

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

RECRUITMENT FOR THE POST OF
CONSTABLE (KITCHEN SERVICES)-2024

Online Applications are invited from eligible Indian citizens (Male & Female) (including subject of **Nepal or Bhutan**) for filling up the vacancies of Constable (Kitchen Services), in Group ‘C’ Non-Gazetted (Non-Ministerial) 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 and ITBPF 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. 2ND SEPTEMBER, 2024(02/09/2024) AT 00:01 AM AND WILL BE CLOSED ON 1ST OCTOBER, 2024 (01/10/2024) AT 11:59 PM.** The applicants are advised to check their eligibility before applying so as to avoid disappointment at a later stage.

2. The details of vacancies as per **Post Based Roster** are as under:-

| Name of Post | Total Vacancy | Particulars | Reservation Status | | | | | Total |
|---------------------------------|---------------|--------------|--------------------|-----------|-----------|------------|-----------|------------|
| | | | UR | SC | ST | OBC | EWS | |
| Constable (Kitchen Services) | 819 | Male | 389 | 41 | 60 | 138 | 69 | 697 |
| | | Female | 69 | 7 | 10 | 24 | 12 | 122 |
| | | Total | 458 | 48 | 70 | 162 | 81 | 819 |

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 ITBPF Recruitment website i.e. <https://recruitment.itbpolice.nic.in>.
- (2) 10% of the vacancies are reserved for Ex-Servicemen. In case, vacancy reserved for Ex-servicemen remains unfilled due to non-availability of eligible or qualified candidates, the same shall be filled by non Ex-serviceman candidates of respective categories.
- (3) ITBPF reserves the right to make changes in sequence of the recruitment procedure after publication of this advertisement. ITBPF also reserves the right to cancel or postpone the recruitment at any stage due to administrative reasons.
- (4) 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.



(5) Candidates claiming **OBC (NCL)** status may note that certificate on Non-Creamy Layer status should be based on the income earned during three previous financial years (i.e. 2023-24, 2022-23 and 2021-22) and must ensure that he/she should be in possession of caste/community and Non-Creamy Layer (NCL) certificate before the closing date for submission of online applications. i.e. **1st October, 2024 (01/10/2024)**.

3. **PAY SCALE AND OTHER ALLOWANCES :-**

| | |
|---------------------|---|
| a) Pay | Level -3 in the Pay Matrix Rs. 21,700–69,100 (as per 7 th CPC). |
| b) Other allowances | <p>The post will carry Dearness Allowance, Ration Money Allowance, 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.</p> <p>On appointment, the candidates 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.</p> |

4. **ELIGIBILITY CONDITIONS :-**

| | | | |
|----|---|------------------------|---|
| a) | <u>Age limit & Educational Qualifications :</u> | | |
| | Name of Post | Age limit | Minimum educational and other essential qualifications |
| | Constable (Kitchen Services) | Between 18 to 25 years | (i) Matriculation or 10 th class pass from a recognised Board. (ii) NSQF level -1 Course in food production or kitchen from National Skill Development Corporation or from the institutes recognised by National Skill Development Corporation. |
| b) | <u>Cutoff date for Age and relaxations :</u> | | |
| | Crucial date for determining the age limit will be the closing date i.e. 1st October, 2024 (01/10/2024) . Candidates should not have been born earlier than 2nd October, 1999 (02/10/1999) and not later than 1st October, 2006 (01/10/2006) . www.UniqueFriends.in | | |
| | Note:- i) The date of Birth as recorded in the Matriculation certificate available on the date of submission of online application shall be accepted as proof | | |

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for determining the age and no subsequent request for its change will be considered or granted.

- ii) Certificates for claiming **SC/ ST/ OBC (NCL)/ EWS** status should be issued before the closing date for receipt of online applications.
- iii) Candidates claiming **Economically Weaker Sections (EWS)** status may note that their certificate of Income & Assets should be based on the financial year prior to the year of application and should be in possession before the closing date for submission of online applications, i.e. **1st October, 2024 (01/10/2024)**.
- iv) Candidates claiming **OBC (NCL)** status may note that certificate on non-creamy layer status should be based on the income earned during three previous financial years (i.e. 2023-24, 2022-23 and 2021-22) and should be in possession before the closing date of submission of online applications, i.e. **1st October, 2024 (01/10/2024)**.
- v) Candidates who wish to be considered against reserved vacancies or seeking age relaxation must submit requisite certificate issued by the competent authority, in the prescribed format when such certificates are sought by the Recruitment Board. Otherwise, their claim for **SC/ST/OBC(NCL)/EWS** status will not be entertained and their candidature/applications will be considered under Unreserved (UR) category.
- vi) The formats of the certificates **Annexure-I, II, II-A, III, IV, V, VI & VII** are annexed. Certificates obtained in any other format will not be accepted.
- vii) Age relaxation available to different categories of eligible candidates are as under :-

| S.N. | Category | Age-Relaxation permissible beyond the upper age limit |
|------|------------------------------------|---|
| 1 | SC/ST | 5 years |
| 2 | OBC (Non Creamy Layer) | 3 years |
| 3 | Ex-Servicemen(Unreserved/ General) | 3 years after deduction of the military service rendered from the actual age. |
| 4 | Ex-Servicemen (OBC/NCL) | 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. |

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| 6 | Departmental Candidates (For Central Government Employee) | Who have rendered at least three years continuous service under the Central Government as on closing date, are eligible upto the age of 40 years for UR, EWS & OBC and 45 years for SC & ST. |
| 7 | Children and dependent of victims KILLED in the 1984 riots OR communal riots of 2002 in Gujarat. | UR/EWS - 5 years SC & ST - (5+5) 10 years OBC (NCL) - (3+5) 8 years |

Explanation:

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;

Yes

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| | Or | | | | |
| | (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension. | | | | |
| c) | <u>ECONOMICALLY WEAKER SECTIONS (EWSs)</u> : The reservation for 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 O.M. No. 36039/1/2019-Estt(Res) dated 31.01.2019 and its amendments issued by the Central Government from time to time. | | | | |
| d) | <u>Physical Standards :</u> | | | | |
| | Description | Minimum Height in Cms | | Chest in Cms (For Male candidates only) | |
| | | For Male | For Female | Un- expanded | Expanded |
| | For all candidates (except those mentioned below). | 165 | 155 | 75 | 80 |
| | For all candidates belonging to the Scheduled Tribes categories of all States or Union Territories or districts except as given in the following paragraphs. | 160 | 148 | 75 | 80 |
| | For all Scheduled Tribe candidates hailing from the Left Wing Extremism affected districts. | 158 | 147 | 75 | 80 |
| | For all Scheduled Tribe candidates hailing from the North Eastern States. | 155 | 147 | 75 | 80 |
| | For all candidates falling in the categories of Garhwalis, Kumaonis, Dogras, Marathas and candidates belonging to the States of Assam, Himachal Pradesh or Union Territories of Jammu & Kashmir and Ladakh. | 162.5 | 152 | 75 | 80 |
| | For all candidates except Scheduled Tribes candidates hailing from the North Eastern States of Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura. | 160 | 150 | 75 | 80 |
| | For all candidates hailing from Gorkha Territorial Administration (GTA) comprising of three Sub-Divisions of Darjeeling District namely Darjeeling, Kalimpong and Kurseong and includes the following " Mouzas " Sub-Division of these districts :- (1) Lohagarh Tea Garden (2) Lohagarh Forest (3) Rangmohan (4) Barachenga (5) Panighata (6) Chota Adalpur (7) Paharu (8) Sukna Forest (9) Sukna Part-1 (10) Pantapati Forest-1 (11) Mahanadi Forest (12) | 155 | 150 | 75 | 80 |

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|--|-----------|--|-----------|---|-------------------|--|
| Champasari Forest (13) Salbari Chhatpart-II (14) Sitong Forest (15) Sivoke Hill Forest (16) Sivoke Forest (17) Chhota Chenga (18) Nipania. | | | | | | |
| <p>Weight – As per standard height-weight chart prescribed in the Uniform guidelines for Medical Examination Test Recruitment in Central Armed Police Forces, National Security Guard and Assam Rifles, 2015.</p> <p>Note:- Candidate who intends to avail relaxation in Height/Chest measurement shall have to submit certificate as per Annexure- ‘V’, whenever sought by the Recruitment Board.</p> | | | | | | |
| <p>e) Medical Standard:-</p> <p>(a) Eye sight – The minimum distance vision should be 6/6 in one eye and 6/9 in other eye without correction i.e. without wearing spectacles or lenses; The minimum visual standard for the candidates of all categories will be as follows:-</p> | | | | | | |
| Visual Acuity unaided (NEAR VISION) | | Uncorrected visual acuity (DISTANT VISION) | | Refraction | Color 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 spectacles or lenses | CP III by ISIHARA | -In right handed person, the Right eye is better eye and vice versa. -Binocular vision is required. |
| <p>(i) A colour blind person will not be eligible for appointment. 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 ITBPF.</p> <p>(ii) The candidates must not have knock knee, flat foot, varicose vein or squint in eyes and should possess colour perception CP.III and must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties.</p> | | | | | | |
| <p>(b) Tattoos: -</p> <p>(a) Content: Being a secular country, the religious sentiments of our countrymen are to be respected and thus, tattoos depicting religious symbol or figures and the name, as followed in Indian Army are to be permitted.</p> <p>(b) 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.</p> <p>(c) Size: Size must be less than ¼ of the particular part (Elbow or Hand) of the body.</p> | | | | | | |

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| <p>Note :- In case, a candidate has undergone removal of tattoo (s) prior to appearing for recruitment process and the same has faded substantially, this will be treated as a “scar” and not a tattoo. Such candidates will be permitted to undergo the entire selection process with the approval of Presiding Officer of the recruitment Board. Further, the scar resulting due to removal of tattoo will be reviewed by the Medical Board of Officer during Detailed Medical Examination (DME).</p> |
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5. **HOW TO APPLY AND BY WHICH DATE:-**

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| a) | Eligible and interested candidates need to apply online through ITBPF website https://recruitment.itbpolice.nic.in . Candidates are advised to fill the 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 submit online only, application received offline shall not be considered and will be rejected summarily. |
| b) | Candidates are to fill all information e.g. Gender/Category (UR/SC/ST/OBC (NCL)/EWS etc), Employment status/Riots affected, etc. in the profile created on ITBP recruitment website before submission of online application. Any false/incorrect information in online application will lead to cancellation of candidature and no request for change in such details will be considered at later stages. |
| c) | <u>APPLICATION FEE & MODE OF PAYMENT</u> – Male candidates belonging to General (UR), OBC and EWS category applying for this recruitment will have to pay Rs. 100/- (Rupees one hundred only) as application fee through online payment gateway system on https://recruitment.itbpolice.nic.in . Application received with any other mode of fee payment will be summarily rejected. 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. |
| d) | Candidates working in Central/State Government/ Autonomous/ Statutory Bodies/ Public Sector Undertaking etc. applied to the post are required to furnish “ No Objection Certificate ” in original as per Annexure-VI 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. |

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| e) | Online application mode will be opened w.e.f. 2 nd September, 2024 (02/09/2024) at 00:01 a.m. and will be closed on 1 st October, 2024 (01/10/2024) at 11:59 p.m. |
| f) | Procedure for online submission of application is available on ITBPF website https://recruitment.itbpolice.nic.in . |
| g) | Candidates are strongly advised to apply well in time without waiting for the last date for submission of online application for. |

6. **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.
 - (iii) It is candidate's responsibility to check before hand that the biometric machines are able to capture the fingerprint image. In case, if the biometric machine is not able to capture the fingerprint image due to Mehndi, wax, etc. then, the candidate will not be allowed to appear in the examination.
 - (iv) Failure in biometric verification at any stage will lead to cancellation of candidature.
- c) Candidates will have to undergo the following recruitment tests:-

| PHASE - I | | |
|---------------------------------------|--|--------------------------------------|
| PHYSICAL EFFICIENCY TEST (PET) | (i) The events of the PET are as follows:- | |
| | 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 |

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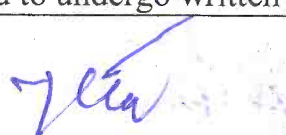
| | | | |
|------------------------------|--|-----------------------|------------------------|
| | <table border="1" data-bbox="563 181 1465 230"><tr><td data-bbox="563 181 970 230">iii) 3 Feet High Jump</td><td data-bbox="970 181 1465 230">03 Chances to be given</td></tr></table> <p>(ii) No marks will be awarded for this test and PET shall be qualifying in nature. Candidates have to qualify each event of PET, those who do not qualify shall be eliminated.</p> <p>(iii) On reporting of female candidates for Physical Efficiency Test (PET) & Physical Standard Test (PST), a self declaration indicating about her pregnancy status shall be submitted. In case, if she declares that she is not pregnant then, she may be allowed to participate in the PET/PST. In case of false declaration, all the risk for undergoing PET/PST will be of her own.</p> <p>(iv) If, the female candidate declares that she is pregnant before PET/PST, then a confirmatory pregnancy test to be done and in case she is found to be pregnant, irrespective of duration of pregnancy, she may be declared temporary unfit and her appointment shall be held in abeyance until the confinement is over. However, female candidate who are declared temporary unfit will require to appear and qualify in remaining stages of recruitment i.e. PST, Written Examination, Documentation and Medical Examination. The vacancy against which a women candidate was selected will be kept reserved for her. She will be re-examined for PET/PST six weeks after the date of confinement, subject to the production of the 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 allow the benefit of seniority in accordance with the instructions of the Government, as amended from time to time. In case, a female candidate is found negative for pregnancy, she may be allowed to participate in the PET/PST. However, it shall be mandatory for temporary unfit female candidate to appear and qualify PST, Written Examination, Documentation and DME/RME and has to secure place in final selection list of respective category.</p> <p>Note : PET will not be held for Ex-servicemen. However, they require to qualify the requisite PST, Written Examination, Documentation and Medical Examination.</p> | iii) 3 Feet High Jump | 03 Chances to be given |
| iii) 3 Feet High Jump | 03 Chances to be given | | |
| PHYSICAL STANDARD TEST (PST) | <p>(i) Candidates who qualify in PET will be screened for Height, Weight and Chest measurement (Chest measurement for male candidates only). Those who do not meet the required physical measurements, as applicable will be eliminated at that stage and rejection slip shall be issued by the Presiding Officer.</p> | | |

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| | <p>(ii) Physical Standard of female candidates shall be measured by female staff only. Chest measurement of female candidates should not be taken. Besides, in case of female pregnant candidates shall be dealt as per instructions issued by the Central Government for PET/PST stage.</p> <p>(iii) Candidates who fail to qualify PST shall be eliminated from that stage and rejection slip shall be issued by the Presiding Officer.</p> <p>(iv) Rejection slip for less in height and chest will be issued at the time of PST. Board shall ensure that measurement is mentioned in writing in the rejection slip. In case, if candidate is not satisfied with the physical measurement recorded by the Board, he/she may make a representation/appeal in writing to the Presiding Officer of the Recruitment Board on the same day for re-measurement. In such case, the physical measurement of aggrieved candidate(s) shall be measured by the Presiding Officer himself and shall dispose off the representation/appeal immediately in writing to the candidate then and there. In case any candidate refuse to sign or leave the PST centre without signing the rejection slip, the recruitment board should endorse the remarks in the rejection slip as “candidate refused to sign/candidate left without receiving rejection slip/candidate did not turn up to receive rejection slip” and same may be kept in record properly after duly signed by the Presiding Officer of the board.</p> <p>(v) Underweight/overweight candidates will be allowed to participate for next stage of recruitment and shall not be debarred at PST stage. The final decision on fitness/unfitness due to underweight/overweight will be decided at the time of Detailed Medical Examination (DME) based on the weight and age on the day of DME and the height as measured by the PST Board.</p> <p>(vi) The decision of the Presiding Officer 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. However, Ex-servicemen will be required to qualify the requisite PST, Written Examination, Documentation and Medical Examination.</p> |
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PHASE - II

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| <p>WRITTEN TEST (OMR BASED)</p> | <p>(i) The candidates who qualify in Physical Standard Test (PST) will be required to undergo written examination. Admit cards to</p> |
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50 MARKS

the candidates, will be issued online by mentioning date and venue of written examination. Candidates have to download online admit card from ITBPF recruitment website i.e. <https://recruitment.itbpolice.nic.in>.

ii) The written examination carrying 50 Marks. However, pattern of written test i.e. OMR based or Computer Based Test (CBT) will be at the discretion of ITBPF. The pattern of question paper of Written Examination will be as under:-

| SN | Subject | No. of questions | Marks | Duration of written test |
|----|---|------------------|-------|--------------------------|
| 1. | General Awareness/ General knowledge | 15 Questions | 15 | 1 Hour |
| 2. | Knowledge of elementary Mathematics | 10 Questions | 10 | |
| 3. | Analytical aptitude and ability to observe and distinguish patterns | 15 Questions | 15 | |
| 4. | To test the basic knowledge of the candidates in English/Hindi | 10 Questions | 10 | |

Note: - There are 10 questions for Hindi and 10 questions for English each and candidates have an option to attempt 10 questions in either of the languages.

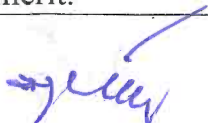
iii) The minimum cut-off percentage of marks for qualifying in written examination will be as follows :-

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| General, EWS & Ex-Servicemen candidates | 35% |
| SC, ST & OBC (NCL) candidates | 33% |

iv) Answer Key of the question paper will be uploaded on ITBPF recruitment website i.e. <https://recruitment.itbpolice.nic.in> after the written examination is completed.

v) Candidates are not permitted to use mobile phone, calculators or any other electronic/electrical devise. 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.

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| | <p>vi) Candidates found copying or using any unfair means should be disqualified and debarred from further test. An endorsement also be made in all such confiscated answer sheets by the Board/Observer to this effect.</p> <p>vii) No representation for revaluation of answer sheet of written examination or re-conduct of written examination will be entertained.</p> |
| PHASE - III | |
| MERIT LIST | <p>(i) After completion of Written Examination, Merit list in each category namely UR, SC, ST, OBC (NCL), 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 (Documentation) and Detailed Medical Examination (DME) as per the category-wise vacancies. The number of candidates examined will be equal to the number of vacancies increased by average failure rate of Detailed Medical Examination (DME) and Review Medical Examination (RME) determined on the basis of past experience. However, there shall be no reserve list.</p> <p>(ii) SC, ST, OBC (NCL) & EWS candidates who are selected on their own merit without relaxed standards will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC (NCL) & EWS candidates shall be accommodated against the General vacancies as per their position in overall merit list. The reserved vacancies will be filled up separately from amongst eligible SC, ST, OBC (NCL) & EWS candidates which will thus, comprise of SC, ST, OBC (NCL) & EWS candidates who are lower in merit than the last General candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.</p> <p>(iii) In case of recruitment to the vacancy reserved for Ex-servicemen and those remained unfilled due to non-availability of eligible or qualified Ex-servicemen candidates, the same shall be filled up from the Non Ex-servicemen candidates as per merit list of respective categories.</p> <p>(iv) <u>Resolution of Tie Cases :</u></p> <p>(i) In case of tie in marks, the candidate with older age will be higher in merit.</p> <p>(ii) If the tie still persists, the candidate whose names come first in the alphabet order (English) will be kept higher in the merit.</p> |



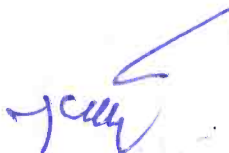
PHASE – IV

VERIFICATION
OF ORIGINAL
DOCUMENTS /
DOCUMENT
VERIFICATION
(DV)

The candidates will be shortlisted in order of merit in each category will be put through **verification of original documents**. 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 copies of following documents will be required for verification :-

- (i) Educational Certificate(s) alongwith Course certificate(s), as required.
- (ii) Date of birth Certificate (Matriculation or 10th Class Certificate).
- (iii) Professional/Experience Certificate, if any.
- (iv) Scheduled Caste (SC) and Scheduled Tribes (ST) Certificate as per **Annexure-‘I’**, OBC certificate as per **Annexure-‘II’** and Economically Weaker Sections (EWSs) Certificate (valid for the year 2023-2024) as per **Annexure-‘III’** (if belonging to any of these categories) issued by an authority not lower than Tehsildar or SDO. 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-A’** should have been obtained within **three** years before the closing date i.e. **1ST October, 2024 (01/10/2024)**.
- (v) Certificate as per **Annexure-‘V’** for claiming relaxation in height & chest (if applicable).
- (vi) Persons serving in Government Services applying for the post are required to furnish **“No Objection Certificate”** in original as per **Annexure-‘VI’** 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.
- (vii) Domicile Certificate issued by Local Revenue Authorities or PAN Card or Aadhar Card or Driving License or Voter Card etc. 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-‘IV’** 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

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| | <p>name of the candidate in the voter list for elections to the Parliamentary Constituency.</p> <p>(viii) Discharge certificate in case of Ex-Servicemen.</p> <p>(ix) Four latest passport size photographs.</p> |
| DETAILED MEDICAL EXAMINATION | <p>(i) Only those candidates who qualify in the documentation will be required to undergo Detailed Medical Examination (DME) 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 A.VI.I/14-Rectt(SSB) dated 24.08.2015 and as amended from time to time, by the Government.</p> <p>(ii) Female candidates shall be examined by Female Medical Officer(s) only.</p> |
| REVIEW MEDICAL EXAMINATION | <p>(i) All candidates declared unfit during Detailed Medical Examination (DME) will be allowed to undergo Review Medical Examination (RME), subject to providing 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 filing an appeal 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. Data of such candidates who are declared not qualified in DME and submit written consent for RME will be provided by the Presiding Officer to the RME Board.</p> <p>(iv) There should be no provision of “Temporary Unfit”. Medical Officers should give their verdict as “FIT” or “UNFIT” In respect of each candidate.</p> <p>(v) The decision of ITBPF Board of Medical Officers shall be final for declaring a candidate Fit or Unfit in DME/RME.</p> |



7. **GENERAL INSTRUCTIONS :-**

- (1) 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 :-
- (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.
 - (b) Leaving the Examination Venue without prior permission of the Invigilator.
 - (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.
 - (d) Obstruct the conduct of examination/instigate other candidates not to take the examination.
 - (e) Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.
 - (f) Obtaining support/ influence for his/her candidature by any irregular or improper means in connection with his/her candidature.
 - (g) Possession of Mobile Phone in either 'switched on' or 'switched off' mode.
 - (h) A person who is associated with the conduct of the examination in any manner, whatsoever.
 - (i) Damaging examination related infrastructure/equipments.
 - (j) Appearing in the Exam with forged Admit Card, identity proof, etc.
 - (k) Possession of fire arms/lethal weapons during the examination.
 - (l) Threatening/ intimidating examination functionaries with weapons/fire arms.
 - (m) Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.
 - (n) Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.
 - (o) Impersonate/Procuring impersonation by any person.
 - (p) Taking snapshots, making videos of question papers or examination material, labs, etc.
 - (q) Sharing examination terminal through remote desktop softwares/Apps/ LAN/WAN, etc.
 - (r) Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.

Note : The ITBPF may also report the matter to Police/Investigating Agencies etc. as deemed fit, for taking further necessary action.

| | |
|------|--|
| (2) | 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 ITBPF staff for office use. |
| (3) | 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. |
| (4) | 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. |
| (5) | Departmental candidates should submit in original a “No Objection Certificate” from their employer at the time of documentation else their candidature will be rejected. |
| (6) | Admit card to the eligible candidates will be issued online by mentioning date and venue. Candidates have to download online admit card from ITBPF recruitment website i.e. https://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. ITBPF will not be responsible in case of non receipt of admit card due to technical and other reasons. |
| (7) | ITBPF shall not be responsible for any damage/injury to the individual sustained during the course of recruitment process. |
| (8) | Candidates are advised to beware of touts or not to fall prey to the unscrupulous elements. Recruitment in ITBPF 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. |
| (9) | ITBPF will not be responsible for any power failure, electronic, internet related problems, etc faced by the candidates while applying online. |
| (10) | Candidates shall be on probation for a period of two (02) years. |
| (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 having physically deformities and disabilities are not eligible to apply for this examination. |

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| (15) | Any further information/notice in respect to the subject recruitment will be published/updated on https://recruitment.itbpolicenice.in only. Hence, all candidates are advised to visit this website regularly. |
| (16) | Candidates should come prepared for more than one day 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) | Applications received after the last date, as mentioned above will not 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 comdtrect@itbp.gov.in or call on Helpline number i.e. 011-24369482 & 24369483. |

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


DIG (Recruitment)

ANNEXURE - 'I'

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR 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/her 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/her 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/her parents are dead, the officer signing the certificate should be of the district in which the candidate himself/herself ordinarily resides otherwise than for the purpose of his/her 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 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

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 recognized 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.

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, OM No. 36033/3/2004-Estt. (Res.) dated 09.03.2004 and OM No.
36033/3/2004-Estt. (Res.) dated 14.10.2008**.

District Magistrate
Deputy Commissioner etc.

Dated:
Seal

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 OTHER BACKWARD CLASS (OBC) CANDIDATES
REGARDING NON CREAMY LAYER STATUS

I, _____ wife/son/daughter of Shri _____ resident
of village/town/city _____ District _____ State
_____ hereby declare that I belong to the _____ community
which is recognized as a backward class by the Government of India for the purpose of
reservation in services. This is also to certify that I do not belong to the persons/sections
(Creamy Layer) mentioned in Column 3 of the schedule to the Government of India,
Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt. (Res.)
dated 08.09.1993, which is modified vide OM No. 36033/3/2004-Estt. (Res.) dated
09.03.2004, further modified vide OM No. 36033/3/2004-Estt.(Res.) dated 14.10.2008 and
again further modified vide OM No. 36036/2/2013-Estt.(Res.) dated 30.05.2014.

Place: _____

Date: _____

Signature of the applicant (OBC candidate)

Government of.....
(Name & Address of the authority issuing the certificate)
**INCOME & ASSETS CERTIFICATE OR BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS (EWS)**

Certificate No. _____

Date: _____

VALID FOR THE YEAR

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 **2023-24**. 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).

Recent
Passport Size
attested
photograph of
the applicant

Signature with seal of Office _____
Name _____
Designation _____

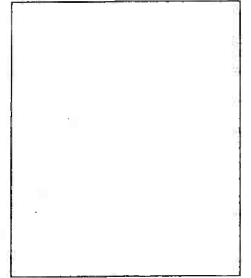
*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose includes 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-‘IV’

Office of the Sarpanch/Numberdar.....



**IDENTITY CERTIFICATE FOR WEST PAKISTANI REFUGEE RESIDING
IN THE UT OF JAMMU & KASHMIR/ LADAKH**

This is to certify that Shri/Smt/Kumari
..... 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
from Pakistan during the Indo-Pak Conflict of 1947.

Sarpanch / Numberdar

Annexure-‘V’

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

Certified that Mr./Ms. _____ 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, Sikkimese) for relaxation in height measurement for recruitment in the Central Armed Police Forces of the Union of India.
- He belongs to the Himachal Pradesh/North Eastern States/UT of Jammu & Kashmir/UT of Ladakh/ Left Wing Extremism affected districts which is considered for relaxation in height measurement for recruitment in the Central Armed Police 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 Central Armed Police Forces of the Union of India.

Date: _____

Signature _____

Place _____

District Magistrate/Sub-Divisional Magistrate/Tehsildar

- Delete whichever is not applicable.

ANNEXURE-‘VI’

RECRUITMENT FOR THE POST OF CONSTABLE (KITCHEN SERVICES) IN
INDO-TIBETAN BORDER POLICE FORCE

(Applicable for candidates who are already in Government Service only)

No Objection Certificate

Note: Persons serving in Government services applied for the post of Constable (Tradesman) 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./Ms. _____ holds a permanent/temporary post of _____ under Central Government/State Government/Autonomous/Statutory Bodies/Public Sector Undertaking etc.
- (ii) Certified also that he/she has submitted his/her 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 **Constable (Kitchen Services)** in Indo-Tibetan Border Police Force.
- (iv) Certified also that Mr./Ms. Post.....
Serving insince.....(mention dated of appointment)
and no DE/Vigilance case is either pending or being contemplated against him.

Place:-

Dated:-

Signature of Head of Office/
Appointing Authority
With office seal

Annexure-'VII'
FOR OFFICIAL USE ONLY

RECRUITMENT TO THE POST OF CONSTABLE (Kitchen Services)
MEMORANDUM UNFIT

Subject: Review Medical Examination of candidates found to be UNFIT in Medical Examination Test for the post of Constable (Kitchen Services) in ITBPF.

Mr/Ms..... Roll No.....is hereby informed that he has been medically examined for recruitment to the post of Constable (Kitchen Services) in ITBPF Force on..... at and 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..... | Signature..... |
| Date..... | Name |
| | Roll No..... |

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