

(Procedure for filling online Application)

The process of filling online application for the examination consists of two parts:

- I. One Time Registration
- II. Filling of online Application for the Examination

Part-I (One-Time Registration)

1. Please read the instructions given in the Notice of Examination carefully before filling up the online 'Registration Form' and 'Application Form'.
2. Before proceeding with One-Time Registration, keep the following information/ documents ready:
 - a. Mobile Number (to be verified through OTP)
 - b. Email ID (to be verified through OTP).
 - c. Aadhaar Number. If Aadhaar Number is not available, please give one of the following ID Numbers. (You will be required to show the original document at a later stage):
 - i. Voter ID Card
 - ii. PAN
 - iii. Passport
 - iv. Driving License
 - v. School/College ID
 - vi. Employer ID (Govt./PSU/Private)
 - d. Information about the Board, Roll Number and Year of Passing the Matriculation (10th) Examination.
 - e. Disability Certificate Number, if you are a Person with Disability.
3. For One-Time Registration, click on 'Register Now' link provided in 'Login' Section on <https://ssc.nic.in>.
4. One-Time Registration process requires filling up of following information:
 - a. Basic details
 - b. Additional and contact details
 - c. Declaration.
5. **For filling up the 'One-Time Registration Form', please follow the following steps:**
 - a. A few critical details (e.g. Aadhaar Number, Name, Father's Name, Mother's Name, Date of Birth etc) are required to be entered twice, in the relevant columns of the Registration Form, for verification purpose and to avoid any mistakes. If there is mismatch between original and verify data column, it will not be accepted and an indication will be given in red text.
 - b. S No-1, provide information about Aadhaar Number/Identity Card and its Number. Any one of these Numbers is required to be given.
 - c. S No-2: Fill your name **exactly** as given in Matriculation (10th Class)

Certificate. In case, you have made any changes in your name after matriculation, indicate the same at S No-2c and 2d.

- d. S No-3: Fill your father's name **exactly** as given in Matriculation (10th Class) Certificate.
- e. S No-4: Fill your mother's name **exactly** as given in Matriculation (10th Class) Certificate.
- f. S No-5: Fill your date of birth **exactly** as given in Matriculation (10th Class) Certificate.
- g. S No-6: Matriculation (10th Class) Examination Details which include:
 - i. Name of Education Board
 - ii. Roll Number
 - iii. Year of passing
- h. S No-7: Gender (Male/Female/Transgender)
- i. S No-8: Level of Educational Qualification (highest).
- j. S No-9: Your Mobile Number. This must be a working mobile number as it will be verified through 'One Time Password' (OTP). It may be noted that any information which the Staff Selection Commission/Delhi Police may like to communicate with you, will be sent on this mobile number only. Your mobile number will also be used for retrieval of password, if required.
- k. S No-10: Your Email ID. This must be a working Email ID as it will be verified through OTP. It may also be noted that any information which the Staff Selection Commission/Delhi Police may like to communicate with you, will be sent on this Email ID only. Your Email ID will also be used for retrieval of password/Registration Number, if required.
- l. Provide detail of State/UT of your Permanent Address.
- m. When the Basic Details provided at S No-1 to 10 are saved, you will be required to confirm your mobile number and email ID. On confirmation, your data will be saved and your Registration Number will be displayed on the screen. Your Registration Number and Password will be provided to you on your mobile number and Email ID.
- n. You have to complete the Registration Process within 14 days failing which your Registration Details saved so far will be deleted.
- o. Login using your Registration Number as username and auto generated password provided to you on your mobile and email. Change your password, when prompted on first login.
- p. After successful password change, you need to login again using your Registration Number and changed password.
- q. On successful login, information about the 'Basic Details' so far filled by you will be displayed. You may edit it, if required or proceed further by clicking on 'Next' button at the bottom to complete your one-time

Registration.

- r. S No-11: Provide information about your Category.
 - s. S No-12: Provide information about your Nationality
 - t. S No-13: Provide information about visible Identification Mark. You may be required to show the above Identification Mark at various stages of examination.
 - u. S No-14: Provide information about disability, if any. Persons with Disabilities (PwD) (Locomotor), Locomotor disability of 40% and above (either one or both leg affected): Yes/No. Provide Disability Certification Number.
 - v. S No: 15 to 18: Provide information about your Permanent and Present Address. Save the data and proceed further to last Part of the Registration Process.
 - w. Save the information provided. Take draft printout and review the information provided thoroughly, before 'Final Submit'.
 - x. Read the 'Declaration' carefully, if you agree with the declaration, click 'I Agree'.
 - y. Upon clicking 'Final Submit' different OTPs will be sent on your mobile number and Email ID. You need to enter one of the two OTPs at designated field to complete the Registration Process.
 - z. After submission of Basic information, if the registration process is not completed within 14 days, your data will be deleted from the system.
6. After completion of registration process, 'Basic Details' can be changed. However, it is advised to the candidates to be cautious while making one time registration.
7. You are again cautioned that name, father's name, mother's name, date of birth, matriculation examination details should be filled exactly as recorded in matriculation certificate. Your candidature may get cancelled in case of incorrect/ wrong information.

Screenshots of One-time Registration Form

BASIC DETAILS

NOTE: Candidates must be cautious while filling up Registration details. Your candidature may get cancelled in case incorrect/ wrong information is furnished.

1. Do you have Aadhaar ? * Yes No

1a. Aadhaar Number
Aadhaar Number should be same as mentioned in Aadhaar Card

1b. Verify Aadhaar Number

1c. Type of ID * ▼
Type of ID and ID Number to be provided if you don't want to give Aadhaar number

1d. ID Number *

2a. Name *
1. Name should be same as mentioned in Matriculation Certificate
2. Please enter name without any salutation (i e Shri/ Smt/ Mr/ Mrs/ Ms/ Dr/ Prof)

2b. Verify Name *

2c. Have you ever changed Name? Yes No

2d. New Name / Changed Name

3a. Father's Name *
1. Father's Name should be same as mentioned in Matriculation Certificate
2. Please enter name without any salutation (i e Mr/ Shri/ Late/ Dr/ Prof etc)

3b. Verify Father's Name *

4a. Mother's Name *
1. Mother's Name should be same as mentioned in Matriculation Certificate
2. Please enter name without any salutation (i e Mrs/ Ms/ Smt/ Late/ Dr/ Prof etc)

4b. Verify Mother's Name *

5a. Date of Birth (DD/MM/YYYY) *
Date of Birth should be same as mentioned in Matriculation Certificate

5b. Verify Date of Birth (DD/MM/YYYY) *

6. Matriculation (10th Class) Examination details :

(i). Education Board * ▼
Education Board of Matriculation Examination

(ii). Verify Education Board * ▼

(iii). Roll Number *
1. Roll Number should be same as mentioned in Matriculation Certificate
2. Only / and - are allowed , Please enter Roll number without any other special character(s)
3. If Roll Code is given in your Matriculation Certificate then enter "Roll Code - Roll No."

(iv). Verify Roll Number *

(v). Year of Passing *

(vi). Verify Year of Passing *

7a. Gender * Male Female Transgender

7b. Verify Gender * Male Female Transgender

8. Level of Educational Qualification *

9a. Mobile Number *

9b. Verify Mobile Number *

10a. Email ID *

10b. Verify Email ID *

• State / UT of Permanent Address *

15b. State/ UT *

15c. District *

15d. PIN Code *

16. Is Present Address same as Permanent Address? Yes No

17a. Present Address *

17b. State/ UT *

17c. District *

17d. PIN Code *

18. Contact details for other nationals

DECLARATION

Declaration : I hereby declare that the information given by me in this form is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated.

I Agree.

Part-II (Online Application Form)

1. Before proceeding with filling of online application, keep the following data ready:
 - a. Recent scanned colour passport size photograph (not more than three months old from the date of publication of the Notice of Examination) in JPEG format (20 KB to 50 KB). Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap and spectacles. **Applications with blurred photograph will be rejected. If the proper photograph is not uploaded by a candidate, his candidature will be cancelled. Specimen of photographs which are acceptable/not acceptable is given at Annexure-XI.**
 - b. Scanned signature in JPEG format (10 to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with illegible/blurred signature will be rejected.**
 - c. Details of qualifying educational qualification like passing year, roll number, percentage/CGPA, name of university, etc.
1. Login to online system through your Registration Number and password.
2. Click 'Apply' link in '**Sub-Inspector in Delhi Police and Central Armed Police Forces Examination 2022**' Section under 'Latest Notifications' tab.
3. Information in columns at S No-1 to 13 will be automatically filled from your One-Time Registration Data which is non-editable. However, if you want to modify any of One-Time Registration details, click on 'Modify Registration' tab provided at the left hand top corner of your dashboard and make suitable corrections before proceeding further.
4. S. No.14: Do you belong to castes not included in Central List of OBCs but notified as OBC by the Government of NCT of Delhi (such candidate will be considered as OBC for Delhi Police and UR for other post).
5. S. No.15: Do you belong to castes not included in Central List of OBCs but notified as OBC by the Government of NCT of Delhi (such candidate will be considered as OBC for Delhi Police and EWS for other post).
6. S. No. 16: Select 'Yes', if you are a departmental candidate in the rank of Constable, Head Constable or Assistant Sub-Inspector in Delhi Police.
7. S. No.17.1 to 17.2: Select 'Yes', if you are an NCC Certificate Holder as on 30.08.2022 and provide the details of NCC Certificate.
8. S No. 18.1 to 18.2: Do you possess a degree or post graduate diploma certificate awarded by the Rashtriya Raksha University (RRU)? If 'Yes', provide the details of degree/certificate.
9. S. No. 19: Give your preference of Examination Centres. You may choose Examination Centres within the same Region. Choice for all the three Centres must be given in the order of preference.
10. S. No. 20.1 to 20.6: If you are an Ex-Serviceman, fill up the required information. Wards of Servicemen/Ex-Servicemen are not treated as Ex-Servicemen.
11. S. No.21: Select 'Yes', if you are eligible for special quota of Ex-Servicemen for the post of Sub-Inspector in Delhi Police. Please refer to **para-3.3** of the Notice of

Examination.

12. S. No. 22.1 to 22.2: If you are seeking age relaxation, select appropriate age-relaxation category.
13. S. No. 23: Indicate your highest qualification.
14. S. No. 24: Give details of qualifying Educational Qualification.
15. S. No. 25: Please see **Para-17** of the Notice of Examination and fill up accordingly.
16. S. No. 26, 27 and 28: Information with regard to Present and Permanent Address will be filled up automatically from the One-Time Registration Data.
17. Upload your recent Photograph (**not more than three months old from the date of publication of the Notice of Examination**) as specified at S. No. 1(a) above. **Applications with blurred photograph will be rejected. Specimen of photographs acceptable/not acceptable is given at Annexure-XI. Candidate may refer to the same.**
18. Upload your signature as specified at S. No. 1(b) above. Applications with blurred signatures will be rejected.
19. S. No. 29: The photograph uploaded above should not be more than three months old from the date of publication of the Notice of Examination. Click 'Yes', if the photograph uploaded above is not more than three months old from the date of publication of the Notice of Examination.
20. Go through the declaration carefully and click on "I agree" check box, if you accept the same. Fill up captcha code.
21. Preview and verify the information provided by you. **If you want to modify any entry, click on 'Edit/Modify' button and make requisite corrections before proceeding further.** When you are satisfied that the information is correctly filled, preview and verify the information and submit the Application.
22. Proceed to make fee payment if you are not exempted from payment of fee.
23. Fee can be paid online through BHIM UPI, Net Banking, by using Visa, Mastercard, Maestro, RuPay Credit or Debit cards or in cash at SBI Branches by generating SBI Challan.
24. When application is successfully submitted, it will be accepted '**Provisionally**'. Candidates should take printout of the application form for their own records. Printout of the 'Application Form' is normally not required to be submitted to the Staff Selection Commission at any stage. However, you may be required to provide printout of the online application form to address grievances related to online application, if any.

Sub-Inspector in Delhi Police and Central Armed Police Forces Examination, 2022**Instructions****PLEASE BE VERY CAREFUL WHILE FILLING THE APPLICATION FORM**

1. Candidate's Name: (As per the Matriculation Certificate)	SAMPLE NAME
2. New / Changed Name:	
3. Father's Name: (As per the Matriculation Certificate)	SAMPLE FATHER NAME
4. Mother's Name: (As per the Matriculation Certificate)	SAMPLE MOTHER NAME
5. Date of Birth (DD/MM/YYYY): (As per the Matriculation Certificate)	02/01/1999
6. Age as on 01/01/2022:	22.11
7. Gender:	Male
8. Category:	UR
9. Nationality:	Citizen of India
10. Mark of Visible Identification:	MOLE ON RIGHT CHEEK

11. Matriculation (10th Class) Examination Board:

12. Matriculation (10th Class) Roll No.:

13. Matriculation (10th Class) Year of Passing:

14. Do you belong to castes not included in Central List of OBCs but notified as OBC by the Govt of NCT of Delhi (Such candidates will be considered as OBC for Delhi Police and UR for other posts)* Yes No

15. Do you belong to castes not included in Central List of OBCs but notified as OBC by the Govt of NCT of Delhi (Such candidates will be considered as OBC for Delhi Police and EWS for other posts)* Yes No

16. Are you a Departmental Candidate of Delhi Police?: * Yes No
[Please refer to the Notice of Examination, Para 15.13](#)

Verify whether you are a Departmental Candidate of Delhi Police?: * Yes No

17.1. Are you a National Cadet Corps (NCC) Certificate holder? : * Yes No

Verify whether you are a NCC Certificate holder? : Yes No
*
[Please refer to the Notice of Examination, Para 12.5](#)

17.2. Type of the NCC Certificate: *	--Please Select--
Confirm Type of NCC Certificate:	--Please Select--
18.1. Do you possess Degree/ Post Graduate Diploma awarded by Rashtriya Raksha University (RRU)? : *	<input type="radio"/> Yes <input checked="" type="radio"/> No
18.2. If Yes, class obtained in Degree/ Post Graduate Diploma: *	--Please Select--
19. Preference of Examination Centres: *	NR-Delhi(2201) <input type="checkbox"/> NR-Ajmer(2401) <input type="checkbox"/> NR-Alwar(2402) <input type="checkbox"/>
20.1. Whether you are an Ex-Servicemen (ESM) or serving in the Armed Forces? :*	<input type="radio"/> Yes <input checked="" type="radio"/> No
20.2. Date of Joining the Armed Forces (DD/MM/YYYY):	<input type="text"/>
20.3. Date of Discharge/ Likely Date of Discharge from the Armed Forces (DD/MM/YYYY):	<input type="text"/>
20.4. Length of Service in the Armed Forces:	<input type="text"/>
20.5. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman (ESM) :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Please refer to the Notice of Examination, Para-5.4	
20.6. Date of Joining to Civil Post (DD/MM/YYYY):	<input type="text"/>

21. Whether eligible for special quota as ESM for Delhi Yes No

Police :

[Please refer to the Notice of Examination, Para-3.3](#)

22.1. Whether seeking Age Relaxation? : * Yes No

22.2. If Yes, Age Relaxation code:

[Please see Para-5.2 of the Notice](#)

--Select Age Relaxation Code--

23. Highest Educational Qualification: *

BBA (18)

24. Details of Qualifying Educational Qualification: *

Graduation

Status	Passing Year	State/ UT of Board/ University	Name of Board/ University	Roll No	Percentage	CGPA
Passed	2019	Delhi	GURU GOBIND SINGH I	22019823	69	

25. Do you want to make your personal information Yes No

available for accessing job opportunities in terms of

DoP&T's OM.No.39020/1/2016-Estt.(P) dated

21/06/2016? *

[Please see Para-17 of the Notice](#)

26. Correspondence Address:

Sample Permanent Address

State:

Punjab

District:

Patiala

Pin Code:

140401

Annexure-IIA(5/5)

27. Permanent Address: Sample Permanent Address

State: Punjab

Pin Code: 140401

Mobile Number: 8111111111

Email: sample123@gmail.com

28. Contact Details for Other Nationals:

Photograph and Signature

Upload a photo taken on 10-May-2022
or later*

Allowed File Size: 20 KB to 50 KB

Format: JPEG/ JPG

Image Size: About 3.5 cm (width) x 4.5
cm (height)

Choose File SamplePhot...hwithdate.jpg



Upload Signature *

Allowed File Size: 10 KB to 20 KB

Format: JPEG/ JPG

Image Size: About 4.0 cm (width) x 2.0
cm (height)

Choose File SampleSignature.jpg



29. Whether the photograph has been taken on or after
10-May-2022? Yes No

Declaration

1. I have read the Notice of the Examination, and accept all the Terms & Conditions of the Notice of the Examination.
2. I hereby declare that all the 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 false or incorrect at any stage or not satisfying the eligibility criteria according to the Notice of Examination, my candidature/ appointment is liable to be cancelled/ terminated.
3. I declare that the Photograph uploaded in Application form is not more than 3 months old.

I Agree



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