



OFFICE OF THE  
THE INSPECTOR GENERAL OF POLICE  
KHYBER PAKHTUNKHWA  
Central Police Office, Peshawar

**STANDING ORDER NO. 24/2014**

**Addition to the List of Graded Professional Courses  
and Grading Self-Learning Skills**

This Standing Order is issued under Article 10(3) of Police Order 2002 in pursuance of the Police Policy Board decisions taken in its 8<sup>th</sup> and 13<sup>th</sup> meetings held on 18<sup>th</sup> April 2014 and 1<sup>st</sup> October 2014 respectively.

2. **Aim:-** According to Section 11 of Standing Order No. 14/2014, "a candidate shall be eligible to appear in B-1 Examination, subject to fulfilling other requirements, if he has earned minimum 6 marks, at any stage after recruitment, in the 'Graded Professional Courses' or any other course so determined by the Inspector General of Police. However, a candidate obtaining 4 marks in the 'Graded Professional Courses' or any other course so determined by the Inspector General of Police, shall be eligible to appear in B-1 Examination conducted during the year 2015". The "Professional Graded Courses" carrying marks are listed in Standing Order No. 02/2011.

It will however be difficult for Constables appearing in B-1 Examinations in the coming years to meet this eligibility criterion due to capacity constraints of training institutions. It is therefore essential not only to add capacity building training courses to the list of "Professional Graded Courses" but also to identify and grade such Police work related skills that the Constables can acquire on their own through self learning process or through formal training courses.

3. The following capacity building/training courses are added to the list of "Graded Professional Courses", carrying such marks as shown against each:

No.	Training Course	Duration	Marks
1	EOD Awareness Course	2 Weeks	1.5
2	Basic Tactics Elite Course	2 Weeks	1.5
3	Crime Scene Management Course	1 Week	1
4	Crowd Management Course	1 Week	1

3.1 These courses shall be arranged at Police Lines of the Regional Headquarters.

3.2 The DIG Training shall issue necessary SOPs for arranging these courses, identify trainers and issue rotation plans for the trainers to visit Regional Headquarters for conducting these courses.

**4. Self-Learning Skills:-** The following self-learning skills are added to the category of “Graded Courses/Skills” having marks as shown against each:

No.	Skills	Marks
1.	Computer Proficiency in MS Office	2
2.	Police Station Registers Maintenance	2
3.	Canine Handling	2
4.	Proficiency in Geo-tagging and use of Android	1
5.	BD Equipment Handling	1
6.	Martial Arts	1
7.	Swimming	1
8.	First Aid	1
9.	Safe Driving	1
10.	Map Reading	1

**4.1** Similar courses done or skills acquired in the category of the existing “Graded Professional Courses” shall be awarded marks as per the relevant Standing Order only, i.e. Standing Order No. 02/2011. Constables having the above skills shall not be awarded marks twice.

**4.2** Constables are at liberty to gain/acquire the above listed skills on their own from any source or through self-learning process. Police Department will however periodically arrange seminars, workshops and orientation sessions on the subject skills for the benefit of the constabulary.

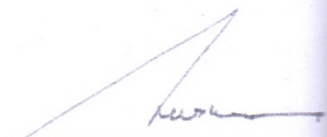
**4.3** Course certificates or diplomas of the self-learning skills are neither required nor acceptable for claiming marks under the category of self-learning skill. Marks shall be awarded only to those Constables who qualify **skills assessment examinations** to be conducted or approved by Police Department.

**4.4** A committee constituted by the Inspector General of Police shall award marks to Constables successfully qualifying the self-learning **skills assessment examinations**.

**4.5** The DIG Training shall design SOPs and formats of the examinations for the assessment of the skills listed in Section 4.

**5. Power to remove difficulties:-** If any difficulty arises in giving effect to this order, the Provincial Police Officer may by notification make such provisions as deemed appropriate.

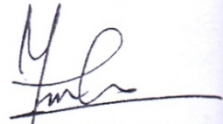
6. **Amendment:-** All previous Standing Orders on the subject, to the extent of the provisions of this order, shall stand amended.

  
(NASIR KHAN DURRANI)  
Provincial Police Officer  
Khyber Pakhtunkhwa  
Peshawar

**No:- 1669-1743/GB dated Peshawar the 17<sup>th</sup> November 2014**

Copy of the above is forwarded for information and necessary action to:

1. All Heads of Police Offices in Khyber Pakhtunkhwa;
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3. Registrar CPO.

  
(MUBARAK ZEB) PSP  
DIG Headquarters  
Khyber Pakhtunkhwa  
Peshawar



OFFICE OF THE  
THE INSPECTOR GENERAL OF POLICE  
KHYBER PAKHTUNKHWA  
Central Police Office, Peshawar

**STANDING ORDER NO. 25/2014**

**Officers Serving in KP Police on Deputation**

This Standing Order is issued under Article 10(3) of Police Order 2002 in pursuance of the Police Policy Board decision taken in its 13<sup>th</sup> meeting held on 1<sup>st</sup> October 2014.

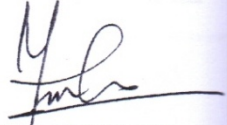
2. **Aim:-** It has been noted with concern that in some cases, officers of Motorways and Highways Police serving on deputation in KP Police Department have been posted in branches/units other than traffic. Similarly, in some cases, officers of other departments serving on deputation with Police Department request for permanent absorption in the Police Department. These practices need to be done away with.
3. Officers from other departments may be accepted in Police Department only on deputation basis, subject to rules.
4. Officers joining Police Department on deputation shall only be posted in the units/branches relevant with their specialization, skills and experience.
5. Officers of Motorway Police joining KP Police department on deputation shall only be posted in traffic branch, traffic training institutions or other traffic related units.
6. **Officers from other departments shall not be permanently absorbed or inducted on in KP Police Department, except through fresh recruitment in accordance with rules.**
7. **Power to remove difficulties:-** If any difficulty arises in giving effect to this order, the Provincial Police Officer may by notification make such provisions as deemed appropriate.
8. **Amendment:-** All previous Standing Orders on the subject, to the extent of the provisions of this order, shall stand amended.

(NASIR KHAN DURRANI)  
Provincial Police Officer  
Khyber Pakhtunkhwa  
Peshawar

**No:- 1744-1818/GB dated Peshawar the 24<sup>th</sup> November 2014**

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DIG Headquarters  
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OFFICE OF THE  
THE INSPECTOR GENERAL OF POLICE  
KHYBER PAKHTUNKHWA  
Central Police Office, Peshawar

**STANDING ORDER NO. 26/2014**

**Recruitment of Constables through NTS/ETEA and the Selection Process**

This Standing Order is issued under Article 10(3) of Police Order 2002 in pursuance of the Police Policy Board decision taken in its 6<sup>th</sup> meeting held on 20<sup>th</sup> February 2014 and in continuation of Standing Order No.16/2014 on the subject of External Examinations in Police.

2. **Aim:-** More than seventy percent of Khyber Pakhtunkhwa Police manpower consists of Constables and Head Constables. Most of them get promoted and work as upper subordinates whereas in due course some of them become gazetted officers. Therefore it is critically essential to recruit the best lot as Constables in accordance with merit and in a manner that is fair, transparent and verifiable. This Standing Order aims to ensure such recruitment.

3. **Recruitment Process:-** The process for the recruitment of Constables in the Police Department shall include the following components:

- a) Advertisement of Vacancies;
- b) Physical Measurement Test;
- c) Physical Endurance Test;
- d) Written Test;
- e) Psychological Assessment or Emotional Intelligence Test;
- f) Enrollment.

3.1 There shall be no graded interview of the candidates. Instead, the candidates who qualify physical and written tests shall undergo a psychological assessment test or emotional Intelligence for determining their suitability for Police service.

4. **Recruitment Exams/Tests through NTS/ETEA:-** To achieve these aims, the services of reputable testing agencies like National Testing Service (NTS) and/or Education Testing and Evaluation Agency (ETEA) will be utilized for conducting physical measurement test, physical endurance test and written test. The Central Police Office shall enter into agreement with NTS and/or ETEA and sign Memoranda of Understanding (MOUs) for utilizing their services. A specimen Memorandum of Understanding (MOU) is attached herewith as Annexure-I for guidance.

5. **Advertisement of Vacancies:-** Police Department shall advertise the available vacancies of Constables through leading national dailies and through the Internet not later than 15<sup>th</sup> February every year. The advertisement shall spell out the eligibility criteria and the terms and conditions of recruitment, including specifying the testing agency (NTS/ETEA) and test venues. Eligible candidates shall submit their applications directly to the testing agency within 15 days of the date of advertisement.

5.1 Eligibility of candidates for recruitment as constable shall be as under:-

- a) Qualification: Matriculation
- b) Age: 18-25 years
- c) District: District of Domicile
- d) Minimum Height: **Male:** 5 Ft & 7 Inches and **Female:** 5 Ft & 1 Inch
- e) Minimum Chest: **Male only:** 33 x 34 ½ Inches

5.2 **Relaxation in age limit, condonation in physical measurement or quota allotted to certain categories of candidates shall apply in accordance with rules/approved policy.**

5.3 Permanent address given in the CNIC of a candidate may be accepted as proof of domicile at the application stage. Production of proper domicile shall however be necessary before enrollment.

5.4 The upper age limit of a candidate shall be calculated from the 31<sup>st</sup> day of December of the preceding year.

6. **NTS/EATEA Services:-** The services of NTS/EATEA shall be utilized for the conduct of the following components of the recruitment process:

- a) Physical Measurement Test;
- b) Physical Endurance Test;
- c) Written Test.

7. **Physical Measurement and Physical Endurance Tests:-** Physical measurement and physical endurance tests of the eligible candidates shall be conducted through NTS/EATEA in accordance with the approved criteria. NTS/EATEA shall hire the services of qualified experts having experience in the relevant field for conducting the physical measurement and physical endurance tests.

7.1 **Physical Endurance Test:-** The candidates who meet the requisite physical measurement standards shall complete one-mile running as per the following details:

- a) **Male candidate:** 1 mile run in 7 minutes;
- b) **Female candidate:** 1 kilometer run in 7 minutes.

7.2 In order to ensure the selection of physically fit candidates in a transparent manner, physical measurement and physical endurance test shall be conducted in open grounds having proper facilities.

8. **Written test:-** Candidates who qualify physical measurement and physical endurance test shall undergo written test. The testing agency shall arrange sufficient and appropriate test venues in consultation with the Police Department.

8.1 The syllabus for the written test, largely based on the standard of Matriculation, shall be provided by Police Department. Written test shall be taken in the following subjects with the marks as shown against each.

- |   |           |
|---|-----------|
| a) English Comprehension:                     | 30% Marks |
| b) Urdu Comprehension:                        | 25% Marks |
| c) Islamiyat:                                 | 20% Marks |
| d) General Knowledge (Including Pak Studies): | 25% Marks |

**8.2** The minimum qualifying marks in the written test shall be 50 percent of the total.

**8.3 Additional Qualifications Marks:-** Additional qualifications marks, not exceeding 5 marks in any case, shall be added to the marks obtained in the written test as per the following criteria:

- |                              |         |
|------------------------------|---------|
| a) Intermediate Certificate: | 2 Marks |
| b) Bachelor Degree:          | 2 Marks |
| c) Master Degree or above:   | 1 Mark  |

**8.4 Additional Marks for Special Police Officers:-** Any candidate who has completed three years satisfactory service as a Special Police Officer (SPO), so certified by the concerned Head of District Police, shall be entitled for additional three marks to be added to his marks in the written test and additional qualifications marks, if any.

**8.5 Merit Lists:-** NTS/E TEA shall prepare District-wise as well as category-wise (Police sons, females, minorities, etc.) merit lists and announce the results of the entire selection process within 48 hours of the written test.

**8.6 NTS/E TEA shall furnish to the Police Department all records of the entire selection process.**

**8.7 Validity of Merit Lists:-** Merit lists shall be valid till 31<sup>st</sup> day of December of the year of recruitment.

**8.8** Merit list and waiting lists, if any, shall be displayed on notice boards in the concerned Police Lines and in the offices of the District Heads of Police. The same shall also be placed on the Internet through the websites of the testing agency and the Police Department.

**9. Psychological Assessment or Emotional Intelligence Test:-** The candidates who qualify written test shall undergo a psychological assessment or emotional intelligence test. Panels of experts, preferably constituted at the District level, to be so notified by the Inspector General of Police will conduct the psychological assessment test. Each panel shall consist of at least three persons including the Deputy Inspector General of Police of the Region as its Chairman, the District Police Officer concerned (SSP Operations in case of Peshawar) and one recognized and reputable psychologist/ expert.

**9.1** The psychological assessment or emotional intelligence test shall be conducted for assessing the suitability of candidates for Police service. Candidates who are assessed as mentally unstable or having criminal/extremist tendencies shall be recommended for disqualification.



**9.2 Authentication of Physical Measurement:-** The physical measurement of candidates appearing in the psychological assessment test shall also be re-checked and verified by the Panel mentioned in Section 9. Candidates found deficient in physical measurement shall be recommended for disqualification. Such cases shall be referred to the Physical Measurement Review Board mentioned in Section 12 below.

**10. Psychological Assessment Review Board:-** Cases of the candidates who are recommended for disqualification on the basis of the psychological assessment test shall be referred for final assessment to the Psychological Assessment Review Board at the CPO.

**11.** The Psychological Assessment Review Board shall consist of such members as may be determined by the Inspector General of Police, and may preferably include two to three psychologists/experts having service experience in the ISSB.

**11.1 Those candidates who are declared unsuitable for Police service by the Psychological Assessment Review Board shall stand disqualified for recruitment. The decision of the Board shall be final.**

**12. Physical Measurement Review Board:-** Cases of candidates who are recommended for disqualification by the Panel mentioned to Section 9 above on the basis of deficient physical measurements, shall be referred to the Physical Measurement Review Board at the CPO for review. Except in cases of visible variation in the chest measurement found by the panel, which shall be reviewed by the Board, the measurements carried out by the testing agency shall stand valid.

**12.1** In case of difference of opinion between the Panel and the Review Board regarding the chest measurement of a candidate, the decision of the Review Board shall stand final, subject to the general guidelines issued by the Inspector General of Police.

**12.2** The Physical Assessment Review Board shall consist of such members as may be determined by the Inspector General of Police and may include senior Police officers as well as serving or retired army officers, having experience in the relevant field, as coopted members.

**13. Enrollment:-** The concerned Head of District Police shall enroll, strictly in accordance with the order of merit of NTS/ETEA written test, those candidates against the available vacancies who have qualified all stages of recruitment, subject to security clearance through Special Branch and medical examination.

**13.1** Successful candidates shall be enrolled in their Districts of Domicile only.

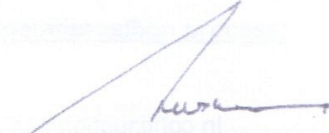
**13.2** Those successful candidates who are left out of enrollment due to filling of available vacancies shall be placed on waiting lists till the 31<sup>st</sup> day of December of the year of recruitment and shall be enrolled in accordance with the order of merit as and when vacancies occur in the respective Districts subsequently.

**13.3** The merit lists or waiting lists, if any, shall not be valid for the next year.

13.4 Ten percent quota shall be reserved for the Police employees' sons/daughters who fulfill all the requirements as set for the general candidates. Females and minorities will also be given due share as per the government policy.

14. **Power to remove difficulties:-** If any difficulty arises in giving effect to this order, the Provincial Police Officer may by notification make such provisions as deemed appropriate.

15. **Amendment:-** All previous Standing Orders on the subject, to the extent of the provisions of this order, shall stand amended.




(NASIR KHAN DURRANI)  
Provincial Police Officer  
Khyber Pakhtunkhwa  
Peshawar

**No:- 1819-1889/GB dated Peshawar the 28<sup>th</sup> November 2014**

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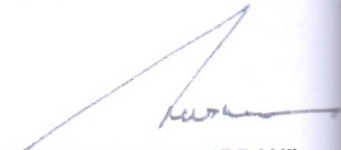
**Amendment - I in Standing Order No. 26/2014**

**Recruitment of Constables through NTS/E TEA and the Selection Process.**

In continuation of this office Endst No.1819-1889/GC, dated 28-11-2014.

The following modification in Para-8.2 of the Standing Order No.26/2014 is to be read as-


Minimum qualifying marks in the written test for recruitment of general constables will be 40% of the total whereas 50% qualifying marks of the total in written test will be required for recruitment against specialized seats i.e Driver Constables).

  
(NASIR KHAN DURRANI)  
Provincial Police Officer  
Khyber Pakhtunkhwa  
Peshawar

**No:- 01-73/GB, dated Peshawar the 11<sup>th</sup> January 2016**

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(MUHAMMAD ALAM SHINWARI) PSP  
DIG Headquarters  
Khyber Pakhtunkhwa  
Peshawar



OFFICE OF THE  
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KHYBER PAKHTUNKHWA  
Central Police Office, Peshawar

**Amendment - II in Standing Order No. 26/2016**

**Recruitment of constables through NTS/ETEA and the selection process.**

In Continuation of this office Endst: No. 1819-1889/GC, dated 28-11-2014.

In pursuance of the decision taken in the 20th Police Policy Board meeting held on 15th December 2015, the following addition is made in Para 13-4 of the Standing Order No. 26/2014 which shall be read as follows:-

“Ten percent quota shall be reserved for police employee Sons/ Daughters who fulfil all the requirements as set for the general candidates provided that out of this Ten percent quota, 02% will be exclusively reserved for the Sons/ Daughters of police employees who died natural death during service, besides such candidates can also apply against the remaining 08 % quota as well.”

(NASIR KHAN DURRANI)  
Provincial Police Officer  
Khyber Pakhtunkhwa  
Peshawar

**No:- 301-375/GB, dated Peshawar the 3<sup>rd</sup> February 2016**

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(MUHAMMAD ALAM SHINWARI) PSP  
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Khyber Pakhtunkhwa  
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