

(Delhi Police Head Constable (Ministerial) Syllabus in English)

Indicative Syllabus for Computer Based Examination

(A) **General Awareness:** Questions are designed to test the candidate's general awareness around him/her and its application to society. Questions are also designed to test his/her knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Indian Economy, General Polity, Indian Constitution, Scientific Research. These questions will be such that they do not require a special study of any discipline.

(B) **Quantitative Aptitude:**

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts:

Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only).

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

(C) **General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding.

(D) **English Language:** Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

(E) **Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.**

This paper will include questions on the following:

1. Elements of Word Processing (Word Processing Basics, Opening and closing Documents, Text Creation, Formatting the Text and its presentation features).
2. MS Excel (Elements of Spread Sheet, Editing of Cells, Function and Formulas).
3. Communication (Basics of E-mail, Sending/receiving of Emails and its related functions).
4. Internet, WWW and Web Browsers (Internet, Services on Internet, URL, HTTP, FTP, Web sites, Blogs, Web Browsing Software, Search Engines, Chat, Video conferencing, e-Banking) etc.

10. DISPLAYING/UPLOADING OF TENTATIVE ANSWER KEY OF COMPUTER BASED EXAMINATION

After conducting the Computer Based Examination, the answer key for the examination will be displayed/uploaded on the website of the Delhi Police i.e. www.delhipolice.nic.in. The candidates who are not satisfied with the captured response, may challenge by filing application/representation along with proof/ documents/ solution in support of their claim within 15 days of uploading of the answer key along with a fee of Rs. 100/- per question/answer challenged. Online link will be provided to accept the representations and fee. However, the decision of the Commissioner of Police, Delhi on the challenges shall be final and no further communication will be entertained. No representation after the stipulated period will be entertained under any circumstances.

11. DECLARATION OF THE RESULT OF COMPUTER BASED EXAMINATION FOR APPEARING IN PHYSICAL ENDURANCE AND MEASUREMENT TESTS (PE&MT)

The candidates who come within the range of merit of Computer Based Examination equal to **twenty (20) times** the number of vacancies advertised in each category i.e. General/SC/ST/OBC/EWS and Ex-servicemen (category-wise) shall be called for appearing in the PE&MT subject to securing minimum 40% marks under General/EWS Category (minimum 35% in case of SC/ST/OBC and 30% under Ex-Servicemen category). In case there are a large number of candidates on cutoff marks, all candidates on that cutoff for the relevant category will be called for the PE&MT. Persons with Disabilities (PwD) shall be qualified in Computer Based Examination **20 times** of the number of vacancies, directly for Typing Test on Computer as they are exempted from Physical Endurance & Measurement Tests (PE&MT), however this will be subject to securing minimum 30% marks in the Computer Based Examination.

12. PHYSICAL ENDURANCE & MEASUREMENT TESTS (PE&MT)

The candidates qualified in the Physical Endurance Tests (Race, Long Jump and High Jump) as prescribed in para 5(iv)(A) and para 5(iv)(B) shall have to further appear in Physical Measurement Tests i.e. Height/Chest (male candidates) and Height (female candidates) as per the standards prescribed for the post. Candidates not satisfied with their physical measurement will have to file an appeal against disqualification on the day of PE&MT itself. No application/appeal will be entertained at later stage.

Note:- The Persons with Disability (PwD) candidates (Male/Female) shall be exempted from Physical Endurance & Measurement Tests.

13. CHECKING OF ORIGINAL DOCUMENTS/CERTIFICATES FOR ELIGIBILITY CRITERIA

All the original documents/certificates pertaining to age, education, caste, hill areas, NOC/discharge certificate (in case of Ex-Serviceman), sports certificate, proof to avail age relaxation as a widow/divorced/judicially separated woman, serving certificate in case of departmental candidates serving in Delhi Police containing his date of enlistment, Wards of Delhi Police Personnel certificate and No Objection Certificate in case already employed in Government/Semi Government, would be checked at the time of Physical Endurance & Measurement Tests of the candidates who successfully qualify all the events of PE&MT and at

the time of Typing Test on Computer in case of Persons with Disabilities (PwD) candidates. The final document checking will again be done at the time of issue of "Offer of Appointment". The candidates will be required to submit self attested photo copies of all the documents/certificates.

14. TYPING TEST ON COMPUTER (MAXIMUM 25 MARKS)

Candidates who qualify in Physical Endurance and Measurement Tests (PE&MT); as well as Persons with Disability (PwD) who qualify in Computer Based Examination will be called for Typing Test on Computer. The test shall be of 10 minutes duration. The marks will be taken into account while preparing the final result. The candidates will be allotted marks according to speed achieved in the typing test.

15. COMPUTER (FORMATTING) TEST (QUALIFYING)

The candidates who qualify the Typing Test on Computer shall be called for Computer (Formatting) Test and will be tested on MS-Word, MS-Power Point and MS-Excel which will be of qualifying nature. The candidates will be given 10 minutes time for each tests separately. The candidate shall have to format in the same way as it is in the supplied hand-out and to print the same in the printer. The following formatting features used in routine should be tested:-

MS-Word		Time:10 minutes
(i)	Indenting of paragraphs	(xi) Superscript
(ii)	Underline	(xii) Subscript
(iii)	Using different font type	(xiii) Page numbering
(iv)	Inserting of paragraph numbers	(xiv) Insertion of symbol
(v)	Setting of left/ right margin	(xv) Draw/ Insertion of table
(vi)	Select text in bold	(xvi) Bullets/ Numbering
(vii)	Italics	(xvii) Change case
(viii)	Using different font size	(xviii) Setting of paragraphs
(ix)	Centre, left, right, justification	(xix) Some text as Header
(x)	Line spacing of the passage, viz. single, double etc.	(xx) Some text as Footer

MS-PowerPoint		Time:10 minutes
(i)	Insert Header	(xi) Background style of slide
(ii)	Use text box	(xii) Design of Slide
(iii)	Create HyperLink	(xiii) Print handout
(iv)	Insert Chart/Graph	(xiv) Insert clipart
(v)	Drawing of Table	(xv) Insert Footer
(vi)	Insert auto number in table	(xvi) Slide Numbering
(vii)	Insert bullet in table	(xvii) Insert Picture
(viii)	Insert shapes	(xviii) Publish handout with MS Word
(ix)	Insert Smart art	(xix) Insert action
(x)	Insert text with WordArt	(xx) Alignment of text

MS-Excel		Time:10 minutes
(i)	Insert Chart/Graph	(xi) Format cell as rupee
(ii)	Wrap text	(xii) Insert clipart
(iii)	Merge cells	(xiii) Font size
(iv)	Centre a Text	(xiv) Font style
(v)	Centre align as text	(xv) Font colour
(vi)	Orientation of text	(xvi) Insert footer
(vii)	Bold a text	(xvii) Sort data
(viii)	Underline a text	(xviii) Insert formula
(ix)	Italics	(xix) Insert shapes
(x)	Insert header	(xx) Format cell as number and decimal places

20 features of formatting, as listed above will be tested in each test with 1/2 mark each for every feature of formatting. In case of formatting features if the candidates carry out the formatting as per the specimen, 1/2 mark each will be given. Otherwise, no marks will be given. Out of the 10 marks for the formatting features for each test, a candidate will secure at least 6 marks in each test to qualify. There is no bar to candidates correcting the mistakes by use of editing tools.

16. FINAL RESULT

- (i) The list of selected candidates (as per the number of vacancies advertised) (category-wise) from the list of candidates, declared qualified in Computer (Formatting) Test will be prepared strictly on the basis of merit of Computer Based Examination (100 marks) and Typing Test on Computer (25 marks).
- (ii) SC, ST, OBC candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC candidates which will thus comprise of SC, ST, OBC 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.
- (iii) A person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who will be selected on the basis of merit and not on account of reservation will not be counted towards the quota meant for reservation.
- (iv) The candidates will be selected provisionally subject to police verification of their character and antecedents and medical fitness as prescribed for the post.

Note:- Cases of all selected candidates against whom any criminal case is registered/pending investigation/pending trial in the court will be considered as per law in view of the provisions of Standing Order No. 398/2018. Cases of selected departmental candidates against whom there is any DE/PE/Criminal case/Vigilance enquiry etc., is pending will be kept pending till the finalization of their cases.

17. RESOLUTION OF TIE CASES

In case where more than one candidate secure the equal aggregate marks, tie will be resolved by applying the following methods one after another:-
i) The older candidate shall be given preference.