear Spectacles? (Yes/No)_____.

13. Particulars of present employment:-

ITBP	Govt Service	Name of present employer	Date since when	Post Held	Name & designation of authority issuing N.O.C.

14. Criminal Proceeding details, if any:-

- Whether any FIR or criminal case(s) as ever been registered against you ? Yes/No
- Whether any criminal complaint case or FIR or Criminal case(s) is pending against you in Court of Law, or with Police at the time of submitting the application Form ? Yes/No
- Have you ever been arrested/detained in any criminal case(s) ? Yes/No
- have you ever been tried & convicted or acquitted by a Court of Law in any criminal cases(s) ? Yes/No
- Have you ever been tried & convicted by the Court by filling any bond for good behavior etc. ? Yes/No

15. Case reference:- If answer to any of the above mentioned questions is 'YES' then give full particulars of the Criminal complaint case, FIR No. & Date, Under Section, District and present status of the case at the time of filling up this application form.

16. Identification mark(Please writ in the box):-

Thumb impression of candidate:-

List of enclosures:-

- i) _____ iv) _____
ii) _____ v) _____
iii) _____ vi) _____

NOTE:- (Candidate should apply only if he fulfils all the physical standards mentioned in the advertisement to avoid any disappointment at a later stage)

DECLARATION

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

Place _____

Dated _____.

(Signature of the candidate)
Full Name

Declaration/undertaking - for OBC Candidates only

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. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004 and dated 14/10/2008.

Place: _____

Date: _____

Signature of the Candidate

No Objection Certificate

Note: Candidates already in Govt. service must submit their application through proper channel with the following certificate duly signed by their employer agreeing to release them, in case finally selected for the post of.....in Indo-Tibetan Border Police.

- (i) Certified that Mr/Ms._____ holds a permanent/temporary post of _____ under Central/State Govt.
- (ii) Certified also that he has submitted his application to this department/Office on _____.
- (iii) Certified also that Mr/Ms._____ will be released in case of his/her selection for the post of **Assistant Sub-Inspector (Stenographer)/Head Constable (Ministerial)/ Head Constable(Education and Stress Counsellor)** in Indo-Tibetan Border Police Force.

Place:-

Dated:-

Signature of Head of Office
with office seal

Annexure 'II'

RECRUITMENT FOR THE POST OF ASSISTANT SUB-INSPECTOR/STENOGRAPHER(DR & LDCE)/HEAD CONSTABLE/MIN.(DR & LDCE)/ HEAD CONSTABLE (EDUCATION AND STRESS COUNSELLOR) IN INDO-TIBETAN BORDER POLICE FORCE

CANDIDATE'S ADMIT CARD

Roll No.

(For Office Use

only)

NOTE:- To be filled in by the candidates in BLOCK letters.

**Paste here your
recent passport
size photograph
duly attested by
Gazetted Officer**

1. Name of candidate Mr/Ms _____.
2. Father's Name _____.
3. Date of Birth _____.
4. Educational Qualification _____.
5. Professional Qualification _____.
6. Present Postal Address:
Village/Mohalla _____, Post Office _____.
Tehsil _____, Police Station _____.
Distt _____, State _____.
Pin Code No. _____.
7. Whether belongs to Gen./SC/ST/OBC/Ex-Serviceman Category (Please specify)
_____.

(Signature of Candidate)
Full Name :

(To be filled by ITBP)

1. Centre of Recruitment _____.
2. Date and time of recruitment _____.
3. Date of Issue _____.

Signature of issuing authority
with seal

- Note:- i. Candidate when called for written test, shall bring own pen/pencil, clip board etc.
ii. Mobile phone, electronic gazette etc are not allowed during written test.

ANNEXURE 'III'

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED
CASTE/ SCHEDULED TRIBE APPLYING FOR APPOINTMENT TO POSTS UNDER THE
GOVERNMENT OF INDIA**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes 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 Commission 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 recognized 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

Contd...2/-

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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:

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

ANNEXURE- 'IV'

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

This is to certify that Shri /Ms. _____ Son / Daughter of Shri/Ms.
_____ of Village/Town _____ District/Division
_____ in the _____ State belongs to the
_____ Community which is recognized as a backward class under:

- (i) Resolution No. 12011/68/93-BCC(C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated 13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated 20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated 25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated 04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated 06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated 19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated 13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 16/01/2006.

Shri / Smt. / Kum. _____ and / or his family ordinarily reside(s) in the _____ District / Division of _____ State. 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 08/09/93 which is modified vide OM No. 36033/3/2004 Estt.(Res.) dated 09/03/2004 & dated 14/10/2008.

Dated: _____ District Magistrate / Deputy Commissioner / Competent Authority
Seal

NOTE:

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - (iii) Revenue Officer not below the rank of Tehsildar' and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.

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

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 _____ (Garhwali, Kumaoni, Dogra, Maratha, Sikkimies) for relaxation in height measurement for recruitment in the Para Military Forces of the Union of India.
- He belongs to the Himachal Pradesh/Leh & Ladakh/Kashmir Valley/North Eastern States which is considered for relaxation in height measurement for recruitment in the Para Military Forces of the Union of India.
- He belongs to _____ Tribals/Adivasis community which is considered for relaxation in height and chest measurement for recruitment in para-military forces.

Date: _____

Place _____

Signature _____

District Magistrate/Sub-Divisional Magistrate/Tehsildar

- Delete whichever is not applicable.

MEDICAL FITNESS CERTIFICATE

(To be submitted only alongwith appeal for re-medical examination)

Affix your recent passport size photograph duly attested by the Medical Officer
Thumb impression of candidate
Photo & Thumb impression to be attested by Medical Practitioner

Certified that Mr/Ms. _____ Son/daughter of Shri _____
age _____ years, a candidate of _____ in ITBP for the year.....
Whose photo and thumb impression are appended above duly attested by me was examined by me at Hospital
_____ on date _____.

2. I, the undersigned, have the knowledge that Mr/Ms. _____ Son/daughter of Shri
_____ has been declared medically unfit by the Medical Officer for the post of
**Assistant Sub-Inspector (Stenographer) / Head Constable (Ministerial)/ Head Constable(Education and
Stress Counselor)** in ITBP due to _____.

3. In my opinion, this is an error of judgment due to following reasons:-

4. After due examination, I declare him medically fit for the said post.

Date:

Signature of candidate
(in presence of Medical Practitioner)

Signature & Name
with seal of Medical Practitioner
Registration No. _____
(MCI/State Medical Council)
Address _____

Attested by the Medical Practitioner
Signature & Seal

NOTE:-

1. Photograph and signature of the candidate in the fitness certificate found without attestation of concerned Medical Officer who have issued fitness certificate will be summarily rejected.
2. The findings of the Medical Practitioner should be supported by Medical report/documents wherever application.