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दिल्ली पुलिस — हेड कांस्टेबल (मंत्रालयिक)

Head Constable (Ministerial) in the Delhi Police is the post that handles office and record work inside the police organisation — correspondence, files, statistics, and the administrative records of stations and units. It is a...



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करियर मार्गदर्शन कार्यशाला, डाइट बाड़मेर (14-17 जुलाई 2026) में विकसित व लोकार्पित
Developed & unveiled at the Career Guidance Workshop, DIET Barmer (14-17 July 2026)

यह एक स्वतंत्र परियोजना है, जो सरकार की आधिकारिक करियर-मार्गदर्शन सामग्री पर आधारित है। • An independent project based on the Government's official career-guidance content.

1 About this career

Head Constable (Ministerial) in the Delhi Police is the post that handles office and record work inside the police organisation — correspondence, files, statistics, and the administrative records of stations and units. It is a uniformed police post, but its work is clerical and administrative rather than patrolling or fieldwork. Two things set it apart from other posts on this portal. First, recruitment is directly at Head Constable rank, one step above constable — unusual on a Class 12 qualification, since most police recruitment at this educational level is at constable rank. Second, and more important, a set typing speed is here an entry condition rather than a skill tested later. That means the speed has to be in your possession before you apply.

2 At a glance

Minimum qualification	10+2 (Senior Secondary) pass or equivalent from a recognised Board at the time of filling the online application; and professional attainments — a typing speed of 30 words per minute in English or 25 words per minute in Hindi
Recruiting body	Through the Staff Selection Commission (SSC) — the employer is the Delhi Police
Age limit	18 to 25 years. The date of reckoning changes each cycle, so take it from that year's notice
Starting salary	Level 4 of the CENTRAL pay matrix — a basic of ₹25,500, with uniform and police allowances
Demand	Direct recruitment at Head Constable rank — one step above constable, on a Class 12 qualification

3 What you need

INTERESTS

- An interest in office work, records and orderly written work
- Typing and data work on a computer
- Working inside a police organisation, but without field duty

ABILITIES

- Speed and accuracy in typing — an entry condition here, so treat it as a requirement before an ability
- Discretion, since this post sees sensitive material
- An orderly, careful way of working, since police records become part of evidence

KEY SKILLS

- Computer typing at the prescribed speed, in Hindi or English
- Maintaining records and statistics
- Knowledge of the police organisation's administrative procedures — taught in service
- An understanding of office procedure, files and correspondence
- Computers and ordinary office software
- General awareness, reasoning and mathematics — the basis of the written examination

4 How to get there

- 1 Pass Class 12 (Senior Secondary) from a recognised Board, in any stream. The notice also says this qualification must be complete at the time of filling the online application.
- 2 Build the typing speed in advance, and that is the most important advice on this page. The notice gives it under the essential qualifications as a "professional attainment": 30 words per minute in English typing, or 25 words per minute in Hindi typing. Either one serves, so choose the language in which your speed builds more naturally — and the Hindi requirement is the lower of the two, which is a practical advantage for Hindi-medium candidates.
- 3 Pay attention to the timing of this condition, because that is where the confusion lies. In SSC Stenographer, shorthand is not an entry condition — it is tested at a skill test after the written examination, so there the skill can be learnt during the months of preparation. Here the position is reversed: the typing speed sits in the same list as Class 12, which means it is part of eligibility. Starting to learn typing after a notice appears is therefore far too late.

- 4 Typing practice can be done through government ITI and polytechnic courses at very low fees, and the practice itself costs nothing on any computer. It is a skill that builds with regular practice and reaches a useful level within a few months — but those months are needed beforehand, not afterwards.
- 5 Your age must be between 18 and 25. Relaxations in the upper age limit for reserved categories are set out in the notice and should be read there against your own category.
- 6 Apply online when the notice appears on the Commission's website.

MAIN EXAMS

- The most useful thing to know about this post is the level at which it recruits. Recruitment is directly at Head Constable rank, one step above constable, and the qualification is only Class 12 plus a typing speed. Compare this portal's GD Constable page, where recruitment on Class 10 is at constable rank and central Pay Matrix Level 3; here entry is at Level 4. So adding Class 12 and one skill raises both the rank of entry and the pay level. That is important information for students deciding after Class 10 whether to continue studying.
- The timing of the typing condition is the decisive point about this post, and it is clearest when set beside three others. Here the typing speed is an entry condition. For Delhi Police Constable (Driver), a heavy vehicle licence is needed by the closing date. For RSRTC Conductor, a conductor licence and badge are needed by the last date. In all three the education is the easy half and the skill or certificate is the real gate. Against them, in SSC Stenographer shorthand is tested later. This distinction recurs across this portal, and it has one practical conclusion: for any recruitment, find out first what must already be in your hand at the time of applying.
- The choice between two languages is a real advantage that often goes unnoticed. Thirty words per minute in English or twenty-five in Hindi — either one. The Hindi requirement is the lower, and for a candidate schooled in Hindi, Hindi typing is usually easier to build as well. In most central examinations on this portal English is an obstacle; here the rule itself offers a way past it.
- This is a uniformed police post even though its work is in the office — a distinction worth understanding in advance. A Head Constable (Ministerial) is part of the police organisation, is subject to police discipline and conduct rules, and performs duty as the organisation requires when the need arises. A candidate who wants purely a clerical job may find SSC CHSL more suitable; someone who wants to be part of a police organisation without field duty fits this post well.
- One caution: pay matrix level numbers do not mean the same thing in the state and at the Centre. Central Level 4 is ₹25,500, while the numbers in the Rajasthan matrix carry different values. Compare the rupee figures, not the level numbers.

5 Where to study

GOVERNMENT INSTITUTES

- Government ITIs and polytechnics — typing and secretarial practice courses at very low fees, which is where the entry skill is actually built — In many districts of Rajasthan (<https://dte.rajasthan.gov.in/>)
- Any recognised Board — the educational qualification is a Class 12 pass — Including the Rajasthan Board of Secondary Education (<https://rajeduboard.rajasthan.gov.in/>)
- Rajasthan State Open School — for completing Class 12 alongside work; reached through the School Education Department portal — Jaipur and district centres (<https://education.rajasthan.gov.in/>)

ONLINE

- कर्मचारी चयन आयोग — विज्ञप्ति एवं टंकण गति की शर्त — The condition sits under the essential qualifications — read it there (<https://ssc.gov.in/>)
- दिल्ली पुलिस — नियोक्ता संगठन — This is the organisation the post belongs to (<https://www.delhipolice.gov.in/>)
- एस.एस.सी. — पिछले वर्षों के प्रश्न-पत्र (निःशुल्क) — The most reliable free material for the written stage (<https://ssc.gov.in/for-candidates/previous-year-question-paper>)
- आर.एस.एस.बी. — पिछले प्रश्न-पत्र, उत्तर कुंजी व पाठ्यक्रम (निःशुल्क) — The Staff Selection Board's own site — the most reliable free preparation material there is (https://rsmssb.rajasthan.gov.in/show_archived?menuName=Xj4lCb9vGxpQnfls%2FxlZ2g%3D%3D)
- विभागीय सेवा नियम (कार्मिक विभाग) — पद की योग्यता व आयु मूल दस्तावेज़ में पढ़ें — The Department of Personnel publishes the service rules for every cadre. Read these before any coaching material — qualification, age and the method of recruitment are settled here and nowhere else. (<https://dop.rajasthan.gov.in/>)
- स्वयं (SWAYAM) — भारत सरकार के निःशुल्क ऑनलाइन कोर्स — Free (<https://swayam.gov.in/>)
- राष्ट्रीय डिजिटल पुस्तकालय (NDLI) — Free books and study material (<https://ndl.iitkgp.ac.in/>)
- एन.सी.ई.आर.टी. — निःशुल्क पाठ्यपुस्तकें — The foundation for general knowledge, maths and science (<https://ncert.nic.in/>)

FEES

The educational cost is very low — Class 12 at a government school costs next to nothing, and if schooling was interrupted it can be completed alongside work through the State Open School. The one thing needed in advance here is not a degree but a typing speed, and among the "certificate" recruitments on this portal that is the cheapest condition of all: compared with the time and money that an HMV licence or a conductor badge demands, learning to type asks far less. Typing and secretarial practice courses at government ITIs and polytechnics cost a few thousand rupees, and practice after that is free on any computer. Choosing the Hindi typing option also means a lower speed requirement. For the written stage the Commission publishes the syllabus and past papers free and the paper is at Class 12 level. For students of Rajasthan from the SC, ST, OBC, MBC, EWS and minority categories, SSC and Constable examinations are included in the Mukhyamantri Anuprati Coaching Yojana.

SCHOLARSHIPS

- Mukhyamantri Anuprati Coaching Yojana (free coaching, apply via SSO) (<https://sso.rajasthan.gov.in/signin>)
- Rajasthan Social Justice and Empowerment Dept scholarships (<https://sje.rajasthan.gov.in/>)
- National Scholarship Portal (NSP) (<https://scholarships.gov.in/>)
- Buddy4Study scholarship search (<https://www.buddy4study.com>)

6 What the work is like

WHERE YOU WORK

Delhi Police stations, district offices and specialised units — the posting is in Delhi. The work is mainly inside the office.

WORK CULTURE

This post is office work inside a police organisation and has features of its own. The routine is comparatively settled — files, correspondence, records and statistics — and the unpredictability of field duty is not as great here as in patrolling and investigation posts. With it comes a responsibility worth understanding: police records are not ordinary office paper; they become part of later investigation and court proceedings. Care and accuracy therefore matter more here than in ordinary clerical posts, and discretion is the professional discipline of the post. The second point is that the uniform brings police discipline and conduct rules with it, and duty outside normal hours can be required as the organisation needs — particularly during major events or emergencies, when the whole organisation is under pressure. What comes back is real: direct appointment at Head Constable rank on Class 12 plus one skill, the standing the uniform carries, and a path of promotion within the police organisation.

WHO HIRES

- Delhi Police — stations and district offices
- Specialised units and headquarters of the Delhi Police
- Equivalent ministerial posts exist in other state police forces and central forces
- The same skill also works in central government clerical posts

DEMAND (2026)

Administrative and record work in police organisations is continuous, so the need for a ministerial cadre persists. Keep three things in view. First, this recruitment does not come every year and the number of posts is limited — it is not like the large regular recruitments such as GD Constable or CHSL. Second, the typing condition changes the shape of the competition: applicants are many, but those who already hold the prescribed speed are fewer — so for someone who built the skill in advance the arithmetic is favourable. Third, that skill is not confined to one recruitment: typing speed also serves SSC CHSL, Stenographer, state government clerical posts and court recruitment. Time spent on typing is therefore not a bet on one notice, and that makes it one of the safest preparations on this portal. One thing to be clear about — the "demand" described above counts posts, not your chance of getting one. Selection is by open competition and the number of applicants runs to many times the number of posts, so most candidates are not selected in any given recruitment. That is not an argument against this career; it is an argument against making it your only plan. Keep studying or building a skill alongside your preparation, so that the year is not lost whichever way the result goes.

7 Career growth

- 1 Head Constable (Ministerial) — the entry post, central Pay Matrix Level 4 (basic ₹25,500); note this is one rank above constable
- 2 Assistant Sub-Inspector (Ministerial) — by service and departmental promotion
- 3 Sub-Inspector (Ministerial) — on further promotion
- 4 Inspector (Ministerial) and above — the senior level of the ministerial cadre

EARNINGS

Starting	केंद्रीय पे मैट्रिक्स लेवल 4 — मूल वेतन ₹25,500
Mid level	₹40,000 - ₹55,000 (भत्तों सहित, कुछ वर्षों की सेवा के बाद)
Senior level	₹65,000 से अधिक (भत्तों सहित, पदोन्नति के बाद)

The starting figure is the first cell of Level 4 of the central pay matrix, taken from the Commission's own pay-scale list. It is basic pay; dearness allowance, house rent allowance and the police and uniform allowances are added on top, and because the posting is in Delhi the house rent allowance makes a noticeable difference — so the amount in hand sits well above the basic. One comparison is useful: this portal's GD Constable page shows an entry level of Level 3 (₹21,700), so adding Class 12 and a typing skill moves entry one level up. One caution: pay matrix level numbers do not mean the same thing in the state and at the Centre; compare the rupees, not the level numbers. The mid-level and senior figures are approximate and are not confirmed from any official pay statement; read them as a direction, not a promise. The starting figure is BASIC PAY, so that it can be compared directly against other careers. Dearness allowance (60% of basic since 1 January 2026) and house rent allowance are added on top of it, so take-home pay is appreciably higher. The mid-level and senior figures are approximate monthly income including allowances, not basic pay. Note — in Rajasthan a direct recruit is a probationer-trainee for the first 2 years and is paid a fixed remuneration, not the pay scale; dearness allowance and house rent allowance are not payable in those two years (Rajasthan Service Rules, rule 7(30A)). The full pay scale applies once probation is completed. The figures above rest on the Rajasthan 7th pay matrix, which is what applies as of 17 August 2026. The Terms of Reference of the 8th Central Pay Commission were approved on 28 October 2025 and it must report within 18 months of its constitution. State governments normally adopt a Central Pay Commission with modifications, and later than the Centre does — so Rajasthan pay will be revised too, though by how much and when is not yet settled.

8 The good parts · The challenges

The good parts

- Direct recruitment at Head Constable rank — unusual on a Class 12 qualification
- The typing condition limits the competition, and it is the cheapest skill condition on this portal
- The Hindi typing option, whose speed requirement is lower than the English one
- Part of a police organisation, but without the unpredictability of field duty

The challenges

- The typing speed is an entry condition — starting to learn when a notice appears is far too late
- An age limit of 25, lower than several other Class 12 level recruitments
- The recruitment does not come every year and the number of posts is limited
- Police discipline comes with the uniform, and extra duty when the organisation needs it

9 Sources & further reading

1. Staff Selection Commission — official website — <https://ssc.gov.in/>
2. Delhi Police — the employing organisation — <https://www.delhipolice.gov.in/>
3. SSC — Scheme of Examination — <https://ssc.gov.in/for-candidates/scheme-of-examination>
4. SSC — Previous year question papers — <https://ssc.gov.in/for-candidates/previous-year-question-paper>
5. Rajasthan Staff Selection Board (official) — <https://rssb.rajasthan.gov.in/>
6. Department of Personnel, Rajasthan — service rules — <https://dop.rajasthan.gov.in/>
7. 8th Central Pay Commission — Cabinet approval of the Terms of Reference (PIB, 28 October 2025) — <https://www.pib.gov.in/PressReleasePage.aspx?PRID=2183289>



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