

CHANDIGARH POLICE

POST - CONSTABLE [EXECUTIVE]

Procedure for submission of Online Application Form

1. The detailed advertisement and information is available on the department website i.e <https://chandigarhpolice.gov.in/const-recruitment-2023-700.html>
2. Applications will be accepted online (only) from 01.06.2023 till 22.06.2023 till 11:59 PM on the above mentioned website.
3. No application shall be entertained by hand or by post in the Department.
4. Ensure that you have a valid personal email ID and Mobile number. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying online. You should keep checking the inbox / spam box for this email ID and SMS regularly during the recruitment process as intimations may be sent on this email ID and Mobile Number. **However, your primary source of information / intimations will remain the above mentioned website.**
5. Please scan your passport size photograph and signature (on white page) individually and save them individually in JPG format. The size of any of these individual images should not exceed 80 KB each, otherwise you will not be able to upload and submit your online application.
6. Please scan your required documents in PDF format individually and save them individually in PDF file format. The size of any of these individual pdf files should not exceed 1 MB each.
 - a) Driving License (not compulsory for Female candidates).
 - b) Educational Qualification Certificates.
 - c) Age Proof (10th Class / Date of Birth Certificate).
 - d) Category Certificate (Not required in case of General Candidates).
 - e) Identity proof (Aadhaar, Driving License, PAN, Passport, Voter ID).
7. Please keep following details ready with you before starting your online application.
 - a) Personal demographic details including Date of Birth and Nationality.
 - b) Mobile Number
 - c) Personal Email ID
 - d) Reservation category details
 - e) Soft copies of scanned photograph, signature and other required documents in PDF format.
8. Visit <http://chandigarhpolice.gov.in> and click on button “**Apply for Constable [Executive]**” and fill all registration details like Name, Date of Birth, Email ID, Contact No., verify your Mobile number and Email ID using OTP sent and click on “Register”.

NOTE:

- i. **The name of the candidate should be spelt correctly in the application, as it appears in the certificates / marks sheets. Any change/alteration found may lead to disqualification of his/her candidature.**
- ii. **A candidate can only register once with his/her given email id and mobile number.**

9. On successful registration, your Unique **Application Number** along with password will be sent on your email ID and mobile number. Your Application Number will be your **login id**.
10. Then click on “Proceed to Online Application” to complete your application form. Please note down your **application number and password** and keep them secret as you will require these while logging into recruitment portal. In fact, you will be required to **download the admit card** from this portal later on by logging through same login id and password.
11. **You must carefully read all the instructions given before filling your online application form.**
12. Click “**Proceed Next to Address details**” where you have to fill in permanent address and correspondence address.
13. Then click “**Proceed with Qualification Details**”.
 - a. Enter your qualification details as per eligibility criteria mentioned in the advertisement. Rest of the qualifications are optional.
 - b. Application forms of those candidates who do not fulfill the qualifications/eligibility conditions as per advertisement, shall not be accepted by the online application system.
14. Thereafter click “**Proceed with Candidate Other Details**”. This includes:
 - a. Driving License No. (**Not mandatory for female candidates**).
 - b. NCC Certificate detail (if available),
 - c. Whether resident of notified hill area.
15. Then click “**Proceed with Documents Upload**” for uploading **photograph, signature and required documents**. Details are given below.
 - a. For **Passport Size Photograph and Signature** image files, allowed image file formats are **.jpg, .png, .gif, .JPG, .PNG, .GIF, .jpeg, .JPEG**. Allowed **Image File Size** for each file is **Maximum 80 KB**.
 - b. For **Education Qualification - You can upload a Combined PDF (including Certificates of 12th and other Qualifications, if any) file. Allowed PDF File Size is Maximum 1 MB**.
 - c. For **Age Proof (10th Class / Date of Birth Certificate) (PDF format), allowed PDF File Size is Maximum 1 MB**.
 - d. For **Category Certificate (PDF Format), allowed PDF File Size is Maximum 1 MB. (required only for candidate’s other than General Category only)**
 - e. For **ID Proof (PDF format), allowed PDF File Size is Maximum 1 MB**.
16. Then click “**Proceed to Criminal Case details**”.
17. Thereafter click “**Proceed to Review Application**”. The candidate must review the application form filled and make necessary changes (if any).

NOTE: You are requested to REVIEW your online application details filled by you, before you finally Submit your online application. Once Application is submitted you WON'T BE ALLOWED TO MAKE ANY CHANGES.

18. Click “**Proceed for Undertaking**”. You are requested to go through **Candidate Undertaking** details carefully and then only check the “**I Agree**” box. **Please note that scrutiny w.r.t. all eligibility criteria will also be done at the time of verification of documents. Submission of application does not endorse your eligibility.**

19. Submit the application form by clicking on the “**Submit**” button. Notification Email and SMS will be sent on your registered Email ID and Mobile Number. **You must save your online application number.**
20. You can now proceed to **Payment of Fee (non-refundable)**, if applicable, as per the fee criteria mentioned in the advertisement.
21. In case of successful payment, candidate will be able to download **Fee Payment Receipt** and **Online Application Form**. Take printout of the downloaded documents. Keep it safe with you. **DO NOT SEND IT TO US.**
22. Conditions which may render you ineligible
 - a) Insufficient fee
 - b) Wrong / incomplete information given in the application form
 - c) Candidates debarred by any govt. department/board/commission
 - d) Non-fulfillment of any of the eligibility conditions including those of age and educational qualifications
23. All the updates, information and notices will be uploaded on the website <https://chandigarhpolice.gov.in/const-recruitment-2023-700.html>. Thus, the candidates are advised to visit the website on regular basis. No separate information will be sent through post. Any information that is uploaded on the above mentioned website will be deemed to have reached the candidates and responsibility for not visiting the website and responding thereto in time will be, entirely, of the candidate.
24. For any clarification regarding the filling of online application form, the candidates may send their query at email id exmrecruit23@gmail.com.

Note:

- 1) Number of posts/category mentioned in the advertisement is tentative and may vary at the time of appointment
- 2) DGP, Chandigarh Police reserves the right to change any condition/criteria or cancel the recruitment process without assigning any reason.
- 3) Non-receipt of any information through Email or SMS pertaining to the recruitment process due to any reason shall not be the responsibility of Chandigarh Police. All the information shared on Chandigarh Police website (<https://chandigarhpolice.gov.in>) shall be deemed to be official communication for all the purposes.

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