TO   ALL HEADS OF POLICE OFFICES (INCLUDING SV&ACB) IN HP

FROM   ADGP/STATE CID HP SHIMLA-9.

NO.CID/ESTT/33(SCRB)2019- **2167o-7oo**   DATED **9-7-2019**

IN ORDER TO FILL UP THE FIVE VACANT POSTS OF CONSTABLES IN CID/SCRB (COMPUTER CELL) CADRE THROUGH CONDUCTING TEST AMONGST THE GENERAL DUTY POLICE CONSTABLES WRITTEN WILLINGNESS ARE HEREBY CALLED WHO FULFILL THE FOLLOWING ELIGIBILITY CRITERIA AS LAID DOWN IN THE STANDING ORDER OF SCRB (COMPUTER CELL) CADRE FRAMED VIDE DGP/HP OFFICE LETTER NO.P-I(5)-22-SCRB/2018-18197-227 DATED 25.3.2019:-

    i. CONSTABLE WHO HAS COMPLETED 5 YEARS OF SERVICE FROM THE DATE OF COMPLETION OF BASIC TRAINING (RTC) IS ELIGIBLE ON THE 1ST DAY OF THE YEAR IN WHICH APPROVED LIST IS DRAWN.
    ii. HE/SHE SHOULD HAVE PASSED +2 EXAMINATION.
    iii. HE/SHE SHOULD BE BELOW THE AGE OF 35 YEARS ON THE FIRST DAY OF THE YEAR IN WHICH INDUCTION IS TO BE MADE.
    iv. HE/SHE SHOULD HAVE A DEGREE/DIPLOMA IN IT OR COMPUTER SCIENCE FROM A RECOGNIZED INSTITUTE/BOARD/UNIVERSITY OR EQUIVALENT QUALIFICATION DESIRABLE.
    v. HE/SHE SHOULD POSSESS CLEAN SERVICE RECORD.
    vi. HE/SHE SHOULD BE CONFIRMED IN ENTRY GRADE.

2.   SELECTION TEST WILL BE CONDUCTED FOR THE ELIGIBLE CONSTABLES IN THREE PARTS I.E. WRITTEN TEST, PRACTICAL TEST AND DOCUMENT EVALUATION. THE SYLLABUS FOR WRITTEN AND PRACTICAL TESTS IS ENCLOSED HEREWITH FOR CIRCULATION AMONGST THE ELIGIBLE/WILLING CONSTABLES SO THAT THEY CAN PREPARE THEMSELVES TO APPEAR IN THE TEST ON THE SCHEDULED DATE. THE CONSTABLES WHO QUALIFY THE WRITTEN AND PRACTICAL TEST WILL BE CALLED TO COMPLETE THE DOCUMENT EVALUATION PROCESS BEFORE DRAWING THE FINAL MERIT LIST OF SELECTED CONSTABLES (.)

3.   THE ELIGIBLE CONSTABLES MAY SUBMIT THEIR WRITTEN WILLINGNESS DULY FILLED IN THE ENCLOSED FORMAT AND SEND THE SAME TO THE STATE CID HDQRS UNDER THE SIGNATURES OF HEADS OF POLICE OFFICE LATEST BY 25-07-2019(.) NO WILLINGNESS WILL BE ENTERTAINED AFTER 25-07-2019(.)

4.   THE SYLLABUS FOR WRITTEN/PRACTICAL TEST DULY APPROVED BY THE ADGP/CID AND FORMAT FOR SUBMISSION OF WILLINGNESS CAN ALSO BE DOWNLOADED FROM THE HP POLICE WEBSITE <WWW.HPPOLICE.GOV.IN> IN THE LINK OF NOTICE BOARD (.)

5.   ALL HEADS OF OFFICES ARE REQUESTED TO ENSURE THAT THE WRITTEN WILLINGNESS OF ONLY THOSE CONSTABLES MAY BE FORWARDED TO THIS OFFICE WHO FULFILL THE DESIRED ELIGIBILITY CRITERIA TO AVOID UNNECESSARY SCRUTINY/REJECTION OF APPLICATIONS. NO DIRECT APPLICATION/ WILLINGNESS SHALL BE ENTERTAINED(.)

ENCLS:- (I) SYLLABUS
         (II) FORMAT OF WILLINGNESS

DIG/ CID/CRIME
FOR ADDL. DIRECTOR GENERAL OF POLICE,
STATE CID, HP SHIMLA-171009.

Syllabus and Guidelines for test to be conducted for induction of General Duty Constables in SCRB Computer Cell as per provisions of Standing Order

1. **Written Test:-**Objective type written test of 50 Marks consisting of multiple choice and true/false questions on following topics will be conducted by the Screening Committee. The timing for the written test will be 60 minutes and qualifying marks for the written test will be 60% :-

S.No.	Topic	Marks	Syllabus
i	Basic Computer Knowledge (20 Questions)	20	Fundamentals of Computers, Generations of Computers, Memories, Storage Devices, Computer peripherals, Computer Architecture, Data Bases, Programming Tools, Operating Systems, Computer Virus, Threats and Vulnerabilities, other emerging technologies (Web & Mobile) etc.
ii	Networking (10 Questions)	10	Fundamentals of Networking technology, including Types of Networks, Network Security, Protocols, Internet, Intranet, Extranet, VPN, Network Topology, Social Network System including network security etc.
iii	Office Automation (10 Questions)	10	MS Office (Word, Excel, Power Point and Access/SQL) basic questions of document preparation, formating, paragraph setting, excel sheet, tables, basic formulas and Power point presentation methodology etc.
iv	CCTNS (10 Questions)	10	CCTNS Application basics, installation, server/client configuration, operational modules, process of entry of Integrated Investigation Forms, database, data backup, etc.

2. **Practical Test:-** Practical test of 30 Marks covering following topics will be conducted by the Screening Committee. Timing for the practical test will be 40 minutes and qualifying marks for practical test will be 60%

Sno.	Topic	Marks	Syllabus
i	Typing Test (300 words paragraph)	10	Typing test (Hindi/English) for text entry on the given material will be conducted for 10 minutes in which speed and accuracy of the application will be tested.
ii	Office Automation (15 questions)	15	MS word document preparation, text formating, paragraph setting, Text entry in excel sheet, tables, use of basic formulae, Charts, Powerpoint presentation on the given material, data compilation& query generation in MS. Access/SQL etc.
iii	Internet Usage (5 Questions)	5	On internet usage applicant will be asked to use certain Police Website/Police Applications and its functionalities, use of official emails, search engine, browsing techniques etc.

FORMAT

For submission of willingness of eligible Constables for induction test in SCRB Computer Cell Cadre of State CID, HP Shimla.

1. Name and Belt No:...

2. Mobile No & I/CARD NO...

3. District/Unit of Present Posting:..

4. Home District :..........................Category:...................................

5. Work assigned during Present posting:..................................

6. Date of Birth:...

7. Age as on 01-01-2019:...

8. Date of Appointment:..

9. Date of Passing/Completion of Basic Training (RTC).......................

10. Date of Confirmation in entry grade:.....................................

11. Education Qualification:...

12. Departmental Course/Training done if any:.............................

13. Detail of Degree/diploma in IT/Computer Science:......................

14. Prior job experience in IT sector if any, mentioned period in year(s)......

<div align="right">Signature of Candidate</div>

Signature of CRC/Verifying officer

Signature of forwarding officer
(Head of Office)

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