

### 5.3.2 Mandatory Qualification

- a) Candidates must have passed Matriculation examination with Punjabi as one of the compulsory or elective subjects, or any other equivalent examination in Punjabi language as specified by the Punjab Govt. from time to time.
- b) Provided that where a ward of Defence Service Personnel, who is a *bonafide* resident of Punjab state, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within a period of two years from the date of his appointment.
- c) A candidate has to upload the certificates regarding educational qualifications and reservation, if any, along with the application form.

### 5.4 Physical Standards

Candidates applying for vacancies in Investigation Cadre shall meet the physical standards of height as mentioned below :-

Cadre	Minimum Height required	
	Male	Female
Investigation Cadre	5' 5" (5 feet 5 inches)	5' 1" (5 feet 1 inches)

## 6. SELECTION PROCESS

The selection process shall be a 2 (two) stage process consisting of the following Tests:

- **Stage I:** Computer Based Test consisting of two (2) Multiple Choice Question Papers to be conducted on the same day.
- **Stage II:**
  - (i) Document Scrutiny
  - (ii) Physical Measurement Test (PMT)
  - (iii) Physical Screening Test (PST)

**Note:** Both Physical Measurement Test and Physical Screening Test shall be qualifying in nature.

## 7. STAGE-1 COMPUTER BASED TEST

The first stage of the selection process shall be the Computer Based Test consisting of two (2) Multiple Choice Question Papers. The Question Papers shall be bilingual viz. in

Punjabi and English. In case of any ambiguity regarding any question or answer, options thereof, the interpretation drawn based on English version shall prevail.

The syllabus for two papers and duration for written Computer Based Test is as under :-

Paper-1	SYLLABUS	Number of Questions
Total Duration 2 hours  Total number of questions – 100  Maximum marks- 400	<b>a) <u>General Awareness</u></b> Indian Constitution and its features, Central and State Legislature, Executive & Local Government Institutions, Judicial Institutions, History & Culture of Punjab, Science & Technology, Indian Economy & Agriculture, Geography of India, Current Affairs (National and International) including current legal developments.	50
	<b>b) <u>Quantitative Aptitude &amp; Numerical Skills</u></b> Numbers & their relations, Simplification, Decimals and Fractions, Ratios and Proportions, Percentage, Average (Mean, Mode, Median), Profit & Loss, Simple Interest, Time and Work, Speed, Time and Distance.	30
	<b>c) <u>Punjabi Language</u></b> Punjabi Language skills including Sentence Completion and Structuring, Error Detection, Vocabulary (Synonyms/Antonyms, One Word Substitution etc.), Reading Comprehension/Passage, Translation from English to Punjabi, Precis Skills, Fill in the blanks, Idioms & Phrases.	20

Paper-2	Syllabus	Number of questions
Total Duration 2 hours  Total number of questions – 100  Maximum marks- 400	<b>a) <u>Logical &amp; Analytical Reasoning</u></b>  Statements & Conclusions, Number and Sequencing, Missing number, Pattern Completion, Order and Ranking, Direction and Distances, Puzzles, Calendars, Relationship Problems, Coding & De-coding, Verbal Reasoning, Non-Verbal Reasoning & Legal Reasoning.	50
	<b>b) <u>Digital Literacy &amp; Computer Awareness</u></b>  Fundamentals of Computers, E-mail Communication Basics, Computer Hardware, MS Office (Word, Excel & Power Point), Internet & Worldwide web, Social Media Platforms, Web Search engines, Mobile Phones (basic conceptual knowledge).	30

	<p><b>c) <u>English Language</u></b></p> <p>English Language skills, including Sentence Completion and Structuring, Error Detection, Vocabulary (Synonyms/Antonyms, One Word Substitution, etc.), Reading Comprehension/Passage, Translation from Punjabi to English, Precis Skills, Fill in the blanks.</p>	<p><b>20</b></p>
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**Note 1:** Computer Based Test/Examination is a format for the Written Test, where the candidates would be required to attempt the question papers on a computer. Therefore, the participating candidates should note that the examination would be conducted on different dates for different sets of candidates.

**Note 2:** Each candidate shall be issued an Admit Card indicating the specific date, time and venue for candidate's computer based tests. The candidate is required to download the Admit Card and bring a hard copy (printout) of the same, alongwith a prescribed Photo Identity Proof (Indian Driving License, PAN Card, Voter Identity Card, Indian Passport, Adhar Card), for entry to the venue of the Computer Based Test.

**7.1 Negative Marking**

Negative marking for incorrect answer shall be to the tune of 25% of the marks assigned to a question i.e. 1 mark.

**7.2 Normalization**

As computer based tests would be conducted on different dates, with different sets of questions, for different sets of participants, normalization of scores shall be carried out using the Mean Standard Deviation method using the following formula:

Normalization mark of  $j^{\text{th}}$  candidate in the  $i^{\text{th}}$  Shift  $\hat{M}_{ij}$  is given by

$$\hat{M}_{ij} = \frac{\bar{M}_t^g - M_q^g}{\bar{M}_{ti} - M_{iq}} (M_{ij} - M_{iq}) + M_q^{gm}$$

$M_{ij}$  = is the actual marks obtained by the  $j^{\text{th}}$  candidate in  $i^{\text{th}}$  shift.

$\bar{M}_t^g$  = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded-up).

$M_q^g$  = is the sum of mean and standard deviation marks of the candidates in the paper considering all shifts.

$\bar{M}_{ti}$  = is the average marks of the top 0.1% of the candidates in the  $i^{\text{th}}$  shift (number of candidates will be rounded-up).

$M_{iq}$  = is the sum of mean marks and standard deviation of the  $i^{\text{th}}$  shift