

General Instructions to the Candidates

1. Applicant can fill the online Application Form on the website www.punjabpolicerecruitment.in from any internet-connected Computer.
2. Before starting to fill the online form, the candidate should have his/her personal working Mobile number. It is desirable that he/she should have his/her own email ID to enable fast communication.
3. Scanned copies of the relevant documents should be uploaded with the Application Form.
4. Due care and caution be exercised in filling up the Application Form.
5. The Application Form contains Six (06) Pages in all. You are required to fill in all the fields of all the pages in order to submit the form successfully.
6. The candidates should submit their applications online on the recruitment website of Punjab Police www.punjabpolicerecruitment.in.
7. Online submission of Application Forms on the recruitment website of Punjab Police www.punjabpolicerecruitment.in will start w.e.f. 08.11.2016 09:00 a.m. onwards.
8. The candidate will be responsible to regularly check the latest information/updates from the recruitment website (www.punjabpolicerecruitment.in).
9. The candidate will be responsible for submission of any incorrect information in any form while filling the Application Form.
10. The application process shall be available online only. Paper Application Forms are neither being printed nor being accepted.
11. Though the Application Form fields will be displayed in both English and Punjabi, the candidate will be able to fill the Application Form only in English.

12. The online Application Form has been designed in English and Punjabi for the convenience of the candidates. However, if there is any variation in the interpretation of the words/instructions in both English and Punjabi, the English version shall prevail and the decision of Chairman of the Central Recruitment Board shall be final in this regard.
13. The candidate is advised to submit only single online Application Form for the post of WARDERS (MALE) / MATRONS (FEMALE) as the recruitment process would start at all Recruitment Centers at the same time on the same date. However, if somehow, the candidate manages to submit multiple online applications, only the first application shall be entertained and fee paid against one Application Form shall not be adjusted against any other Application Form.
14. The candidate is advised to fill the online Application Form personally or under his/her personal supervision if taking the help of any third party operator. The candidate will not be allowed to change the data entered in the Application Form once it is submitted. The Application Form will be considered cancelled in case of any incomplete information. The candidate is required to upload scanned copies of required certificates.
15. Even in case the online Application is filled at the SAANJH Kendra/SUWIDHA Kendra, the responsibility about the veracity/correctness of the particulars entered will continue to be that of the candidate. Therefore, the candidate is advised to exercise due care and caution before submitting the online application.
16. For all queries, clarifications or communications regarding the recruitment process, candidates are advised to correspond via email with helpdesk@punjabpolicerecruitment.in.
17. Individual messages to all candidates or to any defined group of

candidates shall be sent from the Punjab Police SMS ID **PPRECT**, and individual email to all candidates or to any defined group of candidates shall be sent from the email ID info@punjabpolicerecruitment.in which shall be deemed to be valid communication between the Jail Department and the candidate.

18. The candidate is advised to fill their relevant Category with due caution, as the Category once filled will not be changed thereafter.
19. A mere call for Physical Measurement Test or Physical Screening Test will not confer any right on the candidate for appointment to the post.
20. The candidate will bring all his/her original Age, Educational Qualifications certificates along with Category certificates as well as one (1) attested photo copy of each certificate at the time of PMT/PST.
21. For claiming relaxations please consult the Advertisement dated 08-11-2016 for the recruitment of WARDERS (MALE) / MATRONS (FEMALE) in Punjab Jail Department, which will be available on the recruitment website www.punjabpolicerecruitment.in.
22. Each candidate shall be given a unique Registration ID and Password once he/she completes the registration process. This Registration ID and Password should be used by the candidate for future access to the Application Form.
23. Last date for applying for the posts of WARDERS (MALE) / MATRONS (FEMALE) in Punjab Jail Department is 28.11.2016 and only online applications will be accepted. Candidates can apply online till 11:59 p.m. on 28.11.2016.
24. However, the last date of fee deposit will be 30.11.2016.
25. Candidates already employed with the Government can also apply for the recruitment after getting an NOC from the Head of Department/Office concerned. However, if the NOC is not available at the time of filling of the Application Form, then the candidate shall have to

give a declaration to the effect that he/she shall produce the same in original at the time of scrutiny of certificates.

26. Candidates are advised to go through the guidelines/instructions for filling in the online Application form as well as the Advertisement dated 08-11-2016 for recruitment of WARDERS (MALE) / MATRONS (FEMALE) in Punjab Jail Department), containing detailed eligibility conditions etc., which is available on the website.
27. The candidates can also download/print copies of the guidelines/instructions as well as the Advertisement from the recruitment website of Punjab Police.
28. Candidates appearing for the PMT/PST will not be eligible for any TA/DA.
29. The Bar – Coded Admit Card for the Physical Measurement Test/Physical Screening Test will be made available on the recruitment website which can be downloaded and printed.
30. If any candidate desires change of date for PMT/PST on medical grounds and any other extreme emergency, he/she has to submit a written application within 2 days of uploading his/her admit card on the website to the chairman, Central Recruitment Board alongwith proof of the said emergency. The Chairman's decision in this regard will be final.
31. Candidate has to bring self-attested certificates alongwith at the time of PMT/PST.
32. Application Form will be liable to be rejected:
 - a. If the Application Form is incomplete;
 - b. If it has been found to have been submitted without the requisite application fees;

- c. If found without the supporting documents, and/or photograph and/or signatures;
 - d. If it is found to be without the mandatory declarations.
33. The selection shall be subject to successful clearance in Medical Examination, Character and antecedent's verification, verification of Educational qualifications Certificates from the concerned Boards/Universities and verification of other required certificates.
34. Canvassing in any manner by the Candidate will be a ground for his/her disqualification.