



RECRUITMENT NOTICE **FOR THE POST OF ASI (Executive)**

7. Instructions / Guidelines for Online Filling of Application Form

Following are all the general and special instructions for the applicant with respect to the online filling of the application form

- a. Apply online well in advance without waiting for last date of submission of online application form.
- b. Please read the instructions and procedures carefully before you start filling the Online Application Form and check all the particulars filled up in application form after getting the printout to ensure the correctness of information.
- c. The candidate should fill all details while filling the Online Application Form. After applying online, Registration No. and Password will be generated. Take print out of the registration no. and password screen for future reference of your application status.
- d. The final submission of Application form will only be after payment of the fee through Recruitment Portal.
- e. No request for change of any particular on the application form shall be entertained by the Department.
- f. No offline application form or copy of downloaded application form will be accepted by the Chandigarh Police Department.
- g. Candidates who do not fulfill the qualifications/eligibility conditions on cutoff date for recruitment, their application shall not be accepted by the online application system. All the Certificates relating to educational qualification/eligibility conditions and Socio-Economic Criteria etc. will be determined with regard to cut off date for recruitment i.e. **01.07.2022**.

8. Important Note:

- a. Candidates are advised to fill their application form carefully such as Name, Father's/Mother's name, Date of Birth and Category, Qualification, marks, obtained passing year, photo, Signature, details & fee, etc. No request for change of any particular on the online application form shall be entertained by the Department after submission of application form.
- b. After final submission of application form, no change will be allowed. Candidate will be responsible for any mistake in the data of application form and fees paid by him/her.
- c. Incomplete form in any respect shall be summarily rejected.

9. Special Instructions for filling application form:-

- a. The decision of the Recruitment Board in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode and criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.

- b. If on verification at any stage starting from submitting application form till appointment, it is found that any candidate does not fulfill any of the eligibility condition or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted by furnishing the false or incorrect information in his/ her application. Even after appointment at any later stage if it is found that any information furnished by any candidate is incorrect, he/she shall be liable to be prosecuted legally.
- c. A candidate whether he/she belongs to General or reserved category viz. OBC, SC, EWS, Ex-Serviceman can submit only one online application form for a particular category of post advertised. Submission of more than one application form will automatically lead to rejection of candidature. Candidate shall be considered only against the category against which he had applied. Any change of category after submission of application form shall not be permitted.
- d. In case seats under reserved category could not be filled due to non availability of suitable candidates, then vacancies may be filled up from the candidates of other categories.
- e. The Department reserves the right to call upon any candidate personally along with printed copy of the application form with original certificates and photocopy of self-attested certificates along with Photo, Identity Proof i.e. identity Card/ Driving License/ Passport/Voter Card/Pan Card/Aadhaar Card etc. at any stage of the Recruitment.