

## **General Instructions to the Candidate for the post of Constable (Sports).**

1. Applicant can fill the Online Common Application Form on the website **www.punjabpolicerecruitment.in** from any Internet connected Computer.
2. Before starting to fill the online form, the candidate should have his/her personal working Mobile number. It is desirable that he/she should have his/her own E-mail ID to enable fast communication.
3. Mobile number & Email address can be used only once, cannot be reused for any other application in the same post of Constable (sports) in Punjab Police.
4. Scanned copies of the relevant documents shall be required to upload them with the Application form
5. Due care and caution be exercised in filling up the Application Form.
6. The Application Form contains Seven (07) Pages in all. You are required to fill in all the fields of all the pages in order to submit the Form successfully.
7. The candidates will submit their applications online on the Recruitment website of Punjab Police [www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in).
8. Online submission of Application Forms on the Recruitment website of Punjab Police [www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in) will start w.e.f. 24.11.2016 9:00 a.m. onwards.
9. The candidate will be responsible to regularly check the latest information/updates from the recruitment website ([www.punjabpolicerecruitment.in](http://www.punjabpolicerecruitment.in)).
10. Responsibility for submission of any incorrect information in any form while filling the Application form shall be entirely that of the candidate
11. The Application process shall be available online only. The paper Application Forms are neither being printed nor being accepted.
12. Though the Application form fields will be displayed in both English and Punjabi, the candidate will be able to fill the Application form only in English
13. The Online Application Form has been designed in English and Punjabi for the convenience of the candidates. However, if there is any variation in the interpretation of the words/instructions in both English and Punjabi, the English version shall prevail and the decision of Chairperson of the Recruitment Board shall be final in this regard
14. The candidate is advised to submit only single Online Application Form for the post of Constable (sports). However, if somehow, the candidate manages to submit multiple online applications, only the first Application shall be entertained and Fee paid against one Application Form shall not be adjusted against any other Application Form.

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15. The candidate is advised to fill the Online Application Form personally or under his personal supervision if taking the help of any third party operator. The candidate will not be allowed to change the data entered in the Application Form once it is submitted and the same will be considered cancelled in case of any incomplete information. The candidate would be required to upload the scanned copies of required certificates.
16. Even in case the CAF is filled at the SAANJH Kendra/SUWIDHA Kendra, the responsibility about the veracity/correctness of the particulars entered will continue to be that of the candidate. Therefore, the candidate is advised to exercise due care and caution before submitting the CAF.
17. For all queries, clarifications or communications regarding the recruitment process, candidates are encouraged to correspond via email with **helpdesk@punjabpolicerecruitment.in**.
18. Individual messages to all candidates or to any defined group of candidates shall be sent from the Punjab Police SMS ID **PPRECT**, and individual email to all candidates or to any defined group of candidates shall be sent from the email ID **infoact@punjabpolicerecruitment.in** which shall be deemed to be valid communication between the Police Department and the candidate.
19. The candidate is advised to fill their relevant Category/sports discipline after due application of mind, as the category once filled will not be changed thereafter.
20. A mere call for Physical Measurement Test, Sports Trials or the Interview-cum-Personality Test will not confer any right on the candidate for appointment to the post.
21. The candidate will bring all his/her original certificates (Educational qualifications, Sports certificates, reservation/category etc.) as well as one (1) attested photo-copies of each certificate at the time of Interview-cum-Personality Test.
22. For claiming relaxations in age please consult Standing Order governing the entire Recruitment Process of Sub-Inspector (sports) against 3% sports quota in Punjab Police, which will be available on the Recruitment website **www.punjabpolicerecruitment.in**.
23. Each candidate shall be given a unique Registration ID, once he/she completes the Registration Process. This Registration ID and Password should be used by the candidate for future access to the Application Form.
24. Last date for applying for the post of Sub-Inspectors (Sportspersons male & female) in Punjab Police is 14.12.2016 and only online applications would be accepted. Candidates can apply online till 11:59 p.m. on 14.12.2016.
25. However, the last date of online fee deposit will be 14.12.2016 and offline fee deposit will be 16.12.2016.

26. Candidates already employed with the Govt. can also apply for the recruitment after getting an NOC from the Head of Department/Office concerned. However, if the NOC is not available at the time of filling of the Application Form, then the candidate shall have to give a declaration to the effect that he/she shall produce the same in original at the time of Counseling & Scrutiny of Sports Achievements (Certificate).
27. Candidates are advised to go through the guidelines/instructions for filling in the application forms {online as well as Standing Order governing the entire Recruitment Process of Constables (sports) in Punjab Police}, containing detailed criteria/eligibility conditions etc., which is available on the website.
28. The candidates can also download/print copies of the guidelines/instructions as well as the Standing Order from the Recruitment website of Punjab Police.
29. Candidate appearing for the PMT/Sports Trials/ Counseling & Scrutiny of Sports Achievements (Certificate) and any other concerned recruitment process, will not be eligible for any TA/DA.
30. The Bar – Coded Admit Card for the Physical Measurement Sports Trials Screening Test/ Counseling & Scrutiny of Sports Achievements (Certificate) will be made available via Email which can be downloaded and printed.
31. Application Form will be liable to be rejected:
  - i. If the Application Form is incomplete;
  - ii. If it has been found to have been submitted without the requisite Application fees;
  - iii. If found without the supporting documents, and/or photograph and/or Signatures;
  - iv. If it is found to be without the mandatory declarations.
32. The selection in the Recruitment Process shall be subject to the successful clearance in the Medical Examination to be conducted, character and antecedent's verification, and verification of the Educational qualifications, Certificates/ from the concerned Boards/Universities and sports certificates issued by affiliated Federations/IOA.
33. Canvassing in any manner by the Candidate will be a ground for his/her disqualification.

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