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: https://iur.ls/punjabpolicerecruitment2021. A link to the above mentioned recruitment portal shall also be made available on the official Punjab Police website www.punjabpolice.gov.in (Ref Image: 1.1)

- Applications can be submitted only Online.
- ❖ Applications can be submitted through Punjab Police Recruitment Portal for which candidate must have internet connection with online fee payment facility (Internet Banking / Debit Card / Credit Card).
- No Manual / Paper Application will be entertained.
- * Registration and Application form shall be filled in English language only.
- Candidate to Keep the required information handy with him/her before starting to fill up the online Application form as per published advertisement:-
 - 1. Personal details (Candidate Name, Father's Name, Mother's Name, Date of Birth).
 - 2. Government approved Identity proof (Voter ID, Passport, Driving Licence, Pan Card, Aadhar card).
 - 3. Valid & Active Email ID.
 - 4. Valid & Active Mobile number for receiving SMSs/OTPs.
 - 5. Educational qualification details with percentage/CGPA/Grade obtained.
 - 6. Digital copy of scanned Passport size photograph (4.5 cm length x 3.5 cm width) in colored photograph. (Refer below document for more details)

GUIDELINE FOR UPLOAD PHOTOGRAPH ON APPLICATION FORM

- 7. Candidate can take the printout of the Registration Form/Application Form/Payment Slip after the completion of the process.
- 8. Candidates must note that the Payment is acceptable only through the online mode. (Internet Banking/ Debit Card/ Credit Card).
- 9. The Candidates are advised to read the instruction 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 arise. In case the candidate realizes 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 Forms.
- 10. 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.
- 11. The Applicants should be fully aware about the Investigation cadre.
- While applying for the post of Sub Inspectors / Constables in Technical and Support Service Cadre of 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 are to be followed to complete the registration process:-

A. CANDIDATE will have to visit Recruitment Portal for submission of Online Application and for recruitment related information https://iur.ls/punjabpolicerecruitment2021 (hereinafter 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

(Ref Image: 1.1)

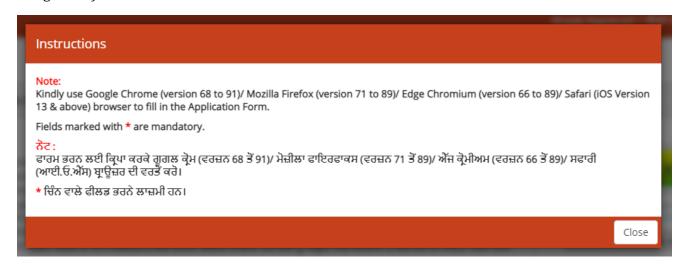
1.2)



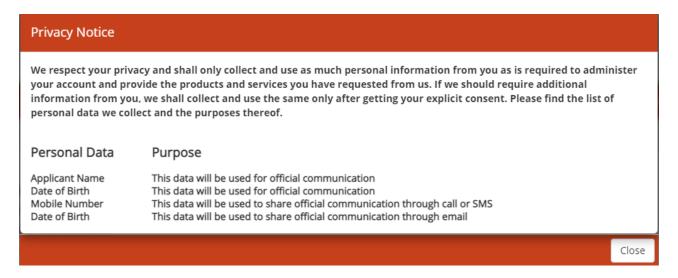
B. After clicking on the above-mentioned URL, the candidate will be directed to the next page. (Ref. image 1.2). After reading the published notification, candidate may proceed for registration process by clicking on the Register button on the top right-hand side corner of the notification page. (Registration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

REGISTER LOGIN GENERAL LINKS / ਆਮ ਲਿੰਕ ⊙ Advertisement / ਇਸ਼ਤਿਹਾਰ 🔼 Click here/ ਇੱਥੇ ਕੀ Frequently Asked Questions(FAQs) / ਅਕਸਰ ਪੁੱਛੇ ਜਾਣ 🔼 Click here/ ਇੱਥੇ ਕਲਿੱਕ ਕਰੋ ਵਾਲੇ ਪ੍ਰਸ਼ਨ (ਐਫ਼.ਏ.ਕਿਯੁ) 🔾 General Instructions / সাম 🔼 Click here/ ਇੱਥੇ ਕਲਿੱਕ ਕਰੋ ਨਿਰਦੇਸ਼ • How to Fill Application Form / 🔼 Click here/ ਇੱਥੇ ਕਲਿੱਕ ਕਰੋ ਐਪਲੀਕੇਸ਼ਨ ਫਾਰਮ ਕਿਵੇਂ ਭਰੋ Click here for Video Link • Already Registered? To Login / ਪਹਿਲਾਂ ਤੋਂ ਰਜਿਸਟਰਡ ਹੈ? ਲਾੱਗਇਨ ਕਰਨ ➡) Click here/ ਇੱਥੇ ਕਲਿੱਕ ਕਰੋ ਲਈ ⊙ To Register / ਰਜਿਸਟਰ ਕਰਨ ਲਈ 🗷 Click here/ ਇੱਥੇ ਕਲਿੱਕ ਕਰੋ

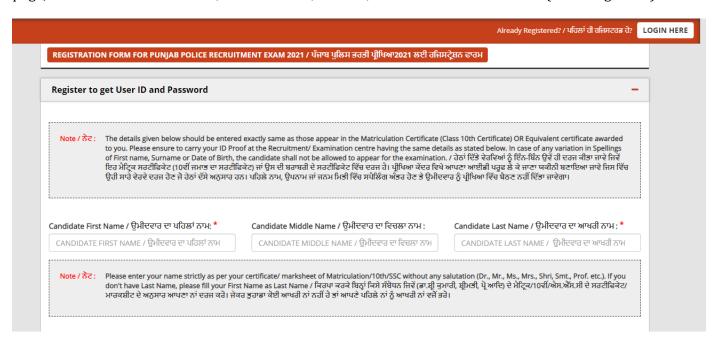
C. A dialog box will open showing instructions regarding compatible version/browser to fill the form and about mark of mandatory fields. Candidates are required to click on close button after reading it. (Ref Image:- 1.3)



D. After closing above, a '**Privacy Notice'** will be displayed on the screen which will show purpose of your personal data sought. Candidates are required to click on '**CLOSE'** button to register himself after reading it.(Ref. Image :- 1.4)



E. Then registration form will open and candidates need 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)



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)

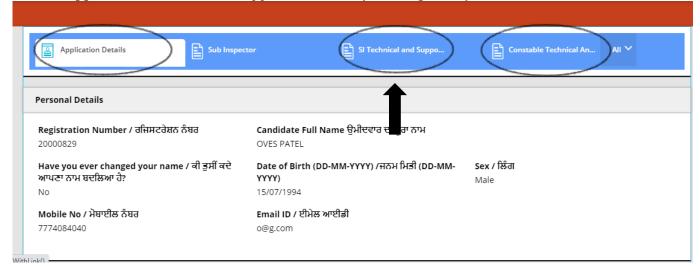


G. After filling the information, click on 'GENERATE OTP' button. A Captcha box, which is special set of characters, will be displayed on the screen. You will need to retype the characters in the box provided. This is a security feature designed to ensure that a human is entering the details and not 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)



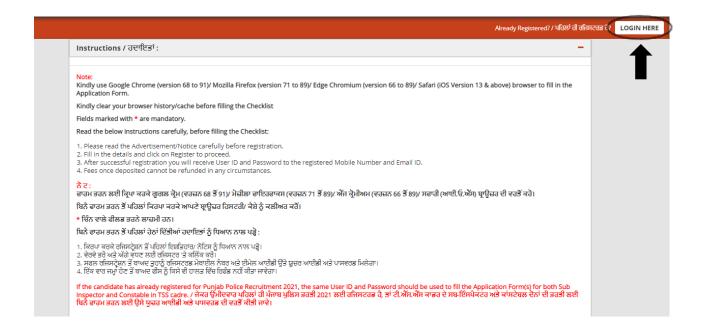
- I. Thereafter, an alert about the modification of information submitted by candidate will be shown on the screen. Click on 'OK', if you have verified the information to be correct and click 'Close' if you want to review again and then Submit.
- J. After clicking on 'OK' button, a privacy notice will 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.
- L. 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. SI / Constables in Technical and Support Service 3. Helpdesk. Now candidates need to click on the second option 'SI / Constables in Technical and Support Service' to fill their Application Form. (Ref. Image: -1.8)

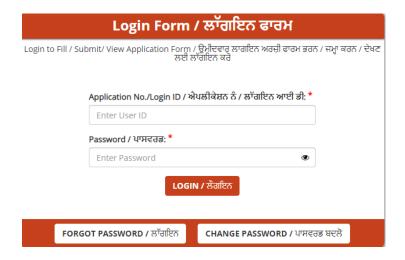


Note: - The candidates can also use the same Registration ID to apply for different posts of Punjab Police, other than post of **Sub Inspectors / Constables in Technical and Support Service Cadre of Punjab Police**. However, if you want to apply again for the same Post because you made errors in filling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

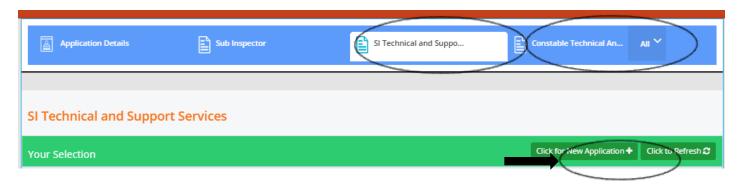
2. How to fill Application Form

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 https://iurls/punjabpolicerecruitment2021 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)

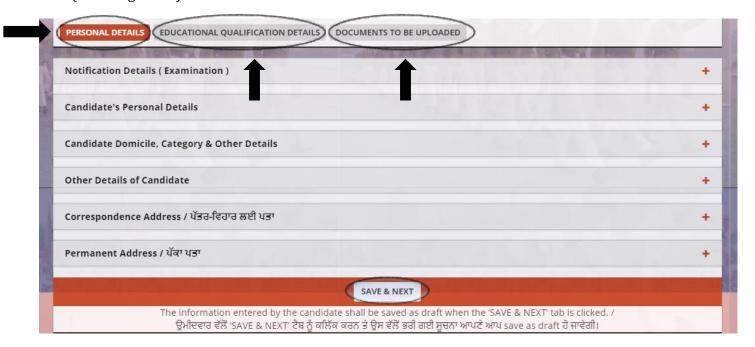




B. Candidate needs to select 'CLICK FOR NEW APPLICATION' on 'SI / Constables in Technical and Support Service' to fill his/her application form and candidate will automatically taken to fill the application form page (Ref. Image: - 2.3)



- C. There are three tabs on the top of the application window:-
 - **Personal Details** (Fill up all the required information such as Nationality, Identity Proofs, and Parents Details, Address Details or any details specific to applied position as required.
 - Educational Qualification Details.
 - Documents to be uploaded. (Ref Image:- 2.4)

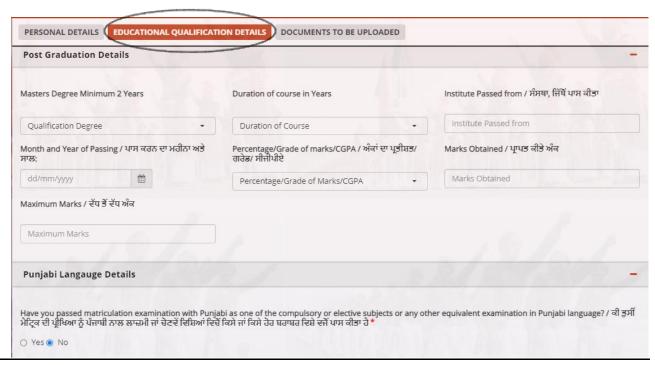


PERSONAL DETAILS

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

EDUCATIONAL QUALIFICATION DETAILS

a. Candidate must fill the Qualifications Details. (Ref. Image: -2.5)



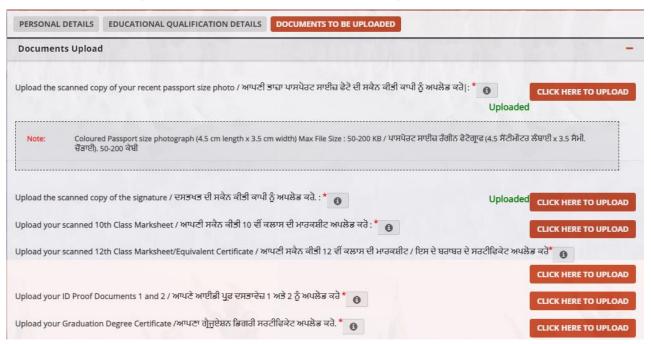
b. In qualification details, candidate also need to fill his/her cadre preferences before filling that columns. (Ref image 2.6)



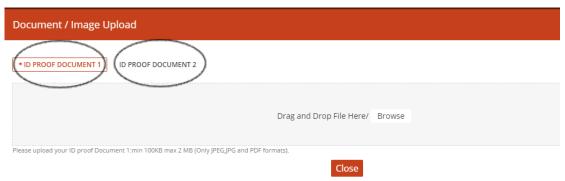
c. After filling qualifications details candidate will click on 'SAVE & NEXT' button which directs the candidate to next page i.e. 'DOCUMENTS TO BE UPLOADED'.

DOCUMENTS TO BE UPLOADED

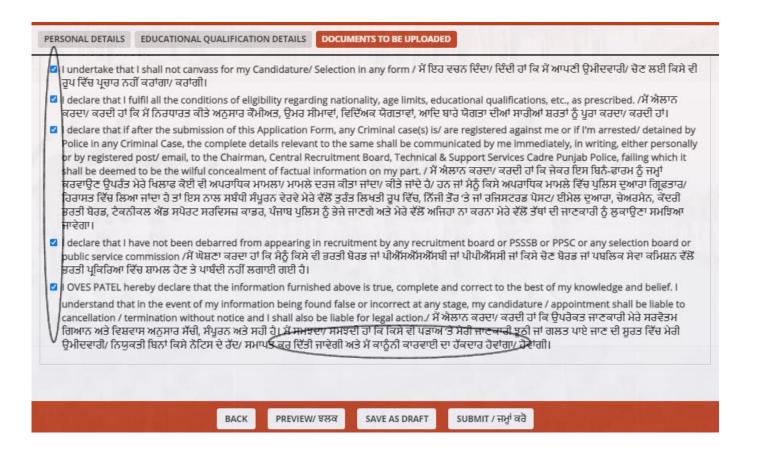
a. Candidate must upload all mentioned documents in this page. (Ref. Image: -2.7)



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



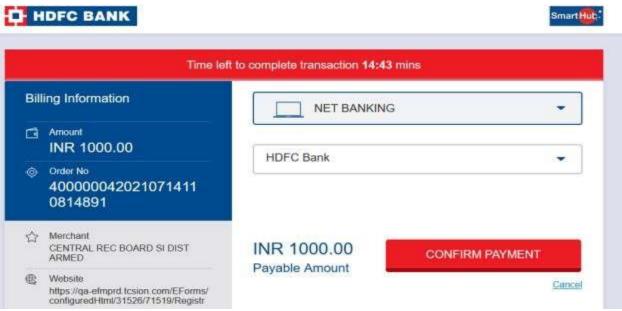
c. Thereafter, the candidate needs to agree with declarations shown on screen by clicking on the checkboxesfollowed by final submission of the Application Form. (Ref. Image: - 2.9)



d. 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, on PREVIEW button to review all the information filled by him/her in his form. After checking the information found to be correct, 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 submitthe fee mentioned in the Application Form and finally submit the Application Form. (Ref Image: - 3.1)

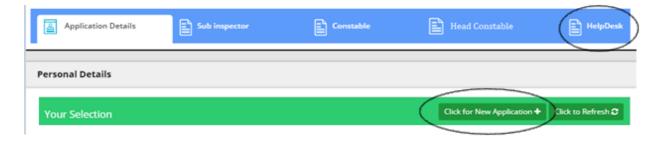


b. After the successful transaction, the payment acknowledgment slip (with unique application number, transaction ID, applicant name, category, Exam fee and post applied for) will be generated and the candidate should download the same for any future communication regarding Application Form. Now the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

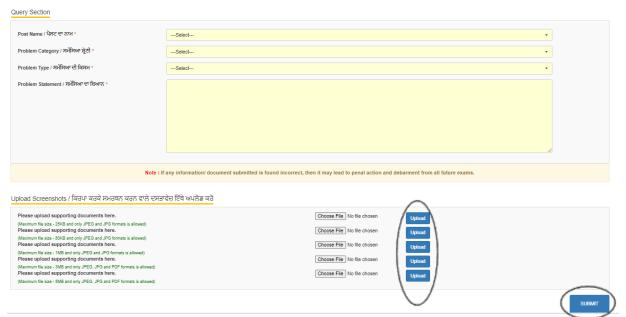
HELP DESK

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

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



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



- Candidate needs to upload screenshot image of the problems faced at 'UPLOAD' button (Ref. Image: 4.2)
- After uploading the screenshots candidates should click on 'SUBMIT' button (Ref. Image: 4.2)
- 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.
- After submission of queries, one or more ticket numbers will be allotted to candidate for future reference of his queries. (Ref. Image: -4.3)

