

**OFFICE OF THE DIRECTOR GENERAL OF POLICE,
RAJASTHAN, JAIPUR**

No. P.11(02)TRG/POLICY/2020/Part-I/ 3330

Date: 26/04/2021

Standing Order No. 14 /2021


The syllabus was determined vide Standing Order No. 07/2009 for initial training of directly recruited Sub-Inspectors (AP) and the syllabus for Platoon Commanders (RAC/MBC) was determined vide Standing Order No. 01/2010.

For better coordination between various wings of Rajasthan Police, it has been decided that there will be a foundation course of 09 weeks for all newly recruited Sub-Inspectors as per the enclosed syllabus. This will be compulsory for all direct recruited Sub-Inspectors(AP), Platoon Commanders (RAC), Sub-Inspectors (MBC) and Sub-Inspectors (IB).

Syllabus of Basic Course to be conducted after Foundation Course for Sub-Inspectors(AP), Platoon Commanders (RAC), Sub-Inspectors (MBC) and Sub-Inspectors (IB) will be issued separately.


This order is hereby issued in supersession of all standing orders issued earlier on the subject and it will be applicable with immediate effect.

Enclosed:- Syllabus.


(M.L. Lather) 23/4/21
Director General of Police,
Rajasthan, Jaipur.

Copy forwarded to:-

1. All Addl. Director General of Police, Rajasthan, Jaipur.
2. Director, Rajasthan Police Academy, Jaipur.
3. Police Commissioner, Jaipur/Jodhpur.
4. All Range I.G. of Police, Rajasthan.
5. All District Supdt. of Police, Rajasthan.
6. Dy. I.G. of Police, Rajasthan Police Training Centre, Jodhpur.
7. Principal, Rajasthan Police Training Centre, Kishangarh.
8. All Commandants Armed Bns.
9. Commandant, P.T.S., Jodhpur/Kherwara/Jhalawar/Alwar/Bharatpur/Bikaner/ PMDS, Bikaner/PCTS, Jodhpur.


Addl. Director General of Police,
Training, Rajasthan, Jaipur.

Annexure - A

Chart for Foundation Course of SI(AP), PC (RAC/MBC), SI(IB)

S. No.	Details	Proposed
1	Duration	63 days (9 weeks)
2	Total number of Gazetted holiday	2 days
	Sunday	8 days
	Second Saturday	2 days
	Break after Foundation Course	2 days
	Examination for Indoor (4 Papers)	2 days
	Zero week /Zero period	2 days
	Total	18 days
3	Working days available for training	45 days
4	Indoor sessions available	258 Period 6 Periods per day except Saturday (39x6=234) 4 Periods on Saturday (6x4 = 24)
5	Outdoor sessions available (Including games & sports)	213 Period 5 Period per day except Saturday (39x5=195) 3 Periods on Saturday (6x3 = 18)

Syllabus for Indoor

S. N.	Paper	Name of Paper	Sessions	Maximum Marks
1	Paper -I	Constitution of India, Role and Organization of Police at National and State (Rajasthan) Level	60	50
2	Paper -II	Rajasthan Service Rules, RPR, RPSSR, Conduct Rules, CCA Rules, GF&AR, TA Rules	60	50
3	Paper -III	Human Resource Management in Police	60	50
4	Paper -IV	Ethics and Integrity in Police	60	50
5	Paper -V	Basic knowledge of IT & Computer Work	18	50
Total			258	250

*Every Indoor session will be of 45 Minutes.

Syllabus for Outdoor

S. no.	Paper	Name of Paper	Sessions	Maximum Marks
1	Paper - I	Physical training & U.A.C.	45	-
2	Paper - II	Drill	90	100
3	Paper - III	Introduction of Weapons & their maintenance, simulator and range course, Crowd control, Field craft & tactics, First aid training	33	-
4	Paper -IV	Games (Including Swimming & Equestrian)	45	-
Total			213	100

*Every outdoor session will be of 40 Minutes.

Assessment

S. no.	Assessment Criteria	Marks
1	Indoor Subjects	250
2	Outdoor Subjects	100
3	Director's Assessment	50
	Total	400

The scheme of examination :

Board Examination :

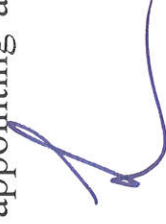
A Board comprising of one I.G.P. as chairman, One Dy. I.G.P. as member and Dy. Director, R.P.A./SP as member secretary, appointed by the ADGP(Training) will conduct the final examination after conclusion of Foundation Course.

For Indoor, there will be final examination for papers I to V. Marks obtained in this examination of paper V will carry 20% weightage in paper IX during compilation of final result of basic course.

For Outdoor, there will be examination of paper II only. Marks obtained in this examination will carry 30% weightage in compilation of final result of basic course i.e. out of total 100 marks, exam for 30 marks will be held after foundation course and exam for 70 marks will be held during basic course.

Examination Results:

Passing marks required in each subject will be 55%. There will be no grace marks. If a candidate fails in any subject in Indoor, he/she will have to appear in re-examination, to be organized during mid-term break of basic course. If a candidate fails in more than two subjects, he/she will be called to training academy for a week for preparation and will appear in re-examination conducted during mid-term break of basic course. In case, the candidate fails to pass the prescribed examination in second attempt, his probation will be extended for a period of one month and he/she will be subjected to intensive all-round training. After completion of the training, he/she will be re-examined in all the concerned subjects by the board. In case the candidate fails to pass the prescribed examination, he/she will be referred to the appointing authority for processing discharge from service.



GENERAL INSTRUCTION

Zero week (Duration – 02 days)	
1	Welcome function of Sub – Inspectors/Platoon Commanders. Address by the Head of Institution & Course Director. Introduction of all faculty members & officials.
2	Personal Profile of trainees/ Health Check up.
3	Concepts, Scope, Goal, Objectives, Methodology & Action plan of Training.
4	Instructions regarding personal health & hygiene and avoidance of wastage of electricity, water and food.
5	Instructions regarding conduct in barracks, parade/playgrounds, class rooms, library, hospital, canteen etc.
6	Syllabus, text books & examination.
7	Importance of maintaining a personal diary.
8	Daily routine in the institution.
9	Maintenance of barracks, class rooms & campus.
10	Gardening & beautification of police academy premises.
11	Telephone uses.
12	Discipline, general behavior & code of conduct.
13	On the need to develop a balanced, sober, impartial, national & secular outlook.
14	Physical efficiency test.
15	Introduction to physical fitness exercise, uniform, turnout, sizing and grouping, basics of drill.
16	Warm-up, jogging, stretching and light physical exercises.

Syllabus for
Foundation Course of SI(AP), PC(RAC/MBC), SI(IB)

Paper I

**Constitution of India, Role and Organization of Police at
National and State (Rajasthan) Level**

Sessions : 60

Marks : 50

Constitution of India (Part A)

Module (A): The Indian Constitutional Framework & Indian Polity.

- An introduction to Indian constitution.
 - Philosophy of the constitution.
 - Equality before law: Art.12 to 16 & 19
 - Protection in respect of conviction of offences:
 - Ex-post facto law: Art. 20 (1)
 - Double jeopardy: Art. 20 (2)
 - Witness against oneself: Art. 20 (3)
 - Right to life & personal liberty: Art. 21
 - Protection against detention in custody, legal aid & production before a magistrate of arrested person: Art. 21, 22(1) & (2)
 - Preventive detention: Art. 22 (3) to (7)
 - Article 32
 - Fundamental duties: Art. 51A *
 - Article 136, 226 & writs
 - Vicarious liability of state for wrongful acts of police & other government officials: Art. 300
 - Service of civil servant art. 311 to 314
- Indian judicial system: High Courts & Supreme Court
- Rule of law & criminal justice system
- Group discussion & presentation by the trainees

Module (B) : Police & Human rights -

- Concept & philosophy of human rights
- Human rights laws & conventions
- National & State human rights commission
- Guidelines of human rights commission for Police working
- Human rights violations: Case Studies
- Behaviour with offender under police custody (in the light D.K.Basu case)



- Custodial violence

Module (C) : Role of Police in Republic of India -

- Crime scenario, history of crime & social structure
- History & role of police in India
- Maintenance of public order, prevention & detection of crime
- Internal security
- Emergence of terrorism / extremism & insurgency.
- Caste & communal polarization
- Criminal nexus in different segments of establishment/ public & police
- Changing concept of policing from force to service & expectations of public in changing socio-economic-political scenario

Module (D) : Contemporary Issues in Policing

- Internal challenges to national integration
 - Casteism, communalism & fundamentalism
 - Terrorism, militancy & left wing extremism
 - Meaning, Types and Causes
 - Groups
 - Modus Operandi
 - Collection of intelligence on the activities of terrorists of groups
 - Do's/ Don'ts in conducting operations
 - Prevention, detention and arrest
 - Hawala Financing
- Crime against women, children & weaker sections of the society
- Gender sensitization
 - Women police & their role in police work
 - Sexual harassment at workplace
- Law & Order and Revenue Matters – An overview
- Communal harmony & Social security
- The executive & the legislature
- Impact of economic globalization on police working
- Police reforms

Role and Organization of Police at National and State Level (Part – B)

Module(A): Administrative set-up of Central Police Organizations

- Role of the Central Government & Ministry of Home Affairs
 - Constitutional provisions
 - **Central Police Organizations & other organizations** (Aims & Objectives)
 - Intelligence Bureau

- Central Bureau of Investigation (including Interpol Division)
- NCB
- Bureau of Police Research & Development
- Central Reserve Police Force
- Border Security Force
- Indo Tibetan Border Police
- Railway Protection Force
- Central Industrial Security Force
- Police Training Institutions (SVPNPA, CDTS etc.)
- Central Forensic Science Laboratories & Institutions
- Government Examiners of Questioned Documents
- Directorate of Co-Ordination: Police Wireless & Computers
- National Security Guard
- Special Protection Group
- Internal Security Academy
- National Crime Records Bureau
- Indian Armed Forces (including Territorial Army, NCC etc.)
- Armed Forces & Civil Administration (including Civil & Military liaison conference)
- Civil Defence set-up in State
- National Investigation Agency

Module B - Administrative set up of State police organizations

A. Organization of State Police

- DG
- ADGP, IGP, DIGP
- Range
- District
- Circle
- Police station and outpost
- Women Police Station
- Cyber Crime Police Stations
- Special Units – SIUCAW, SC/ST Cell, AHTU etc.
- Reserve Police
- Traffic police
- District Crime Record Bureau, District Special Branch
- Armed Forces

B. Police Commissionerate

- Commissioner of Police
- Additional Commissioner of Police
- Deputy Commissioner of Police
- Asst. Commissioner of Police

C. Police Headquarters & Branches

- CID (CB)
 - State Intelligence
 - Rajasthan Armed Constabulary
 - Home Guards
 - Anti-Corruption Bureau
 - State Crime Record Bureau (SCRB)
 - Jail Department
-
- State Finger Print Bureau.
 - Headquarter Division
 - Personal Division
 - General Railway Police
 - Police Tele Communication & Wireless
 - Forensic Science Laboratory.
 - Training Directorate.
 - Rajasthan Police Academy, Rajasthan Police Training centers and Training Schools.
 - State Disaster Response force (SDRF)
 - State Police Housing Corporation.
 - Community Policing
 - Planning, Modernization and Welfare
 - Rules division



- Reorganization
- Recruitment
- Civil Rights
- Anti-Human Trafficking Division

D. Visit of Police Station, RAC battalion/Company, CID Zone office, Abhay Command Centre, State Control Room/Control Room, Traffic Control Room on every Saturday afternoon

Module C - Civil Administration

- Powers and functions of
 - Divisional Commissioner
 - Deputy Commissioners
 - Sub-Divisional Magistrate
 - Sub-Registrars
 - Tehsildars & Patwaris.

Paper – 2

Rajasthan Service Rules, RPR, RPSSR, Conduct Rules, CCA Rules, GF&AR, TA Rules

Sessions : 60

Marks : 50

- Rajasthan Service Rules, 1951
- Rajasthan Police Regulation, 1948
- Rajasthan Police Rules, 1965
- Rajasthan Police Subordinates Services Rules, 1989
- Rajasthan Civil Services (Conduct) Rules, 1971
- Rajasthan Civil Services (Classification, Control & Appeal) Rules 1958
- G.F. & A.R.(GA-55 & relevant Sections)
- Rajasthan T.A. Rules, 1971
- All Standing Orders issued by Police Headquarters

Paper – 3

Human Resource Management in Police

Sessions : 60

Marks : 50

Human Behavior & Management Techniques

A. Understanding Human behavior

- Factors influencing human behavior

- Perception, attitudes and behavior
- Prejudices, stereotypes and biases and how they influence human behavior
- Development of Human personality & characteristics of a stable personality
- Qualities of a good Police officer
- Anxiety and dealing with anxiety
- Group behavior, changing pattern of small groups and their functions and crowd psychology.
- Behavior of police with public – its importance, need for change and ways & means for bringing in change, good practices adopted by different police units.
- Police image, Police Sub-culture and initiatives for improvement

B. Management Techniques

- Hierarchy, Span of control, Unity of command, Coordination, Delegation of authority, Decentralization and Supervision.
- Organizational behavior and soft skills.
- Communication viz. Oral, written, non-verbal; Barriers in Communication and measures to overcome these
- Art of listening.
- Art of Public Speaking.
- Art of Writing – Official Communication Skills
- Group Dynamics and team building
- Conducting effective meetings.
- Conflict Management:
- Negotiation Skills – handling various sections of society
- Media Management
- Theories of Motivation for application in Police
- Interpersonal Relationships.
- Element of effective decision making, decision making styles and models.
- Creativity and Innovation at work.
- Mental Health

- Health Management
- Time Management.
- Controlling "Anger" and "Aggression" at work
- Quality of work life (QWL) and stress in Police
- Improving QWL in Police (psychological and Infrastructural)
- Stress Management in Police

C. Human Resources Management in Police

- Human Resources Management- Concept and scope.
- Job analysis and Evaluation
- Human Resource Development in Police - Concept of HRD, Developmental directions in HRD, Tools and Techniques for developing Human Resources (subordinates).
 - Training process
 - On-the-job training methods.
- Counselling, coaching and Mentoring Processes.
- Performance Appraisal and Interpersonal feedback
- Managing police personnel for Superior Performance
- Motivating police personnel.
- Rewards management.
- Grievance Redressal mechanisms in Police.

D. Leadership : Concept, Traits and styles.

- Understanding "Self" & "Others"
 - Emotional Intelligence
 - Competency
- Theories and Models of Leadership
 - Action Centered Leadership Model.
 - Blake and Mouton"s Managerial Grid.
 - Transformational and Transactional Leadership.

- Police Leadership – “Every police personnel is a leader”
- Challenges before Police Leadership in 21st century.
- Total Quality Leadership (Police Perspectives).
- Case studies of renowned police leaders

Paper – 4

Ethics and Integrity in Police

Sessions : 60

Marks : 50

Module (A) : Ethical Behaviour

❖ Introduction-

- Culture of police organization (sub culture)
 - Nature of organization (impact on the human behaviour)
 - Role of organization
 - Needs to change nature of organization
- What are custom, usage, traditions, ethics, religions
 - Why to know about it
 - Sources from customs & ethics derived
- Application of ethics – for police working
 - General attitude of society towards ethics
- What are professional ethics – police ethics
- Concept of public service
- Fundamental principles for policing
 - Needs to be adaptable, social, assertive, polite, co-operative

❖ Democratic system & values of rule of law

- Justice & judgement
 - By police during duty
 - By superiors towards subordinates

- Liberty
 - Constitutional
 - Humanitarian
- Secularism
 - Equality before law
- Dignity of the individual
- Police code of conduct
 - Legal
 - Social

❖ Ethical dimensions of police work

- Decision making in complex & conflicting situation
 - a. Individual response
 - b. Environmental compulsions
- Stakeholders in policing
- Application of discretion
 - Legally
 - Emotionally
 - Socially
- S.W.O.T. Analysis

❖ Applying ethical approach to policing issues

- Registration, investigation & prosecution of cases
- Behaviour with complainants, witnesses and accused persons
- Public order management
- Use of adequate force and L&O managements
- Police administration (recruitment, transfer, etc.)
- Interact with politicians/ media/pressure groups, students etc

- Crime against women and sensitivity of police
- Dangers of corruption
 - Personal or system's fault
- Police, public & N.G.O. interface
- Role of religious groups in maintenance of law & order.
- Role of leadership in promoting ethical climate in organization
- Dealing with
 - Seniors- leaders, adviser, guides, guardian
 - Juniors- team member, extra force, working force
- Moral and ethical value attributes of a police leader
- Impact of police profession on personality – moral vulnerability of police

Paper – V

Basic Knowledge of IT & Computer Work

Sessions : 18

Marks : 50

Basic Idea of Digital devices:

- Introduction to various types of Computers, Scanners, Printers & peripherals, Mobile Phones, storage devices , CCTV surveillance and other digital equipment used in Information Technology and communications.
- Networking Basics, Concept of LAN and WAN

Basic idea of popular operating systems:

- Windows
- Linux (Ubuntu, Centos, RedHat etc.)
- Apple Macintosh (macOS)
- Mobile OS:-Basic Idea of Android, Windows Phone, Apple iOS etc.
- Popular Web Browsing Software and their configuration



CCTNS and Various applications

CCTNS - Crime and Criminal Tracking Network & Systems

Knowledge of Integrated Investigation Forms (IIF), Rojnamcha Aam (General Diary), Case Diary and Crime Digest in CCTNS.

- IIF1 First Information Report
- IIF2 Crime Detail Form (Naksha Mauka etc.)
- IIF3 Arrest/ Surrender Form
- IIF4 Property Search and Seizure Form
- IIF5 Final Report Form (FR/Chargesheet)
- IIF6 Court Disposal Form
- IIF7 Appeal Form


ICJS: Interoperable Criminal Justice System

Various applications used in Rajasthan police :

- Citizen Services
- RAJASTHAN POLICE WEB PORTAL
- CHILD TRACKING WEB PORTAL
- ADVANCED ANALYTICS
- RAJKAJ
- LITES
- Pay manager
- Dreams
- SSO Portal
- Sampark Portal
- NAFIS

Mobile App used in Rajasthan Police:

- RAJCOP including Communication Platform email (Rajmail), Instant Messenger (sandesh wahak), Digital Radio (Police Radio)
- RAJCOP CITIZEN
- ERSS-112
- SENIOR CITIZEN
- RajLMS
- Advance Analytics



Proposed Syllabus of SI(Prob.)Outdoor Training for foundation Course

paper no	Name of paper	Content
1.	Physical Training And U.A.C	<p>1. Cardio-respiratory fitness or Aerobic exercises</p> <ul style="list-style-type: none"> • Warm up –Jogging • Walking • Running <p>periods- 05</p> <p>❖ CALLISTHENIC EXERCISES</p> <ul style="list-style-type: none"> • Side Jump • Side straddle hop • Mule kick • flutter kick • Ski jump • High jump • Squat bender • Side bender • Knee bender • Lunger • Swimmer • Engine <p>periods- 10</p> <p>❖ STAMINA-BUILDING EXERCISES</p> <ul style="list-style-type: none"> • Ability group running • Long distance running <p>periods- 05</p>

paper no	Name of paper	Content
		<p>2. Strength exercises- endurance training</p> <ul style="list-style-type: none"> • Push ups wide hand push ups • Closed hand push ups • Sit ups • Pull ups • Dips • Crawling in sand • Sprinting in sand • Jump rope or skipping rope • Physical training games • Endurance games <p>3. Beam work- chin up</p> <p>4. U.A.C. –</p> <ul style="list-style-type: none"> • Falls • Blocs • Locks <p>5. yoga /Meditation in the end of PT Session</p>
		<p>periods- 15</p> <p>periods- 05</p> <p>periods- 05</p> <p>Total Periods-45</p>

paper no	Name of paper	Content
2.	Drill	<p>1. टर्न आउट</p> <p>2. खाली हाथ स्कवॉड ड्रिल</p> <p>1. फासला रखकर स्कवॉड बनाना</p> <p>2. सावधान/विश्राम/आराम से खड़े होना</p> <p>3. स्कवॉड का निर्धारित फासले से सजना</p> <p>4. गिनती से मुड़ना और आधा मुड़ना</p> <p>5. कदमों के बीच फासला और मार्च करने की गति</p> <p>6. मार्चिंग के समय जवानों की स्थिति</p> <p>7. तेज चाल और धीरे चाल में चलना</p> <p>8. कदम आगे और पीछे ले जाना</p> <p>9. धीरे और तेज चाल में कदम बदलना</p> <p>10. बगली कदम (साइड पेस)</p> <p>11. मार्च करते समय मुड़ना</p> <p>12. थम कर सैल्यूट करना</p> <p>13. मार्च करते समय सैल्यूट करना</p> <p>14. बिना शस्त्र के विसर्जन करना</p> <p>15. बिना टोपी या पगड़ी पहने और सादा पोशाक आदि में सैल्यूट करना</p>

paper no	Name of paper	Content
		<p>1 परिचय, उत्पत्ति, विशेषताएं</p> <p>2 आम जानकारी सुरक्षा खोलना-जोड़ना और सफाई करना</p> <p>3 भरना और खाली करना</p> <p>4 विभिन्न प्रकार की फायरिंग पोजीशन के बारे में जानकारी</p> <p>5 शिस्त लेना, फायर करना</p> <p>6 हथियार की चाल और मुमकिन रोके व तुरन्त उपाय की कार्यवाही के बारे में जानकारी देना</p> <p><u>पम्प एक्शन गन</u></p> <p>1 परिचय, उत्पत्ति, विशेषताएं</p> <p>2 पी.ए.जी की हैण्डलिंग</p> <p>3 पी.ए.जी का भरना, फायर करना, खाली करना</p> <p>4 विभिन्न पोजीशनों से फायर करना</p> <p>• सिम्यूलेटर परिचय</p> <p><u>फील्ड क्राफ्ट एवं टेक्टिक्स</u></p> <p>1 चीजें क्यों नजर आती हैं ? फासले का अनुमान लगाना</p> <p>2 केमोपलेज कंसीलमेंट</p> <p>3 फायर कंट्रोल ऑर्डर, लेक्चर, डेमो</p>
		<p>Periods- 04</p> <p>Periods- 02</p> <p>Periods- 01</p> <p>Periods- 10</p>

paper no	Name of paper	Content
		<p>4 कॉर्डन एवं सर्च 5 नाका पार्टी के कार्य</p> <p>• <u>भीड़ नियंत्रण</u></p> <p>1 भीड़ नियंत्रण इक्वूपमेंट की जानकारी— सिल्ड, हैल्मेट, जैकेट, लाठी का प्रयोग</p> <p>• प्राथमिकता चिकित्सा</p> <p>Marksanship training and Principals of marksanship</p> <p>Periods- 04 Periods- 02 Periods- 02</p> <p>Total Periods 33</p>
4.	Games (Including Swimming & Equestrian)	<p>• खेलकूद • तैराकी • घुड़सवारी</p> <p>Periods- 15 Periods- 15 Periods- 15</p> <p>Total Periods 45</p>

