

**CHANDIGARH ADMINISTRATION**  
**POLICE DEPARTMENT**

**RECRUITMENT FOR THE POST OF CLERK-2013**

**INSTRUCTIONS**

Candidates are advised to go through these guidelines/Instructions thoroughly before applying – on line – for the post of Clerk in Chandigarh Police.

- (i) **Candidate must have one latest passport size photograph and signature of the applicant both in digital format before applying on line as the photograph and signature of the applicant have to be uploaded by the candidate at the time of applying on line.**
- (ii) **Bank Draft Number and name of the Bank are mandatory fields in the application form. Therefore, candidates are advised that before starting to fill up – on line application form - they must first get a bank draft prepared from a bank for Rs.200/- payable at Chandigarh in favor of “Section Officer/Accounts, UT Police Headquarters Chandigarh”.**
- (iii) There are two categories i.e. SC and OBC for which posts are reserved. The candidate will be considered only for the category for which he/she has filled up on-line form subject to fulfilling of prescribed eligibility conditions in that category.
- (iv) Those already in service must obtain 'No Objection Certificate' from their departments before applying for the post of Clerk in Chandigarh Police.
- (v) After online data entry, candidate will click "Submit and Print" option at the end of the on-line form and two copies of application form will be printed. One copy of the application form alongwith original bank draft for Rs. 200/- have to be sent by post or submitted personally to **“The Senior Superintendent of Police/Hqrs, Police Lines, Sector-26, Chandigarh”** on or before **25.10.2013**, except Sundays and Gazetted Holidays and the second copy will be retained by the candidate for his/her record and to be shown at the time of Typing Test, Written Test and Interview etc. The candidates must understand that the last date to apply for the post of Clerk in Chandigarh Police is **15.10.2013** and the last date **25.10.2013** is only for the purpose of submission of hard copy of application. Only on-line applicants will be entertained.
- (vi) Candidates will be first called for Typing Test on Computer. Candidates, who will qualify the Typing Test, will be called for Written Test. Those who will qualify the Written Test will be called for Interview, in order of merit, restricted to four times the vacancies advertised.
- (vii) The dates for Typing Test, Written Test and Interview will be available on the official web site of Chandigarh Police from time to time.
- (viii) No TA/DA will be given to candidates appearing for Typing Test, Written Test and Interview etc.
- (ix) Candidates are advised to remember their application number generated by computer of the submission of online application. Computer generated application number will be treated as their unique number during the entire process of recruitment and all correspondence with the applicant will be made with reference to the Application number generated by the computer.

- (x) Application can be submitted only on-line by **15.10.2013** midnight. No application form will be available any where.
- (xi) Candidates are advised to fill up only one application. Multiple applications of candidate, if found, will result rejection of candidature.
- (xii) Canvassing in any manner by applicant will be a ground for disqualification.
- (xiii) Cut off date for all purpose including age and qualification, etc. is **01.01.2013**.
- (xiv) Candidates can also download/print copy of these guidelines/instructions for their information and future reference.
- (xv) On-Line submission of application forms on the website of Chandigarh Police [www.chandigarhpolice.nic.in](http://www.chandigarhpolice.nic.in) will start w.e.f. **09.09.2013**.
- (xvi) Candidates are advised to write their application number which is generated at the time of applying online on the back side of bank draft being sent alongwith their application.
- (xvii) The selected candidates will be liable to be posted and transferred in any unit of the Chandigarh Police (including IRB) and anywhere in India.
- (xviii) It is again made clear that only online application will be valid and last date to apply online is **15.10.2013**. Those who fail to apply online will not be entertained.
- xix) Candidates are advised to only send/submit the application form generated through computer alongwith original Bank Draft. There is no need to attach any other document i.e. testimonials, date of birth certificate or caste certificate etc. with the application. All such documents will be checked at the time of interview.

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