



PUNJAB POLICE
RECRUITMENT FOR THE POST OF
POLICE SUB-INSPECTOR IN
CADRES OF DISTRICT POLICE AND ARMED POLICE - 2023

Advt. No. 01 of 2023

Date of Publication: January 31st, 2023

Recruitment Portal for submission of Online Application and for recruitment related information https://iur.ls/punjabpolicerecruitment2023 (herein after 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	
Opening Date and Time for Submission of Online Application	February 7 th , 2023 at 7 pm
Closing Date and Time for Submission of Online Application (Applications received after 11.55 pm on February 28th, 2023 shall not be entertained)	February 28 th , 2023 at 11.55 pm
Helpdesk Number	02261306245
Grievance window (for resolving problems faced by candidates) shall be available on the portal https://iur.ls/punjabpolicerecruitment2023	

1. INTRODUCTION

Online applications (available on <https://iur.ls/punjabpolicerecruitment2023>) are invited from Indian citizens for direct recruitment to fill vacancies of 'SubInspectors (except for the vacancies against the sports quota, which shall be filled separately) in the two cadres of (i) District Police and (ii) Armed Police.

The recruitment for filling up the vacancies in the two cadres as mentioned above, shall be carried out through a **Common Application Form (CAF) and Computer Based Test (CBT) followed by Physical Measurement Test (PMT), Physical**

Screening Test (PST) with specified qualifying parameters. All the candidates shall be required to **indicate their choice of cadres** in order of preference in the Application Form. The allocation of selected candidates to different cadres shall be on the basis of their respective merit (based strictly on the basis of cumulative marks obtained in the Papers I & II), normalization and the indicated cadre preference against available category-wise vacancies. In case, a candidate applies for only one cadre in the Common Application Form, he/she shall be considered only for posts in that cadre and not for posts in the other cadre.

2. POSTING/DEPLOYMENT

- (a) Recruited candidate(s) can be posted/deployed anywhere in Punjab, India or abroad.
- (b) As per Section 4(b) of the Punjab Police Act, 2007, transfer of a member from one cadre to another cadre shall not be allowed.

3. TENTATIVE VACANCIES OF SUB-INSPECTORS IN THE DISTRICT POLICE AND ARMED POLICE CADRES OF PUNJAB POLICE

Total tentative vacancies of Sub-Inspectors in District Police Cadre (excluding sportspersons)

Category	No. of vacancies	Vacancies reserved for women (out of the total given in column-ii)
(i)	(ii)	(iii)
General/Open/ Unreserved	62	17
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	15	6
Scheduled Castes Ramdasia & Others, Punjab	15	6
Backward Classes, Punjab	15	6
Ex-Serviceman (General), Punjab	10	6
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	3	0

Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab	2	0
Ex-Serviceman Backward Classes, Punjab	3	0
Wards of Police Personnel	3	1
Economically Weaker Sections, Punjab	15	6
Wards of Freedom Fighters, Punjab	1	0
Total	144	48

Total tentative vacancies of Sub-Inspectors in Armed Police Cadre (excluding sportspersons)

Category	No. of vacancies	Vacancies reserved for women (out of the total given in column-ii)
(i)	(ii)	(iii)
General/Open/ Unreserved	61	18
Scheduled Castes Balmiki/Mazhbi Sikhs, Punjab	16	7
Scheduled Castes Ramdasia & Others, Punjab	15	6
Backward Classes, Punjab	15	6
Ex-Serviceman (General), Punjab	11	6
Ex-Serviceman Scheduled Castes Balmiki/Mazhbi Sikh, Punjab	3	0
Ex-Serviceman Scheduled Castes Ramdasia & Others, Punjab	2	0
Ex-Serviceman Backward Classes, Punjab	3	0
Wards of Police Personnel	3	1
Economically Weaker Sections, Punjab	14	5
Wards of Freedom Fighters, Punjab	1	0

Total	<i>144</i>	<i>49</i>
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Note 1: The number of posts/vacancies may be increased or decreased by the Punjab Government/Punjab Police at any time before the completion of the recruitment process, without giving any prior notice to the candidates.

Note 2: The reservation for Scheduled Castes and Backward Classes shall be strictly implemented in accordance with the Punjab Scheduled Castes and Backward Classes (Reservation in Services) Act, 2006, as amended from time to time and existing instructions of the Punjab government.

Note 3: The reservation for Ex-serviceman/ wife or dependent child of an Exserviceman/grandchild of a Gallantry Award winner shall be implemented in accordance with the Punjab Recruitment of Ex-Servicemen Rules, 1982, as amended from time-to-time and the existing instructions of the Punjab Government.

Note 4: Central Armed Police Forces (BSF, CRPF, ITBP, CISF, SSB etc.) employees/exemployees are not eligible to be considered for recruitment under the ExServicemen category.

Note 5: The reservation for Economically Weaker Sections (EWS) shall be implemented strictly in accordance with the Punjab Govt. Department of Social Justice, Empowerment and Minorities (Reservation Cell) instructions issued vide Letter No. 1/3/2019-RC1/700, dated 30.10.2020 and letter No. 1/3/2019-RC1/196 dated 18.03.2021 and the existing instructions of the Punjab government.

Note 6: The reservation for women shall be implemented in accordance with the instructions of Government of Punjab, Department of Social Security, Women and Child Development (Social Security Branch) Notification No.G.S.R.87/Const/Arts 309 and 15/2020, dated 21.10.2020 and the existing instructions of the Punjab government.

Note 7: The reservation for wards of Freedom Fighters shall be implemented in accordance with the instructions issued by Punjab government from time to time.

Note 8: There shall be 2% reservation under the Wards of Police Personnel category. The benefit of this reservation can only be claimed by those wards of police personnel, who have Wards of Police Personnel Certificate issued by the office of DGP, Punjab. Only one ward of Police Personnel can claim the benefit of reservation under the Wards of Police Personnel Category.

4. PAY SCALE

As per the Punjab Govt. Notification No. FD-FP-10MISC/87/2020-2FP1 dated 29.12.2020 pay scale of the post Sub-Inspector is Rs. 35,400/- and minimum pay admissible of Rs. 35,400/- per month for three years from the date of joining in service.

5. ESSENTIAL ELIGIBILITY REQUIREMENTS FOR CANDIDATES

5.1 Nationality

The candidate should be a citizen of India, who has not obtained the citizenship/permanent residency/green card of any other country.

5.2 Age

Eligibility criteria regarding age shall be as follows:

Minimum age as on January 1, 2023 - 18 years

Maximum age as on January 1, 2023 - 28 years

Relaxation in age shall, however, be applicable as mentioned below:

- i. Relaxation up to five years in the prescribed upper age limit has been granted to the candidates belonging to the Scheduled Castes and Backward Classes, who are residents of Punjab. As such, maximum age for such candidates shall be 33 years as on January 1, 2023.
- ii. Ex-servicemen, who are residents of Punjab, shall be allowed to deduct the period of his/her service in the Armed Forces of the Union from his/her actual age, and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy by more than three years, she/he shall be deemed to satisfy the conditions regarding age limit.
- iii. Relaxation up to five years in the prescribed upper age limit has been granted to candidates, who are serving regular employees of Punjab Government or of other State or Central Government. As such, maximum age for such candidates shall be 33 years as on January 1, 2023.

5.3 Educational Qualifications

Name of the post	Minimum educational qualifications for eligibility
Sub-Inspector (District Police cadre)	Candidate should be a graduate from a recognized university, or its equivalent.
Sub-Inspector (Armed Police cadre)	Candidate should be a graduate from a recognized university, or its equivalent.

Note: Candidates must have attained the above-mentioned educational qualifications on or before January 1, 2023.

5.4 Mandatory Qualification

Apart from the above-mentioned qualifications, all candidates must have passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language specified by the Punjab Government.

5.5 Physical Standards

Candidates applying for vacancies in different cadres should be of the below mentioned minimum prescribed height for being eligible for the posts:

Cadre	Minimum Height required	
	Male	Female
District Police	5' 7" (5 feet 7 inches)	5' 2" (5 feet 2 inches)
Armed Police	5' 7" (5 feet 7 inches)	5' 2" (5 feet 2 inches)

6. SELECTION PROCESS

The selection process shall be a three stage process consisting of the following stages:

- **Stage-I:** Stage I will consist of three Computer Based, Multiple Choice Question (MCQ) type Papers viz. Paper I, Paper II and Paper III, of which Paper III shall be qualifying in nature.

- **Stage-II:** Stage II will consist of Physical Measurement Test (PMT) and Physical Screening Test (PST). Both Physical Measurement Test and Physical Screening Test shall be qualifying in nature.
- **Stage-III:** Stage III will consist of Document Scrutiny.

7. STAGE – I: Computer Based Test

The first stage of the selection process shall be Computer Based Test (CBT) comprising of the following:-

Paper - I	Paper-I shall comprise of 100 questions carrying four (04) marks each.
Paper - II	Paper-II shall comprise of 100 questions carrying four (04) marks each.
Paper - III	Paper-III shall be a mandatory qualifying test of Punjabi language of matriculation standard comprising of 50 questions carrying one (01) mark each with 50% marks as the qualifying criteria. The marks obtained in this Paper shall not be counted for determining merit.

Each candidate shall be required to attempt the following Papers as per schedule:

Paper I	SYLLABUS	Number of Questions
	Section-1 <u>General Awareness:</u> Indian Constitution and its features, Central and State	

<p>Total Duration 2 hours</p> <p>Total number of questions – 100</p> <p>Maximum marks- 400</p>	<p>Legislature, Executive & Local Government Institutions, Judicial Institutions, History & Culture of India and Punjab, Science & Technology, Indian Economy, Geography & Environment, Current Affairs (National and International) including current legal developments, Awareness of issues concerning Diversity, Ethics & vulnerable sections of society.</p>	50
	<p>Section-2 <u>Quantitative Aptitude & Numerical Skills:</u></p> <p>Numbers & their relations, Simplification, Decimals and Fractions, Ratios and Proportions, Percentage, Average (Mean, Median and Mode), Profit & Loss, Simple & Compound Interest, Time and Work, Mensuration, Speed, Time and Distance, Equations.</p>	30
	<p>Section-3 <u>Punjabi Language Skills:</u></p> <p>Punjabi Language skills including Sentence Completion and Structuring, Error Detection, Vocabulary (Synonyms/ Antonyms, One Word Substitution etc.), Reading Comprehension/Passage, Translation from English to Punjabi, Precis Skills, Fill in the blanks.</p>	20

Paper II	SYLLABUS	Number of Questions
<p>Total Duration 2 hours</p> <p>Total number of questions– 100</p>	<p>Section-1 <u>Logical & Analytical Reasoning and Data Interpretation</u></p> <p>Statements & Conclusions, Number and Letter Series, Sequencing, Missing number, Pattern Completion, Order and Ranking, Direction and Distances, Data Sufficiency, Puzzles, Classification & Analogy, Calendars, Relationship Problems, Coding & De-coding, Verbal Reasoning, NonVerbal Reasoning, Legal Reasoning, Data Interpretation (Graphs, Charts, Tables, Spread sheets etc).</p>	50

Maximum marks-400	Section-2 <u>Digital Literacy & Computer Awareness</u> Fundamentals of Computers, Basics of Operating Systems, Computer Hardware, MS Office (Word, Excel & PowerPoint), Internet & Worldwide web, Social Media Platforms, Web Search engines, VoIP communication, Mobile Phones (basic conceptual knowledge), Instant Messaging Applications (WhatsApp, Signal etc.), Basics of Data Encryption, Basics of Cyber Security.	30
	Section-3 <u>English Language Skills</u> English Language skills, including Sentence Completion and Structuring, Error Detection, Vocabulary (Synonyms/Antonyms, One Word Substitution etc.), Reading Comprehension/Passage, Translation from Punjabi to English, Precis Skills, Fill in the blanks	20

Paper III Total Duration 1 hour Total number of questions - 50 Maximum marks – 50	Mandatory Qualifying paper of Punjabi Language equivalent to Matriculation standard comprising of 50 questions carrying one (01) mark each. This paper shall be qualifying in nature with 50% marks as the qualifying criteria. The marks obtained in this Paper shall not be counted for determining merit.	50
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Note: Each candidate shall be issued Admit Card(s) indicating the specific date, time and venue for candidate's Computer Based Test Papers. The candidate is required to download the Admit Card(s) and bring a hard copy (printout) of the Admit card(s), along with any one prescribed Photo Identity Proof (Aadhaar Card, Indian Driving License, PAN card, Voter Identity card, Indian Passport) for entry to the venue of the Papers.

7.1 Negative Marking

Negative marking for an incorrect answer in Paper I and in Paper II shall be 25% of the marks assigned to a question i.e., 1 mark.

There shall be no negative marking for Paper III, which is the mandatory qualifying paper of Punjabi Language.

7.2 Normalization

As computer based tests would be conducted in multiple shifts, with different sets of questions, for different sets of participants, normalization of scores shall be carried out using the Mean Standard Deviation method using the following formula:

Normalization mark of j^{th} candidate in the i^{th} Shift M_{ij} is given by

$$\hat{M}_{ij} = \frac{M_{ij} - M_{iq}}{M_{gt} - M_{iq}} + M_{gmq}$$

M_{ij} = is the actual marks obtained by the j^{th} candidate in i^{th} shift.

M_{gt} = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded-up).

M_{gq} = is the sum of mean and standard deviation marks of the candidates in the paper considering all shifts.

M_{ti} = is the average marks of the top 0.1% of the candidates in the i^{th} shift (number of candidates will be rounded-up).

M_{iq} = is the sum of mean marks and standard deviation of the i^{th} shift

M_{gmq} = is the sum of the mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

Calculation of marks will be up to 5 places of decimal.

7.3 Minimum Marks

After normalization is carried out in the above mentioned manner, candidates belonging to Scheduled Caste, Backward Class, Economically Weaker Section and Ex-servicemen categories shall be required to score a minimum of 35% marks and candidates belonging to other categories shall be required to score a minimum of 40% marks, in each of the Papers I & II separately, to be eligible to be considered for the next stage of the selection process.

The candidates shall also be required to score a minimum of 50% percent marks in Paper III after normalization is carried out to qualify for the next stage of the selection process. The failure to secure minimum 50% marks in Paper III shall disqualify the candidate for being considered for the next stage of the selection process irrespective of his scores in Papers I and II. However, the marks obtained by a candidate in Paper III, which is a mandatory qualifying paper of Punjabi Language, shall not be considered in the overall score of the candidate for determining merit.

7.4 Answer Key and Seeking of Objections

Upon completion of the last session of the Computer based tests, the Answer Key shall be uploaded on the Recruitment Portal. Candidates will be given 48 hours to raise objections to the Answer Key. A nominal fee of rupees 50/- shall be charged per objection. The fee shall be refunded, if the objection is sustained.

7.5 Alerts to Candidates

It shall be the responsibility of the candidates to keep themselves abreast of the updates with respect to the process and stage of the selection process by frequently checking the Recruitment Portal for updates. No individual communication shall be made with the candidates. However, candidates shall be informed at various stages of the selection process, by SMS & E-mail. The alerts are just an additional facilitation provided to the candidates. The department shall not be responsible for non-receipt of an alert due to any reason whatsoever.

The candidates are advised to disable 'Do Not Disturb' (DND) service on their mobile phones to enable timely receipt of SMS alerts.

8. STAGE-II PHYSICAL MEASUREMENT TEST AND PHYSICAL SCREENING TEST

Sufficient number of candidates, from amongst the candidates who have obtained required minimum marks in Paper I and Paper II and have also qualified Paper III, would be shortlisted on the basis of merit determined by the cumulative marks obtained in Papers I and II following normalization, and after factoring in reservation for various categories. The shortlisted candidates would be called for Stage II. Stage II of the selection process consisting of Physical Measurement Test and Physical Screening Test shall be conducted at designated place(s), date(s) and time.

8.1 Schedule for Stage-II Tests

The schedule for Physical Measurement Test (PMT) and Physical Screening Test (PST) shall be uploaded on the Recruitment Portal. Separate Admit Card, indicating the date, time and venue, shall be issued for Stage-II tests. The candidate is required to download the Admit card, bring a hard copy (print out) of the same along with any one prescribed Photo Identity Proof (Aadhaar Card, Indian Driving License, PAN card, Voter Identity card, Indian Passport), for entry to the venue of the Stage II.

Physical Measurement Test (PMT) and Physical Screening Test (PST)

The height of the candidates called for Stage II shall be measured and candidates found to be of or above the requisite minimum height, as mentioned in para 5.5, shall be declared as having qualified the Physical Measurement test (PMT).

The Physical Screening Test (PST), which shall be qualifying in nature, shall comprise of the following events:

For District Police and Armed Police cadres

Candidate	Events in the Physical Screening Test
For Male Candidates (excluding Ex-Servicemen above 35 years of age as on January 1, 2023)	(a) 1600 meters run to be completed in 7:00 minutes (only one chance) (b) Long Jump 3.65 meters (only 3 chances) (c) High Jump 1.10 meters (only 3 chances)
For Ex-Servicemen Male Candidates of age more than 35 years (as on January 1, 2023)	(a) 1400 meters walk and run to be completed in 12 minutes (only one chance) (b) 10 full squats within 3 minutes (only one chance)
For Female Candidates	(a) 800 meters run to be completed in 5 minutes (only one chance) (b) Long Jump 2.75 meters (only 3 chances) (c) High Jump 0.90 meters (only 3 chances)

Note 1: Candidates shall be required to qualify all the events for the particular category to which she/he belongs. Failure to qualify any one event for that particular category shall disqualify the candidate.

Note 2: Candidates may note that random testing may be undertaken to rule out the use of performance enhancing drugs. Candidates randomly selected for such test(s) shall have to provide the required biological sample as instructed. Refusal to provide such biological sample shall disqualify candidate and make him/her ineligible for selection.

Note 3: Female candidates, who are pregnant on the date of Stage II Tests that is Physical Measurement Test (PMT) & Physical Screening Test (PST), may submit a request for postponement of their PMT & PST. The following conditions shall, however, be applicable:

- i. Such female candidates shall have to apply through the Recruitment Portal for the postponement of their PST & PMT on or before the scheduled date of their PMT & PST, along with a medical report from a govt. hospital regarding their pregnancy.
- ii. In case such a candidate, on the basis of her cumulative marks in Papers I & II following normalization, provisionally makes it to the final merit list, she shall be given one opportunity for PST & PMT within 180 days of the delivery/termination of pregnancy by keeping a vacancy/seat vacant. The

final result of such a candidate shall be declared based on her qualifying Stage II tests and scrutiny of documents.

- iii. The seniority of such a candidate, who is finally selected, would be determined as per the existing govt./departmental rules/instructions.
- iv. In case such a candidate fails to qualify Stage II or Stage III, the vacancy kept on hold for her shall be carried over to the next recruitment.

8.2 Appeals Relating To Physical Measurement Test and Physical Screening Test

Candidates may appeal against the result of the Physical Measurement Test and/or Physical Screening Test, if they so desire, to the Chairperson or the Member of the Central Recruitment Board present at the Physical Measurement Test and Physical Screening Test venue on that very day. The decision of the Chairperson or the Member of the CRB, as the case may be, shall be final and no further appeal or representation in this regard shall be entertained. The Chairperson, or the Member of the CRB, as the case may be, shall record the decision and the reasons thereof, in writing for each case of appeal separately.

9. STAGE-III DOCUMENT SCRUTINY

Candidates called for Stage-III of the selection process would be required to report for document scrutiny on the designated date(s) and time at the place mentioned in the Admit Card, which shall be uploaded on the Recruitment Portal. Candidates shall be required to bring the following certificates in original along with one selfattested copy of each document:

- a) Matriculation certificate for proof of age.
- b) Graduation degree or equivalent.
- c) Proof of having passed Punjabi at Matriculation level or equivalent.
- d) Certificate, issued by the Competent Authority, to support claim for reserved category, if any. In case of a candidate applying under Ward of police Personnel category, a certificate to that effect issued by the office of DGP, Punjab is required.
- e) No Objection Certificate (NOC) from the Head of Department/Office concerned, in case of candidates, who are serving government employees.
- f) Supporting documents in case of Ex-servicemen category.

In case a candidate is not able to produce the required certificates/documents in original at the time of Document Scrutiny, he/she shall not be considered for further selection process.

10. MERIT LIST

Separate cadre-wise merit lists of candidates shall be prepared, keeping in view the available vacancies in respective cadres, after factoring in the prescribed reservations for different categories, on the basis of cumulative marks obtained in

Paper I and Paper II following normalization (as explained in para 7.2) and the indicated choice of cadre, from amongst the candidates, who qualify the Stage II and Stage III of the selection process. The marks obtained by a candidate in the mandatory qualifying Punjabi Paper (Paper III) will not be considered in the overall score of the candidate for calculation of merit.

- (a) In case of applicants scoring the same aggregate marks in Papers I and II following normalization, the following criteria shall be adopted for inter-se merit:
- i. The candidate senior in age shall be placed higher in the merit list.
 - ii. In the event of candidates scoring equal aggregate marks in Papers I and II and having same date of birth, the candidate scoring higher marks in Paper I shall be placed higher in the merit list.
 - iii. In the event of candidates scoring equal aggregate marks in Papers I and II and having same date of birth and having same marks in Paper I, their relative merit shall be determined on the basis of their qualifications with the candidate having higher qualifications shall be ranked higher.
- (b) There shall be no waiting list.

11. DECLARATION OF RESULT

Final result of the selection process shall be uploaded on the Punjab Police Recruitment Portal.

12. MEDICAL EXAMINATION, ANTECEDENT AND EDUCATIONAL QUALIFICATION DEGREE/ CERTIFICATE VERIFICATION

The selection of candidates shall be provisional, and shall be subject to the following mandatory clearances:

12.1 Medical Examination

- a) Before their enlistment in the Police Department, candidates shall be medically examined and certified physically fit for service by the Civil Surgeon/ Medical Board as per rules.
- b) The Medical Examination shall include a substance abuse test.
- c) No relaxation whatsoever shall be granted in any of the prescribed parameters of the Medical Examination under any circumstances.

12.2 CHARACTER AND ANTECEDENT VERIFICATION

- (a) The verification of character and antecedents of all the selected candidates shall be undertaken as prescribed under the relevant law/rules/govt.

instructions in this regard by following the prescribed procedures, by the concerned appointing authority.

- (b) The selection of the candidate shall be subject to the verification of his/her antecedents, and if anything adverse is found against the candidate during the verification, his/her candidature shall be summarily rejected and no claim, whatsoever, shall be entertained in this regard thereafter.

12.3 VERIFICATION OF CERTIFICATES

Educational qualification and other certificates shall be got verified from the concerned Universities / Institutions / Boards / Authorities. The candidature of the selected candidate shall be provisional till verification of such certificates/ documents. Production of fake/forged educational qualification/other certificates shall lead to rejection of candidature and may also lead to legal action.

12.4 JOINING AND PROBATION

The candidates selected, in the above-mentioned manner, shall be given an offer of appointment by the competent authority indicating the time-frame for joining. The selected candidates, after joining, shall be on Probation, in accordance with the Rules and instructions, as applicable. In case a vacancy remains unfilled, on account of any reason, the same shall be carried forward to the next recruitment.

13. APPLICATION FEE

The fee applicable to candidates belonging to different categories shall be as follows:

Category	Application Fee (Rs)	Examination Fee (Rs)	Total (Rs)
General	800	800	1600
Ex-Servicemen(ESM) of Punjab State only/Lineal Descendants of ESM	750	0	750
SC/ST of all States and Backward Classes of Punjab State only	750	200	950
Economically Weaker Sections(EWS)	750	200	950

Mode of payment: Candidates are required to make online payment of the requisite fee. No other fee payment mode shall be considered. Fee once paid shall not be refunded.

14. ONLINE APPLICATION PROCEDURE

There shall be a Common Application Form for recruitment to the post of SubInspector in the District Police and Armed Police cadres of Punjab police.

- i. Applications must only be submitted in the online mode on <https://iur.ls/punjabpolicerecruitment2023>. Candidates would be first required to fill a registration form followed by the Application Form, which in turn would be linked to the fee payment gateway.
- ii. Candidates desirous of applying for posts in more than one cadre shall, subject to their fulfilling of the eligibility requirements for cadre(s) applied for, be required to **indicate their choice of cadres in order of preference in the application form**. The choice given in the application, submitted by the candidate, shall be final and cannot be changed later at any stage, under any circumstances.
- iii. Candidate shall only be considered for posts in cadres for which s/he has given her/his preference. In case a candidate has applied for only one cadre s/he shall be considered only for posts in that cadre and not for posts in any other cadre.
- iv. Applicants are advised to read the instructions, as given on the Recruitment Portal, carefully, before filling-up the application form. Incomplete application shall be rejected outright and no correspondence shall be entertained in this regard.
- v. The applicants are advised to fill all details, including their correct and active email address and mobile number, in the online application.
- vi. Applicants must ensure that they have access to good internet facility with reasonable speed and facility to ensure proper completion of application process including online payment of fee.
- vii. Before starting to fill-up the online application form, candidates must keep the following information/documents ready (including scanned copies of the documents to be uploaded) as the candidates would be required to upload the requisite documents, as applicable, in the online Application Form:
 - Any one ID proof (Aadhaar card, Passport, Voter I-Card, Driving License , PAN Card)
 - Personal details including address proof
 - Valid and active E-mail ID
 - Valid and active mobile number for receiving SMSs
 - Matriculation certificate for proof of age
 - Details/certificates pertaining to requisite educational qualifications including that for Punjabi language

- Certificates issued by the Competent Authority for claiming benefit of reservation, if applicable.
 - Certificate issued by the office of DGP, Punjab, for eligibility for the 2% quota meant for the Wards of Police Personnel who fulfill required conditions, if applicable.
 - Online payment facility such as internet banking, debit /credit card etc.
 - Scanned recent (not older than 3 months) coloured passport size (4.5 cm x3.5 cm) front facing photograph against white background (minimum 80 KB and maximum 200 KB size in JPEG format).
 - Scanned signatures (minimum 80 KB and maximum 200 KB size in JPEG format)
- viii. Candidates should fill all details, including the category, correctly in the online application form and submit the same only after ensuring that all the particulars/details are correctly reflected in it. No request (online or offline) for any change in the Application Form, after it is submitted, shall be entertained. However, a fresh online application can be submitted before the final date for submission of applications by paying the requisite fee. In case a candidate submits more than one application, only the latest application submitted by the candidate shall be considered.
- ix. Candidate is required to declare her/his home district while filling up the Application Form.
- x. The candidates are advised to retain printed/ hardcopies of their online Application Form and produce the same as and when required.
- xi. All candidates, who apply for advertised posts shall be considered 'provisionally eligible' for appearing in the competitive exam. Acceptance of applications at this stage and allotment of Roll Numbers would not indicate acceptance of candidature, since there is no scrutiny of documents before the CBT based Tests.
- xii. The scrutiny of Application Forms shall be done after the conduct of the examination. The candidature of applicants, who are found not meeting the eligibility criteria, will be rejected during or after the scrutiny process.
- xiii. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will render him/her liable for disqualification and legal action.
- xiv. Candidates already employed with the government applying for this recruitment, will be required to get a No Objection Certificate (NOC) from the Head of Department/Office concerned. If, however, the NOC is not available at the time of filling up of the Application Form, the candidate shall have to give a declaration to the effect that she/he shall produce the same in original at the time of document scrutiny.

- xv. Candidates are advised, in their own interest, to submit online applications well before the closing date and not to wait till the last date to avoid any rush/server load on the website on the last days. The Board will not be responsible for the candidates not being able to submit their applications within the last date on account to the aforesaid reasons or for any other reason beyond the control of the Recruitment Board.
- xvi. In case the candidate experiences any difficulty in downloading the Admit card, then she/he may contact the Helpline for assistance. Unique Registration ID may be kept handy while contacting the Help line.
- xvii. While filling the Common Application Form (CAF), the candidates would be required to give an undertaking regarding the genuineness of their candidature and correctness of the information provided by them in the CAF. Submission of wrong information by candidate may invite legal action.
- xviii. Last date and time for submission of online applications is 11:55 pm on February 28th, 2023.

15. HELPLINE NUMBER FOR QUERIES AND CLARIFICATIONS

A dedicated Helpdesk number 02261306245 would start functioning, to help candidates applying for recruitment, from 07 PM on January 31st, 2023.

Sd/-
Gaurav Yadav, IPS
Director General of Police,
Punjab, Chandigarh