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.
- Entries in registration and application form shall be filled only in English
- Candidate to keep the required information handy with him/her before starting to fill up the on-line application form as per published advertisement:
 - a. Personal details (Candidate Name, Father's Name, Mother's Name, DOB)
 - b. Government approved ID proof(Voter ID, Passport, Driving Licence, Pan Card, Aadhar Card)
 - c. Valid and Active Email ID
 - d. Valid and Active Mobile number for receiving SMSs/OTPs.
 - e. Educational qualification details with percentages of the marks obtained.
 - f. Work Experience Details (Employer Name, Date of Joining, Date of Relieving, Designation etc.)
 - g. Digital copy of scanned Passport size photograph (4.5 cm length x 3.5 cm width) in colour photograph.)
 - h. A facility to take Printout of the Registration Form, Application Form and fee slip.
 - i. Online Payment facility (Internet Banking / Debit Card / Credit Card)
 - j. After final submission of Online Application Form by the candidate, no change will be allowed, and candidate will be responsible for any mistake in the data filled in the Online Application Form. In case candidate feels 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 closing date. Fee paid earlier shall not be adjusted against the fresh Online Application Form.
 - k. In the case of submission of multiple Online Application Form by a candidate, the latest Application Form with the latest Application number will be considered by the recruitment board.

- While applying for any of the post of Civilian Support Staff Recruitment in Punjab Police, the candidates will have to go through 3 major steps:-
 - 1. Registration
 - 2. Application Form filling, and
 - 3. Payment

1. How to Register

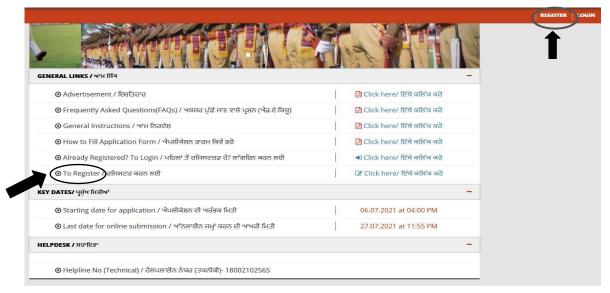
Following steps are to be followed to complete the registration process:-

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)



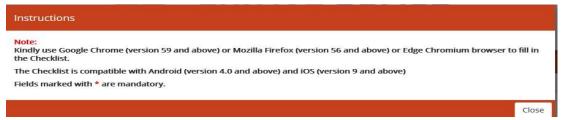
(Ref Image:-1.1)

b. After clicking on this url the candidate will be forwarded to the next page. (Ref. image 1.2). Once after reading all relevant information candidate may proceed for registration process by clicking on the Register button on the top right-hand side corner. (Registration is a onetime activity). (Ref image:- 1.2)



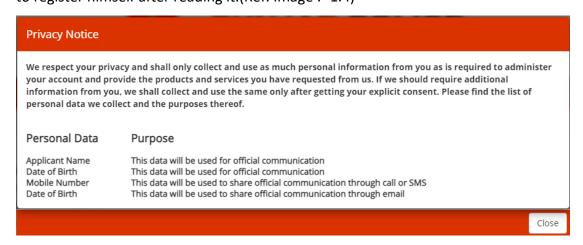
(Ref Image: - 1.2)

a. 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)



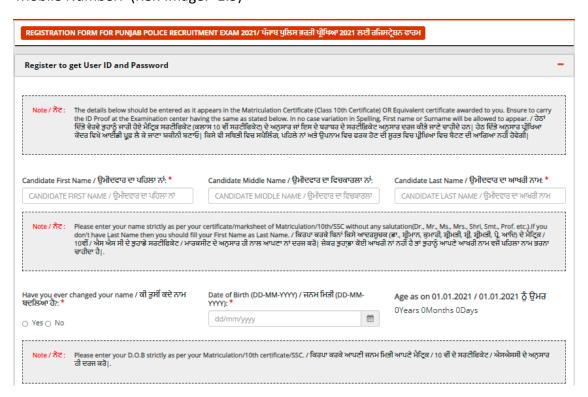
(Ref Image:- 1.3)

b. 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)



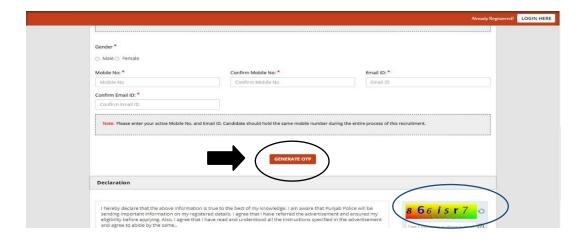
(Ref Image:- 1.4)

c. 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)



(Ref Image:- 1.5)

 d. Candidates must fill these details carefully as these details cannot be edited/changed at a later stage. After filling these details click on the 'GENERATE OTP' button (Ref. Image : -1.6)

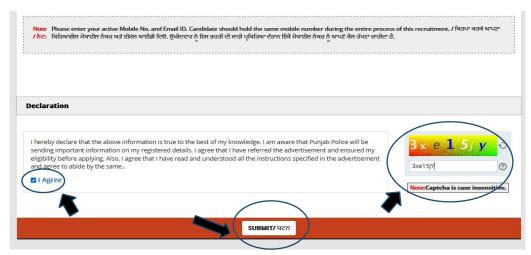


(Ref. Image: -1.6)

e. After filling correct information, click on 'GENERATE OTP' button, a Captcha box which is special set of characters displayed on the screen. You will need to retype the characters

in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on sign (Get a new image) beside Captcha Box to refresh the letters. (Ref. Image: - 1.6)

f. Then an OTP will be received on applicants mobile number and candidates will fill it in required box and click on the button 'VALIDATE OTP'. After successful validation of OTP, candidate need 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)

- g. Thereafter an alert about the modification of information submitted by candidate will be shown on the screen. Click on '**OK**' if Candidate has verified the information to be correct and click '**Close'** if candidate wants to review again and then to Submit.
- h. 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.
- i. Then a note regarding candidate's successful registration showing registration number will be shown on screen and Candidate may note down the given details such as Registration ID.
- j. 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 that it 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).
- k. Thereafter a box containing Registration number along with candidate's personal details will also shown at screen. In this box five options will be displayed on the top i.e1.

 Applicant details, 2. Sub Inspector 3. IA AND CONSTABLE PBI 4. Constable and Civilian Support Staff (will be visible when you expand "All") and Helpdesk. Now candidates need to click on third option "CIVILIAN SUPPORT" to fill their application form. (Ref. Image: 1.8)



(Ref. Image: - 1.8)

Note:- Candidates shall also apply with the same Registration ID for different posts of **CIVILIAN SUPPORT STAFF RECRUITMENT**.

2. How to fill Application form

a) Note:- If a registered candidate want to complete the Application Form after some time of registration then candidate need to click on 'LOGOUT' button on the right side corner on screen and later when he wants to fill application form then he has to reach again to Recruitment Portal for submission of Online Application url https://iur.ls/punjabpolicerecruitment2021 which is also available on Punjab Police website. Then candidate has 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)

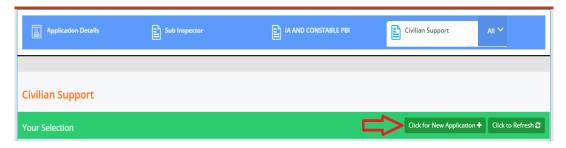


(Ref image 2.1)



(Ref. Image: - 2.2)

b) Candidate needs to select 'CLICK FOR NEW APPLICATION' on 'CIVILIAN SUPPORT STAFF PORTAL' to fill his/her application form and candidate will automatically taken to fill the application form page (Ref. Image: - 2.3)



(Ref. Image: - 2.3)

Note:- If candidate is eligible for different posts of "RECRUITMENT OF CIVILIAN SUPPORT STAFF IN PUNJAB POLICE", then candidate need to fill separate Application Forms for each post he/she is eligible. Candidate may apply for different posts using same Registration ID. Candidate has to click on "Click for New Application +" icon to apply for different posts.

- 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 details specific to applied position 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 direct the candidate to next page i.e. 'Qualification Details'.

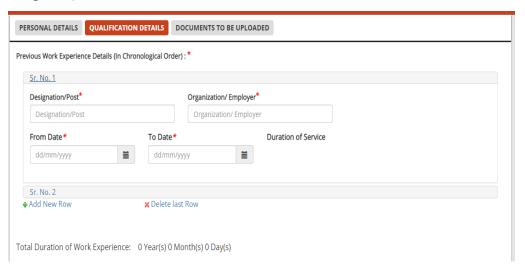
ii) QUALIFICATION DETAILS

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



(Ref. Image: - 2.5)

 b. In qualification details, candidate also need to fill his/her work experience details (in chronological order) as this is a mandatory requirement for eligibility (Ref image 2.6)

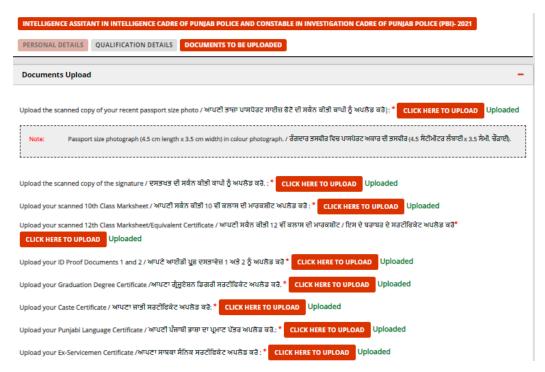


(Ref image 2.6)

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'.

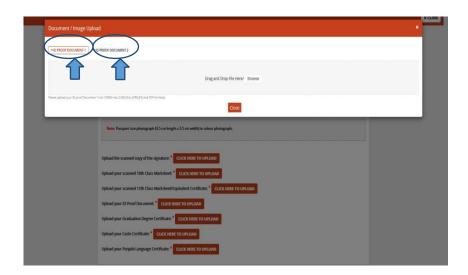
iii) DOCUMENTS TO BE UPLOADED

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



(Ref. Image: - 2.7)

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

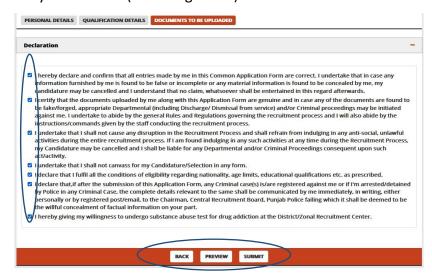


(Ref. Image: 2.8)

c. On this page candidate will also select payment option 'CCAvenue' and 'payu' for depositing his examination fee through online banking.



d. Thereafter candidate needs to agree with declarations shown on screen by clicking on each and every declaration (Ref. Image:- 2.9)



(Ref. Image: - 2.9) e. 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. <u>Payment</u>

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



(Ref. Image: - 3.1) b. After successful transaction, a payment acknowledgment slip (with unique application number, transaction ID, applicant name, category, exam fee and post applied for) will be generated. It should be downloaded by the candidate for any future communication regarding Application Form. Now the candidate's online filling of Application form is complete.

Help Desk

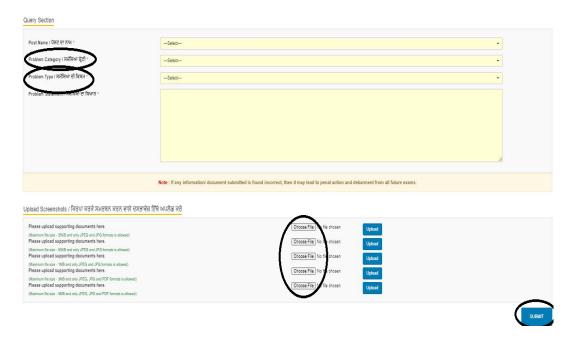
If any candidate is facing some problem while filling online Application form: -

- 1. Candidate can raise one or more queries by clicking on '+ button' in 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)



(Ref. Image: - 4.2)

- 4. Candidate needs to upload screenshot image of the problems being 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 problems, he/she again has to click on '**+button**' 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)

