

CHANDIGARH POLICE

POST – Constable (EXECUTIVE)(IT)

Procedure for submission of online application

1. The detailed recruitment notice and other information are available at the link <https://chandigarhpolice.gov.in/const-recruitment-2024-IT.html> on the official website of Chandigarh Police.
 2. Applications will be accepted online (only) from 23.1.2024 till 13.02.2024 (11:59 PM) through the link given on the above mentioned website. No application shall be entertained by hand or by post.
 3. Ensure that you have a valid Mobile No. and personal email ID as OTP for Mobile No. verification and Email Validation link will be sent to the registered Mobile No. and Email id, respectively. In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online. You should keep checking the inbox or even the spam box of this email ID regularly during the recruitment process as intimations for written Exam etc. will be sent through this. **However, your primary source of information/intimations will remain the above mentioned website.**
 4. Please keep following details ready with you before clicking on the “Register” button for starting your online application process.
 - a) Personal demographic details including Date of Birth
 - b) Mobile Number
 - c) Personal Email ID
 - d) Reservation Category Details, if applicable
 - e) Soft Copies of scanned Photograph, Signature and Documents (as mentioned in Point 5 below)
 5. Please scan your Photograph and Signature (On white page) individually and save them individually in JPEG format. The size of any of these individual images should not exceed **100 kb** each; otherwise you will not be able to submit your online application.

Also individually scan documents related to

 - Age Proof (Date of birth/Matriculation certificate),
 - Category (if applicable),
 - Identity Card (Aadhar/Driving License/Passport/Voter ID/PAN/Any other Govt ID card), and
 - Minimum Educational Qualification (Graduation/Post-Graduation degree in any of the eligible fields as per recruitment notice)
 - Driving License (for male candidates)

and save them individually in pdf format. The size of these individual documents should not exceed 300 kb each.
 6. Visit <https://chandigarhpolice.gov.in/const-recruitment-2024-IT.html> and click on the link provided therein to apply for the post of Constable (Executive) (IT).
 7. Click on button “**Register**” and fill all Registration details one by one. Then, click “**Submit & Send OTP**”.
- NOTE:**
- i. **The name of the candidate should be spelt correctly in the application, as it appears in the certificates/mark sheets. Any change/alteration found may lead to disqualification of candidature.**
 - ii. **A candidate can only register once with his/her given email id and mobile number.**
8. You will receive OTP on your registered Mobile no. and validation link in your registered Email id (Check both inbox and spam box for validation link). Enter Mobile OTP correctly and click validate email link to proceed further.
 9. You will get your **login id** and **password** through SMS as well as email. Please note these down (or take print of screen shot) and keep them secret with you as you will require these while logging into the recruitment portal. You will also be required **to download the Admit Card** from this portal later on by logging through same login id and password.
 10. Login with your login id and password to fill remaining details.

11. Click on “**Complete Your Form**” to complete the form. Enter personal details. Make sure name of father/mother etc. is spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidates. Click “Next”.
12. This will take you to “Educational Qualification” Page.
13. Fill information regarding 10th, 10+2, Graduation, Post Graduation (if done), Diploma (if done), Medium of Examination, Driving License Number (Male Candidates only) and declaration whether you fulfill Essential Qualification as per recruitment notice. Click “Next”. This will take you to “Other Information” Page.
14. Fill Correspondence and Permanent address and Upload the scanned copies of photograph, signatures and click “Next”. This will take you to “Criminal Case Details” page.
15. Enter details of criminal cases, if any, against you and click “Next”. This will take you to “Verify and Confirm” page.
16. Preview the Application Form, check all particulars and go through Declaration para carefully. If you fulfill all conditions and criteria of the Recruitment Notice, then and only then select 'Yes' in “**I Agree**” box. Any wrong information may lead to cancellation of candidature and legal action as per law.
17. Click on “**Edit Form**” button to make changes, if any. Submit the Application form by clicking on the button “**I Agree and Confirm**”. Please note that you will not be able to make any changes after confirmation.
18. Click on “**Upload Documents**” to upload scanned documents, one by one, related to Age proof, Category, Educational Qualification and Identity Card in pdf format and click “**Proceed**”.
19. Now you are ready to Pay Fee.
20. Click on “**Deposit Fee**” to pay Fee in the mode (Debit card/ Credit Card/ Net Banking/ UPI/ QR code) most suitable to you on activation of payment link. This will take you to Fee Payment Gateway.
21. Application fees (non-refundable) as mentioned in the Recruitment Notice will be payable. Candidates belonging to SC/EWS/ESM category must ensure that they have valid category certificate issued by the competent authority. In case at the time of verification of documents, it is found that the certificate is not valid, their candidature will be rejected. Such candidate will not be considered under General category as they have not paid application fees applicable for candidates of General Category.
22. **After depositing the fee, Download/ Keep a copy of receipt.**
23. Take printout of the Application Form by logging in with your login id and password. Keep it safe with you for future reference. **DO NOT SEND IT TO US.**
24. Conditions which may render you ineligible:-
 - a) Insufficient fee
 - b) Wrong/ incomplete information given in the application form
 - c) Candidates debarred by any govt. department/ board/ commission
 - d) Non-fulfillment of any of the eligibility conditions such as age, educational qualification, possession of valid driving license for male candidates, etc.
25. All the updates, information and notices related to this recruitment process will be uploaded on the website <https://chandigarhpolice.gov.in/const-recruitment-2024-IT.html>. Thus, the candidates are advised to visit the website on regular basis. No separate information will be sent through post. Any information that is uploaded on the above mentioned website will be deemed to have been communicated to the candidates and responsibility for not visiting the website and responding thereto in time will be, entirely, of the candidate.
26. For any clarification regarding the online filling of the application form, candidates can email at cpconstrectt2024@gmail.com. Candidates are advised to send their queries clearly, alongwith relevant screenshots, so that the same can be appropriately replied to and resolved.