

SYLLABUS

Basic Training of CT/Tradesman

(CT-Cook, Water Carrier, Barber, Safai-Karmchari, Tailor, Mochi, Carpenter, Washer man, Daftari, Peon, Band) & (Hospital-Cook, Safai-Karmchari, Wardboy, Wardgirl, Masalchi, Table Boy)

BLOCK TIME TABLE OF RT/TRADESMEN (16 WEEKS)

TRAINING TO BE IMPARTED IN 02 PARTS

PART-I (04 WEEKS COMBATIONISATION TRG) &
PART-II (12 WEEKS ON JOB TRADE TRG.)

PART-I

04 WEEKS COMATISATION TRG.

1. Duration of training	:	04 Weeks
2. Campus training	:	21 Days
3. Jungle camp training	:	03 Days
4. Periods in day	:	09 Periods
5. Working days in a week	:	06 Days
6. Total working periods	:	
(a) Duration campus training (21x9)	:	189 Periods
(b) Duration jungle camp training day period(09x3)	:	27 Periods
(c) Night periods (Include campus & Jungle Camp)	:	17Periods
7. Total number of periods for training (189+27+17)	:	233Periods

BLOCK SYLLABUS

Sl. No.	Code	Subject	Periods		
			Day	Night	Total
1	ENDURANCE:-				
	Physical Training				
A	EP	Physical Training	30	--	30
B	EP	BPET	02	--	04
C	EP	Route March	04	--	04
	Total		36	--	36
2	SKILL				
A	FD	Foot Drill	20	--	20
B	AD	Arms Drill	14	--	14
C	SW	Weapon Training	33	07	40
D	SEQ	Special Equipment	03	02	05
E	TS	Tear Smoke & Riot Drill	03	--	03
	Total		73	09	82
F	Operational				
(a)	FC	Field Craft	05	01	06
(b)	BC	Battle Craft	05	-	05
(c)	FE	Field Engineering	03	-	03
(d)	MR	Map reading	04	02	06
(e)	EX	Explosive/IED	03	--	03
(f)	SJC	Jungle camp (Outdoor Exercise)	27	05	32
	Total		47	08	55
3	KNOWLEDGE				
(A)	KIS	Internal Security problem	02	--	02
(B)	KVS	VIP Security & Convoy Protection	02	--	02
(C)	KGS	Guarding & security of vital installation	02	--	02
(D)	KINT	Intelligence & Interrogation	02	--	02
(E)	KL	CRPF Act, Rules & Law	08	--	08
	Total		16	-	16

4	MISCELLANEOUS				
A	MIS	CRPF & Cyber Security	02	--	02
B	MIS	Rescue & Relief Operation	01	--	01
C	MIS	Human Rights	01	-	01
D	MIS	Fire Fighting	01	--	01
E	MIS	Wireless Communication	02	--	02
F	MIS	First Aid	02	--	02
G	MIS	Hygiene and sanitation	01	-	01
H	MIS	Purpose of Life and Profession	01	--	01
I	MIS	History of India's borders	01	-	01
J	MIS	Others			
K	MIS	Opening & Closing	02	-	02
		Total	14	--	14
5	FIRING ASSESSMENT				
(i)	FR	5.56 Insas Rifle (Long)	05	--	05
(ii)	FR	AK 47 Assault Rifle	05	--	05
(iii)	FR	5.56 MM LMG	04	--	04
		Total	14	--	14
6	TESTS & EXAM				
1		Indoor Final Test	07	--	07
2		Outdoor Final Test	09	--	09
		Total	16	--	16
Grand Total (A+B+C+D+E+F+G)With Three daysJungle Camp			216	17	233

DETAILED SYLLABUS OF CT/TRADESMAN COURSE

SL NO.	SUBJECT	PERIOD					
		Code	L	D	P	N	Total
1. ENDURANCE:- (36 PERIODS)							
(A) PHYSICAL TRAINING							
i)	Physical Training ke sidhant or PT equipment se parichay or unka prayog	EP-1-8	1	-	07	-	08
ii)	TS TC-1	EP-9-19	-	1	10	-	11
iii)	TS TC -2	EP-20-30	-	1	10	-	11
Total		-	1	2	27	-	30
(B) BATTLE PHYSICAL EFFICIENCY TEST							
(i)	BPET (02 mile run, 9' ditch, 200 yards fire-men lift & vertical/horizontal rope	EP 31-32	-	-	02	-	02
Total		-	-	-	02	-	02
(D) ROUTE MARCH							
(i)	Route march 05 KMS with FSMO including 10 kg weight	EP 33-34	-	-	02	-	02
(ii)	Route march 10 KMS with FSMO including 10 kg weight	EP 35-36	-	-	02	-	02
Total		-	-	-	04	-	04
(2) SKILLS:- (TOTAL-82 PERIODS)							
(A) FOOT DRILL (IP should be done in OTW)							
(i)	Uniform ka pahanna, Sawadhan & Vishram	FD-1-2	-	1	01	-	02
(ii)	Khade-khade dahine, baye murna aur Salyut karna	FD-3-6	1	1	02	-	04
(iii)	Line aur file ke bare me jankari, Sqd banana aur tej chal	FD-07-12	-	1	05	-	06
(iv)	Tejchal me dahine bayeka Salyut or parta ke sath salyut	FD-13-17	-	1	04	-	05
(v)	Khade khade disha badalna, tej chal se dheere chal or tej chal	FD-18-20	-	1	02	-	03
Total		-	01	05	14	-	20
(B) ARMS DRILL							
i)	Rifle ke sath Sawadhan, Vishram or tej chal	AD-1-6	1	1	4	-	6
ii)	Rifle ke sath vibhin prakarke drill (sahar-shastra, salami shastra, bagal-shastra etc.)	AD-7-10	-	1	3	-	4
iii)	Rifle ke sath Salyut, Tejchal se dahine bayeka Salyut aur arms drill practice	AD-11-14	1	1	2	-	4
Total		-	2	3	09	-	14
(C) WEAPONS TRAINING- 40 PERIODS (Extra practices should be given in OTW)							
(a) 5.56 MM INSAS RIFLE							
i)	Introduction of 5.56 MM Insas rifle, kholna, jorna or safai karna	SW-1-3	-	1	2	-	3
ii)	5.56 MM Insas rifle ka handling	SW-4-5	-	-	2	-	2
iii)	5.56 MM Insas rifle se shist lena or fire karna.	SW-6	-	-	1	-	1
iv)	5.56 MM Insas rifle kechal, padane wali roken or unhe door karna	SW-7-11	1	1	2	1	5
v)	5.56 MM Insas rifle ka zeroing (mechanical & actual) ka tarika.	SW-12	-	-	1	-	1
TOTAL		-	1	2	08	1	12
(b) 5.56 MM INSAS LMG							
i)	5.56 MM Insas LMG se waqfiat kholna, jorna or safai karna.	SW-13-14	-	-	2	-	2
ii)	5.56 MM Insas LMG ke Magazine ka bharna, LMG ka bharna, sight lagana, shist, pakar or fire karna.	SW-15-18	-	1	2	1	4
iii)	5.56 MM Insas LMG ki chal	SW-19-20	-	1	1	-	2
iv)	5.56 MM Insas LMG ki roken wa foriilaj	SW-21-22	-	-	1	1	2
TOTAL		-	-	2	6	2	10

(c) AK-47/AKM RIFLE							
i)	Ak-47/AKM assault rifle ki jankari, kholna, jorna or safai karna	SW-23-24	-	-	2	-	2
ii)	Ak-47/AKM assault rifle ki shist aur fire.	SW-25-26	-	-	1	1	2
iii)	Ak-47/AKM assault rifle Ki Chal or roken	SW-27-28	-	1	1	-	2
iv)	Ak-47/AKM assault rifle se hatkar shist lena	SW-29-30	-	-	1	1	2
TOTAL		-	-	1	5	2	8

(d) NO 36 HE GRENADE							
i)	No 36 HE grenade ki vishestayen or istemal ke liye taiyar karna	SW-31-32	-	1	1	-	2
ii)	No 36 HE grenade ko phenkne ke sidhant aur lobbing karna, Grenade ko prime karna	SW-33-34	1	-	1	-	2
TOTAL		-	1	1	2	-	4

(e) 51 MM MORTAR							
i)	Bambon ke pehchan visheshtayen chal or pack karna	SW-35-37	-	1	1	1	3
ii)	Bambon ko taiyar karna, bharna, lay angle hasil karna, direct wa indirect fire karna or khali karna	SW-38-40	-	1	1	1	3
Total		-	-	2	2	2	6

Note:- During weapon training (Musketry) fundamentals of accurate firing should be followed

(D) SPECIAL EQUIPMENTS							
i)	Introduction with special equipments	SEQ-1-5	-	1	2	2	5
Total		-	-	1	2	2	5

(E) TEAR SMOKE & RIOT DRILL							
i)	Tear Smoke Gas Ki aam jankari, gas munition ke prakar unke range aur upyog	TS-1	1	-	-	-	1
ii)	Respirator ki aam jankari aur prayog, Gas gun, MSL ka upyog	TS-2	-	-	1	-	1
iii)	T.S.Gas ka istemal karte samay karo-Mat karo tatha T.S.Gas ka storage.	TS-3	-	-	1	-	1
Total		-	1	-	2	-	3

(F) OPERATIONAL (55 Periods)							
(a) FIELD CRAFT							
i)	Ground ki bant or Dekh-Bhal & Range Card Banana	FC-1	1	-	-	-	1
ii)	Target ka bayan aur pahchan	FC-2-3	1	-	1	-	2
iii)	Fire Control Order & Fire discipline	FC-4	1	-	-	-	1
iv)	Listening Drill	FC-5	-	-	-	1	1
v)	Stalking, camouflage & Concealment	FC-6	-	-	1	-	1
Total		-	3	-	2	1	6
(b) BATTLE CRAFT							
i)	Use of Correct field signal	BC-1-2	1	-	1	-	2
ii)	Section formation & Section Battle Drill	BC-3	-	1	-	-	1
iii)	Platoon formation & Platoon Battle Drill	BC-4-5	-	1	1	-	2
Total		-	1	2	2	-	5
(c) FIELD ENGINEERING							
i)	Fire trenches, weapon pits, bunkers and Command post	FE-1	-	1	-	-	1
ii)	Wire Obstacles ki aam jankari tatha concertina coil lagane ke tarike	FE-1-1/2	-	1/2	-	-	1/2
iii)	Vhibhinna awaron ke anusar tent lagan ke prakar	FE-1 1/2-2	-	1/2	-	-	1/2
iv)	Road block, booby traps	FE-3	-	1	-	-	1
Total		-	-	3	-	-	3

(d) MAP- READING								
i)	Map reading ka mahatva , aam jankari or paribhashaein, Rudi Chinh aur Military symbol	MR-1	1	-	-	-	1	
ii)	Map ko set karna aur service protector ka istemal	MR-2	1	-	-	-	1	
iii)	Compass kijankari, istemal or compass ki madad se map ko set karna	MR-3	1	-	-	-	1	
iv)	North ko malum karne ke tarike aur card banana	MR-4-5	1	-	-	1	2	
v)	Point to Point exercise	MR-6	-	-	-	1	1	
	Total	-	4	-	-	2	6	
(e) EXPLOSIVE/ IED								
i)	Various types of switches, mines, trip flare, fuses etc.	FE-1	1	-	-	-	1	
ii)	IED's and its components, various types of mechanism, characteristics and their working principles (Class to be taken in the IED lab)	FE-2	1	-	-	-	1	
iii)	DO's and Don'ts of IED's Handling or Trip flare and various types of demolition charges	FE-3	1	-	-	-	1	
	Total		3	-	-	-	3	
(f)	Jungle camp (Outdoor Exercise)	SJC		27			5	32
3. KNOWLEDGE:- (16 PERIODS)								
(A) INTERNAL SECURITY PROBLEMS								
i)	Badalte paridrashya me antrik surkshaki chunotiya (J & K, LWE & NE)	KIS-1	1	-	-	-	1	
ii)	Do's and Don'ts for law enforcement agencies while conducting Ops against insurgent LWE area.	KIS-2	1	-	-	-	1	
	Total	-	2	-	-	-	2	
(B) VIP SECURITY & CONVOY PROTECTION								
i)	VIP security ki sankshipt jankari or Escorting of VIP by road	KVC-1	1	-	-	-	1	
ii)	Convoy protection	KVC-2	1	-	-	-	1	
	TOTAL	-	2	-	-	-	2	
(C) GUARDING & SECURITY OF VITAL INSTALLATION								
i)	Vital installation ki aam jankari tatha unka rastriya mahtawa	KGS-1	1	-	-	-	1	
ii)	Vital installation ki CRPF ke dwara surksha (Air port, Rail Jail wa Bhawan)	KGS-2	1	-	-	-	1	
	TOTAL	-	2	-	-	-	2	
(D) INTELLIGENCE AND INTERROGATION								
i)	Organization, duties of intelligence cell. Structure and principles of intelligence	KINT-1	1	-	-	-	1	
ii)	Aasuchana prapat karne ki vibhinn tarike	KINT-2	1	-	-	-	1	
	TOTAL	-	2	-	-	-	2	
(E) CRPF ACT,RULE& LAW								
i)	CRPF act 1949 (Sec 1,2,3,4,5,6,7,8,9,10, 11,12, 13,14,15,16,17)	KL-1-2	2	-	-	-	2	
ii)	CRPF Rule 1955 (1, 4, 4A with latest amendments) 8,9,15,16,17,17A, 27A & B, 28, 29, 30, 31, 32, 33,53, 88, 89, 90, 91, 92, with recommendation of 7 th pay commission.	KL-3-4	2	-	-	-	2	
iii)	Armed force Special power act ki sanshipt jankari (AFSPA)	KL-5	1	-	-	-	1	
iv)	IPC-right of private defense (sec 96 to 100, 101 to 106)	KL-6	1	-	-	-	1	
v)	CrPC- dispersal of un law full assembly and protection against prosecution (Sec 129 to 132)	KL-7	1	-	-	-	1	
vi)	Indian Constitution ke bare me aam jankari, prastawana or fundamental rights evam duties	KL-8	1	-	-	-	1	
	TOTAL	-	8	-	-	-	8	

4. MISCELLANEOUS:- (14 PERIODS)							
(A) i)	CRPF & Cyber Security	MIS-1	1	-	-	-	1
ii)	Introduction Of Cyber Security	MIS-2	1	-	-	-	1
	TOTAL		2	-	-	-	2
(B) RESCUE & RELIEF OPERATION							
i)	Introduction to rescue and relief, Aagke bare me jankari	MIS-3	1	-	-	-	01
	TOTAL	-	1	-	-	-	1
(C) HUMAN RIGHTS							
i)	Human rights ke bare me jankari	MIS-4	1	-	-	-	1
	TOTAL	-	1	-	-	-	1
(D) FIRE FIGHTING							
i)	Fire ke prakar aur fire triangle, Firefighting drill ke bare me jankari	MIS-5	1	-	-	-	1
	TOTAL	-	1	-	-	-	1
(E) WIRELESS COMMUNICATION							
i)	DMR Radio set XIRP8668, XIRM8668 introduction, handling & Nobs & Control Operation Practice.	DMR-1	1	-	-	-	1
ii)	Understanding bad practice of handling Radio sets and Do's & Don't while handling of Radio sets.	DMR-2	1	-	-	-	1
	TOTAL		2	-	-	-	2
(F) FIRST AID							
i)	First aid ke bare me jankari tatha snake bite tatha insect bite ka prathamupchar and casualty evacuation drill.	FA-1	1	-	-	-	1
ii)	Disease- HIV/AIDS, Diabetes	FA-2	1	-	-	-	1
	TOTAL		2				2
(G) HYGIENE AND SANITATION							
i)	Personal hygiene, or Hygiene and sanitation of in and around camp area	HS-1	1	-	-	-	1
	TOTAL	-	1	-	-	-	1
(H) PURPOSE OF LIFE AND PROFESSION							
i)	Purpose of Life and Profession	PL-1	1	-	-	-	1
		-	1	-	-	-	1
(I) HISTORY OF INDIA'S BORDERS							
i)	History of India's Borders	HI-1	1	-	-	-	1
		-	1	-	-	-	1
(J) OTHER							
i)	Opening & Closing	OT-1-2	2	-	-	-	2
	TOTAL	-	2	-	-	-	2

5. FIRING ASSESSMENT:- (14 PERIODS)							
(i)	INSAS Rifle- 10 rounds on 4x4 target from 100 yards. (Grouping as standing order 9/2011)	M-1-5	-	-	5	-	5
(ii)	AK-47/AKM- 10 rounds on CQB target from 100 yards. (Scoring-Head hit 04 pts, anywhere hit -03 pts)	M-06-10	-	-	5	-	5
(iii)	INSAS LMG- 10 rounds on CQB target from 100 yards. (Scoring- Head hit 04 pts, anywhere hit -03 pts)	M-11-14			4	-	4
	Total	-	-	-	14	-	14

Note:-* Minimum passing mark 50 % i.e. 50 out of 100 marks required in firing assessment.

6 TEST & EXAM :- (16 PERIODS)					
i)	Test & Examination	TE-1-16	16	-	16
	Total	-	16	-	16

SUGGESTIONS RELATED TO IMPROVEMENT OF FIRING OF TRAINEES

01.	Instructors trained in "Shooting skill course" will conduct firing of trainees during the course.
02	More emphasis to be given to ABCDEFG drill at the firing range. A. Actual fire B. Buddy C. Cone fire D. Dismantling E. Emergency. F. Freezing G. Ground(use of ground)
03	A FIRING DATA CARD on the lines of health card is recommended to be maintained by each trainee based on which efforts should be made to improve their firing skill.
04	After introductory fire, BALL & DUMMY exercises are recommended to be carried out to segregate trainees based on the mistakes committed like FLINCH, BUCK, JERK. Trainees should be divided into groups, based on particular mistakes being committed and accordingly relevant corrective exercises be administered.
06	NOT MORE THAN 40 personnel to be allowed for firing practices at one firing range in a day.
07	Weapon training, Musketry& firing practices should be done religiously.
08	Dry practice on blank target be carried out, one week prior to actual practice, so that the firer understands the correct sight alignment and its importance.

JUNGLE CAMP OUT - DOOR EXERCISE (03 DAYS)

(CODE –SJC)

- Exercises for the first **03 days of Jungle Camp** (living in Bivouac, self- contained, cooking permitted in buddies).
- Narrations issued should be in form of a story and linked with previous exercises.
- Every day, one hour freezing exercise will be done (in this exercise trainees will be asked to lie down and remain static without making any movement/ noise. This will be strictly done under supervision of DS. Who-so-ever breaks the above rule will be immediately taken out/ excluded from the group.

DAY	SUBJECT/EXERCISE
D minus 1	<ul style="list-style-type: none"> • Issue of narration for jungle camp exercise • Distribution of tasks by DS • Preparation of briefing by trainees as OTW
D 1	<ol style="list-style-type: none"> 0. Preparation of move-order with details of weapons 1. Briefing by Commanders under supervision of DS 2. Final inspection of troops by commanders (specially checking of signal equipments and arms/ammunitions) 3. Move out of training centre for Ops Padaav (Estb of COMPANY OPERATING BASE/COB) keeping security precautions:- <ol style="list-style-type: none"> i) Foot mobile movement by patrolling/ROP method or ii) Move by vehicles clandestinely up to a safe point followed by foot mobile movement in the form of patrolling/ ROP wherever applicable. <ul style="list-style-type: none"> • Taking LUP and Initial recce by ‘O’- group, sanitization of the area , all round defence of LUP/COB area • Establishing observations and listening posts and camp drills • Making eye- sketch of area of operation <p><u>Note:-</u></p> <ol style="list-style-type: none"> 1) During above exercises, enemy will lay ambush enroute, fire on camp during establishment of LUP/COB. Counting drill be followed during patrolling 2) IED be placed at water point and under trees or at probable places where troops are supposed to go. 3) QAT to react promptly to counter the threat once LUP is fired upon. 4) All activities are to be as discreet as possible
D 2	<ul style="list-style-type: none"> • Practicing bowel control (time for nature’s call be changed everyday) and ablution drills • water discipline • De- briefing of Ops Padaav under supervision of DS • Issuing narration for patrolling (Ops Parikrama) to dominate the area and gather intelligence. • Briefing under supervision of DS. • IAD drills of all the situations (Ops Hunkaar) during patrolling. • De-briefing of Ops Parikarma and Hunkaar under supervision of DS. • Exercise of camouflage and concealment (day time). • Issue of narration for next day early hour ambush (Ops Ghaat) and briefing under supervision of DS. • Observation and listening drill, filling in observation log book (training staff will make movements and other activities in front of trainees during observation and listening drill to assess the level of alertness of the trainees)
D 3	<ol style="list-style-type: none"> 0. Early hour ambush and counter ambush (Ops Ghaat) 1. Exercise on crossing water bodies if possible enroute 2. De- briefing of Ops Ghaat 3. Freezing exercise (one hour continuously): trainees will be asked to lie down and remain still without making any movement/ noise. This will be strictly done under supervision of DS. Who-so-ever breaks the above rule will be immediately taken out/ excluded from the group to highlight

	its importance). 4. Exercise of making hides (hides should be made in such a way that at least two- three persons can be accommodated and such hides should be as such that no one can locate it.) 5. Observation and listening drills, filling in observation log book 6. Issue of narration for CASO (Ops Gherao) the next day and briefing under supervision of DS. 7. Exercise on sudden close- contact during night.
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Note:

- 1 All exercises should be done by forming Sections/Platoons/COYS depending upon the total strength of the trainees.
- 2 Instructions issued vide Directorate General, (Trg Branch), Letter No. T-V-6/2010-Trg-6 dtd 29/12/10, 31/12/10 and 7/3/11 may also be referred.

PART –II

12 WEEKS ON JOB TRADE TRG.

**RECRUIT TRADESMAN TO BE TRAINED IN RESPECTIVE TRADES ON JOB AT
CONCERNED SECTOR/GC FOR 12 WEEKS**

- | | |
|--|-------|
| 1. Total working days | - 72 |
| 2. Periods per day | - 09 |
| 3. Total periods | - 648 |
| 4. Periods on PT per day | - 01 |
| 5. Periods on respective trade per day | - 08 |

**12 WEEKS PRACTICAL TRAINING SYLLABUS OF CT/COOK/WC & HOSP.
CT/COOK ETC**

1. BASIC OF COOKING

SL. NO.	SUBJECT
1.	Principles of cooking materials
2.	Recognition of fruit & vegetables
3.	Various kinds of pulses, cereals and grams and their use
4.	Importance of condiments in Indian dishes. Identification and use of various condiments
5.	Preparation of various kinds of masalas for various vegetarian & non-vegetarian dishes and use of masalas in cooking of these dishes.
6.	Method of cooking. Boiling/baking/roasting/frying/steaming/poaching and grilling
7.	Preparation of different gravies (Yellow, Makhani, White & Green)
8.	Etiquettes to be followed while serving food

2. CUTTING OF VEG/NON-VEG

9.	Methods of vegetables cutting & its use in cooking.
10.	Basic meat cutting, cutting of various portion i.e. legs, chops, liver, kidney etc.
11.	Cutting of fish & chicken.

3. ESSENTIAL DISHES

(a) VEG DISHES

12.	Kneading atta, roti making, plain paratha, aloo paratha.
13.	Puri making, chhole-bhature
14.	Importance of dal in Indian diet, cooking/mixing of various kinds of dals.
15.	Cooking of plain rice, lemon rice.
16.	Mutter pulav/ pulav, veg biriyani.
17.	Various kinds of sukhi sabji and taridar sabji and its preparation.
18.	Pakoda (Onion, Pottato, Palak)
19.	Importance of paneer in food and its use in palak paneer, mutter paneer etc.
20.	Utpama, Idly, Dosa with Chatini, Sambar, Rasam
21.	Locally available vegetables, Sprouted seeds.
22.	Mass Cooking.

(b) NON-VEG DISHES

23.	Egg its importance in food, boiled egg. Egg curry.
24.	Meat/ Mutton curry
25.	Chicken fry/ curry
26.	Chicken biriyani and mutton biriyani
27.	Fish fry, fish curry

4. SPECIAL DISHES

(a) VEG. SPL. DISHES

28.	Tandoori roti, rumali roti.
29.	Stuffed paratha, palak paratha, muli paratha.
30.	Jeera rice, curd rice.
31.	Palak paneer, paneer chhole ,shahi paneer, paneer butter masala, chilly paneer.

(a) NON VEG. SPL. DISHES

32.	Omlet fried egg, egg bhujia, egg roast.
33.	Mutton rogan josh, mutton keema.
34.	Chicken roast, chicken masala, chicken butter, chicken-65. Chilly chicken boneless.

5. SPL. SWEET DISHES

35.	Suji halwa, rice kheer, semiya kheer, custard.
36.	Indian sweets (Laddoo, besanfurfi, gulab jamun, rasgulla, jalebi)
37.	Gajarfhirni

6. GARNISH & ACCOMPANIMENTS

38.	Tea & Coffee
39.	Making of curd raita dishes, dahibada.
40.	Soup (Tomato, Palak, Mix veg etc.)
41.	Veg snacks (Veg pakoda, paneer pakoda, mungfali masala, mungfali wet, dal vada, chips, patato finger chips, samosa, allutikki, veg momo)
42.	Salad (Green salad, Russian salad)
43.	Non Veg snacks (Boti kabab, chicken kabab, chicken roll, egg roll, egg pakoda)
44.	Garnish & Accompaniments.
45.	Pickle (Lemon, Mango, Mix &Chatni)

7. PACKED FOOD

46.	Mathi, Mathri, Dal namkeen, Shakkar para, Namkeen para.
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8. ADMINISTRATION

47.	Care use & maintenance of kitchen equipments
48.	Economy in the use of cooking fuel
49.	Use of left-over food and control on wastage food
50.	Accounting of ration, ration scale.
51.	Layout of an ideal kitchen and ration store.

9. HYGIENE, SANITATION & FIRST AID

SL. NO.	SUBJECT
52.	Importance of personal Hygiene of Cooks and environmental Hygiene
53.	Contagious (Sankramak) Diseases, Reasons for spread and their prevention
54.	Cleaning of crockery and cutlery with latest product
55.	Causes of food poisoning and preventive measures.
56.	Dos and Don'ts for Cooks/WCs in the Kitchen
57.	First Aid kijankaritathaprayog.
58.	Snake bite tathapagalkuttakekaktne par first aid karne ka tarika.
59.	Cut/Burn injuries, electrical shock, suffocation, Drawing and heart attack hone par first aid karne ka tarika.

Note:-

1. Hospital Cook will also be taught to cook specialized meals as required by patients.
2. CT/Water Career will assist the cook and will also be trained as above. He will also be trained to ensure clean portable water for preparations.

12 WEEKS PRACTICAL TRAINING SYLLABUS OF BARBER

GENERAL INFORMATION

BASIC TRAINING :-

1. Importance of the trade training. Safety precaution to be observed. Handling, care and proper maintenance of Barber tools, Saloon equipment cosmetic and other raw materials. Importance of Health & Hygiene.

TRADE PRACTICAL:-

1. Observation of Hair, Types of hair and their suitable treatment. Use of gadgets. Practice on different type of manipulations, Hot oil treatment. Scalp steaming.
2. Exercises on different styles of hair cutting.
3. Shampoo and Rinsing: Observation of scalp, Preparation of trolley, Selection of shampoo according to hair type. Procedure for shampooing.
4. Practice on coming out hair, Back combing and Back brushing. Straightening or curling of hair by hand driven and by lotion.
5. Practice on finger waving: Division of head, Application of lotion, Position of fingers etc.
6. Blow drying of hair: Practices of setting hair with dryer – Out turn, In turn, straightening with the help of hand dryer.
7. Study of scalp and hair. Skin test/patch test, Selection of colour. Practice on application of hair colour – vegetable and chemical dyes, henna or Mehedi.
8. Examination of scalp condition, Different sectioning pattern, Selection of lotion, Size of rollers and curl test, Procedure and Precautions.

TRADE THEORY

1. Awareness about allergies, skin disorders etc., ventilation, lighting, lay out of shop, aesthetics etc.
2. Knowledge of hair texture, Types of Hair–Normal, Dry and Oily. Treatment of different types of hair.
3. Material and equipments used for hair cutting. General idea of cutting. Selection of cut according to facial shape, age and body structure.
4. Treatment for different types of hair.
5. Knowledge of various styles and methods of shaping moustaches. Beard trimming. Shaving tool equipments, their care and use.
6. Massage, Basic scalp manipulation, Benefits of scalp manipulation, material, required Precautions.
7. Shampooing and rinsing (i) Types of shampoo- Cream. Liquid, Material required for shampooing, Precautions while shampooing. (ii) Types and purpose of rinsing, Precaution and benefits.
8. Brushing and Combing- Selection of right type of brushes and combs, the correct parting. Various methods of combing long and short hairs, back combing and back brushing.
9. Hair straightening- Different methods used for temporary and permanent straightening, Blow drying, Sectioning.

10. Setting- Methods of finger waving, pin curling, Reverse curling and roller setting. Use of invisible pins and clips. Use of switches and their setting for curling hair setting of wigs.
11. Colouring basic laws of colour, Classification of hair colours. Points to be considered before using hair colouring products, Allergy test and Pre-disposition test, materials required for hair colouring. Precaution for both vegetable and chemical dye.

12 WEEKS PRACTICAL TRAINING SYLLABUS OF
CT/SAFAI KARMCHARI/CT-SK-HOSP/SK(MIN)

Sl. No.	Subject
1.	Use of various types of brooms.
2.	Use of toilet brushes and other brushes.
3.	Importance of Hygiene & Sanitation.
4.	Precaution to be taken to avoid disease.
5.	Maintain cleanliness of Barracks/Offices.
6.	Maintain cleanliness of various mess/canteen
7.	Maintain of Toilet Area.
8.	Clear chokes in drains.
9.	Use of acid for cleaning purpose.
10.	Use of phenol/cleaning agents.
11.	Cleaning of India/Western Toilets and bathrooms.
12.	Proper use of hygiene sanitation items.

Note :- (1) In addition to above the CT/Hosp SK be also trained to segregate Hospital waste and accordingly dispose it.

(2) SK (Min) will ensure above training especially in contest of office premises.

12 WEEKS PRACTICAL TRAINING SYLLABUS OF TAILORING

Introduction to sewing:-

1. Information on Sewing Machines.
2. Maintenance of Sewing Machines.
3. Repairs and corrections in machine and stitches.
4. Useful materials for sewing.

Techniques:-

1. Information on body structure.
2. Right technique for measurements.
3. Precaution while cutting.
4. Useful tip for perfect sewing.

Patterns:-

1. Stitches pattern in sewing.
2. Use of accessories like buttons, Elastic, zips in sewing.
3. Variety of Collars. Strips, facing and lining.
4. Variety of Sleeves and Pockets.

Stitching of Salwar-Kurta-Blouse :-

1. Normal Salwar.
2. Normal Kurta.
3. Simple Blouse.

Repair and Alternation for Uniform and Civvies:-

12 WEEKS PRACTICAL TRAINING SYLLABUS OF MOCHI

Manual dexterity and the skilful handling of tools are important for this trade.

A leather worker/Shoemaker/Shoe repairer/ Cobbler should be guided to:-

- (a) Have technical aptitude.
- (b) Pay attention to detail.
- (c) Take pride in his work.
- (d) Always work carefully and accurately to avoid waste.
- (e) Have manual dexterity.
- (f) Have steady and deft hands.
- (g) Have good eye-hand co-ordination.
- (h) Be in good health.

TRAINING FOR MOCHI:-

1. He should be trained for exact Job Description. Construct, decorate or repair leather and leather-like products such as luggage, shoes and saddles.
2. He should be able to Construct, decorate or repair leather products according to specifications, using sewing machines, needles and thread, leather lacing, glue, clamps, hand tools and / or rivets.
3. The mocha should be trained to use mochi tools efficiently.
4. He should be able to align and stitch or glue materials such as fabric, fleece, leather, or wood, in order to join parts.
5. He should be able to cut out part following patterns or outlines, using knives, shears, scissors, or machine presses.
6. He should be able to dye, soak polish, paint, stamp, stitch, stain, buff, or engrave leather or other materials to obtain desired effects. Decorations or shapes.
7. He should be able to drill or punch holes: then insert or attach metal rings, handles and fastening hardware such as buckles.
8. He should be able to check the texture, colour, and strength of leather to ensure that it is adequate for a particular purpose.
9. He should be able to repair and recondition leather products such as trunks, luggage, shoes, saddles, belts, purses and baseball gloves.
10. He should be able to cut, insert, position and secure puddings, cushioning, and / or linings using stitches or glue.

11. He should be able to inspect articles for defects, and remove damaged or worn parts, using hand tools.
12. He should be able to read prescriptions or specifications, and take measurements to establish the type of product to be made using callipers tape measures or rules.
13. He should be able to draw patterns, using measurements, designs, plaster casts or customer specifications and position or outline patterns on work pieces.
14. He should be able to re-sew seams, and replace handles and linings of suitcases or handbags.
15. Place shoes on lasts to remove soles and heels, using knives and /or pliers and Cement nail, or sew soles and heels to shoes.
16. Dress and otherwise finish boots or shoes, as by trimming the edges of new soles and heels to the shoe shape. Stretch shoes, first dampening parts: then inserting and twisting parts, using an adjustable stretcher. Repair or replace soles, heels and other parts of footwear, using sewing, buffing and other shoe repair machines, materials and equipment.
17. Attach insoles to shoe lasts, affix shoe uppers, and apply heels and outsoles.
18. Shape shoe heels with a knife and sand them on a buffing wheel for smoothness, nail heel and toe cleats onto shoes. Prepare inserts, heel pads and lifts from casts of customers feet.
19. Clean and polish shoes.
20. Should be trained to perform day to day work.

12 WEEKS PRATICAL TRAINING SYLABUS OF CARPENTRY

SL No.

Subjects

1. Introduction to the trade
2. Introduction to all Tools & Equipment including latest tools.
3. Documentation about :-
 - Sketches.
 - Drawings.
 - Information hand outs.
 - Method statements.
 - Log sheets.

4. Information about various materials.
 - Timber
 - Plywood
 - System formwork Components.
 - Consumables.
 - Pipe and couplers.

5. Practice in :-
 - Setting out
 - Levelling.
 - Plainness.
 - Line.

6. Safety precautions at work :-
 - First aid
 - Personal safety.
 - Handling
 - Working at heights.
 - Systems formwork build-in safety.

7. Practice of following :-

1. Sizing of Timbers :

- Classification of timbers
- Identification of timbers
- Selection of timbers
- Properties of timber
- Identification of small tools.
- Maintaining of tools
- Safe usage of tools including power machines
- Reading of simple drawings and sketches
- Understanding of tolerance
- House keeping
- Site Tidiness

2. Cutting Plywood :-

- Classification of plywood
- Properties of plywood
- Use of shuttering plywood
- Use of commercial plywood
- Safe usage of cutting tools including power machines
- understanding of tolerance
- Safety
- Site Tidiness

3. Timber Jointing :-

- Dovetail joints
- Matrices & Tenon joints
- Half lap joints

8. Practice on various prevalent works of carpenter in CRPF.

12 WEEKS TRAINING SYLLABUS OF CONSTABLE (WARD BOYS/GIRLS)

1. He/She should be taught about etiquettes and manners expected from a hospital staff and to respect patients and medical staff.
2. Should be made familiar with various types of cleaning agents and sanitizers.
3. Should be taught the methods of cleaning the words and other sections of the Hospital.
4. He should be taught in basics of first aid and to recognize the sick patients and calling the Doctors as per need.
5. He should be taught about proper cleaning of the dishes used by the patients.
6. He should be taught about the General care taking job of the hospital.

12 WEEKS PRACTICAL SYLLABUS OF CONSTABLE (TABLE BOY)

1. He/She should be taught about etiquettes and manners expected from a hospital staff and to respect patients and medical staff.
2. He should be taught about the food sanitation and how to serve the food especially at the Hostel/Messes of the medical staff.
3. Should be made familiar with various types of cleaning agents and sanitizers.
4. He should be taught about proper cleaning of the dishes/ utensils and dusting of furniture etc. of Hostel.

12 WEEKS PRACTICAL TRAINING SYLLABUS OF CONSTABLE
(MASALCHI)

He will be trained for:-

1. Proper cleaning of utensils of the Cook Houses.
2. Washing and cleaning the dishes of the patients before and after the food is served.
3. Should be taught the methods of cleaning and dusting the wards and other sections of the Hospital.
4. Helping the Cooks in the preparation, cooking and serving of food.

12 WEEKS PRACTICAL TRAINING SYLLABUS OF CONSTABLE PEON/FARRASH (MIN)

1. He should be made responsible for proper opening/closing the office and depositing keys in Control Room/Q.G.
2. He will be trained to fill water in Matkas/Air Coolers/ Water Coolers etc. and to ensure provision of drinking water to staff including its cleanliness.
3. He will be taught to arrange lay-out and cleaning of tables/chairs & other furniture in the office.
4. He will be trained for collection /distribution of Dak/ Messages from AO/AC(M) SM(OS) & receipt to various sections and DAs.
5. He will be trained to handle office machine viz cyclostyle, photocopier, binding, lamination etc.
6. He will be trained to preparation of envelopes/ parcel packets and taking Dak to post office for registration / mailing etc.
7. He will be trained to proper accounting of duplicating / photocopy papers, ink /toner received and consumed.
8. He will be trained for preparation of folders from binding machines.
9. He will be trained from preparation and provision of Envelopes for Dak Dispatch.

12 WEEKS PRACTICAL TRAINING SYLLABUS OF BAND

1. Theoretical aspects on Music.
2. Name of Notes, Length of Notes, Line & space.
3. Information about 7 types of musical clife.
4. Key Signature.
5. Time Signature.
6. Normal Interval.
7. Scale of Musical Instruments.
8. Care & maintenance of Musical Instruments.
9. Positioning of band personnel in a group according to their instruments.
10. Recognition of various tunes used in the force for practice.

04 WEEKS PRACTICAL TRAINING SYLLABUS OF CT/WASHERMAN

The CT/Washer man should be trained in below mentioned subjects :-

1. Identification of types of fabrique.
2. Types and use of Tools/Eqpt/Kit as per authorization.
3. Types of clothes.
4. Different types of clothes whiteners/Neel etc. & their use.
5. Temperature of water required for washing various clothes & water requirement.
6. Care and precaution to be taken while washing / cleaning woollen clothes.
7. Applying starch to clothes.
8. Drying of different types of clothes. (Under shade, at particular temperature etc.)
9. use of Washing Machine in washing /drying clothes including industrial working machine.
10. Safety precautions while using electric appliances.
11. Types of press & their use (Coal press, Electric Press & steam Press)
12. Ironing of clothes as per their types.
13. Proper folding of clothes after press.

TEST POLICY OF RT/TRADESMEN BASIC TRAINING (12 WEEKS)

Sl. No.	Subject	Marks allotted
1	PHYSICAL TRAINING	20 MARKS
	(a) 3 Kms running in PT Dress Timing :- 15 Minutes of less – Excellent 15 Min. to 19 Min. – Very Good 20 Min. to 25 Min. – Good Above 25 Minutes – Fail (b) 2.5 Inch Standing jump in PT Dress- Qualify (c) 9 Feet Ditch Jump – Qualify (d) 100 Mtr Fireman lift in PT Dress (e) 20 Push-ups in PT Dress (f) 10 Sit-ups in PT Dress	10 Marks 10 Marks 07 Marks 05 Marks Failed 02 Marks 02 Marks 02 Marks 02 Marks 02 Marks } Total 10 Marks
2	DRILL TEST	25 Marks
	(a) Foot Drill (i) Turn Out (ii) Standing (iii) On move (b) Arms Drill (i) Standing (ii) On move	05 Marks 05 Marks 05 Marks 05 Marks 05 Marks
3	WEAPON TEST	15 Marks
	(a) INSAS Rifle (b) INSAS LMG	10 Marks 05 Marks
4	INDOOR SUBJECTS Written Test (Quiz Type)	30 Marks
5	FIRING TEST	10 Marks
	(a) INSAS Rifle (b) INSAS LMG	05 Marks 05 Marks
Grand Total		100 Marks

SUMMARY

SL. NO.	TYPE OF TEST	MARKS
1	Physical Training Test	20 Marks
2	Drill Test	25 Marks
3	Weapons Test	15 Marks
4	Indoor Subject	30 Marks
5	Firing Test	10 Marks
Total		100 Marks

PASS PERCENTAGE IN EACH SUBJECT AND AGGREGATE PERCENTAGE

(a) Written/Outdoor Examination : Each candidate will have to secure 40% Marks in every subject OF indoor Test & 50% in every subject of outdoor independently and 45% aggregate Total

Note:-

Internal Board for final test to be detailed by concerned Sector IGP as under:-

P.O.	-	Commandant or 2-I/C
Member-I	-	One DC
Member-II	-	One AC

GENERAL INSTRUCTIONS

1. Result Sheet of final test to be sent to this Dte. for approval.
2. There will be no test for practical training. However, performance of trainees be watched at Sector level.

TEST POLICY FOR BASIC TRAINING OF NEWLY APPOINTED TRADESMAN (MAHILA)

Sl.No.	EXISTING TEST POLICY OF RT/TRADESMEN BASIC TRAINING (MEN)		PROPOSED TEST POLICY OF RT/TRADESMEN BASIC TRAINING(MAHILA)				Remarks
--	Subject	Marks allotted	Subject	Marks allotted			--
1	PHYSICAL TRAINING	20 MARKS	PHYSICAL TRAINING	20 MARKS			--
	(a) 3Kms running in PT Dress Timing:- 15 Minutes or less- Excellent 15 Min. to 19 Min.-Very Good 20 Min. to 25 Min.- Good Above 25 Minutes- Fail	10 Marks 10 Marks 07 Marks 05 Marks Fail	(a) 2.4 km Run (in P.T Dress)			(05 Marks)	--
	(b) 2.5 feet Standing jump in PT Dress- Qualify	02 Marks	18 to 23 Yrs	Above 23 Yrs	Group	Marks	
	(c) 9 Feet Ditch Jump- Qualify	02 Marks	15 Min or Less	16 Min. or Less	Excellent	5	
	(d) 100 Mtr Fireman lift in PT Dress	02 Marks	Up to 16 Min	Up to 17 Min	Very Good	4	
	(e) 20 Push-ups in PT Dress	02 Marks	Up to 18 Min	Up to 19 Min	Good	3	
	(f) 10 Sit-ups in PT Dress	02 Marks	Above 18 Min	Above 19 Min	Fail	Fail	
	Total 10 Marks		(b) Abdominal (Sit ups with knees flexed and hands free, in 90 Sec.) (in PT Dress)			(05 Marks)	
			Number		Group	Marks	
			25 and above		Excellent	5	
			20-24		Very Good	4	
			15-19		Good	3	
			Below 15		Fail	Fail	
			(c) Hanging Free (in PT. Dress : (Beam over grip pakad ke latakna)			(05 Marks)	As per Benchmarks (Female) after 12 th Week Sl. (ii)(b).
			Number		Group	Marks	
			60 Sec.		Excellent	5	
			45 Sec.		Very Good	4	
			30 Sec.		Good	3	
			Less than 30 sec		Fail	Fail	
			(d) Knee push- ups (in PT. Dress)			(05 Marks)	As per Benchmarks (Female) after 12 th Week Sl. [i(f)] and Test Policy of RT/GD (Mahila) Sl. No. (h) of Mid Term Test (22 nd Week).
			Number		Group	Marks	
			20 Nos.		Excellent	5	
			15 Nos.		Very Good	4	
			10 Nos.		Good	3	
			Less than 10 Nos.		Fail	Fail	

2	DRILLTEST	25Marks	DRILLTEST	25Marks	--
	(a) Foot Drill		(a) Foot Drill		--
	(i) Turn Out	05Marks	(i) Turn Out	05Marks	
	(ii) Standing	05Marks	(ii) Standing	05Marks	
	(iii) On move	05Marks	(iii) On move	05Marks	
	(b) Arms Drill		(b) Arms Drill		
	(i) Standing	05Marks	(i) Standing	05Marks	
	(ii) On move	05Marks	(ii) On move	05Marks	
3	WEAPONTEST	15Marks	WEAPONTEST	15Marks	--
	(a) INSAS Rifle	10Marks	(a) INSAS Rifle	10Marks	--
	(b) INSASLMG	05Marks	(b) INSASLMG	05Marks	
4	INDOORSUBJECTS Written Test(Quiz Type)	30Marks	INDOORSUBJECTS Written Test(Quiz Type)	30Marks	--
5	FIRINGTEST	10Marks	FIRINGTEST	10Marks	--
	(a) INSAS Rifle	05Marks	(a) INSAS Rifle	05Marks	--
	(b) INSASLMG	05Marks	(b) INSASLMG	05Marks	--
GrandTotal		100Marks	GrandTotal	100Marks	--

Skill Test Policy of RTs/Tradesmen
(Trade Specific Trg)

SL/No.	DETAILS			Marks Allotted	Total Marks	Grand Total
1.	Final Test during 16th week					100
A)	i)	Indoor Subject Written Test (16th Week)			50	
Note :- Trade wise Objective type multiple choice question paper . Time – 60 minutes.						
B)		Trade wise Skill/Practical Test (16th Week)			50	
	A	CT/COOK/WC & HOSP.CT/COOK ETC			50	
		i	Name of utensil items & its uses with safety.	10		
		ii	Methods of vegetables cutting & its use in cooking , Kneading atta, & roti making. Hygiene and sanitation and cleaning of kitchen.	10		
		iii	Cooking of plain rice	10		
		iv	Tea & Coffee, Cocktail, Mocktail, Continental dishes.	10		
		v	Egg/Meat/Mutton/chicken Fry or curry, Chinese, Muglai	10		
	B	CT/BARBER - 50 Marks			50	
		i	Name of barber tools & its proper uses with hygiene tips. Safety precaution & Handling, care and proper maintenance of Barber tools.	10		
		ii	Material and equipment's used for hair cutting. General idea of cutting. Selection of cut according to facial shape, age and body structure.	10		
		iii	Practice on finger waving: Division of head, Position of fingers etc.	10		
		iv	Practice on coming out hair, Back combing and Back brushing.	10		
		v	Knowledge of various styles and methods of shaping moustaches. Beard trimming. Shaving tool equipment's, their care and use. Head and body massage, use of trimmer machine and latest gadgets.	10		
	C	SAFAI KARMCHARI/CT-SK-HOSP/SK(MIN)- 50 Marks			50	
		i	Name of cleaning tools & its uses with safety and hygiene.	10		
		ii	Use of various types of brooms/toilet brushes and other brushes.	20		
		iii	Use of phenol/cleaning agents with safety.	10		
		iv	Proper use of hygiene sanitation items.	10		
	D	CT/Tailor.-50 Marks			50	
		i	Name of parts of Swing Machine/tailor kits & its uses & work of major parts of machine.	20		
		ii	Maintenance of Sewing Machines. & Repairs and corrections in machine and stitches.	10		
		iii	Right technique for measurements, Precaution while cutting. Useful tip for perfect sewing.	10		
		iv	Stitches pattern in sewing, Variety of Sleeves and Pockets.	10		
	E	CT/ Cobbler-50 Marks			50	
		i	Name of parts of Mochi tools & its proper use ad precautions.	20		

	ii	Construct, decorate or repair leather and leather-like products such as luggage, shoes and sandals.	10		
	iii	align and stitch or glue materials such as fabric, fleece, leather, or wood,in order to join parts.	10		
	iv	Repair and recondition leather products such as trunks, luggage, shoes, saddles, belts, purses and baseball gloves.	10		
F		CT/CARPENTER- 50 Marks		50	
	i	Name of parts of Carpenter tools & its proper uses. Safety precautions Personal safety & Handling.	20		
	ii	Recognize Timber , Properties of timber and Timber cutting by tools	10		
	iii	Recognize Plywood , Properties of plywood and Plywood cutting by tools in different shapes	10		
	iv	Test of Setting out, Leveling. Plainness. Line. Safety precaution cutting timber & plywood's by tools including power machines.	10		
G		CT/(WARD BOYS/GIRLS)- 50 Marks		50	
	i	Knowledge about cleaning agents and sanitizers in hospital & etiquettes and manners expected from a hospital staff and to respect patients and medical staff.	20		
	ii	Knowledge about basics of first aid and to recognize the sick patients and calling theDoctors as per need.	20		
	iii	Knowledge about proper cleaning of the dishes used by the patients.	10		
H		CONSTABLE (TABLE BOY)- 50 Marks		50	
	i	Knowledge about etiquettes and manners expected from a hospital staff and to respect patients and medical staff.	20		
	ii	Knowledge about the food sanitation and how to serve the food especially at the Messes of the medical staff. How to keep fooding area dis-infected.	10		
	iii	Various types of cleaning agents and sanitizers use in hospital.	10		
	iv	Knowledge cleaning of the dishes/ utensils and dusting of furniture etc. of Hostel/Hospital mess.	10		
I		CONSTABLE (MASALCHI)- 50 Marks		50	
	i	Knowledge about Proper cleaning of utensils of the Cook Houses.	20		
	ii	Knowledge Washing and cleaning the dishes of the patients before and after the food is served.	10		
	iii	Knowledge methods of cleaning and dusting the wards and other sections ofthe Hospital.	10		
	iv	Knowledge of cooking and serving of food.	10		
J		CONSTABLE/MTS- 50 Marks		50	
	i	Knowledge about Proper opening/closing the office and depositing keys inControl Room/Q.G. Main point for remembering while closing.	10		
	ii	Fill water in Matkas/Air Coolers/ Water Coolers etc	10		
	iii	Arrange lay-out and cleaning of tables/chairs & other furniture in theoffice.	10		
	iv	Collection /distribution of Dak/ Messages from AO/AC(M) SM(OS)& receipt to various sections and DAs.	5		

	v	handle office machine viz cyclostyle, photocopier, binding, lamination etc.	5		
	vi	preparation of envelopes/ parcel packets and taking Dak to post office for registration / mailing etc.	10		
K		CONSTABLE/ Band- 50 Marks		50	
	i	Knowledge about Name of Notes, Length of Notes, Line & space.	10		
	ii	Knowledge of 7 types of musical cliffs.	20		
	iii	Knowledge about Care & maintenance of Musical Instruments.	10		
	iv	Recognition of various tunes used in the force for practice.	10		
L		CT/WASHERMAN -50 Marks		50	
	i	Recognition of various types of fabric & Types and use of Tools/ Eqpt/ Kit	10		
	ii	washing various clothes/ woolen clothes & water requirement. Care and precaution	10		
	iii	use of Automatic/ Semi-Automatic/ Commercial Washing Machine in washing / drying clothes	10		
	iv	Types of press & their use (Coal press, Electric Press & steam Press)	10		
	v	Ironing of clothes as per their types. Proper folding of clothes after press.	10		

SUMMARY

SL. NO.	TYPE OF TEST	MARKS
1	Trade Test	50 Marks
2	Indoor written Test	50 Marks
Total		100 Marks

PASS PERCENTAGE IN EACH SUBJECT AND AGGREGATE PERCENTAGE

Written/Practical & Outdoor Examination: Each candidate will have to secure 40% Marks in every subject of indoor Test & 50% in every subject of Practical/outdoor independently and 45% aggregate total.

BOARD OF OFFICERS FOR FINAL TEST

BOOs will be same as Combatised Test Policy.
