



PUNJAB POLICE
RECRUITMENT FOR THE POST OF
POLICE CONSTABLE IN
DISTRICT POLICE CADRE OF PUNJAB POLICE - 2023

Advt. No. 02 of 2023

Date of Publication: January 31st, 2023

| | |
|---|---|
| Recruitment Portal for submission of Online Application and for recruitment related information https://iur.ls/punjabpolicerecruitment2023 (herein after referred to as the Recruitment portal). A link to the above-mentioned recruitment portal shall also be made available on the official Punjab Police website www.punjabpolice.gov.in | |
| Opening Date and Time for Submission of Online Application | February 15 th , 2023 at 07:00 pm |
| Closing Date and Time for Submission of Online Application (Applications received after 11:55 pm on March 8th, 2023 shall not be entertained) | March 8 th , 2023 till 11:55 pm |
| Helpdesk Number | 02261306245 |
| Grievance window (for resolving problems faced by candidates) shall be available on the portal https://iur.ls/punjabpolicerecruitment2023 | |

1. INTRODUCTION

Online applications (available on <https://iur.ls/punjabpolicerecruitment2023>) are invited from Indian citizens for direct recruitment to fill vacancies of constables (except for the vacancies against the sports quota, which shall be filled separately) in the District Police cadre of Punjab Police.

The recruitment for filling up the vacancies in the District Police cadre as mentioned above, shall be carried out through an **Application Form (AF) and Computer Based Test (CBT) followed by Physical Measurement Test (PMT), Physical Screening Test (PST) with specified qualifying parameters**. The selection of candidates shall be on the basis of their respective merit (based strictly on the basis of marks obtained in the Paper I) and normalization, against available category-wise vacancies.

2. POSTING/DEPLOYMENT

- (a) Recruited candidate(s) can be posted/deployed anywhere in Punjab, India or abroad.
- (b) As per Section 4(b) of the Punjab Police Act, 2007, transfer of a member from one cadre to another cadre shall not be allowed.

3. TENTATIVE VACANCIES OF CONSTABLES IN THE DISTRICT POLICE CADRE OF PUNJAB POLICE

Total tentative vacancies of Constables in District Police Cadre - 1746 (excluding sportspersons)

| Category | No. of vacancies | Vacancies reserved for women (out of the total given in column-ii) |
|--|------------------|--|
| (i) | (ii) | (iii) |
| General/Open/Unreserved | 738 | 210 |
| Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab | 180 | 72 |
| Scheduled Castes Ramdasia & Others, Punjab | 180 | 72 |
| Backward Classes, Punjab | 180 | 72 |
| Ex-Serviceman (General), Punjab | 126 | 72 |
| Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab | 36 | 0 |
| Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab | 36 | 0 |
| Ex-Serviceman Backward Classes, Punjab | 36 | 0 |
| Wards of Police Personnel | 36 | 12 |
| Economically Weaker Sections, Punjab | 180 | 54 |
| Wards of Freedom Fighters, Punjab | 18 | 6 |
| Total | 1746 | 570 |

Note 1: The number of posts/vacancies may be increased or decreased by the Punjab Government/Punjab Police at any time before the completion of the recruitment process, without giving any prior notice to the candidates.

- Note 2:** The reservation for Scheduled Castes and Backward Classes shall be strictly implemented in accordance with the Punjab Scheduled Castes and Backward Classes (Reservation in Services) Act, 2006, as amended from time to time and existing instructions of the Punjab Government.
- Note 3:** The reservation for Economically Weaker Sections (EWS) shall be implemented strictly in accordance with the Punjab Government Department of Social Justice, Empowerment and Minorities (Reservation Cell) instructions issued vide Letter No. 1/3/2019-RC1/120 dated 28.05.2019, Letter No. 1/3/2019-RC1/700, dated 30.10.2020 and letter No. 1/3/2019-RC1/196 dated 18.03.2021 and the existing instructions of the Punjab Government.
- Note 4:** The reservation for Ex-serviceman/wife or dependent child of an Ex-serviceman/grandchild of a Gallantry Award winner shall be implemented in accordance with the Punjab Recruitment of Ex-Servicemen Rules, 1982, as amended from time-to-time and the existing instructions of the Punjab Government.
- Note 5:** Central Armed Police Forces (BSF, CRPF, ITBP, CISF, SSB etc.) employees/ex-employees are not eligible to be considered for recruitment under the Ex-Servicemen category.
- Note 6:** The reservation for women shall be implemented in accordance with the instructions of Punjab Government, Department of Social Security, Women and Child Development (Social Security Branch) Notification No.G.S.R.87/Const/Arts 309 and 15/2020, dated 21.10.2020 and the existing instructions of the Punjab Government.
- Note 7:** The reservation for wards of Freedom Fighters shall be implemented in accordance with the instructions issued by Punjab Government from time to time.
- Note 8:** There shall be 2% reservation under the Wards of Police Personnel category. The benefit of this reservation can only be claimed by those wards of police personnel, who have 'Wards of Police Personnel Certificate' issued by the office of DGP, Punjab. Only one ward of Police Personnel can claim the benefit of reservation under the Wards of Police Personnel Category.

4. PAY SCALE

As per the Punjab Government Notification No. FD-FP-10MISC/87/2020-2FP1 dated 29.12.2020 pay scale of the post Constable is Rs.19,900/- and minimum pay admissible of Rs. 19,900/- per month for three years from the date of joining in service.

5. ESSENTIAL ELIGIBILITY REQUIREMENTS FOR CANDIDATES

5.1 Nationality

The candidate should be a **citizen of India**, who has not obtained the citizenship/permanent residency/green card of any other country.

5.2 Age

Eligibility criteria regarding age shall be as follows:

Minimum age as on January 1st, 2023 - 18 years.

Maximum age as on January 1st, 2023 - 28 years.

Relaxation in age shall, however, be applicable as mentioned below:

- i. Relaxation up to five years in the prescribed upper age limit has been granted to the candidates belonging to the Scheduled Castes and Backward Classes, who are residents of Punjab. As such, maximum age for such candidates shall be 33 years as on January 1st, 2023.
- ii. Ex-servicemen, who are residents of Punjab, shall be allowed to deduct the period of his/her service in the Armed Forces of the Union from his/her actual age, and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy by more than three years, he/she shall be deemed to satisfy the conditions regarding age limit.
- iii. Relaxation up to five years in the prescribed upper age limit has been granted to candidates, who are serving regular employees of Punjab Government or of other State or Central Government. As such, maximum age for such candidates shall be 33 years as on January 1st, 2023.

5.3 Educational Qualifications

| Name of the post | Minimum educational qualifications for eligibility |
|-----------------------------------|---|
| Constable (District Police cadre) | <ol style="list-style-type: none">i) 10+2 or its equivalent from a recognized Education Board/University.ii) In case of Ex-Servicemen, the minimum educational qualification shall be Matriculation. |

Note: Candidates must have attained the above-mentioned educational qualifications on or before January 1st, 2023.

5.4 Mandatory Qualification

Apart from the above-mentioned qualifications, all candidates must have passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language specified by the Punjab Government.

Note: Where a ward of Defense Service Personnel, who is a *bona fide* resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of the Punjab Government within a period of two years from the date of his appointment.

5.5 Physical Standards

Candidates should be of the below mentioned minimum prescribed height for being eligible for the posts:

| Cadre | Minimum Height required | |
|-----------------|-------------------------|-------------------------|
| | Male | Female |
| District Police | 5' 7" (5 feet 7 inches) | 5' 2" (5 feet 2 inches) |

6. SELECTION PROCESS

The selection process shall be a three stage process comprising of the following stages:

- **Stage-I:** Stage-I will consist of two Computer Based, Multiple Choice Question (MCQ) type Papers viz. Paper-I and Paper-II, of which Paper-II shall be qualifying in nature.
- **Stage-II:** Stage-II will consist of Physical Measurement Test (PMT) and Physical Screening Test (PST). Both Physical Measurement Test and Physical Screening Test shall be qualifying in nature.
- **Stage-III:** Stage-III will consist of Document Scrutiny.

7. STAGE-I: Computer Based Test

The first stage of the selection process shall be Computer Based Test (CBT) comprising of the following:

| | |
|-------------------|--|
| Paper - I | Paper-I shall comprise of 100 questions carrying one (01) mark each. |
| Paper - II | Paper-II shall be a mandatory qualifying test of Punjabi language of matriculation standard comprising of 50 questions carrying one (01) mark each with 50% marks as the qualifying criteria. The marks obtained in this Paper shall not be counted for determining merit. |

The syllabus and number of questions from various topics is as follows:

| | Section | SYLLABUS | | Number of Questions | |
|--|---------|--|--|--|----|
| Paper- I Duration: 2 hours Maximum Marks: 100 | 1. | General Awareness | (i) | Constitution and its features, Central and State Legislature, Executive, Judicial Institutions & Local Government Institutions | 35 |
| | | | (ii) | History, Geography, Culture and Economy of Punjab | |
| | | | (iii) | Basics of Science & Technology | |
| | | | (iv) | Current Affairs | |
| | 2. | Quantitative Aptitude and Numerical Skills | (i) | Simplification | 20 |
| | | | (ii) | Average | |
| | | | (iii) | Decimal and Fractions | |
| | | | (iv) | Ratio and Proportion | |
| | | | (v) | Percentages | |
| | | | (vi) | Profit and Loss | |
| | | | (vii) | Simple Interest | |
| | | | (viii) | Time and Work | |
| | 3. | Mental Ability & Logical Reasoning | (i) | Number and Letter Series | 20 |
| | | | (ii) | Sequencing | |
| | | | (iii) | Statements and Conclusions | |
| | | | (iv) | Pattern Completion | |
| | | | (v) | Order and Ranking | |
| | | | (vi) | Direction and Distances | |
| | | | (vii) | Relationship Problems | |
| | 4. | English Language Skills | (i) | Reading Comprehension | 10 |
| (ii) | | | Punjabi to English Translation | | |
| (iii) | | | Sentence rearrangement and correction | | |
| (iv) | | | Error Spotting | | |
| (v) | | | Fill in the Blanks | | |
| (vi) | | | Spelling Correction | | |
| (vii) | | | Vocabulary (Synonym, Antonym, one word substitution) | | |
| Punjabi Language Skills | | (i) | ਸੁੱਧ/ਅਸੁੱਧ | 10 | |
| | | (ii) | ਸਮਾਨਾਰਥਕ/ਵਿਰੋਧੀ ਸ਼ਬਦ | | |
| | | (iii) | ਪੰਜਾਬੀ ਅਖਾਣ ਅਤੇ ਮੁਹਾਵਰੇ | | |
| | | (iv) | ਅੰਗਰੇਜ਼ੀ ਤੋਂ ਪੰਜਾਬੀ ਅਨੁਵਾਦ | | |
| | | (v) | ਬਹੁਤੇ ਸ਼ਬਦਾਂ ਦੀ ਥਾਂ ਤੇ ਇਕ ਸ਼ਬਦ | | |
| | | (vi) | ਅਣਡਿੱਠਾ ਪੈਰਾ | | |

| | | | | | |
|---|----|--|-------|--|----|
| | 5. | Digital Literacy & Awareness | (i) | Fundamentals of Computers | 05 |
| | | | (ii) | MS Office (Word, PowerPoint) | |
| | | | (iii) | Internet, Worldwide web and Web search engines. | |
| | | | (iv) | Email Communication | |
| | | | (v) | Mobile Phones(basic conceptual knowledge) | |
| Paper-II Duration: 1 hour Maximum Marks: 50 | 1. | Mandatory Qualifying paper of Punjabi Language | | <u>Mandatory Qualifying paper of Punjabi Language (equivalent to Matriculation standard)</u> | 50 |

Note: Each candidate shall be issued Admit Card(s) indicating the specific date, time and venue for candidate's Computer Based Test Papers. The candidate is required to download the Admit Card(s) and bring a hard copy (printout) of the Admit card(s), along with any one prescribed Photo Identity Proof (Aadhaar Card, Indian Driving License, PAN card, Voter Identity card, Indian Passport) for entry to the venue of the Papers.

7.1 Negative Marking

There shall be no negative marking.

7.2 Normalization

As computer based tests would be conducted in multiple shifts, with different sets of questions, for different sets of participants, normalization of scores shall be carried out using the Mean Standard Deviation method using the following formula:

Normalization mark of j^{th} candidate in the i^{th} Shift \hat{M}_{ij} is given by

$$\hat{M}_{ij} = \frac{\bar{M}_t^g - M_q^g}{\bar{M}_{ti} - M_{iq}} (M_{ij} - M_{iq}) + M_q^{gm}$$

M_{ij} = is the actual marks obtained by the j^{th} candidate in i^{th} shift.

\bar{M}_t^g = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded-up).

M_q^g = is the sum of mean and standard deviation marks of the candidates in the paper considering all shifts.

\bar{M}_{ti} = is the average marks of the top 0.1% of the candidates in the i^{th} shift (number of candidates will be rounded-up).

M_{iq} = is the sum of mean marks and standard deviation of the i^{th} shift.

M_q^{gm} = is the sum of the mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

Calculation of marks will be up to 5 places of decimal.

7.3 Minimum Marks

After normalization is carried out in the above-mentioned manner, candidates belonging to Scheduled Caste, Backward Class, Economically Weaker Section and Ex-servicemen categories shall be required to score a minimum of 35% marks and candidates belonging to other categories shall be required to score a minimum of 40% marks, in Paper-I, to be eligible to be considered for the next stage of the selection process.

The candidates shall also be required to score a minimum of 50% percent marks in Paper-II after normalization is carried out to qualify for the next stage of the selection process. The failure to secure minimum 50% marks in Paper-II shall disqualify the candidate for being considered for the next stage of the selection process irrespective of his score in Paper-I. However, the marks obtained by a candidate in Paper-II, which is a mandatory qualifying paper of Punjabi Language, shall not be considered in the overall score of the candidate for determining merit.

7.4 Answer Key and Seeking of Objections

Upon completion of the last session of the Computer based tests, the Answer Key shall be uploaded on the Recruitment Portal. Candidates will be given 48 hours to raise objections to the Answer Key. A nominal fee of rupees 50/- shall be charged per objection. The fee shall be refunded, if the objection is sustained.

7.5 Alerts to Candidates

It shall be the responsibility of the candidates to keep themselves abreast of the updates with respect to the process and stage of the selection process by frequently checking the Recruitment Portal for updates. No individual communication shall be made with the candidates. However, candidates shall be informed at various stages of the selection process, by SMS & E-mail. The alerts are just an additional facilitation provided to the candidates. The department shall not be responsible for non-receipt of an alert due to any reason whatsoever.

The candidates are advised to disable 'Do Not Disturb' (DND) service on their mobile phones to enable timely receipt of SMS alerts.

8. STAGE-II PHYSICAL MEASUREMENT TEST AND PHYSICAL SCREENING TEST

Sufficient number of candidates, from amongst the candidates who have obtained required minimum marks in Paper-I and have also qualified Paper-II, would be shortlisted on the basis of merit determined by the marks obtained in Paper-I following normalization, and after factoring in reservation for various categories. The shortlisted candidates would be called for Stage-II. Stage-II of the selection process consisting of Physical Measurement Test and Physical Screening Test shall be conducted at designated place(s), date(s) and time.

8.1 Schedule for Stage-II Tests

The schedule for Physical Measurement Test (PMT) and Physical Screening Test (PST) shall be uploaded on the Recruitment Portal. Separate Admit Card, indicating the date, time and venue, shall be issued for Stage-II tests. The candidate is required to download the Admit card, bring a hard copy (print out) of the same along with any one prescribed Photo Identity Proof (Aadhaar Card, Indian Driving License, PAN card, Voter Identity card, Indian Passport), for entry to the venue of the Stage-II.

8.2 Physical Measurement Test (PMT) and Physical Screening Test (PST)

The height of the candidates called for Stage-II shall be measured and candidates found to be of or above the requisite minimum height, as mentioned in para 5.5, shall be declared as having qualified the Physical Measurement test (PMT).

The Physical Screening Test (PST), which shall be qualifying in nature, shall comprise of the following events:

| Candidate | Physical Screening Test |
|--|---|
| For Male Candidates (Including Ex-servicemen of age not more than 35 years) | (i) 1600 Meters Race to be completed in 6 minutes 30 seconds (only one chance). (ii) Long Jump 3.80 Meters (3 chances). (iii) High Jump 1.10 Meters (3 chances). |
| For Male Candidates (Ex-Servicemen of age more than 35 years) | (i) 1400 Meters Walk and Run to be completed in 12 minutes. (Only one chance). (ii) 10 Full Squats within 3 minutes. (Only one chance). |
| For Female Candidates (Including Ex-Servicemen of age not more than 35 years) | (i) 800 Meters Race to be completed in 4 minutes and 30 seconds. (only one chance) (ii) Long Jump 3.00 Meters. (3 chances) (iii) High Jump 0.95 Meters. (3 chances) |
| For Female Candidates (Ex-Servicemen of age more than 35 years) | (i) 800 meters run to be completed in 06 minutes (only one chance). |

Note 1: Candidates shall be required to qualify all the events for the particular category to which she/he belongs. Failure to qualify any one event for that particular category shall disqualify the candidate.

Note 2: Candidates may note that random testing may be undertaken to rule out the use of performance enhancing drugs. Candidates randomly selected for such test(s) shall have to provide the required biological sample as instructed. Refusal to provide such biological sample shall disqualify candidate and make him/her ineligible for selection.

Note 3: Female candidates, who are pregnant on the date of Stage-II Tests that is Physical Measurement Test (PMT) & Physical Screening Test (PST), may submit a request for postponement of their PMT & PST. The following conditions shall, however, be applicable:

- i. Such female candidates shall have to apply through the Recruitment Portal for the postponement of their PST & PMT on or before the scheduled date of their PMT & PST, along with a medical report from a govt. hospital regarding their pregnancy.
- ii. In case such a candidate, on the basis of her marks in Paper-I following normalization, provisionally makes it to the final merit list, she shall be given one opportunity for PST & PMT within 6 months of the delivery/termination of pregnancy by keeping a vacancy/seat vacant. The final result of such a candidate shall be declared based on her qualifying Stage-II tests and scrutiny of documents.
- iii. The seniority of such a candidate, who is finally selected, would be determined as per the existing govt./departmental rules/instructions.
- iv. In case such a candidate fails to qualify Stage-II or Stage-III, the vacancy kept on hold for her shall be carried over to the next recruitment.

8.3 Appeals Relating To Physical Measurement Test and Physical Screening Test

Candidates may appeal against the result of the Physical Measurement Test and/or Physical Screening Test, if they so desire, to the Chairperson or the Member of the Central Recruitment Board present at the Physical Measurement Test and Physical Screening Test venue on that very day. The decision of the Chairperson or the Member of the CRB, as the case may be, shall be final and no further appeal or representation in this regard shall be entertained. The Chairperson, or the Member of the CRB, as the case may be, shall record the decision and the reasons thereof, in writing for each case of appeal separately.

9. STAGE-III DOCUMENT SCRUTINY

Candidates called for Stage-III of the selection process would be required to report for document scrutiny on the designated date(s) and time at the place mentioned in the Admit Card. Details of the same would be uploaded on the Recruitment Portal. Candidates shall be required to bring the following certificates in original along with one self-attested copy of each document:

- a) Matriculation certificate for proof of age.
- b) 10+2 or its equivalent from a recognized Education Board/University.
- c) Proof of having passed Punjabi at Matriculation level or equivalent.
- d) Certificate, issued by the Competent Authority, to support claim for reserved category, if any. In case of a candidate applying under Ward of Police Personnel

- category, a certificate to that effect issued by the office of DGP, Punjab is required.
- e) No Objection Certificate (NOC) from the Head of Department/Office concerned, in case of candidates, who are serving government employees.
 - f) Supporting documents in case of Ex-servicemen category.

In case a candidate is not able to produce the required certificates/documents in original at the time of Document Scrutiny, he/she shall not be considered for further selection process.

10. MERIT LIST

Merit shall be prepared, keeping in view the available vacancies, after factoring in the prescribed reservations for different categories, on the basis of marks obtained in Paper-I following normalization (as explained in para 7.2), from amongst the candidates, who qualify the Stage-II and Stage-III of the selection process. The marks obtained by a candidate in the mandatory qualifying Punjabi Paper (Paper-II) will not be considered in the overall score of the candidate for calculation of merit.

- (a) In case of applicants scoring the same marks in Paper-I following normalization, the following criteria shall be adopted for inter-se merit:
 - i. The candidate senior in age shall be placed higher in the merit list.
 - ii. In the event of candidates scoring equal marks in Paper-I and having same date of birth, their relative merit shall be determined on the basis of their educational qualifications and the candidate having higher qualifications shall be ranked higher.
 - iii. In the event of the candidates scoring equal marks in Paper-I and having same date of birth also have equivalent educational qualifications, the candidate having higher percentage in **the highest qualification** shall be ranked higher.
- (b) There shall be no waiting list.

11. DECLARATION OF RESULT

Final result of the selection process shall be uploaded on the Punjab Police Recruitment Portal.

12. MEDICAL EXAMINATION, ANTECEDENT AND EDUCATIONAL QUALIFICATION DEGREE/ CERTIFICATE VERIFICATION

The selection of candidates shall be provisional, and shall be subject to the following mandatory clearances:

12.1 Medical Examination

- a) Before their enlistment in the Police Department, candidates shall be medically examined and certified physically fit for service by the Civil Surgeon/ Medical

Board as per rules.

- b) The Medical Examination shall include a substance abuse test.
- c) No relaxation whatsoever shall be granted in any of the prescribed parameters of the Medical Examination under any circumstances.

12.2 CHARACTER AND ANTECEDENT VERIFICATION

- (a) The verification of character and antecedents of all the selected candidates shall be undertaken as prescribed under the relevant law/rules/govt. instructions in this regard by following the prescribed procedures, by the concerned appointing authority.
- (b) The selection of the candidate shall be subject to the verification of his/her antecedents, and if anything adverse is found against the candidate during the verification, his/her candidature shall be summarily rejected and no claim, whatsoever, shall be entertained in this regard thereafter.

12.3 VERIFICATION OF CERTIFICATES

Educational qualification and other certificates shall be got verified from the concerned Universities/Institutions/Boards/Authorities. The candidature of the selected candidate shall be provisional till verification of such certificates/ documents. Production of fake/forged educational qualification/other certificates shall lead to rejection of candidature and may also lead to legal action.

12.4 JOINING AND PROBATION

The candidates selected, in the above-mentioned manner, shall be given an offer of appointment by the competent authority indicating the time-frame for joining. The selected candidates, after joining, shall be on Probation, in accordance with the Rules and instructions, as applicable. In case a vacancy remains unfilled, on account of any reason, the same shall be carried forward to the next recruitment.

13. APPLICATION FEE

The fee applicable to candidates belonging to different categories shall be as follows:

| Category | Application Fee (Rs) | Examination Fee (Rs) | Total (Rs) |
|---|-----------------------------|-----------------------------|-------------------|
| General | 450 | 650 | 1100 |
| Ex-Servicemen(ESM) of Punjab State only/Lineal Descendants of ESM | 500 | 0 | 500 |
| SC/ST of all States and Backward Classes of Punjab State only | 450 | 150 | 600 |
| Economically Weaker Sections(EWS) | 450 | 150 | 600 |

13.1 Mode of payment:

Candidates are required to make online payment of the requisite fee. No other fee payment mode shall be considered. Fee once paid shall not be refunded.

14. ONLINE APPLICATION PROCEDURE

There shall be an Application Form for recruitment to the post of constable in the District Police cadre of Punjab police.

- i. Applications must only be submitted in the online mode on <https://iur.ls/punjabpolicerecruitment2023>. Candidates would be first required to fill a registration form followed by the Application Form, which in turn would be linked to the fee payment gateway.
- ii. Candidates shall be required to fill in 15 district preferences to which the candidate would want to be allocated in case of final selection. District allocation would be made on the basis of merit position in Merit List and the availability of vacancies in the preferred District. As per Punjab Govt. instructions No. 6/75/2019-7H3/1745 dated 21.05.2020, selected candidate shall not be posted in their home district.
- iii. Applicants are advised to read the instructions, as given on the Recruitment Portal, carefully, before filling-up the application form. Incomplete application shall be rejected outright and no correspondence shall be entertained in this regard.
- iv. The applicants are advised to fill all details, including their correct and active email address and mobile number, in the online application.
- v. Applicants must ensure that they have access to good internet facility with reasonable speed and facility to ensure proper completion of application process including online payment of fee.
- vi. Before starting to fill-up the online application form, candidates must keep the following information/documents ready (including scanned copies of the documents to be uploaded) as the candidates would be required to upload the requisite documents, as applicable, in the online Application Form:
 - a) Any one ID proof (Aadhaar card, Passport, Voter I-Card, Driving License , PAN Card).
 - b) Personal details including address proof.
 - c) Valid and active E-mail ID.
 - d) Valid and active mobile number for receiving SMSs.
 - e) Matriculation certificate for proof of age.
 - f) Details/certificates pertaining to requisite educational qualifications including that for Punjabi language.
 - g) Certificates issued by the Competent Authority for claiming benefit of

reservation, if applicable.

- h) Certificate issued by the office of DGP, Punjab, for eligibility for the 2% quota meant for the Wards of Police Personnel who fulfill required conditions, if applicable.
 - i) Online payment facility such as internet banking, debit /credit card etc.
 - j) Scanned recent (not older than 3 months) coloured passport size (4.5 cm x3.5 cm) front facing photograph against white background (minimum 80 KB and maximum 200 KB size in JPEG format).
 - k) Scanned signatures (minimum 80 KB and maximum 200 KB size in JPEG format).
- vii. Candidates should fill all details, including the category, correctly in the online application form and submit the same only after ensuring that all the particulars/details are correctly reflected in it. No request (online or offline) for any change in the Application Form, after it is submitted, shall be entertained. However, a fresh online application can be submitted before the final date for submission of applications by paying the requisite fee. In case a candidate submits more than one application, only the latest application submitted by the candidate shall be considered.
- viii. Candidate is required to declare her/his home district while filling up the Application Form.
- ix. The candidates are advised to retain printed/ hardcopies of their online Application Form and produce the same as and when required.
- x. All candidates, who apply for advertised posts shall be considered 'provisionally eligible' for appearing in the competitive exam. Acceptance of applications at this stage and allotment of Roll Numbers would not indicate acceptance of candidature, since there is no scrutiny of documents before the CBT based Tests.
- xi. The scrutiny of Application Forms shall be done after the conduct of the examination. The candidature of applicants, who are found not meeting the eligibility criteria, will be rejected during or after the scrutiny process.
- xii. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/her liable for disqualification and legal action.
- xiii. Candidates already employed with the government applying for this recruitment, will be required to get a No Objection Certificate (NOC) from the Head of Department/Office concerned. If, however, the NOC is not available at the time of filling up of the Application Form, the candidate shall have to give a declaration to the effect that she/he shall produce the same in original at the time of document scrutiny.
- xiv. Candidates are advised, in their own interest, to submit online applications well before the closing date and not to wait till the last date to avoid any rush/server

load on the website on the last days. The Board will not be responsible for the candidates not being able to submit their applications within the last date on account to the aforesaid reasons or for any other reason beyond the control of the Recruitment Board.

- xv. In case the candidate experiences any difficulty in downloading the Admit card, then she/he may contact the Helpdesk for assistance. Unique Registration ID may be kept handy while contacting the Help line.
- xvi. While filling the Application Form (AF), the candidates would be required to give an undertaking regarding the genuineness of their candidature and correctness of the information provided by them in the Application Form. Submission of wrong information by candidate may invite legal action.
- xvii. Last date and time for submission of online applications is March 8th, 2023, till 11:55 pm.

15. HELPDISK NUMBER FOR QUERIES AND CLARIFICATIONS

A dedicated Helpdesk number 02261306245 would start functioning, to help candidates applying for recruitment, from 07:00 pm on January 31st, 2023.

Sd/-

Gaurav Yadav, IPS
Director General of Police,
Punjab, Chandigarh