



गृह मंत्रालय
MINISTRY OF
HOME AFFAIRS



Project Report

On

TRP – Transparent Recruitment Process

(Project No.01/MM:01)

Prepared by
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‘Promoting Good Practices and Standards’



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1. Introduction/Background

Over the years, police recruitment has acquired an image of being subjective, partisan, prone to corruption, political pressures and personal prejudices. Due to the lack of a scientific approach to recruitment and the non utilisation of any systems to support a transparent and foolproof recruitment process, recruitment has come under the scanner of the Courts on more occasions than one. The public perception of police recruitment is one that reinforces the view that no person can get recruited without either paying a huge sum of money to the recruiting officers or to their agents or getting a strong recommendation from someone powerful. Merit based recruitment is perceived to be a rarity, if at all indulged in.

With this background, while the public has stopped trusting the police recruitment process, the police on their part, are reluctant to get involved in the process which is likely to give them a bad name even if they do not indulge in bad practices. As regards those that get recruited through this tainted process, they get around extracting from the system what they had to give to get in.

The end result is a corrupt police force and a vicious circle, tainted careers and a waning public image.

In the past, action was taken on the basis of specific complaints regarding the recruitment process, enquiries were conducted, suspensions, dismissals followed. However, no perceptible change came about in the recruitment process per se. On the contrary, the written orders became more and more elaborate as all officers involved in the process strove to keep their documentation in order. Stray experiments, however successful, remained confined to individuals or organisations but did not get disseminated as a good practice for use by the police fraternity as a whole.

2. Overview

2.1. Project Title

PROJECT TRP – TRANSPARENT RECRUITMENT PROCESS

2.2. Vision

The vision of the Project TRP is to ensure a fair, impartial, transparent, objective, tamperproof, scientific, merit-based recruitment process so as to induct into the police, individuals, best suited for their job, who have earned their way into the police on their own merit and without favour or unfair means by using simple but well defined procedures reinforced by technology and the use of information technology.

This vision translates into the ultimate dual goal of improving police image and also raising a force built on foundations of integrity and impartiality.

2.3. Organisational Objective

To induct into the police individuals best suited for the job on the basis of their merit performance during the recruitment process without fear or favour, partiality or unfair means, corruption or procedural inadequacies.

To systemise recruitment procedures with use of technology so as to withstand judicial scrutiny if the need arises.

To keep the candidate informed of his progress at every stage of the recruitment.

To improve police image, thereby improving police efficiency and effectiveness.

3. The Business Case

3.1. Purpose of the Business Case

The quality of policing is largely dependent on the quality of police manpower. While training and development are important, induction of proper manpower with right aptitude and quality is extremely important. But there is no substitute for corruption free recruitment. A person who enters the force through corrupt means cannot be expected to deliver in a fair and just manner irrespective of all other qualities and capabilities. The only way to eliminate or reduce corruption is by reducing human intervention and discretions by making the process transparent and objective to the extent possible.

The present system of recruitment especially at state level suffers from political interference and other extraneous considerations.

	Existing Service Level	Proposed Service Level
Existing Services		
Manual recruitment procedures	✓ Low credibility ✓ Partiality ✓ Corruption ✓ Lack of transparency ✓ Subjectivity driven ✓ Subject to political, caste, parochial, partisan, monetary considerations ✓ Prone to manual intervention and error.	✓ High credibility ✓ Technology driven ✓ System driven ✓ High level of integrity ✓ Transparent ✓ Fair and impartial ✓ Scientific ✓ Tamperproof ✓ Able to withstand judicial scrutiny
Proposed New Services		
Use of technology to support and sustain the recruitment process.	Use of OMR/OCR technology for all application forms as well as for all examinations.	
	Use of standardized digital height weight devices with digital display monitors for display to the candidate and interface with the computer application for automatic data entry into data base.	

	Use of RFID chip timing technology for conduct of endurance run in the Physical efficiency test to ensure accuracy and tamperproof conduct of 10 km run.
	Use of biometric devices to eliminate duplication and impersonation.
	Use of CCTV technology to videograph the various stages of recruitment and thereby maintain a back up record and also keep track of the activities at various recruitment centres simultaneously functioning across the state or country.
	Use of E-recruitment application software for entire process from application to final merit list generation so as to facilitate accuracy, minimise cumbersome manual documentation and negate tampering.

THE FOCUS OF PROJECT TRP, therefore, is to develop a recruitment process that is tamperproof, fair and transparent and with the help of well defined procedures and the use of technology, recruits candidates on the principle of meritorious selection.

The Project defines the recruitment procedure, identifies the areas of outsourcing, the technology to be used, the suitable equipment, the costs and the services envisaged to ensure the attainment of vision and the goal of the project.

3.2. Sponsor

Ministry of Home Affairs – for the technology, logistics, equipment and the computer based services.

State Government – for addressing the assumptions and constraints and according a high priority to the transparency and impartiality of police recruitment.

4. Situational Assessment and Problem Statement

When a person pays to get into the system, he also reimburses himself by misusing the system to break even. The public perception regarding the corrupt practices used in police recruitment are deep rooted and need to be addressed with sensitivity and in right earnest. It is not only important that bad practices are stopped forthwith but it is also as important to create a system where even genuine errors cannot be made, let alone forced or motivated ones, so as to add a blot on the already tainted police image.

The organisation will benefit greatly in terms of providing a foundation of integrity in police recruitment so as to ensure a tamperproof and flawless recruitment process thereby recruiting meritorious candidates for the job.

5. Critical Assumptions and Constraints

Assumptions

- a. That adequate finances will be provided to support the use of technology in order to ensure a tamperproof, smooth and efficient recruitment process.
- b. That there is a political will to refrain from interfering in the selection process so as to allow the recruitment to take place on the basis of merit and not on any political, caste or parochial considerations.
- c. That having approved the project, there will be stability accorded to those that are tasked to run it so as to ensure its success, continuity and concrete formulation into a system driven process, irrespective of the individuals that will run it in future.

Constraints

- a. Frequent transfers of those involved in recruitment. Additional responsibilities dilute the focus.
- b. States unwilling to invest in recruitment technology and applications. Lack of prioritisation of finances.
- c. Tendency of pressure groups to interfere in the process and attempt to intimidate those involved in the recruitment process.

6. Implementation Strategy

Stages of recruitment

The recruitment process broadly involves the following main activities.

1. Assessment of unit wise Vacancies
2. Notification of Vacancies for Recruitment
3. Printing of OMR application forms, instruction booklets, envelopes
4. Inviting Applications from eligible candidates
5. Processing of Applications. Scanning of OMR and validation of data
6. Issue of admit cards and rejection letters giving reasons of rejection with a fixed number of candidates at every venue.
7. Gate attendance sheet with photograph and signature of candidate from database.
8. Scrutiny of documents
9. Physical standards Test – height and chest qualification = no marks
10. Physical Efficiency test – endurance qualification = no marks
11. Biometric testing
12. Medical examination – qualifying as per predetermined parameters
13. Biometric matching
14. Printing of question papers and carbonless answer sheets
15. Common Written Examination for eligible candidates
16. Biometric matching
17. Scanning of answer sheets - OMR
18. Provisional Selection List for Appointment

The detailed process is described in the annexure titled Recruitment Process SOP Sample.

6.2 TECHNOLOGY TO BE PROCURED/USED

WHY TECHNOLOGY

With a view to make the recruitment process tamperproof, fair and impartial, efforts have been made to identify areas of possible discrepancy and manual discretion so that technology can be introduced and systems are put in place to avoid any sort of tampering.

Previous recruitments showed that the following areas needed to be addressed and reinforced with technology.

- A. Height and weight measurement - an area which causes some discomfort in the candidates who doubt the veracity of the measurement on more occasions than one.
- B. One more area of possible discrepancy could be the 10/5 km race where if a candidate has to run 10,000 mts in a stadium he would have to run 25 laps of the 400 m track. As there will be many contestants running the race at one time (at least 50) and each of their speeds is likely to be different, the process of keeping track of their laps and timing will be nothing short of organizing an athletic meet, where despite the presence of expert technical officials, there are many protests and appeals regarding the counting of laps. Likewise if the event is to be organized on the road or on a loop, while the problem of counting laps is solved, a fresh challenge of ensuring that no candidate gets on to a vehicle in between or takes a short cut or exchanges places with his friends during the run looms large. In order to ensure that he keeps on track and actually runs the race himself on the prescribed route, in the prescribed time and make no mistakes in recording this information, technology can be introduced by way of a position logger either based on GPS or RFID technology.
- C. Manual maintenance of recruitment records has led to tampering at will. Many a time, even the sheer burden of documentation has led to inadvertent mistakes leading to the wrongful selection of some candidates and the rejection of meritorious candidates.

WHERE AND HOW TECHNOLOGY

I. PST

Height weight digital measurement equipment

It is proposed that we therefore introduce digital measurement devices as far as is possible where the candidate is able to read his measurement on a digital display monitor and the information is directly fed into the computer so as to effect a rejection or acceptance for the next level in the recruitment process

Brief System Description :

A metallic guide of 6feet in height will be provided for measuring height of the cadet. In addition a Load cell based platform weighing scale will be attached to the bottom of the metallic guide to measure the weight of the cadet. The height measurement system will be able to measure a height of measured set-point +/- 15 centimeter. For example if the measuring guide is set to a measured set-point of 168cm then the measuring slide will

be able to measure a height from (168cm – 15cm) to a maximum of (168cm + 15cm) with a least count of 5mm. The weighing scale will measure weight with a least count of 10Gms for a maximum weight of 100Kgs.

Now to get with the process of measurement the measuring guide is adjusted to a measured fixed point (i.e. 168cm) using a measuring tape. The measurement control unit & the Web cam are connected to the serial port (RS-232C), USB port of the computer and the measurement software is activated. On activation of the software using password the measured fixed point is entered as the reference point of measurement. The display reads a height of (measured fixed point – 15Cm) as the measuring slide is resting at its lowest point due to gravity. The details of the candidate are entered in another computer connected via LAN to this measurement computer. The candidate is called for measurement and he stands along the measuring guide on the platform weighing scale. The officer in charge adjusts the measuring slide and finally slides down till it hits the head. The computer automatically captures the height measurement, weight measurement and the still photograph of the candidate standing along the guide. Now the cadet goes to the report collection counter. A computer is connected to the same LAN network and it retrieves data for Reports to give a hard copy to the cadet.

II. PET

- a) Chip timing technology**
- b) CCTV**
- c) Biometric Devices**

PET – 10 KM RUN FOR MEN IN 60 MINUTES
5 KM RUN FOR WOMEN IN 35 MINUTES

a) Chip timing technology

In order to overcome the following:-

- **Skill Gap:** elaborate logistics have to be deployed in finding out suitable people to monitor, conduct and make success of the physical test at each location. It is expected at least 15-20 people have to be positioned at each location so as to conduct a physical test continuously for more than three months even if multiple locations are chosen. Moreover the manner of traditional testing where Stopwatches / rope methods are used are under control of the officials who are likely to make mistakes in the lap counting. To ensure the accuracy of each race backup is needed to verify whether the runner has completed the race within specified time or not.
- **Time Gap:** manpower without technology will take months on end to complete a cycle. This in turn will affect a) Cost of the project i.e., in terms of human resources, b) human resources and their logistics c) monitoring the whole event and maintaining grievance system at all levels of project implementation.
- **Reliability of the result:** The reliability of the timing of runner depends upon the official concentration of counting or marking runners 25 laps. And in current procedures, an official has to monitor 4 to 5 candidates where accuracy is not assured.

To avoid this, a technology called RFID (Radio Frequency Identification Device) is being highlighted. RFID is basically used at the following domains in India.

- ✓ Asset Tracking Environment
- ✓ Inventory & Warehouse Management

- ✓ Billing System, Certificate Management
- ✓ Timing Active Sports Events

How RFID works in above domains: Each object is attached with a chip/tag and the number of the chip/tag is assigned to the main system. The system then diagnoses/monitors a specified area every millisecond, thereby when the object with chip/tag moves into the area, the system will track the time of detecting the object and updates into the system. This technology is successful and is being used worldwide for various applications. RFID technology must be used based on the solution implementation.

What domain does PET belong to:

Timing runners for their 10k run is the goal of PET. Running 10k is a long distance run in a specified time and known as Active Sport event. Thus PET belongs to the domain "Active Sports Event". These kinds of events are organized popularly in the form of marathons in India. But timing these events using RFID based technology is done only in 10K run, Half Marathon & Full Marathon. Athletic Federation of India (AFI), Sports Authority of India (SAI) popularly monitors these events in getting results and accords approval of technology to be used during these events.

How the timing solution works.

- a) Chips are used to tie the leg of the runner to complete the physical test of each candidate. Before tying the chip the runner is registered into the system.
- b) Once the chip is tied the runner he/she will be said to run on the running track.
- c) At the start point an installed device will record the start time of the runner after crossing the start point and the start time will be updated to central server.
- d) Once the runner reaches the end point, an installed device at the end point will record the end time of the runner and the end time will be updated to central server.
- e) The application in server will calculate the net-time of the runner and a report containing list of runners who completed the race can be generated at any point of time.

ADVANTAGES OF USING the proposed Technology:

For the Police recruiting agency

- Fast and accurate results
- High level service by providing net times and splits for every individual participant
- Can obtain split time services.
- Free flowing finish line (no chutes, less building up and taking down material)
- Check points along the course

For Candidates / Runners:

- Fast and accurate results at each event
- Net times; we can register every individual start time, even when participants are at the back of the pack.
- Split times & lap times.
- Free flowing finish, no more restricted space at the finish

b) CCTV

To provide a video evidence of the event and participation of each candidate and extent of the same

c) Biometric devices

To overcome the problem of impersonation and duplication by candidates and to ensure that the candidate is the same through all the stages of the recruitment and does not exchange places with any other.

III. E-RECRUITMENT SOFTWARE APPLICATION

e-Recruitment Project Services

- Designing and printing of bilingual OMR application form, covers and instruction booklet.
- OMR scanning of application forms
- Designing and printing of Answer sheets.
- Provision of biometric solution to ensure that the same candidate appears at all stages of the recruitment process.
- Preparation of admit cards, admission cards, attendance sheets for gate attendance, reports for scrutiny, physical standards test, physical endurance/efficiency test, medical test, written exam
- Preparation of master result and miscellaneous report required for all stages in the recruitment procedure.
- Scrutiny of documents annexed with application form as per checklist.
- Dynamic query /dynamic report based system solution for generating reports as per requirement for statistical and analytical purposes for use by the First Party.
- Uploading of admit cards/admission cards/ attendance sheets on the website.
- Uploading of master list of candidates for final selection
- Logistics management of offline OMR applications as agreed in writing
- Provision of SMS based and helpline query system
- Third party coordination

2.4 SMS Query Response Center

- to receive queries and send replies to the applicants who need clarifications on the process. The Centre will be operated for forty five days with two staff members competent in handling queries Hindi and English. SMS Query System will be working through out the weekdays from 9:00 am to 6:00 pm, excluding national and festival holidays.

2.5 Technologies - for development of Application software, Recruitment website and scanning of records etc.

Software Development Technologies - Module wise

SL.No.	Name of Module	Description	Technology Agreed
1.	Recruitment Server(Central)	The process of Eligibility candidates, Non - eligibility candidates, admit card generation will be done by the recruitment server application.	Front-end: C#.Net 2008 Windows Application and Database: MS-SQL Server 2000 or above
2.	Client application (for use in Districts)	Integration with Bio-Metrics fingerprint device – First time stores fingerprint in database for further authentication. Capturing Physical measurements like height and weight, PET, and calling candidates for next level like Medical Test, etc.. Selection of eligible candidates to next level with bio-metric finger print verification. Distributing Software (Recruitment Client) to Districts and other bio-metric devices to each district. And conducting training to data entry operators	Front-end: C#.Net 2008 Windows Application and Database: MS-SQL Server 2000 or above.
3.	Web Application Module(Central)	The Web application with bi-lingual (Hindi and English) support with online Notifications, Online Application Form, Providing facility to access admit cards, results.etc for the candidates	Front-end: Asp.Net 2008, (C#) Database: MS-SQL Server 2000 or above
4.	Selection Engine(Central)	The final process of selection of candidates like taking the no of vacancies, vacancies calculation, process of selection, and the final selection reports	Front-end: C#.Net 2008 Windows Application Database: MS-SQL Server 2000 or above

The hardware requirement for the project is listed at Annexure titled Hardware requirement.

6.1. Deliverables

- a) Formation of a Recruitment Board in every organisation
- b) Amendment of existing Recruitment Rules to include systems furthering transparency, integrity and well defined procedures.
- c) Procurement of equipment and technology as mentioned above through modernisation grant to be sanctioned by the Centre.**
- d) Transparent Recruitment process in all recruitments in CPMFs and IR Battalions
- e) Pilot project in UP as a precursor to motivating all States to take up the Project TRP.
- f) Agenda to be included in the DGPs conference.

6.2. Stakeholders

- 1. Candidates
- 2. Community
- 3. R&D Technology
- 4. Police Dept.
- 5. Govt.

6.3. Related Projects

Project TRP is an independent project and can be adopted with immediate effect, Railway Recruitment Board, Karnataka, Andhra Pradesh and Delhi police have used technology in the past few years very successfully. However Project TRP has incorporated the best practices of all the precedents and added many features to evolve a foolproof system of recruitment.

6.4. Work Plan

Start with the CPMFs

- a) Set up Recruitment Boards (Sample – Formation of Board GO – sample attached as Annexure)
- b) Reframe Recruitment Rules with systems incorporated. (Sample – Recruitment Rules of Constable/HC attached as annexure)
- c) Procure equipment
- d) Outsource service

- e) Take policy decisions on gender balance and encourage states to improve the male female ratio in the police.
- f) Complete at least one recruitment cycle in every organisation and state with the newly proposed technology within the year. the GOI may finance the same through modernisation as this would definitely facilitate the states to adopt the same.

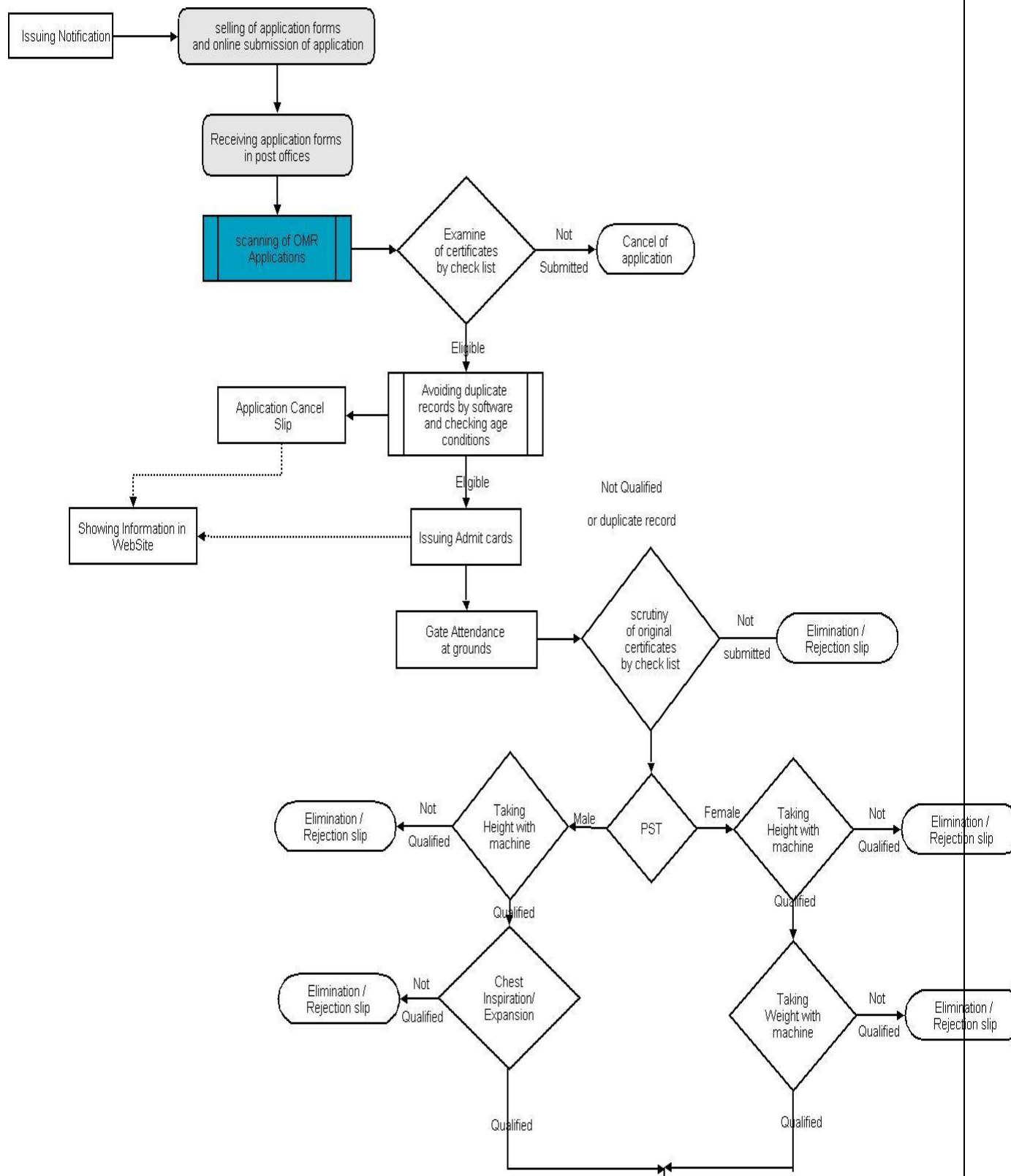
Extend to the States

- a) Sponsor a pilot project in UP
 - b) Take the idea to the states through the DGP/CS conference.
 - c) Sensitise the CMs through a letter from the PM.
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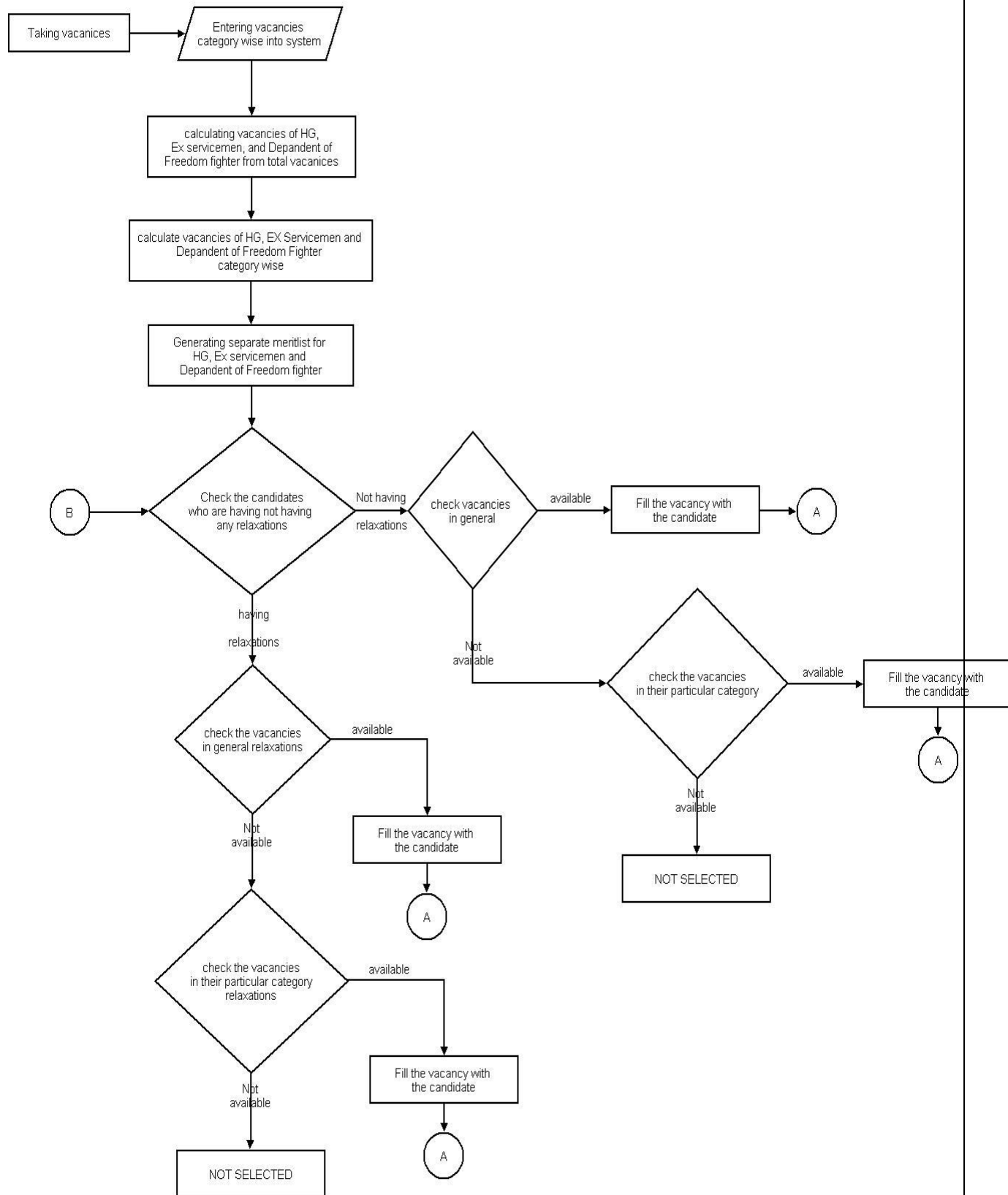
LIST OF ANNEXURES

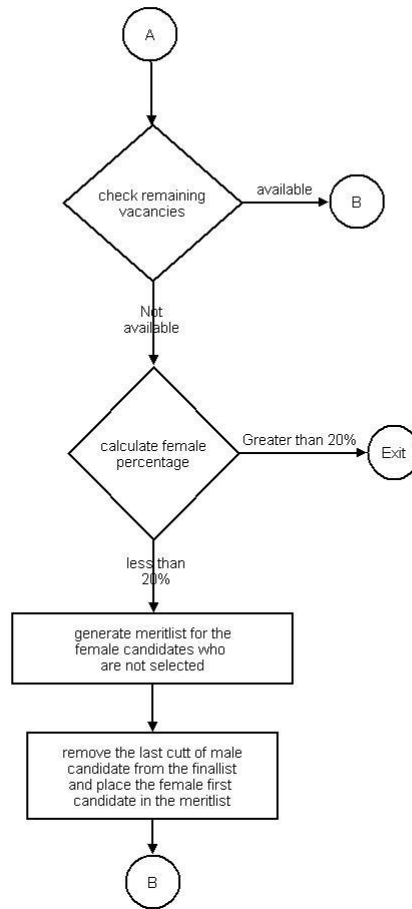
- 1. PROJECT OVERVIEW DIAGRAMS**
- 2. *HARDWARE REQUIREMENT***
- 3. *RECRUITMENT PROCESS MANUAL – SAMPLE SOP***
- 4. *RECRUITMENT RULES – CONSTABLE – UP***
- 5. *UP POLICE RECRUITMENT AND PROMOTION BOARD FORMATION GOVT. ORDER***
- 6. *SAMPLE TENDER FOR USE OF CHIP TIMING, CCTV AND BIOMETRICS IN PET***
- 7. *SOLUTION DOCUMENT FOR PET***
- 8. *SAMPLE TECHNICAL SPECIFICATIONS FOR HEIGHT WEIGHT MEASUREMENT.***

ANNEXURE 1 **PROJECT OVERVIEW DIAGRAM**

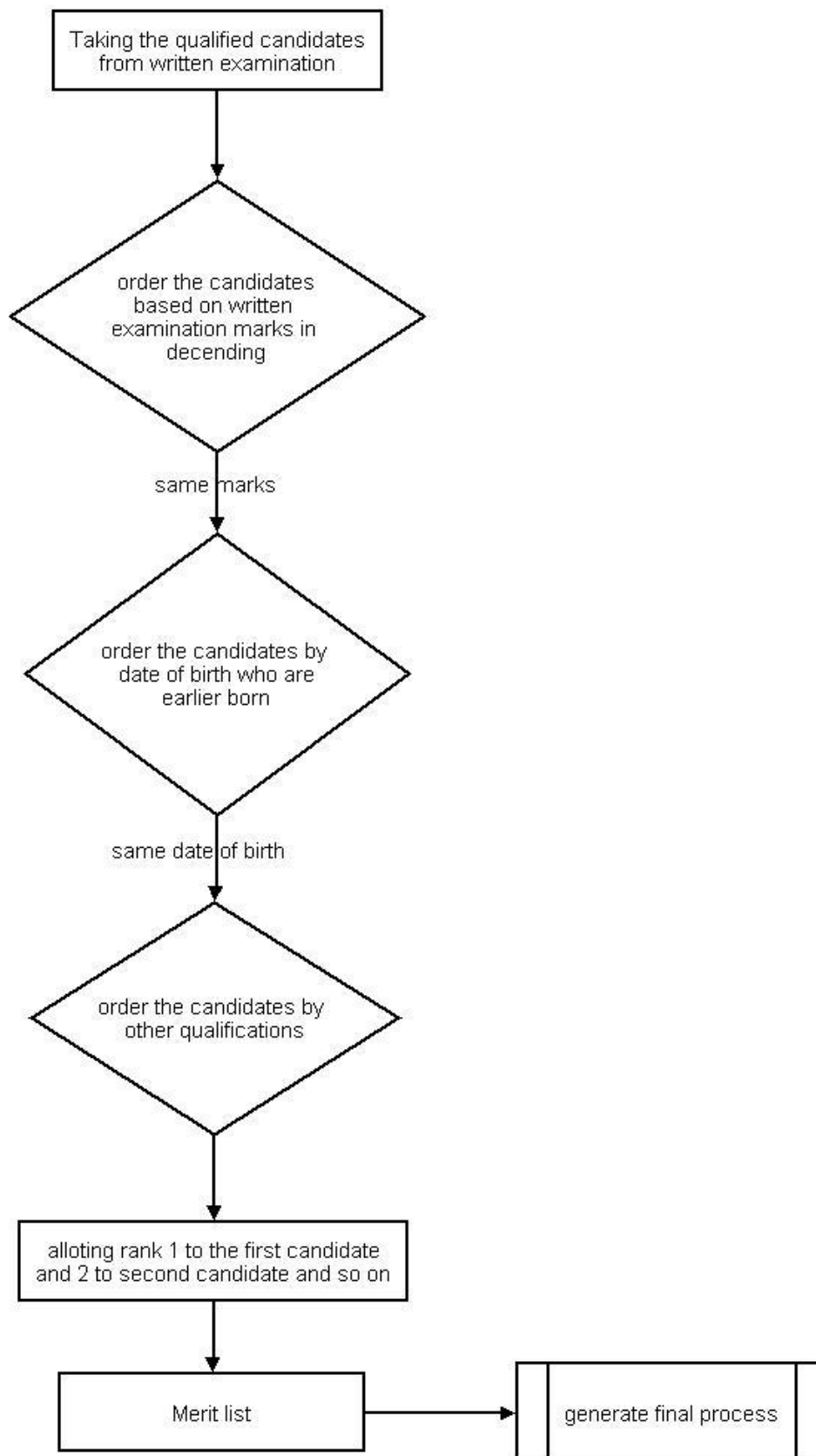


Generation of Final list





Generation of Meritlist



ANNEXURE 2

Hardware Requirement

Hardware details for web site hosting :

Sl No.	Server / System	Quantity	Rate
Hardware			
1.	Web Server Configuration : 1. Middle end server (HP Proliant 1500) 2. 8 GB Ram 3. 360 GB HD 4. CD Writer 5. Keyboard, mouse & Monitor	1	
2.	Database Server Configuration : 1. Middle end server (HP Proliant 1500) 2. 8 GB Ram 3. 360 GB HD 4. CD Writer 5. Keyboard, mouse & Monitor	1	
3.	Firewall	1	
4.	Inter leased line with public IP (min 2mbps)	1	
5.	Printer	2	
Software			
5.	Window 2003 server license (for web server and database server)	2	
6.	MS-SQL Server 2005 license	1	

Hard ware details for recruitment process and for scrutiny :

Sl No.	Server / System	Quantity	Rate
Hardware			
1.	Recruitment process Server Configuration : 1. Middle end server (HP Proliant 1500) 2. 4 GB Ram 3. 360 GB HD 4. CD Writer 5. Keyboard, mouse & Monitor	1	
2.	Development System Configuration : 1. Intel core 2 duo 2. 1.8 GHz 3. 2 GB Ram 4. 80 GB HD 5. CD Writer, 6. Keyboard, mouse & Monitor	2	
3.	Scrutiny, Scanning OMR Applications Configuration : 1. Intel core 2 duo 2. 1.8 GHz or Higher 3. 2 GB Ram 4. 80 GB HD 5. CD Writer,	4	

	6. Keyboard, mouse & Monitor		
Software			
1	Window 2003 server licensed (for web server and database server)	1	
2	Windows XP	6	
3	.Net 2008 Developer Studio	1	
4	MS-SQL Server 2005	1	
5.	Printers at UPPR&PB	2	

Hard ware details for field tests at district level for capturing height, weight and finger prints. (per each district) :

SI No.	Server	Quantity	Rate
Hardware			
1.	Server / Client Configuration : 1. Intel core 2 duo 2. 1.8 GHz or Higher 3. 2 GB Ram 4. 80 GB HD 5. CD Writer, 6. Keyboard, mouse & Monitor Note : Number of systems depends on how many Bio-metric device are required as well as depending how much distance the tests going to conduct.	1	
2.	Printers at Districts	1	
3.	Weight and Mass index machine at Districts Note : minimum	1	
Software			
1	Windows XP	1	
2	.Net Framework		
3	MS-SQL Server 2005 Note : Both systems connected with LAN, 1 MS-SQL Server is sufficient. if not 2 MS-SQL Server licenses are required.	1	

Hard ware details for written test for authenticate candidates by bio-metric device per each center.

SI No.	Server	Quantity	Rate
Hardware			
1.	System / Laptop Configuration : 1. Intel core 2 duo 2. 1.8 GHz or Higher 3. 2 GB Ram 4. 80 GB HD 5. CD Writer, 6. Keyboard, mouse & Monitor Note : The above system can be used those system used at ground tests.	1	
Software			
1	Windows XP	1	
2	.Net Framework		
3	MS-SQL Server 2005	1	

Summary (Minimum requirement)			
Sl No.	Servers / Systems	Quantity	Rate
Hardware			
1.	Server at UPPR&PB Configuration : 1. Middle end server (HP Proliant 1500) 2. 8 GB Ram 3. 360 GB HD 4. CD Writer 5. Keyboard, mouse & Monitor	3	
2.	Development System at UPPR&PB Configuration : 1. Intel core 2 duo 2. 1.8 GHz 3. 2 GB Ram 4. 80 GB HD 5. CD Writer, 6. Keyboard, mouse & Monitor	2	
3.	Firewall at UPPR&PB	1	
4.	Inter leased line with public IP (min 2mbps) at UPPR&PB	1	
5.	Printers at UPPR&PB	2	
6.	System / Laptop at Districts Configuration : 1. Intel core 2 duo 2. 1.8 GHz or Higher 3. 2 GB Ram 4. 80 GB HD 5. CD Writer, 6. Keyboard, mouse & Monitor	70	
7.	System / Laptop at Districts for written test Configuration : 1. Intel core 2 duo 2. 1.8 GHz or Higher 3. 2 GB Ram 4. 80 GB HD 5. CD Writer, 6. Keyboard, mouse & Monitor Note : The above system can be used those system used at ground tests.	17	
8.	Printers at Districts	70	
9.	Weight and Mass index machine at Districts Note : minimum	70	
Software			
1	Window 2003 server licensed (for web server and database server) at UPPR&PB	3	
2	Windows XP at UPPR&PB	6	
3	.Net 2008 Developer Studio at UPPR&PB	1	
4	MS-SQL Server 2005 at UPPR&PB	3	
5	Windows XP at Districts	70	
6	.Net Framework at Districts		
7	MS-SQL Server 2005 at Districts	70	

ANNEXURE 3

SAMPLE SOP

Recruitment Process Manual

UTTAR PRADESH POLICE RECRUITMENT AND PROMOTION BOARD

Index

1. Identification of Vacancies
2. Notification
3. Standard Application Form
4. Sale of Application Form
5. Collection of Filled Application Forms
6. Digitization of Application forms
7. Segregation of Eligible/In eligible Candidates
8. Fixing of Venues
9. Issuing of Admit Cards
10. Conduction of Events
 - 10.1 Scrutiny
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 - 10.4 Medical Test
11. Authentication of Candidates
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13. Final Selection
14. Interaction with prospective candidate (Help line).
15. eRecruitment Process in detail
16. Salient features of eRecruitment application
17. State diagram of eRecruitment process
18. Interaction with third party vendors.

1. Identification of Vacancies

The **UPPRPBoard** Identifies the Vacancies for categories like General, Other Backward Caste, Schedule Caste, Schedule Tribes, Relaxation, and various eligible conditions.

2. Notification

To fill up the vacancies **UPPRPBoard** issues an advertisement inviting applications from eligible candidates. For all the Categories, the government has clearly defined minimum educational qualification and specific eligibility criteria. The Government has given relaxations to the candidates belonging to Scheduled Castes, Scheduled Tribes and Other Backward Castes in case of Age, Physical Attributes for a particular post.

The applicants can claim more than one reservation such as Caste, Ex-servicemen, Home Guard etc. the **UPPRPBoard** will allot only one i.e. which ever is more benefited for the candidate.

In the selection process, all these reservations should be kept in mind and accordingly procedure has to be laid down in the Application as well as the Manual Process.

3. Standard Application Form

The Application form is designed as **OMR/ICR** Bi-lingual format, provision for both left and right thumb impressions, provision for affixing photograph and instruction booklet. The candidate can easily fill the OMR Application form by the reading the Instruction Booklet given to the candidate along with the Application Form. Along with the Application form, the candidate has to submit relevant certificates (Xerox copies) which are to be mentioned in the Check list by the candidate.

4. Sale of Application Form

The **UPPRPBoard** will sell the applications through post offices, wherein the candidate can buy the application, fill it up, submits the application in the same the post office and receives a acknowledgment there itself for the application he/she have the submitted.

5. Collection of Filled Application Forms

The Applications which are received by post offices will be sent to **UPPRPBoard**. A team deputed by UPPRPB will segregate the OMR application form and Check list with documents, Verifies the documents whether he/she has submitted or not with the check list and enters the same information into the eRecruitment Application.

6. Digitization of Application forms

The separated OMR Applications will be given for Data Extraction. The extracted data contains all the information of a particular candidate like Candidate Name, Fathers Name, Mothers Name, Date of Birth, Category, Domicile etc.

7. Segregation of Eligible/In eligible Candidates

eRecruitment Application takes care of the candidates who have submitted more than one application, those applications will be treated as duplicate records only the latest send application will be accepted and rest all applications will be rejected.

eRecruitment Application also takes care of the Extracted Data from OMR application form like, if the candidate is not between the age conditions give the **UPPRPBoard** in the notification, those candidates will be summarily rejected by the application.

8. Fixing of Venues

eRecruitment Application allocates the candidates to different district venues. The **UPPRPBoard** have decided to allot the candidates per venue per day per batch is 200 candidates only. Based on the above, the Venue allotment is District post office in which candidate has to submit the application form.

Home District

Near by district

Based on the order of Application the candidates will be allotted venues. At first the allotment will be done in the District post office in which the candidate has submitted the application. If there is no room for the candidate to conduct events he will be checked in his home district, if not to his near by district.

9. Issuing of Admit Cards

eRecruitment Application will generates Admit Cards for the Accepted Applications which contains information like Roll no, candidate name, Date of Birth, Venue Date, venue Time and Venue address.

These Admit Cards will be sent to each candidate, and the information of admit cards will be uploaded in the **UPPRPBoard's** Web site (www.Uppolrecpro.gov.in) The candidate has to affix his passport size photo on the Admit card and have to attend the venue with this admit card. If the candidate can also take the duplicate Admit card from the web site if he doesn't receive the admit card. And further he can also check the status of his application which he had submitted.

10. Conduct of Events

The candidate will come to venue with his admit card and his original certificates of which he has submitted Xerox copies with the application. The **Board** Member verifies the admission of the candidate and sends a note as **Reported** at Gate and candidate is sent for Scrutiny.

10.1 Scrutiny

A set of **UPPRPBoard** team will verifies all the original certificates of the candidate, eligible conditions for the post and based on all the conditions they will Accept or Reject the Candidate.

10.2 Physical Measurement Tests:

The Accepted Candidates in the Scrutiny will be formed like a batch. The events in the Physical Measurement Test are

Male : Height, Chest Inspiration, Chest Expansion.
Female : Height, Weight.

The height and Weight of the candidates will be captured by Height and Weight Machine and those values will be updated into eRecruitment Application. If the Candidate was not qualified in Height he will be rejected and further events will not be conducted for that candidate. The Application generates rejected slip for the candidate and will not accept any events in the Application.

Chest Inspiration, Expansion will be taken for the candidates who are qualified in the Height. The qualified candidates in the Physical Measurements will be conducted Physical Efficiency Test on a particular Day.

10.3 Physical Efficiency Test:

The Events in the Physical Efficiency Test are

Male : 10 Km Run in 60 minutes
Female : 05 Km Run in 35 minutes

This event will be conducted for the qualified candidates in the Physical Measurement Test.

Timing Registration Counters:

- 1.1.1. The list of candidates to be timed shall be given in an agreed database format by the First Party in advance to the agency and the agency shall record the verification of the candidate as per the candidate's details furnished provided by the First Party and register the candidate details for timing during his/her run.

1.1.2. Registration also includes recording the biometric fingerprint of the candidate and shall return all the recorded biometric fingerprints in a storage media (including backup) by the end of the day to the authorized First Party official present at that timing location.

Timing Equipment:

1.1.3. The Agency shall install, test and run the equipment at the mutually agreed location(s) and record time of all the runners participated.

1.1.4. The Agency shall depute its authorized representatives to all timing locations along with sufficient number of registration counters for verifying candidate details, obtain finger prints, as and when directed to do so by the First Party during the mutually agreed time schedule. For this purpose, advance intimation about the date and time and place of Physical Efficiency Test would be given by the UPPRPB to the Agency sufficiently in advance.

1.1.5. The Agency shall record start time, finish time and net time of all runners individually and produce to the UPPRPB in the form of soft copy (i.e. storage media including backup).

1.1.6. Recording timing of individual runner shall be taken based on RFID technology and furnish record to the UPPRPB.

1.1.7. The Agency shall take necessary precautions to maintain the confidentiality, secrecy of the timing records and the same shall be handed over to the authorized official of the UPPRPB present at the timing location.

1.1.8. Recording of the Start point and Finish point during the running of any candidate registered for timing at all locations shall be taken care by the agency using CCTV. Backup CCTV cameras shall be installed to have redundancy at each timing location.

1.1.9. The results of those who successfully completed the race within the stipulated time shall then be transferred to the software which

will then generate a daily list of successful candidates to participate in the medical examination. Those who do not finish as required are issued a rejection letter.

10.4 Medical Test:

Medical Test will be conducted for the Candidates who have qualified in the Physical Efficiency Test as per parameters laid down in the Medical Manual.

The Application Issues Admission Cards for the Candidates those who are Fit in the Medical Examination. The Admission Card Contains the following details like Candidate Name, Examination Center etc.,

11. Authentication of Candidates

After the Physical Measurement Test, the Application captures Qualified Candidates Finger Prints from bio-metric device. Before the Physical Efficiency Test the Application authenticates the candidates Finger Print, verified candidates will be allowed for Physical Efficiency Test. This process will also be done at the time of Medical Examination.

12. Conduct of Written Examination

Written Examination will be conducted for the candidates who are confirmed to as Fit in the medical test.

The written examination contains General Knowledge, Numerical and Mental Ability test, Aptitude test, Intelligence Quotient Test.

The candidate will fill the OMR Answer Sheet, and retain a carbonless copy of his solved answer paper. The answer key will be uploaded on the website within 2 hours of the examination so as to facilitate the candidates to assess their own performance.

The answer papers are scanned using OMR scanners by the outsourced Agency and the key is finally given to be fed into the database.

Based on the Key, marks will be extracted and stored in the Application.

13. Final Selection

Merit List for the Candidates will be generated by the Application for the qualified candidates in the Written Examination, based on the predetermined Reservation policy as per Rules. The Application then generates a final list.

14. Interaction with prospective candidates to address their queries is done through three modes

1. Help line
2. SMS Query based system

3. Website FAQs
4. Email

15. eRecruitment Process in detail

- Development of UPPSR&B Web Site.
- Extracting and validating OMR Application Form.
- Verifying and validating Check List.
- Allotment of Candidates to all District Venues
- Issuing Admit Cards/ Rejection Cards.
- Uploading Admit Cards Information into Web site.
- Provision for Candidate to take duplicate admit card from Website
- Segregation of all Districts Data and making them a CD with Recruitment Software.
- Providing Training Classes for the Data Entry Operators.
- Sending Data Entry Operators to all Districts with required Software.
- Integration of Bio – Metric Finger Capturing / Verifying Application.
- Accepting Candidate By Finger Print.
- Integration of Height and Weighing Machine.
- Day to Day Gate Attendance Reports.
- Blank Performa's Reports to note the Events details for UPPSR&B
- Entering the candidates Data into Application from filled Performa's with authorized signature.
- Provides a detail report after Data Entry for the use of cross checking for **UPPRPB**.
- Both **UPPRPB** and Data Entry Operator will sign on the detailed report.
- Reports for Qualified / Not Qualified Candidates.
- Reports for Fit / Unfit In medical.
- Allotting Examination Centers for candidates at Head Quarters.
- Generating Admission Cards for those who are Fit in Medical at Venues.
- Uploading Admission Cards information in Web Site.
- Candidate can check his Status in the Web Site.
- Aggregating all the Districts Data after finishing of Ground events.
- Segregating data for written Examination Centers.
- Verifying Candidates Finger Print in Examination Halls.
- Scanning of OMR Answers sheets.
- Evaluation of Marks for each candidate.
- Separating Qualified Candidates data in the written examination.
- Generating Merit List for the Qualified Candidates in Written Exam
- Generating Final List.
- Segregation of Final List District Wise.
- Uploading the Results in Web Site

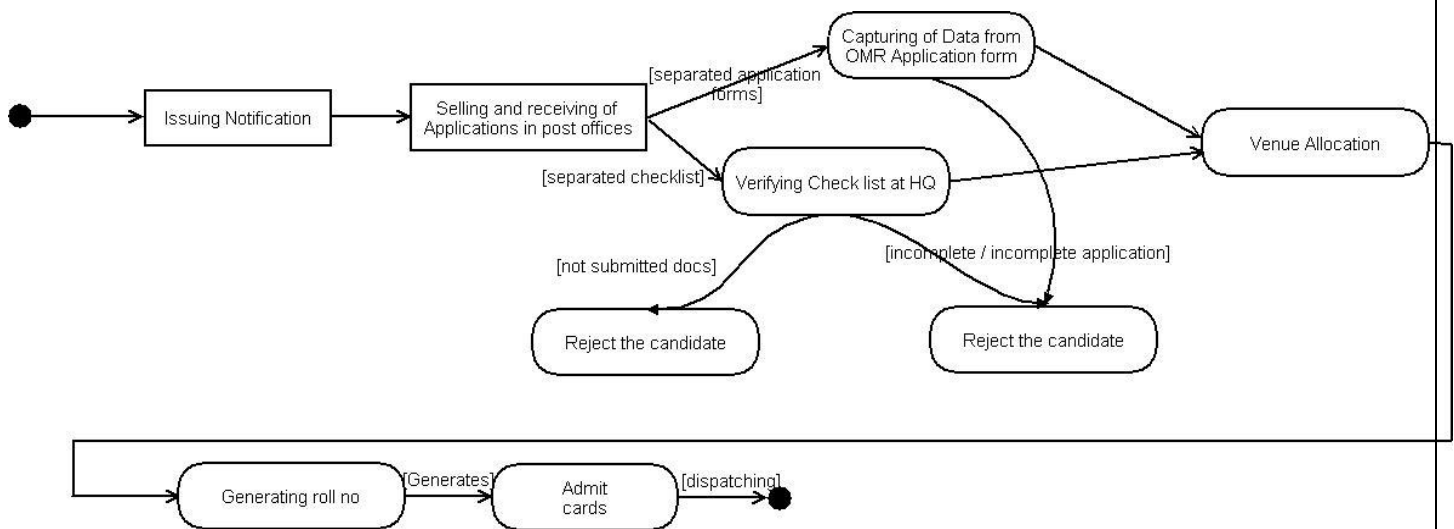
16. Salient futures of eRecruitment Application

- The roll number is generated automatically in desired manner
- Time stamp and end user name for every record is maintained which is helpful for auditing.
- Modification of already entered data is possible by the authorized user.

- Further data entry of marks in events can be restricted if the candidate is not qualified in any one of the events.
- Reports after each event are generated and therefore the number of candidates who passed through that event can be known.
- Interaction with third party vendors

17. State diagrams of eRecruitment process

Head Quarter Level



Venue Level

