# HOW TO FILL THE APPLICATION FORM

(Please refer Advertisement, Instructions and Frequently Asked Questions (FAQs) before filling Application Form)

Procedure for Submitting Online Applications through Punjab Police Recruitment Portal: <a href="https://iur.ls/punjabpolicerecruitment2021">https://iur.ls/punjabpolicerecruitment2021</a>. A link to the above mentioned recruitment portal shall also be made available on the official Punjab Police website <a href="http://www.punjabpolice.gov.in/">http://www.punjabpolice.gov.in/</a> (Ref Image: 1.1)

- 1. Applications can be submitted only through Online mode.
- 2. Applications can be submitted through Punjab Police Recruitment Portal for which candidate must have stable internet connection with online fee payment facility (Internet Banking / Debit Card / Credit Card)
- 3. Submission of manual/paper application form shall not be accepted.
- 4. Registration and application form shall be filled in English language only.
- 5. Candidates must ensure the following information is readily available with them prior to filling up the online application form, as per published advertisement:
- 5.1 Personal details (Candidate Name, Father's Name, Mother's Name, DOB).
- 5.2. Government approved valid Identity proof (Voter ID, Passport, Driving License, Pan Card, Aadhar Card).
- 5.3. Active Email ID.
- 5.4. Active Mobile number for receiving SMSs/OTPs.
- 5.5. Educational qualification details with percentage/CGPA/Grade obtained.
- 5.6. A coloured photograph (Passport size) with white background (4.5 cm length x 3.5 cm width). (**Refer below document for more details**)

#### GUIDELINES FOR UPLOAD PHOTOGRAPH ON APPLICATION FORM

- 6. Candidate can take the printout of the Registration Form/ Application Form/ Payment slip after the completion of the process.
- 7. Candidates must note that the Payment is acceptable only through the online mode. (Internet Banking/Debit Card /Credit Card)
- 8. The candidates are advised to read the instructions carefully & then fill the form. The Application Form can be filled in multiple sittings and the same can also be edited before the final submission. Once the final submission of the Application Form has been completed, any amendment in the Application Form shall not be permitted, and the candidate shall be solely liable in case any discrepancy arises. In case the candidate realises that He/ She has filled up the form erroneously, He/ She should fill up a fresh Online Application Form along with requisite fee before the Application closing date. Kindly note the Application Fee paid earlier shall not be adjusted against previously filled in Application Form(s).
- 9. In case of multiple Application Form submission by the same candidate, only the latest Application Form with the latest Application number will be considered by the Recruitment Board.
- 10. The applicants must be aware about their cadre preference i.e. 'District Police Cadre' and 'Armed Police Cadre' prior to final submission of his/her application form. In case the candidate selects only one cadre, He/ She shall only be considered against the cadre applied for at the time of submission of Application Form and not against the cadre for which He/ She has not applied.
- 11. In case the candidate has to change the preference of cadres or has to edit the details in the previously submitted Application Form, the candidate shall have to re-register; using a different mobile number or e-mail ID and then fill the form again and pay the requisite fee, followed by submission of the Application Form. Candidate must note that only the newly generated Application number shall be considered and the previously submitted Application Forms shall not be considered.

- **A.** While applying for the post of Constable in Punjab Police, the candidates shall have to undergo the following steps:
  - 1. Registration
  - 2. Application Form filling
  - 3. Payment

## 1. How to Register

# Following steps shall be followed to complete the registration process: -

a. Candidate shall have to visit the Recruitment Portal for submission of Online Application and for recruitment related information <a href="https://iur.ls/punjabpolicerecruitment2021">https://iur.ls/punjabpolicerecruitment2021</a> (hereinafter referred to as the Recruitment portal), a link to the above mentioned recruitment portal shall also be made available on the official website of Punjab Police <a href="https://www.punjabpolice.gov.in">www.punjabpolice.gov.in</a> (Ref Image : 1.1)

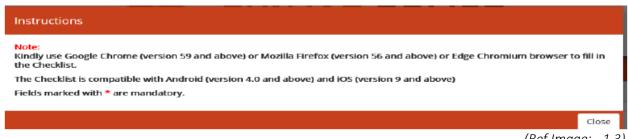


(Ref Image: -1.1)

b. After clicking on the above-mentioned URL, the candidate will be directed to the next page. (Ref. image 1.2). After reading the published notification, candidate may proceed for registration process by clicking on the Register button on the top right-hand side corner of the notification page. (Registration is a onetime activity). (Ref image: - 1.2)

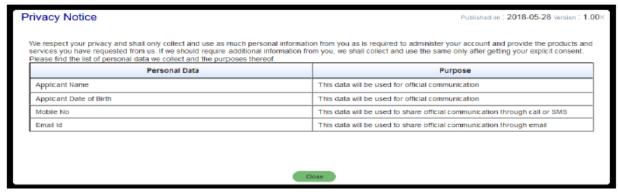


c. A dialog box shall appear as 'Instructions' stating the note of compatible version/browser to fill the form and about mandatory fields. Candidates are required to click on close button after reading through the instructions. (Ref Image: - 1.3)



(Ref Image: - 1.3)

d. After closing above, a 'Privacy Notice' will be displayed on the screen to inform the candidate regarding the personal details being captured in the Application Form and reasons for the same. The Candidates are required to click on 'CLOSE' button to register himself/ herself. (Ref. Image: - 1.4)



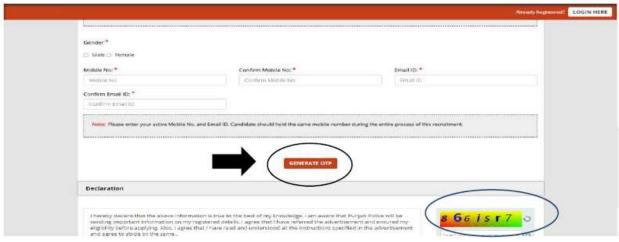
(Ref Image: - 1.4)

e. Following this, the 'Registration Form' will appear and candidates shall be required to fill in the required details in the 'Candidate Registration' page, such as Candidate Name, Date of Birth, Gender, Email and Mobile Number. (Ref. Image: -1.5)

Register to get User ID and Password				
Register to get oser ib and rassword			-	
Note: The details below should be entered as it Proof at the Examination center having the		itel OR Equivalent certificate awarded to you. Ensure first name or Surname will be allowed to appear.	e to carry the ID	
Candidate First Name : *	Candidate Middle Name :	Candidate Last Name : *		
EAMDIDATE FIRST NAME	EANDIDATE MIDDLE NAME	CANDIDATE LAST MAME		
Note: Please enter your name strictly as ner you	ur certificate/marksheet of Matriculation/10th/SSC withou	t any salutation(Dr., Mr., Ms., Mrs., Shri, Smt., Prof. o	ec).	
Have you ever changed your name *	Date of Birth (DD-MM-YYYY): *			

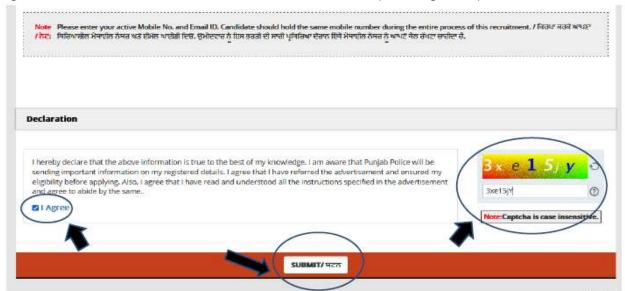
(Ref Image:- 1.5)

f. Candidates must fill the requisite details carefully as these details cannot be edited/changed once candidate has registered himself/ herself. After filling the details click on the 'GENERATE OTP' button (Ref. Image: -1.6)



(Ref Image: - 1.6)

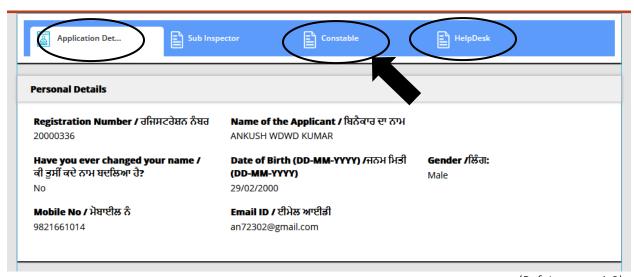
- g. After filling the information, click on 'GENERATE OTP' button. A Captcha box, which is special set of characters, will be displayed on the screen. You will need to retype the characters in the box provided. This is a security feature designed to ensure that a human is entering the details and not a computer-generated program. In case if you have trouble in reading the characters, click on sign (Get a new image) beside Captcha Box to refresh the letters. (Ref. Image: 1.6)
- h. Following this, OTP will be received on applicants registered mobile number and Email ID, and candidates will be required to fill the received OTP, in required box and click on the button 'VALIDATE OTP'. After successful validation of OTP, candidate will be required to agree with the declaration shown on screen by clicking on button 'I Agree' on the left hand side corner of the screen and also to fill Captcha characters in the box provided on the right side of the corner and thereafter click on 'SUBMIT' button (Ref. Image: 1.7)



(Ref. Image: - 1.7)

- i. Thereafter, an alert about the modification of information submitted by candidate will be shown on the screen. Click on 'OK', if you have verified the information to be correct and click 'Close' if you want to review again and then Submit.
- j. After clicking on 'OK' button, a privacy notice will be displayed on the screen which will show purpose of your personal data sought. Candidates are required to click on 'I Agree' button after reading it.

- K. Thereafter, a note regarding candidate's successful registration showing registration number will be displayed on screen and Candidate may note down the given details such as Registration ID.
- I. Within minutes of successful submission of the Registration Form, you will receive a User ID and Password on the registered email ID to confirm registration. Ensure that you check your mailbox immediately and ensure that the mail is not considered as spam mail. You will also receive the User ID and Password as an SMS\* on the registered mobile number. Using these credentials, you may proceed to complete your application. (\*Please note SMS will not be sent to international numbers).
- m. Thereafter a box containing Registration number, along with candidate's personal details, will also be visible on the screen. In this box three option will be displayed on the top i.e1. **Applicant details, 2. Constable 3. Helpdesk**. Now candidates need to click on the second option '**Constable**' to fill their Application Form. (Ref. Image: -1.8)

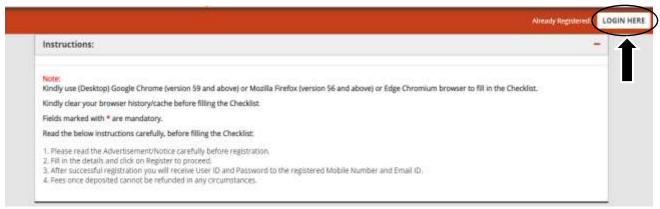


(Ref. Image: - 1.8)

*Note:* - The candidates can also use the same Registration ID to apply for different posts of Punjab Police, other than post of Constable. However, if you want to apply again for the same Post because you made errors in filling your first application, you will have to use a different e-mail Id or a different mobile number for the fresh registration.

### 2. How to fill Application Form

a) Note: - If a registered candidate does not want to complete filling details in the Application Form in single sitting, then the candidate can click on 'LOGOUT' button on the right-side corner on screen. He/ She may visit the Recruitment Portal for submission of Online Application Form later, using URL <a href="https://iur.ls/punjabpolicerecruitment2021">https://iur.ls/punjabpolicerecruitment2021</a> which is also available on Punjab Police website. Then candidate needs to click on the 'Login Here' button (Ref image 2.1) at the top right corner of the page and fill his/her user id & password to fill Application Form. (Ref. Image :2.2)

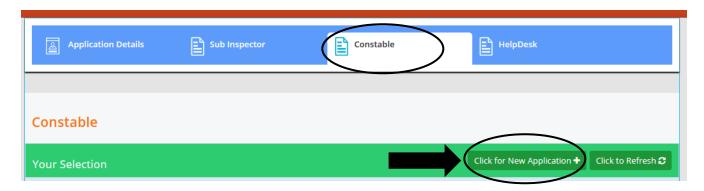


(Ref image 2.1)



(Ref. Image: - 2.2)

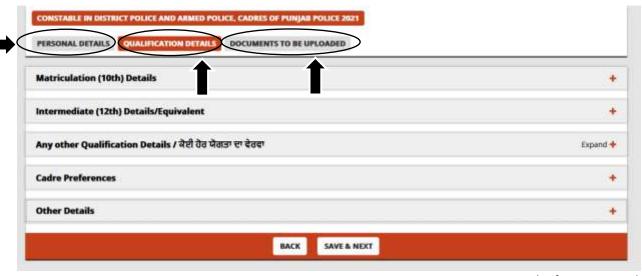
b) Candidate needs to select on 'Constable' tab and further click on 'New Application' to fill his/her application form and the candidate will be automatically directed to fill the Application Form page (Ref. Image: - 2.3)



(Ref. Image: - 2.3)

- c) There are three tabs on the top of the application window: -
- i) Personal Details (Fill up all the required information such as Nationality, Identity Proofs, Parents Details, Address Details or Any Other Details as required)
- ii) Qualification Details.
- iii) Documents to be uploaded.

(Ref Image: - 2.4)



(Ref. Image: - 2.4)

## i) PERSONAL DETAILS

- a. Candidate must fill the personal details (Ref. Image: -2.4)
- b. After filling personal details candidate will click on 'SAVE & NEXT' button, which will direct the candidate to the next page i.e. 'QUALIFICATION DETAILS'.

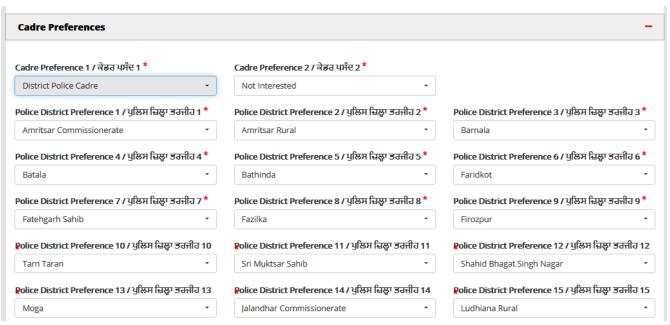
# ii) QUALIFICATION DETAILS

a. The candidate will be required to fill in the details of their qualifications. (Ref. Image: -2.5)



(Ref. Image: - 2.5)

12. The candidate also needs to fill his/her cadre preferences as per his/ her choice. It is reiterated that if the candidate selects only one cadre, He/ She shall only be considered against the cadre applied for at the time of submission of Application Form and not against the cadre for which He/ She has not applied. Please note that the candidate who is applying for the District Police Cadre, shall be required to fill in 15 district preferences as mandatory. (Ref image 2.6)

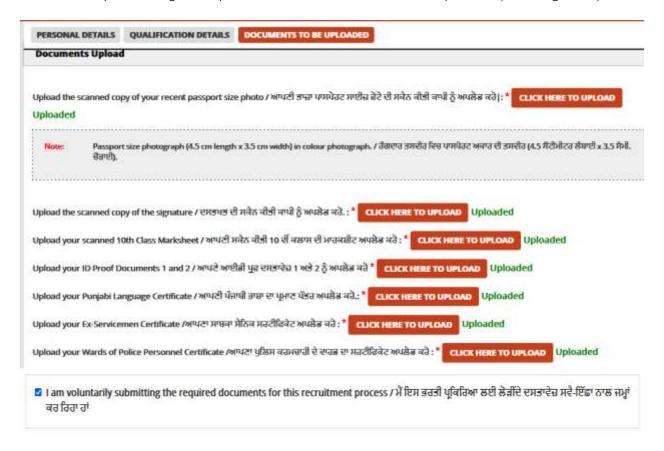


(Ref image 2.6)

b. After filling of the qualifications details, candidate needs to click on 'SAVE & NEXT' button which will direct the candidate to the next page i.e. 'DOCUMENTS TO BE UPLOADED'.

# iii) DOCUMENTS TO BE UPLOADED

a. The candidate must upload all mentioned documents as requested and accept the declaration, 'I am voluntarily submitting the required documents for this recruitment process" (Ref. Image: -2.7)



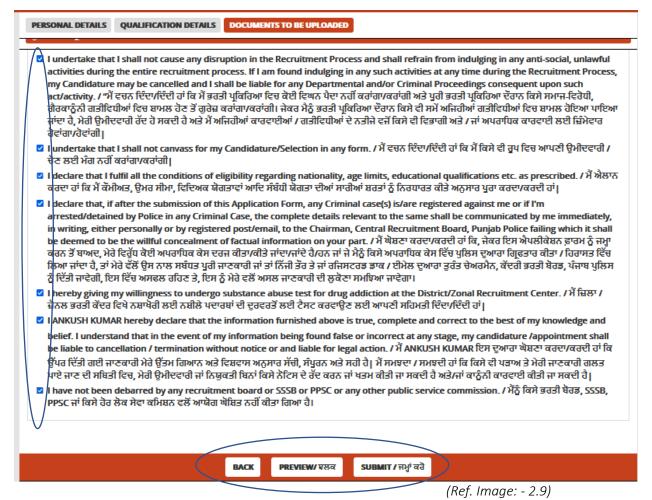
(Ref. Image: - 2.7)

b. In 'Upload your ID Proof Document' portal, candidate needs to upload scanned copy of *identity* proofs already mentioned in personal details (Ref. Image: -2.8)



(Ref. Image: - 2.8)

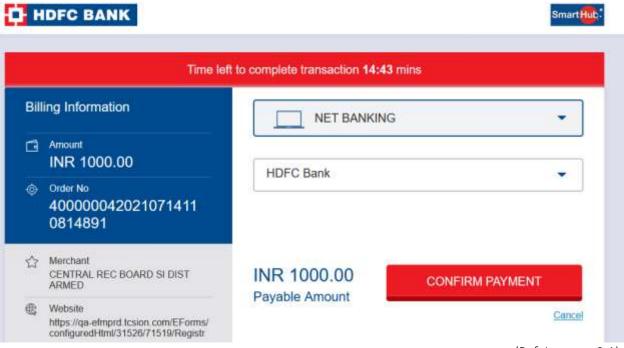
b. Thereafter, the candidate needs to agree with declarations shown on screen by clicking on the checkboxes followed by final submission of the Application Form. (Ref. Image: - 2.9)



c. The candidate has three options 'BACK' 'PREVIEW' and 'SUBMIT' at the end of this page. Candidates may click on BACK button to go to the previous page to recheck his/her details or on PREVIEW button to review all the information filled by him/her in his form. After checking, if the candidate finds the information to be correct, the candidate should click on 'SUBMIT' button.

## 3.Payment

a. After clicking on SUBMIT button, the Candidate will be automatically lead to online payment page where he/ she has to make an online payment through – credit/debit card of any bank/online banking to submit the fee mentioned in the Application Form and finally submit the Application Form. (Ref Image: - 3.1)



(Ref. Image: - 3.1)

b. After the successful transaction, the payment acknowledgment slip (with unique application number, transaction ID, applicant name, category, exam fee and post applied for) will be generated and the candidate should download the same for any future communication regarding Application Form. Now the process of filling of the Online Application Form stands completed.

# **Help Desk**

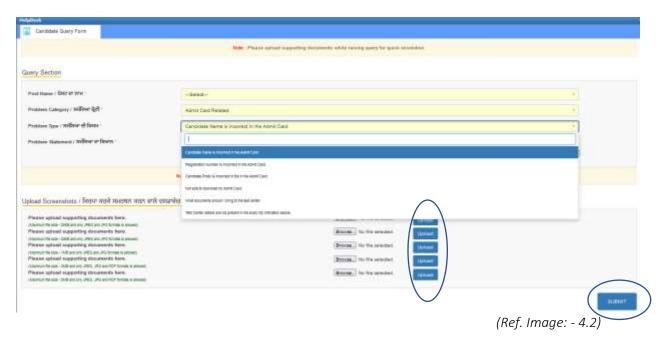
If the candidate is facing any problem while filling the online Application Form: -

- 1. Candidate can raise one or more queries by clicking on '+ button' on Helpdesk Portal (Ref. Image: 4.1)
- 2. On Clicking '+' button in 'Your Selection' tab, Query Form will open. (Ref Image: 4.1)



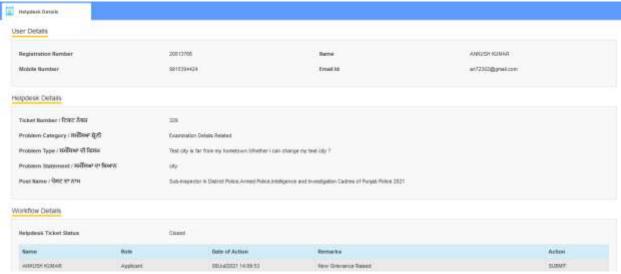
(Ref. Image: - 4.1)

3. Here candidate can select 'Problem Category' & 'Problem Type' and 'Submit' Query (Ref. Image 4.2)



- 4. Candidate needs to upload screenshot image of the problems faced at 'UPLOAD' button (Ref. Image: 4.2)
- 5. After uploading the screenshots candidates should click on 'SUBMIT' button (Ref. Image: 4.2)
- 6. If a candidate is facing more than one problem, he/she has to click on '+button' again and select the different category of problem and go through the same steps as above.

7. After submission of queries, one or more ticket numbers will be allotted to candidate for future reference of his queries. (Ref. Image: - 4.3)



(Ref. Image: - 4.3)

Wish You All The Best