

**ANNEXURE**  
**GENERAL INSTRUCTIONS TO THE CANDIDATES**

Applicants should read the following instructions carefully before applying:

- 1) Mode of applying for the post of **Police Constable/Radio Technician/Deck Handler** by Direct Recruitment is **through online application only**. However, once applied online the candidate **need not** send a hard copy of online generated Application along with enclosures, to this Department.
- 2) Avoid registering multiple applications online and register only a single application for each post.
- 3) **(a) Photograph:** Applicants are instructed to scan their recent passport size colour Photograph with 150 dpi resolutions in JPG image file format [maximum file size: 200 kb and dimension (width x height): not less than 220 x 270 pixels] and upload it while applying online.  
**(b) Signature:** Applicants are instructed to scan their Signature (**use Black ink**) with 150 dpi resolutions in JPG image file format [maximum file size: 200 kb and dimension (width x height): not less than 325 x 125 pixels] and upload it while applying online.
- 4) **Self-attested photocopies** of Certificates for educational qualification/s, Nativity/ Community/Employment Registration Card/Certificate issued by Revenue Department, Puducherry/Meritorious Sports Person Certificate, etc., and original copies thereof are required to be furnished at the time of certificate verification.
- 5) Applicants should note the **computer generated unique “Application Number”** and should quote the same in all further correspondences to know the status of their application and also to get their hall ticket online.
- 6) Applicants are advised to retain a copy of the online generated application form for their own reference.
- 7) Admit Card/Call Letter generated online should be produced at the time of Physical Test and Written test.
- 8) Copy of all the notifications will be published in the Official website **<https://www.police.pondicherry.gov.in>** and information for such notification will be given through regional Newspapers. Applicants are advised to watch the above website and Newspapers regularly for information.
- 9) The selected applicants should submit the Community/Caste Certificate for MBC/SC/OBC/EBC/BCM/BT obtained in the government prescribed format, issued by Revenue Department, by an officer not below the rank of Deputy Tahsildar. The certificate should have been issued within one year of the Date of Closing of Online Application for this recruitment. Candidates selected under SC Quota should furnish a Community/Caste Certificate issued under “The Constitution (Puducherry) Scheduled Castes Order, 1964” and “The Constitution (Puducherry) Scheduled Castes Order, 2002” in respect of “PuthiraiVannan”.

10) A separate press note will be issued in leading regional dailies regarding the issue of Hall tickets online to all the eligible applicants. The applicants can take the print-outs of their Hall Ticket from the Official website <https://www.police.pondicherry.gov.in> by using the unique “**Application Number**” generated while applying for the posts online.

11) The decision of the Government as to the eligibility or otherwise of the applicant for any stage of the recruitment process shall be final. The admission to the PST/PET/Written examination is only provisional. Success in the examination confers no right to appointment. The appointment is subject to verification of educational qualification/s, Nationality/Nativity/Residence/Community and any other special category claimed by the individual and also verification of character and antecedents and medical fitness.

12) No correspondence will be entertained with regard to the recruitment process. Candidates are advised to verify the status of their Application/Admit Card etc. online only.

13) Change of Address, if any, after submission of online application should be intimated immediately to the Department or otherwise the Department will not be responsible for any delay / non-delivery of letters.

14) No request for change of Examination Centre for Physical Test/Written examination / change of choice of the language to write the examination will be entertained. The Physical and Written examination will be held in Puducherry only.

15) The Applicants who are applying as in-service candidate should send the duly signed copy of the online generated application through their respective Head of Department/Head of Office within the due date i.e on or before 5.45 p.m on 22.09.2018 to “The Superintendent of Police (HQ), No.2, Dumas Street, Puducherry-605001. The applicants should also ensure that the Heads of Department/Offices have duly signed the “**Certificate by the Head of Department/Head of Office**” provided in the online generated application. The online generated applications without the recommendations of Head of Department/Office which is received after the due date and time i.e. 5.45 p.m on 22.09.2018 will be summarily rejected. Transit delay will not be entertained. Advance copy of application for In-Service candidate will not be entertained.

16) Applicant’s details as indicated in the online application are final and cannot be altered later. Furnishing false information, and fake certificates etc. found at later stage the candidature will not only be rejected but also liable for criminal action.

17) **HELP LINE:**

For any clarification, if needed in filling online application, please contact the following helpline number on all working days between 8.45 a.m and 5.45 p.m.  
Telephone: 0413-2231317.

  
SUPERINTENDENT OF POLICE (HQ)  
PUDUCHERRY