Instructions for Constable (Executive) under Sports Quota

Procedure for submission of online application

1. The detailed advertisement and information is available on the department website i.e. **https://chandigarhpolice.gov.in/**

2. Applications will be accepted online (only) from **27.10.2023** till **18.11.2023** on the above mentioned website.

3. No application shall be entertained by hand or by post in the Department.

4. Ensure that you have a valid **Mobile Number** as **OTP** for Mobile No. verification will be sent to the registered Mobile No. However, your primary source of information/ intimations will remain the above mentioned website.

5. Please scan your Photograph and Signatures (on white page) individually and save them individually in JPEG format. The size of any of these individual images should not exceed 50 kb each; otherwise you will not be able to submit your online application. Also scan documents related to Age Proof, Educational Qualification, Category, Identity Card,etc. individually and save them individually in pdf format. The size of these individual documents should not exceed 200 kb each.

6. Please keep following details ready with you before clicking on the **"Register"** button for starting your online application.
a) **Personal demographic details including Date of Birth**.
b) **Mobile Number**.
c) **Personal Email ID**.
d) **Reservation Category Details, if any**.
e) **Soft Copies of scanned Photograph, Signatures and Documents**.

7. Visit ONLINE RECRUITMENT PORTAL CHANDIGARH POLICE http://164.100.147.13/PRS/. Click on button "Register"

8. Firstly the mobile number will be verified by sending OTP to the registered mobile number. After mobile verification, candidate will be redirected for registration.

9. Then fill in the **Applicant's Email ID**, **Applicant's Personal Mobile Number, Applicant's Name** and **Date of Birth**.

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, if found, may lead to disqualification of his/ her candidature.

ii. A candidate can only register once with his/ her given mobile number and email id.

10. You will get your login id and password through SMS on registered mobile number. Please note these down (or take print of screen shot) and keep them safe 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.

11. Applicant can change the password, if he/she desires.

12. Login with your login id and password to fill the remaining details.

13. Click on **"Apply for Constable"** to complete the form. Enter personal details. Make sure name of father/mother etc. and other details are filled correctly in the application form as it appears in the supporting documents. Click "Next". This will take you to Next Page.

14. Fill information regarding educational qualifications(matric, diploma/degree and post graduation(if applicable)) and Sports Achievement. **Please note that minimum matric is required in educational qualification and atleast one sports achievement is necessary to proceed further.** Click "Next". This will take you to Next Page.

15. Enter details of criminal case(s), if any, against you and the details of the driving license. Click "Next". This will take you to Next Page.

16. Upload the scanned copies of photograph, signatures and scanned Pdf copies of Educational, Category and Qualification certificates. Click "Next". This will take you to "Preview the Application" page.

17. Preview the Application Form, check all particulars and documents you have uploaded .This will take you to "Final Submission" page.

18. Go through Declaration para carefully. If you fulfill all conditions and criteria of the Recruitment Notice, then only select 'Yes' in "I Agree" box. Any wrong information may lead to legal action as per law. After clicking on Final Submission Button, your application will be locked and will be finally submitted . Please note that you will not be able to make any further changes after final submission at later stages of recruitment.

19. On final submission of the form, you will be redirected to "Payment" page for payment of fee.

20. Click on "Go To Payment" to pay Fee in online 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.

Note:

In case amount is deducted from your account and payment receipt not generated/not available under your login, kindly wait for 24 hours (maximum) for Bank reconciliation process:

a) If payment is successfully reconciled at Bank level, then Payment Receipt will be generated automatically and same would be available under your login.

b) If payment is not reconciled at Bank level, then payment deducted from your bank account will be refunded back to your account automatically as per refund process of your bank. In case of non-refund of amount, you should contact your bank.

21. In case your payment gets interrupted then you can go to dashboard for making the payment for your application.

22. Application fees (non-refundable) amounting to 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 any other Category.

23. After depositing the fee successfully the SMS confirmation will be sent to your registered mobile number. Download a copy of Application Form cum Receipt from 'Print' option on dashboard.

24. Take printout of the Application Form by logging in with your login id and password. Affix the same passport size photograph (which was uploaded with the online form) on it and keep it safe with you. DO NOT SEND IT TO US.

25. 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 including those of age and educational qualifications as on the cut-off date

26. All the updates, information and notices will be uploaded on the website https://chandigarhpolice.gov.in/const-recruitment-2023-sports.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 be valid communication and responsibility for not visiting the website and responding thereto in time will be, entirely, of the candidate.

27. For any clarification regarding the online filling of the form, the candidate can email at **chdpolsports@gmail.com**

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