

**OFFICE OF THE
ADDL. DIRECTOR GENERAL OF POLICE,
CID, HIMACHAL PRADESH, SHIMLA-171009**

No. CID/Estt./33(SCRB)2019- **661-692**

Dated **26-05-2025**

To

All Heads of Police Offices (including SV&ACB) in HP

Subject:- Willingness of eligible constables to fill up the two vacant posts in SCRB, Computer Cell.

Sir,

In order to fill up the two vacant posts of constables in SCRB (CID Computer Cell) cadre through conducting test among 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/2018-17362-97 dated 12.08.2022:-

- 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 personal interview. The syllabus for written and practical tests duly approved by ADGP/CID is enclosed herewith for circulation among the eligible/willing constables so that they can prepare themselves to appear in the test on the date to be scheduled. The constables who qualify the written and practical test will be called to complete the document evaluation process/personal interview 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.

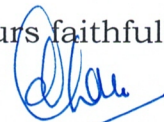
through email at (scrb-hp@nic.in) under the signatures of heads of police office latest by **10-06-2025**. No willingness will be accepted after the specified due date (i.e., **10-06-2025**).

4. The syllabus for written/practical test 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 Police Offices are requested to ensure that the written willingness of only those constables may be forwarded 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

Yours faithfully,



Dy. Inspector General of Police, Crime,
State CID, Himachal Pradesh, Shimla-9



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 (15 Questions)	15	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) basic questions of document preparation, formatting, paragraph setting, excel sheet, tables, basic formulas and Power point presentation methodology etc.
iv	CCTNS (15 Questions)	15	CCTNS/ICJS Application basics, installation, server/client configuration, operational modules, process of entry of IIFs, SQL 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%

Sr. No.	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 formatting, paragraph setting, Text entry in excel sheet, tables, use of basic formulae, Charts, Power point 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, e office, search engine, browsing techniques etc.
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- 3. Document Evaluation:-** During the document evaluation of Academic qualification/experience will be done by the Screening Committee for awarding the marks as given in the Standing order:-

Sr. No.	Qualification/Experience	Marks/ Additional Marks	Max. Marks
i.	• Diploma (minimum one year) or • BCA/B.Tech/BSc. (IT)/MCA(directly done after graduation from any stream) • MCA/M.Tech./Msc.(IT)/Ph.D (IT) done after BCA/B.Tech/Bsc.(IT)	7 8 4	12
ii.	• Certification Programme in Networking/database/ Computer languages/Operating System	4	4
iii.	• Prior Job Experience in IT sector upto one year - or - more than one year	3 4	4
Total marks			20



**Dy. Inspector General of Police,
CID/Crime, HP, Shimla-171009**

Approved

**Addl. Director General of Police,
CID, Himachal Pradesh, Shimla-9**

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 01-01-2025:.....**
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).....**

Signature of Candidate

Signature of CRC/Verifying officer

**Signature of forwarding officer
(Head of Office)**