

NCRA-TIFR

PROCEDURE FOR SELECTION OF SECURITY GUARD

1. Recruitment Norms:

1.1. Essential Qualification:

- Passed S.S.C OR Equivalent (Central/State Board Examinations)
- Firefighting Training First Aid Certificate/NCC certificate/ Civil Defence training/Home guard (This clause is not applicable to candidates from Defence /CAPF)
- Knowledge of use of personal computers and applications
- Essential Experience:
 - Minimum three years' experience in Defence/ CAPF/Security work in a reputed organization.

2. Physical Fitness:

- 2.1. Male - Height not less than 165cms; Chest 80-85 cm (Flat-expanded, min.5cm inflated); Weight: corresponding to height and age as per medical standard. Eyesight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.
- 2.2. Female - Height not less than 157cms; Chest [Not applicable]; Weight: corresponding to height and age as per medical standard. Eyesight: The minimum vision should be 6/6 and naked eye vision for both eyes should be 6/9, and colour recognition.

(Relaxation in Physical Fitness to members of some communities as per extant GOI rules. These include members from North-East).

3. Physical Efficiency Test:

- Running Fitness for **Male** candidates: 100 meters in 16 seconds and 1.6 km in 6 minutes and 30 seconds for running tests conducted on smooth and straight running tracks.
- Running fitness for **Ex-Servicemen, Military Service Personnel, CAPF and internal candidates above 35 years, Females:** 100 meters in 18 secs and 1.6 km in 8 minutes and 30 seconds for running tests conducted on smooth and straight running tracks.
- **Shot put (except females):** (7.26 kgs) 4.5 mts.
- **Chin ups (except females):** Up to 30 years: 08-09 numbers; 30-40 years: 05-06 numbers
- **Push-ups (except females):** 40-45 years: 16-17 numbers; Above 45 years: 12-13 numbers
- **Sit ups (except females):** Up to 30 years: 25 – 29 numbers; 30-40 years: 20-24 numbers; 40-45 years: 15-19 numbers; Above 45 years: 10-14 numbers.

SEQUENCE OF EVENTS

1. PHYSICAL EFFICIENCY TEST:

First the candidates will be lined up for providing them the number stickers (as per their application nos., with category) to be put/sticked on their shirts, so that it will be easy to identify them during various physical efficiency/fitness tests (for whole day).

Before the candidates take the physical efficiency test, an undertaking will be taken from them that they are willing to take the test and any incident related to their physical condition will be their responsibility. (An ambulance with medical officers will be available.

- i) The 100m track will be marked on the ground for this test. The candidates will be lined up for the test. A timer screen will be visibly placed at the end point of the plot. The selection committee will observe the candidates as per the timer i.e. 16 sec and mark the candidates as evaluated as

“Qualified/Not-qualified”. The committee will be record the status (qualify/not-qualify) in the candidates’ Record Sheet. The candidates shall ensure the number sticker present on their shirt until the completion of all the selection tests.

A separate run will be conducted for the regular candidates and Ex-Servicemen. Only qualified candidates in the test will be considered for the next round.

- ii) The qualified candidates (from above) will be taken for the 1.6km run after an appropriate interval. The 1.6km track will be plotted. Similar arrangements as above will be made e.g. timer etc. The committee will then record the outcome of the run/test (qualify/not-qualify) in the candidates’ Record Sheet. Only qualified candidates in the test will be considered for the next round.
- iii) Thereafter, all the qualified candidates will take for the Shotput, Chin Ups, Push Ups and Sit Ups tests. The selection committee members will mark the efficiency qualified OR non-qualified in the candidate’s Record Sheet.

2. DOCUMENT VERIFICATION:

The qualified candidates will be called for Document Verification. The documents of qualified candidates shall be verified as per the essential qualification and experience published in the advertisement. e.g. Matriculation certificate and mark sheet, various experience certificates and counting of the same up to the closing date of the application, relieving certificates in case of defence staff and/or NOC for all working staff in any of the Govt. (state/central), computer literacy certificate e.g. MSCIT/ computer literacy certificate course approved by appropriate govt. etc. Most essentially the Caste certificate and Non-creamy layer certificate for OBC and EWS certificate issued by appropriate authority.

The candidates should bring all the original documents and a photocopy/xerox set of all such related documents while appearing for the selection process. The candidates shall submit a self-certified/self-attested copy (xerox) of all relevant documents at this stage. The Selection committee will observe and guide the support staff.

3. PHYSICAL MEASUREMENT AND FITNESS:

After Document Verification of candidates, the Eye tests will be carried out (colour blindness, eye sight etc.) as published in the advertisement. This test will be carried out by an ophthalmologist. He will record the tests in the candidate’s Record Sheet. Those who fails in this test will not be qualified in the next round of selection.

The qualified candidates will be sent to next physical fitness tests: height, weight and Chest. The weight should be as per the corresponding height as per standards mentioned in the Annexure – I. Only those who meet the requirements as in physical fitness will qualify for the next round.

The candidates who qualify in all the Physical Fitness test will only be considered for the skill & written test. The physical fitness and efficiency test will be a qualifying in nature and the skill and written test carry 100 marks. The candidate scoring highest (as per merit) in the skill & written will be considered for the selection.

4. SKILL AND WRITTEN TEST:

The syllabus for the written test would be as follows: 100Marks; 3hr. duration;

All objective (MCQ’s). Syllabus: - General Awareness (president, prime minister, chief minister, state capital etc. like questions), Quantitative aptitude (up to level 7th std.), General

information about institutes/organization, Fire Extinguishers information, General Security Guidelines, Disaster Management general guidelines etc.

ADDITIONAL NOTES:

- a) Those who accompany the candidates will not attend the physical fitness and physical efficiency test. Separate arrangements away from the venue will be made for them to sit.

ANNEXURE – I

Height in Metre & (Feet/inches) cms	Men (In Kgs) / Lbs	Women (In Kgs) / Lbs
1.57 (5' 2") 157	56.3 to 60.3 / 124-133	53.1 to 56.7 / 117-125
1.60 (5' 3") 160	57.6 to 61.7 / 127-136	54.4 to 58.1 / 120-128
1.63 (5' 4") 163	58.9 to 63.5 / 130-140	56.3 to 59.9 / 124-132.
1.65 (5' 5") 165	60.8 to 65.3 / 134-144	57.6 to 61.2 / 127-135
1.68 (5' 6") 168	62.2 to 66.7 / 137-147	58.9 to 63.5 / 130-140
1.70 (5' 7") 170	64.0 to 68.5 / 141-151	60.8 to 65.3 / 134-144
1.73 (5' 8") 173	65.8 to 70.8 / 145-156	62.2 to 66.7 / 137-147
1.75 (5' 9") 175	67.6 to 72.6 / 149-160	64.0 to 68.5 / 141-151
1.78 (5' 10") 178	69.4 to 74.4 / 153-164	65.8 to 70.3 / 145-155
1.80 (5' 11") 180	71.2 to 76.2 / 157-168	67.1 to 71.7 / 148-158
1.83 (6' 0") 183	73.0 to 78.5 / 161-173	68.5 to 73.9 / 151-163
1.85 (6' 1") 185	75.3 to 80.7 / 166-178	---
1.88 (6' 2") 188	77.6 to 83.5 / 171-184	---
1.90 (6' 3") 190	79.8 to 85.7 / 176-189	---

Special Note:

Upto age of 30 Yrs.: 10% above standard is acceptable.

Between 30-35 yrs.: Standard is optimum weight.

Above 35 years.: 10% below standard is acceptable.

*As compiled by the LIC of India (BMI below 25) and accepted as standard weight chart all over India