

## **Instructions to read before you start applying:**

1. Fields marked with \* in the online application form are mandatory
2. Each candidate should submit ONE application form only. Candidature of those who submit more than one application form will be rejected summarily and the amount of application and/or processing fees will be forfeited.
3. In case of any mismatch of data between application form filled up by the applicants and supporting testimonials at any stage of recruitment, the candidature will be summarily rejected.
4. Application Forms shall be rejected in case the signature of the applicant is uploaded/rendered in block letters/unintelligible/does not match with name of the candidate.
5. Admission to the tests/examination will be purely provisional subject to verification of eligibility at a later stage. Therefore, candidature of any candidate shall be rejected straightway if found not eligible at any stage, even after appearance in the tests /examinations.
6. Before start filling this form, you should keep following documents handy:
  - i. Colored digital or scanned photograph in JPEG/.JPG format, with minimum and maximum size of 10kb to 200kb with dimensions of 135 x 170 Pixels
  - ii. Scanned signatures in JPEG/.JPG format with minimum and maximum size of 4kb to 30kb with dimensions of 135 x 56 Pixels
  - iii. Class 10<sup>th</sup> Certificate
  - iv. Class 12<sup>th</sup> Certificate
  - v. Himachali Bonafide certificate
  - vi. Documents related to relevant category (if applicable)
  - vii. Driving License (If applicable)
  - viii. Aadhaar (UIDAI) Number
  - ix. Certificate of any other qualification (if applicable)
7. Date of Birth as recorded in 10<sup>th</sup> class or equivalent certificate will only be accepted as valid proof for Date of Birth / verification of age
8. The applicant must have passed 12<sup>th</sup>/ 10+2 examination from the Himachal Pradesh Board of School Education (HPBoSE) or its equivalent Board of School Education
9. A candidate belonging to any special category e.g. SC/ ST/ OBC/ Ward of Freedom Fighter/ Ward of Ex-Serviceman/ Economically Weaker Section (EWS)/ Below Poverty Line (BPL) card holders etc., if qualified in

tests/examination, has to produce revalidated/ renewed or fresh certificate issued by the competent authority which should be valid as on 31.10.2021 during verification of testimonials at the time of document verification/evaluation process. Therefore, the certificates issued before 31.10.2021 needs to be revalidated/ renewed and should be issued by an Executive Magistrate authorized by the Govt. of Himachal Pradesh

10. In case, a candidate from any specific category avails of the benefit of relaxation in upper age limit at the time of submission of application, but fails to produce the relevant revalidated/ renewed certificate at the time of their interview, their candidature shall summarily be rejected

11. Candidate must be a bonafide Himachali/ Himachal domicile certificate holder

12. Candidate must bring his original certificates and 2 sets of self-attested photocopies of all the certificates at the time of Physical Efficiency Test (PET) as well as while appearing for Document Verification/evaluation

**13. Candidate must ensure that the online application form is filled and fee is paid before the last date and time i.e. 31<sup>st</sup> October, 2021 by 08:00 am. After this date & time, no fee will be accepted**

14. Fee once paid through any mode of payment will not be refunded

15. After depositing fee through online mode, candidates should wait for the message on their screen that "Payment is successful". In case of failure of payment/non-receipt of the above message, candidates are advised to deposit their fee again

16. In case candidate fails to deposit the payment, their application will be rejected

17. Candidates are advised to provide their own mobile number and e-mail, which is easily accessible to them.

18. The mobile number provided by you will be used for sending SMS alerts regarding recruitment process from time to time

19. Candidates will have the option to SAVE their application form and they will be able to resume from where they left off at a later convenient time.

**20. The selection process by the HP Police Recruitment Board is transparent and purely merit based. Hence, the candidates are advised to beware of the unscrupulous elements, racketeers, touts who may misguide them with false promises of getting selected for the job on illegal consideration.**