

RECRUITMENT FOR THE POST OF HEAD CONSTABLE- MINISTERIAL

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM

The Candidates applying for the examination should ensure that they full fill all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely provisional, subject to satisfying all the prescribed eligibility conditions.

INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM FOR POST OF HEAD CONSTABLE: -

1.	Candidates are required to go through carefully and understand all the Information relating the eligibility requirements and selection process before filling the online application.
2.	E-mail ID and mobile number which are mandatory for the application, Candidates are responsible to keep their login credentials safely.
3.	Before submitting the application form, the candidates are directed to check the data and satisfy that the details entered by them are true and correct in all respects.
4.	ONLINE application has several sections with the information required for selection. Hence candidates are required to fill the application carefully.
5.	A matriculate ex-serviceman (which term include an ex-serviceman, who has obtained the Indian Army Special Certificate of education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service in the Armed Forces of the Union will be considered eligible for applying for the post.
6.	Candidates may note, that if any information submitted in the application form is found to be false or incorrect during verification, or in future, their application will be rejected and their candidature may stand cancelled without assigning any reasons/notice thereof.
7	Candidates are advised to refer Important Dates in dates section carefully to make sure that there are no date conflicts.
8	Incomplete and incorrect applications shall be rejected.

To apply, Candidate should visit the website: <http://www.delhipolice.nic.in> and go to Recruitment section.

- After Clicking on Register-New User Button, where the Registration page will open up for filling in the basic particulars in the appropriate format, as provided.
- Candidate must fill in all the required fields. Fields marked with Red Asterisk (*) are mandatory fields and have to be essentially filled in by the Candidate.

REGISTRATION

Once Candidate clicks on Register, Candidate will be able to see below screenshots.

Post Applied: - This field will be already selected with post "HEAD CONSTABLE (MINISTERIAL)". Please select it and go to next field.

Post Applied / आवेदित पद*

HEAD CONSTABLE (MINISTERIAL)

Candidate's Full Name: - Candidate's Full Name needs to be entered as shown in the Matriculation Certificate or Mark Sheet.

Candidate's Full Name / उम्मीदवार का पूरा नाम * Ⓞ (As shown in the Matriculation Certificate / Marksheet)

Gender: - Please select the Gender from the dropdown list as mentioned below.

Gender / लिंग *

--Select--
--Select--
MALE / पुरुष
FEMALE / महिला

Nationality: - Candidate must select the Nationality from dropdown list where Indian is the only option as mentioned below.

Nationality / राष्ट्रियता *

--Select--
--Select--
INDIAN/भारतीय

Mother Tongue: - Candidate should enter their mother tongue in this field as mentioned below.

Mother tongue / मातृ भाषा*

Father's Name: - Father's Name need to be entered in this field without any salutation (Mr/Shri/Dr etc.)

Father's Name / पिता का नाम (Please enter name without any salutation(Mr/Shri/Dr etc.) ⓘ

Whether Mother is a single parent: - Candidate need to select this field detail from the dropdown list as mentioned below.

Whether Mother is a single parent/ क्या माता एकल अभिभावक है *

--Select--
--Select--
YES/हाँ
NO/नहीं

Mother's Name: Mother's Name need to be entered in this field without any salutation (Mr/Shri/Dr etc.).

Mother's Name / माता का नाम (Please enter name without any salutation (Mrs/Ms/Smt/Dr etc.) * ⓘ

Religion: Candidate need to enter his religion from the dropdown list as mentioned below.

Religion / धर्म *

--Select--
--Select--
HINDU/हिंदू
MUSLIM/मुस्लिम
SIKH/सिख
CHRISTIAN/ईसाई
ANY OTHER/कोई अन्य

If Candidate clicks on **ANY OTHER** from the Religion dropdown list, then candidate need to enter their religion in Other Religion field as mentioned below.

Other Religion / अन्य धर्म *

Marital Status: - If Candidate select gender as **MALE** then they will see only two options as mentioned below. So that candidate need to select the status from the dropdown list as mentioned below.

Marital Status / वैवाहिक स्थिति*

--Select--

--Select--

MARRIED/विवाहित

UNMARRIED/अविवाहित

If candidate select gender as **FEMALE**, then they will see more options as mentioned below. Candidate need to select from the below mentioned drop down list.

Marital Status / वैवाहिक स्थिति*

--Select--

--Select--

MARRIED/विवाहित

UNMARRIED/अविवाहित

WIDOW-विधवा

DIVORCED WOMAN/तलाकशुदा महिला

JUDICIALLY SEPARATED WOMAN/ न्यायिक रूप से पृथक महिला

If **FEMALE** candidate selects **MARRIED** option, then she need to enter her Husband Name in the below mentioned field.

Husband's Name / पति का नाम *

Category: - Candidate need to select the category from the dropdown list as below.

Category / वर्ग *

--Select--

--Select--

GENERAL/सामान्य

SC/अनुसूचित जाति

ST/अनुसूचित जनजाति

OBC/अन्य पिछड़ा वर्ग

ECONOMICALLY WEAKER SECTION (EWS)/आर्थिक रूप से कमजोर वर्ग

Date of Birth: The Candidate should enter the Date of Birth.

Date Of Birth / जन्म तिथि *

Jul 2001

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Are you a Departmental Candidate of Delhi Police: In this field candidate should select YES/NO from the drop down list.

Are you a Departmental Candidate of Delhi Police

/ क्या आप दिल्ली पुलिस के विभागीय उम्मीदवार हैं

NO/नहीं

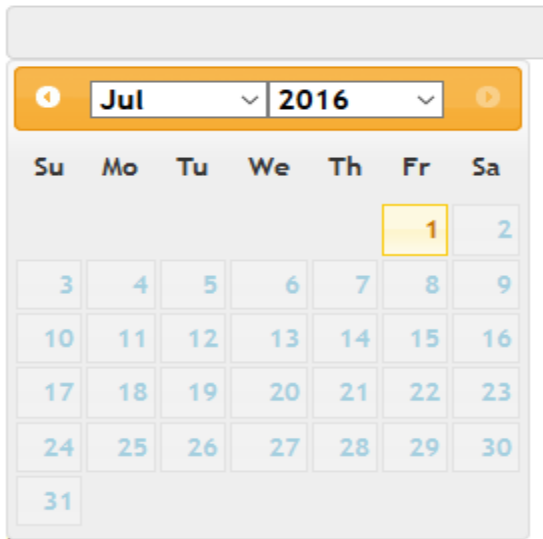
--Select--

YES/हाँ

NO/नहीं

If Candidate clicks of YES, then candidate need to select Date of Enlistment as below.

Date of Enlistment / भर्ती तिथि *

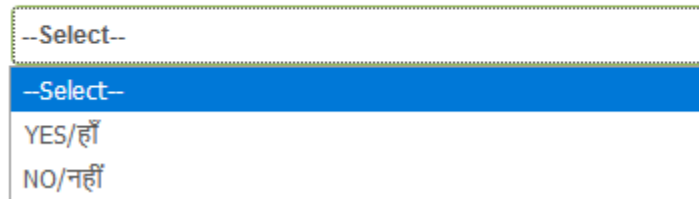


A calendar widget for July 2016. The month 'Jul' and year '2016' are selected in dropdown menus at the top. The days of the week are labeled as Su, Mo, Tu, We, Th, Fr, Sa. The date '1' is highlighted in a yellow box, indicating it is the selected date. Other dates from 2 to 31 are visible in a grid format.

Are you a Sports person: There is a dropdown list in this field where candidate have to select YES/NO.

Are you a Sports person ? / क्या आप एक खिलाड़ी हैं ?

*

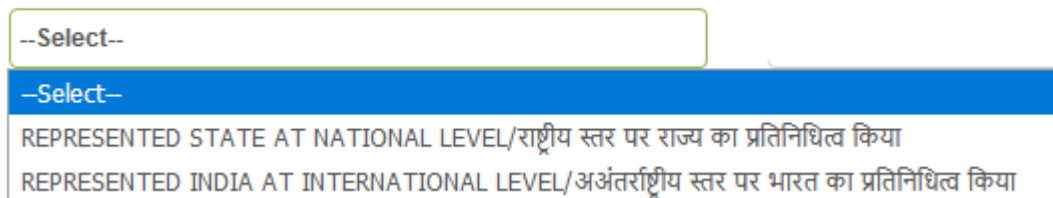


A dropdown menu with a blue border. The current selection is '--Select--'. The menu is open, showing three options: '--Select--' (highlighted in blue), 'YES/हाँ', and 'NO/नहीं'.

If Candidate selects YES, then candidate need to enter two more fields as below.

1st Field is Level as below.

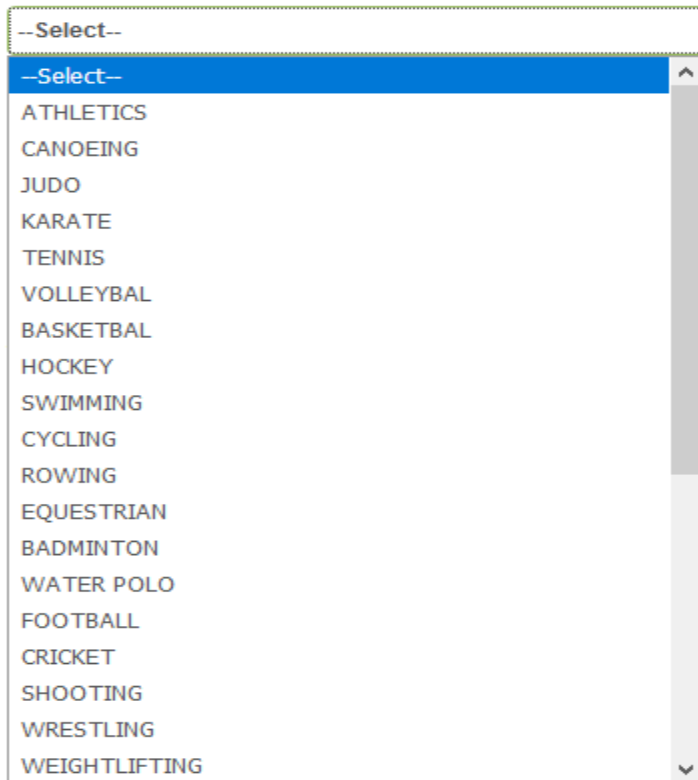
Level of Representation/प्रतिनिधित्व स्तर *



A dropdown menu with a blue border. The current selection is '--Select--'. The menu is open, showing three options: '--Select--' (highlighted in blue), 'REPRESENTED STATE AT NATIONAL LEVEL/राष्ट्रीय स्तर पर राज्य का प्रतिनिधित्व किया', and 'REPRESENTED INDIA AT INTERNATIONAL LEVEL/अंतर्राष्ट्रीय स्तर पर भारत का प्रतिनिधित्व किया'.

2nd Field is list of sports. Candidate need to select the sport from the list.

List Of Sports / खेल की सूची *



--Select--

ATHLETICS

CANOEING

JUDO

KARATE

TENNIS

VOLLEYBAL

BASKETBAL

HOCKEY

SWIMMING

CYCLING

ROWING

EQUESTRIAN

BADMINTON

WATER POLO

FOOTBALL

CRICKET

SHOOTING

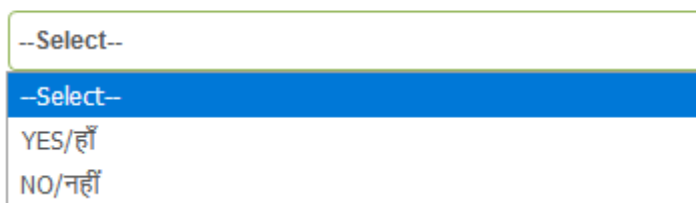
WRESTLING

WEIGHTLIFTING

Are you an Ex-Serviceman: There is a dropdown list in this field where candidate have to select YES/NO.

Are you an Ex-Serviceman? क्या आप भूतपूर्व सैनिक हैं

? *



--Select--

--Select--

YES/हाँ

NO/नहीं

If Candidate selects YES, then candidate need to enter few more fields as below.

Date of Enlistment need to be entered.

Date of Enlistment / भर्ती तिथि *

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Then candidate need to enter date of Discharge:

Date of Discharge / सेवानिवृत्ति की तिथि *

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

After entering Date of Discharge candidate need to select Yes/No from the dropdown list 'whether possess special certificate of Education from Armed Forces'.

Whether possess Special Certificate of Education from Indian Armed Forces/(क्या आपके पास भारतीय शस्त्रबल से विशेष शिक्षा प्रमाणपत्र है) *

--Select--
--Select--
YES/हाँ
NO/नहीं

Whether already Employed: - Candidate need to select YES/NO from the dropdown list.

Whether already Employed/यदि पहले से कार्यरत है*

--Select--
--Select--
YES/हाँ
NO/नहीं

If Candidate clicks on YES, then candidate need to enter two more fields:

1st Field is Name of Dept./Organisation.

Name of Dept./Organisation / विभाग / संगठन का नाम

*

2nd Field is Post Held as mentioned below.

Post Held / पद *

Are you a Person with Disabilities (PWD): - Locomotor disability of 40% and above (either one or both leg affected)

Candidate need to select YES/NO from the dropdown list as mentioned below.

Are you a Person with Disabilities(PwD): Locomotor disability of 40% and above (either one or both leg affected) / क्या आप दिव्यांग व्यक्ति -गमन अक्षम दिव्यांगता 40% या अधिक (एक या दोनों टाँगे प्रभावित) है ।

--Select--
--Select--
YES/हाँ
NO/नहीं

Email Address: - Candidate should enter mail ID in Email Address as Mandatory field. One more field with name Alternate Email Address which is not Mandatory. Both fields mentioned below.

Email Address / ईमेल पता *

Alternate Email Address / वैकल्पिक ईमेल पता

Mobile No: - Please enter Mobile No is Mandatory field. There is one more field with name Alternate Mobile No. which is not a Mandatory field. Mentioned both the field details as below.

Mobile No / मोबाइल नं *

Alternate Mobile No/ वैकल्पिक मोबाइल नं (Enter a valid 10 digit mobile number)

Captcha Code: - Candidate need to enter Captcha Code as below.

Captcha Code * **CGCA9F**

After entering Captcha Code Candidate need to Tick the box to accept "Terms and Conditions"

I accept the Terms & Conditions and Rules & Regulations / मैं नियम, शर्तें और विनियम स्वीकार करता हूँ।

After accepting, candidate need to click on submit to go ahead as mentioned below.

Submit and Continue

Cancel

After clicking on Submit and Continue candidate will be receiving Login Details with Application No and Password to candidate mail ID and it will be displayed on the screen also as mentioned in the below screenshot.

Registration – Step 1 Completed / पंजीकरण - चरण 1 पूरा हुआ

Dear Candidate / प्रिय उम्मीदवार,

You have successfully completed the First step of registration process.
आपने पंजीकरण प्रक्रिया का पहला चरण सफलतापूर्वक पूरा कर लिया है।

Application No / आवेदन संख्या :

Password / पासवर्ड :

An e-mail and SMS with Login details have been sent to your registered E-mail ID & Mobile No.
एक ई-मेल और एसएमएस जिसमें लॉगिन विवरण है आपके पंजीकृत ई-मेल आईडी और मोबाइल नंबर पर भेजा गया है।

LOGIN through the tab given below with your Application No. and Password to complete your registration.

अपना पंजीकरण पूरा करने के लिए अपने एप्लिकेशन नंबर और पासवर्ड के साथ नीचे दिए गए टैब के माध्यम से लॉग इन करें

PLEASE NOTE THAT YOUR REGISTRATION PROCESS IS NOT COMPLETE UNTILL YOU LOGIN AGAIN, COMPLETE THE PAYMENT PROCESS AND FINALLY SUBMIT THE ONLINE APPLICATION.

कृपया ध्यान दें कि जब तक आप पुनः लॉगिन करके एवं भुगतान प्रक्रिया को पूर्ण कर ऑनलाइन आवेदन को जमा नहीं करते हैं, आपके पंजीकरण की प्रक्रिया पूर्ण नहीं होती है।

Please note down the Application Number and Password for future use.

कृपया भविष्य में उपयोग के लिए एप्लिकेशन नंबर और पासवर्ड को नोट करें।

Thanks and Regards,

धन्यवाद और सादर,

Delhi Police

दिल्ली पुलिस

Login To Continue

After clicking on Login to continue, candidate will be taken to main page where candidate need to enter login name and password in the below screen.

CANDIDATE LOGIN

Application Number:

Password:

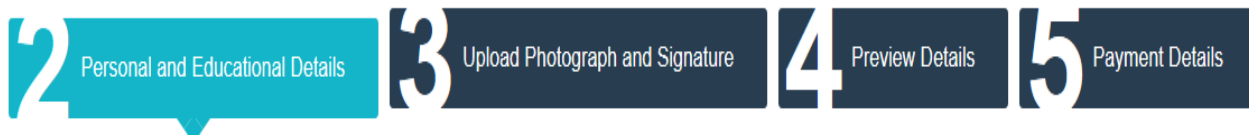
Captcha Code RND52N

Login OR Register - New User

[Forgot Password](#)

After entering Application Number, Password and Captcha Code as mentioned in above fields then candidate need to click on Login.

After clicking on Login Candidate will be able to see another screen as mentioned below.



Now candidate need to mention all the above-mentioned details.

In 2nd Section candidate personal details will be auto populated on the screen because candidate has already given personal details in 1st section. As personal details already appeared in this section then candidate need to enter few other details with educational Details as mentioned in below screenshots.

Whether son/daughter of Delhi Police Personnel/Multi-Tasking Staff of Delhi Police?

Whether son/daughter of Delhi Police Personnel/Multi-Tasking Staff of Delhi Police ? / क्या आप दिल्ली पुलिस कमी/दिल्ली पुलिस मल्टी-टास्किंग स्टाफ के पुत्र/पुत्री हैं ? *

--Select--

YES/हाँ

NO/नहीं

Aadhaar Number (Optional): - Aadhaar Number field is optional.

Aadhaar Number (Optional) / आधार संख्या (वैकल्पिक)

Aadhaar Number

Identification mark: - Candidate need to enter Identification Mark in this field

Identification mark / पहचान चिन्ह *

Whether Belongs to Hill Areas: - Candidate need to select YES/NO from the dropdown list.

Whether Belongs to Hill Areas / क्या आप पहाड़ी क्षेत्र से सम्बंधित है। *

--Select--

--Select--

YES/हाँ

NO/नहीं

Have you ever been arrested/indicted or summoned in court as a defendant in a criminal proceeding, or convicted, fined or Imprisoned for the violation of any law (excluding minor traffic violation): -

Candidate need to select YES/NO from the dropdown list as mentioned below.

Have you ever been arrested/indicted or summoned in court as a defendant in a criminal proceeding, or convicted, fined or Imprisoned for the violation of any law (excluding minor traffic violation)

क्या आपको किसी कानून में उल्लंघन करने वाले अपराधी के रूप में गिरफ्तार किया गया / दोषी ठहराया गया या अदालत में बुलाया गया, या किसी भी कानून के उल्लंघन के लिए दोषी पाया गया, जुर्माना या कारावास दिया गया (मामूली यातायात उल्लंघन को छोड़कर) *

--Select--

--Select--

YES/हाँ

NO/नहीं

If Candidate selects YES, then they have to enter Details in the below mentioned box.

Details / विवरण *

Address for correspondence: - Candidate need to enter FLAT/DOOR/BLOCK NO, NAME OF PREMISES/BUILDING/VILLAGE, ROAD/STREET/AREA/LOCALITY/POST OFFICE, State/UT, City/District and Pin code fields as mentioned below.

ADDRESS FOR CORRESPONDENCE

FLAT/DOOR/BLOCK NO / फ्लैट / द्वार/ ब्लॉक नं *

NAME OF PREMISES/BUILDING/VILLAGE / परिसर / भवन / गाँव का नाम

ROAD/STREET/AREA/LOCALITY/POST OFFICE / सड़क / गली / क्षेत्र / स्थल / डाक खाना

State/UT / राज्य / संघ राज्य *

City/District / शहर / जिला *

Pincode / पिन कोड *

Permanent Address: - If Permanent Address is same as Address for correspondence then candidate have to tick the box. If it is not same then Candidate need to enter FLAT/DOOR/BLOCK NO, NAME OF PREMISES/BUILDING/VILLAGE, ROAD/STREET/AREA/LOCALITY/POST OFFICE, State/UT, City/District and Pin code fields as mentioned below.

PERMANENT ADDRESS

PLEASE TICK IF PERMANENT ADDRESS IS SAME AS CORRESPONDENCE ADDRESS

FLAT/DOOR/BLOCK NO / फ्लैट / द्वार/ ब्लॉक नं *

NAME OF PREMISES/BUILDING/VILLAGE / परिसर / भवन / गाँव का नाम

ROAD/STREET/AREA/LOCALITY/POST OFFICE / सड़क / गली / क्षेत्र / स्थल / डाक खाना

State/UT / संघ राज्य *

City/District / शहर / जिला *

Pincode / पिन कोड *

Education Details: - Candidate need to enter their 10th 12th, Graduation and Post-Graduation details in the Education Details fields.

EDUCATION DETAILS / शिक्षा विवरण

NOTE : Graduation / Post Graduation details are Optional

Educational Qualification / शैक्षिक योग्यता *	Board/Institution/University / बोर्ड/संस्था *	Subject/विषय *	Roll No / अनुक्रमांक *	Year of Passing / परीक्षा पास करने का वर्ष *	DigiLocker Link (Optional) / डिजीलॉकर लिंक
10th Class					
12th Class					
Graduation					
Post Graduation					

LANGUAGE IN WHICH YOU WANT TO TAKE TYPING TEST: - Candidate need to select YES/NO from the dropdown list.

LANGUAGE IN WHICH YOU WANT TO TAKE TYPING TEST/भाषा जिसमें आप टंकण परीक्षा देना चाहते हैं *

--Select--
--Select--
ENGLISH/अंग्रेज़ी
HINDI/हिंदी

After selection Language then candidate need to tick the box to accept Terms and conditions and then click on Save and Continue button as mentioned below.

I accept the Terms & Conditions and Rules & Regulations / मैं नियम, शर्तें और विनियम स्वीकार करता हूँ।

Save & Continue

3rd Section: Upload Photograph, Signature & Mandatory Documents:

To upload below mentioned are some rules to follow:

- The photograph must be a recent passport size looking directly at the camera, in colour preferably, against a white or light background
- If there is a red-eye effect, please edit to remove it
- If you wear glasses, these should not be tinted glasses. Check to make sure that the photograph has no reflections. Your eyes and face should be clearly visible
- Wearing of caps, hats or any tinted or dark glasses is not acceptable. Religious head wear is allowed but it must not cover the face
- Preferred dimensions of your photograph is given below
 - a) Photo size should be equal to or less than 100-200 KB with 200 dpi. The Dimension should be 3.5 cms (width) X 4.5 cms (height)
 - b) Signature size should be equal or less than 100-200 KB with 200 dpi. The Dimension should be 6 cms (width) X 3 cms (height)

Applications which does not conform to the above specifications may be rejected.

Candidates can resize their image by clicking on [HERE](#) option as mentioned below to resize their image or document.

Click [HERE](#) to resize your image

Upload Photo, Signature and Left Thumb Impression of the candidate in JPG/JPEG format as mentioned below:

***Upload Photograph (JPG/JPEG Format only)**

फोटो अपलोड करें (केवल जेपीजी / जेपीईजी प्रारूप)

STEP 1

Browse...

No file selected.

STEP 2

Upload

***Upload Signature (JPG/JPEG Format only) /**

अपलोड हस्ताक्षर (केवल जेपीजी / जेपीईजी प्रारूप)

STEP 1

Browse...

No file selected.

STEP 2

Upload

***Left Thumb Impression of the Candidate (JPG/JPEG Format only)**

उम्मीदवार के बाएं अंगूठे का निशान (केवल जेपीजी / जेपीईजी प्रारूप)

Browse...

No file selected.

Upload

Upload 10th Certificate, 12th Certificate and OBC caste certificates in PDF Format only:

*10th Certificate

(PDF Format only)

10 वां प्रमाण पत्र (केवल पीडीएफ प्रारूप)

Browse...

No file selected.

Upload

* 12th Certificate

(PDF Format only)

12 वां प्रमाण पत्र (केवल पीडीएफ प्रारूप)

Browse...

No file selected.

Upload

*OBC Cast certificate

(PDF Format only) अन्य पिछड़ी जाति प्रमाण पत्र (केवल पीडीएफ प्रारूप)

Browse...

No file selected.

Upload

Note : Application will stand cancelled if the photograph, signature and mandatory documents are not uploaded by the last date.
अंतिम तिथि तक फोटोग्राफ , हस्ताक्षर और अनिवार्य दस्तावेज अपलोड नहीं किए जाने पर आवेदन रद्द हो जाएगा।

After uploading all documents then please click on continue button as mentioned below.

Continue

After clicking on continue you will be directed to 4th section of Preview Details.

4th Section Preview Details: In preview details you will be able to see complete details of your application form. If everything is fine, then tick the box of declaration to continue for the payment by clicking on continue to payment button. If not Candidate Can Edit application form. Mentioned the screenshot below.

Declaration

I HEREBY DECLARE THAT :

1. I HAVE NOT SUBMITTED ANY OTHER APPLICATION FOR THIS EXAMINATION. I AM AWARE THAT IF CONTRAVENE THIS RULE, MY APPLICATION WILL BE REJECTED SUMMARILY BY THE DELHI POLICE.
2. I ALSO DECLARE THAT I DO NOT STAND DEBARRED BY SSC/UPSC OR ANY RECRUITMENT BOARD FROM APPEARING IN ANY EXAMINATION AS ON DATE.
3. I HEREBY DECLARE THAT I BELONG TO THE COMMUNITY WHICH IS RECOGNIZED AS A BACKWARD CLASS BY THE GOVT. OF INDIA FOR THE PURPOSE OF RESERVATION IN SERVICE AS PER ORDER CONTAINED IN DEPTT. OF PERSONNEL AND TRAINING OFFICE MEMORANDUM NO. 36012/22/93-ESTT.(SCT) DATED 08.09.1993. I ALSO DECLARE THAT I DO NOT BELONG TO THE PERSON/SECTIONS (CREAMY LAYER) MENTIONED IN COLUMN 3 OF THE SCHEDULE OF THE OM MENTIONED ABOVE AND MODIFIED VIDE GOVT. OF INDIA OMS MENTIONED IN THE NOTICE. I FURTHER DECLARE THAT I WILL PRODUCE VALID OBC CERTIFICATE AS PER THE PRESCRIBED FORMAT GIVEN IN THE NOTICE OF EXAMINATION.
4. I HEREBY DECLARE THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT IN THE EVENT OF ANY INFORMATION BEING FOUND SUPPRESSED/FALSE OR INCORRECT OR INELIGIBILITY BEING DETECTED BEFORE OR AFTER THE EXAMINATION, MY CANDIDATURE/ APPOINTMENT IS LIABLE TO BE CANCELLED.

OTHER DECLARATION GIVEN BY YOU :

HAVE YOU EVER BEEN ARRESTED/INDICTED OR SUMMONED IN COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING OR CONVICTED/FINED OR IMPRISONMENT FOR THE VIOLATION OF ANY LAW (EXCLUDING MINOR TRAFFIC VIOLATIONS) - NO

Date : 08-Aug-2019

Place : HYDERABAD

Edit Application

Continue to payment

5th Section Payment Details: Payment is Exempted as there is No Fees. Candidate can tick the confirmation form and get the application summary. Mentioned the screenshot below.

PAYMENT INFORMATION

Amount To Pay

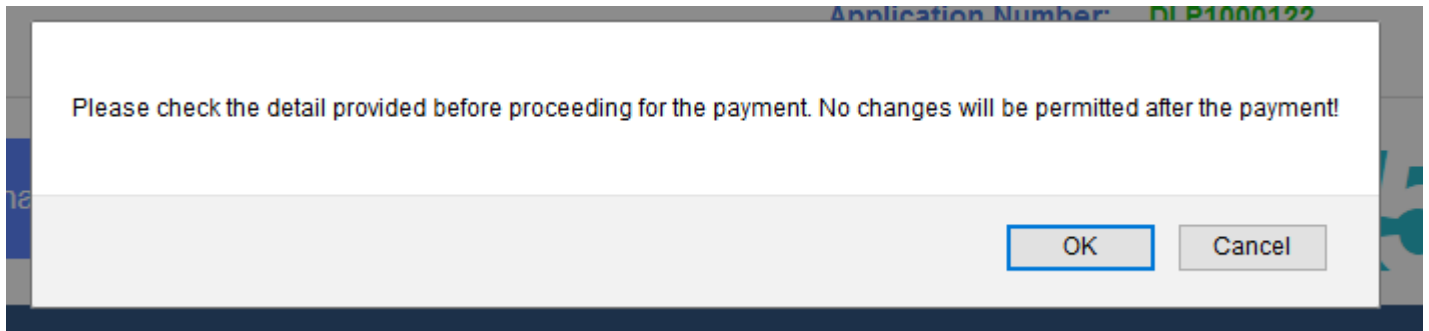
NO FEES (Payment Exempted)

I confirm that the information provided by me is true in all respects and if any information is found to be false, I understand that my registration / candidature will stand cancelled and no refund of fee will be claimed

Get Application Summary

Logout

After clicking on Get Application Summary then you will be getting an Alert **“Please check the detail provided before proceeding for the payment. No changes will be permitted after the payment”**



After clicking on OK on the Alert you will be direction to see your Application Summary with complete details. At the bottom of the page you will be seen with two options 'Print' and 'Logout' as mentioned below.



THANK YOU