**STEP BY STEP INSTRUCTIONS WITH SCREEN SHOTS FOR FILLING ONLINE APPLICATION**

1. Candidates can apply online for the post of Sub-Inspector (Executive) in A&N Police, and Sub-Inspector(GD), Constable(GD), Pharmacist, & Nursing Assistant in India Reserve Battalion, A&N Islands.
2. To apply online, open any browser, preferred Google Chrome or Mozilla Firefox latest version.
3. Before proceeding further, **turn off the POPUP blocker in the browser**.
4. In the address section either type http://police.andman.gov.in and click on the designated link for filling online application or directly go to the online application webpage by typing https://erecruitment.andaman.gov.in
5. The webpage shown below will appear
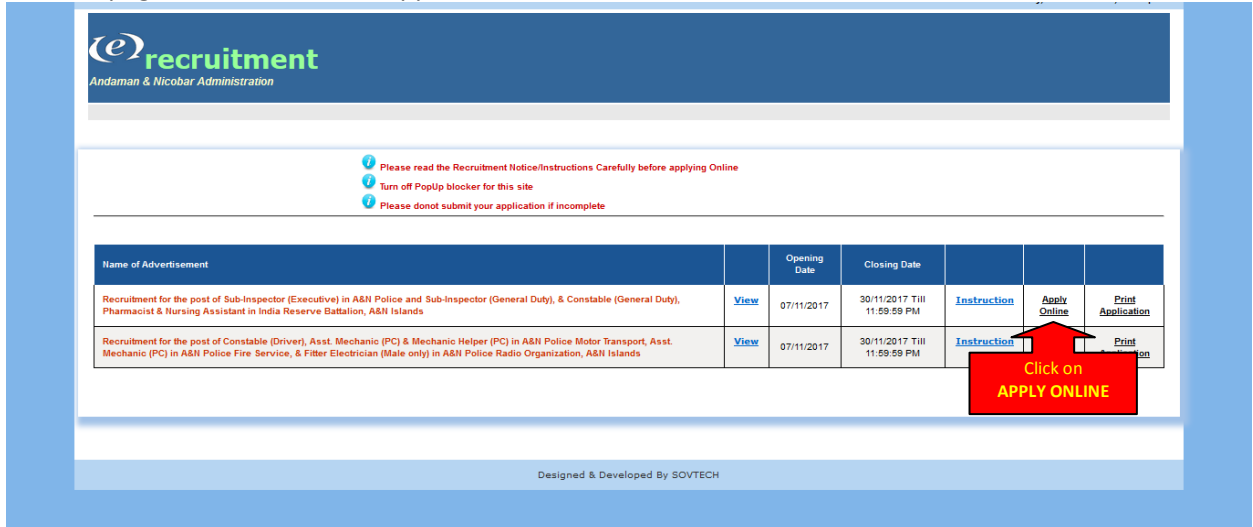
6. Candidates are advised to go through the Recruitment Notice and Guiding Instructions thoroughly before applying online application by clicking on **View** and **Instructions** link respectively.
7. Once candidate well aware of Recruitment Procedure then he/she can apply his/her candidature (T) online by clicking on **APPLY ONLINE** link, the next webpage in a new window will appear. In case it is not appeared, please check the popup blocker, if it enabled then disable it and again click on **Apply Online** link.
8. The next web page will appear where candidate has to submit their Personal Details. The webpage is to be filled in the following manner as shown below:-

9. Candidates have to compulsory fill the details marked with (*****) symbol. The information has to be given in the following manner
    a. "**Full Name of Applicant**" – Candidate type the name as recorded in the 10th Pass Certificate or SSCE (Secondary School Certificate Examination). In case of name change candidates has to submit the documentary proofs (affidavit/press release etc.) while submitting the hardcopy of the application form.
    b. "**Father's Name**" – Candidate type his/her father's name as recorded in the 10th Pass Certificate or SSCE (Secondary School Certificate Examination). In case of name change candidates has to submit the documentary proofs (affidavit/press release etc.) while submitting the hardcopy of the application form. Even married women may also write their father's name instead of Spouse's name.
    c. "**Date of Birth (DOB)**" - Candidate type his/her date of birth as recorded in the 10th Pass Certificate or SSCE (Secondary School Certificate Examination). Candidate has to select their DOB in the format "date/month/year". After entering DOB, the webpage will be submitted back to server to calculate the age in Years, Months and Days.
    d. "**Age as on (Last Date)**" – It will appears automatically after entering DOB. Age will be calculated on the basis of last date of submitting online applications published on the first instance. It will not be changed subsequently if the online submission date changed or extended to some other date.
    e. "**Gender**" – Select the gender either male or female.
    f. "**Category**" – Candidate select their category i.e., either **General** or **OBC.** Further, the benefit of OBC category will be given to those candidates who belong to OBC Category as notified by A&N Administration.
    g. "**Government Servant**" – Candidate working in any Govt. Department has to opt YES or otherwise NO. If candidate is a Govt. Servant then he/she has to submit the application alongwith the NOC obtained from the concerned Dept./Employer. Further, he/she has to submit the hardcopy of application forms with forwarding through the Concerned Dept./Employer.
    h. "**Departmental Candidate**" – Departmental quota is reserved for candidates who are working in various units of A&N Police. Therefore, candidate seeking benefit of Departmental category may kindly select YES and for all other cases it shall be NO. Further, as like other Govt. Servant, they have to submit NOC and hardcopy of application through proper channel.
    i. "**Nationality**" – type the nationality he/she belongs.
    j. "**Aadhaar Number or Aadhaar Enrollment Number**" – Enter the Aadhaar Number of the candidate. In case, candidate recently registered and does not have in possession of Aadhaar Card, than they can enter their Aadhaar Enrollment Number. Candidates are advised to submit self-attested copy of Aadhaar Card along with the application form.
    k. "**Permanent Address**" – Enter the permanent address of the candidate from where he/she belongs. The Address portion should contain the House/Door No., Street, Village, Post (PO), Police Station, City/Tehsil, District, State and Pin Code etc.
    l. "**State**" – Select the State from where he/she belongs. Once you selected the State, the page will be re-submitted to the server to get back the Districts under it.
    m. "**District**" – Select the District from where he/she belongs from the list provided on the listbox.
    n. "**Mobile Numbers**" - Enter the active mobile number of the candidates. This mobile No. should be kept active for any future correspondence.
    o. "**Email Id**" – Enter the email id currently active. Keep this email id active for any future correspondence.

p. **"Communication Address" –** if Communication Address is same as permanent address then tick the checkbox "**Same as Permanent Address**"**.** Otherwise, type the address such that candidate can be easily contacted.

q. **"Centre for Physical Measurement/Endurance Test" -** Candidate has to opt the centre for Physical Measurement /Endurance Test. Once selecting the Centre for Physical Measurement/Endurance Test, the same will not be subsequently changed and no correspondence in this regard will be accepted.

r. **Matter related to involvement in any criminal cases:-**
   i. **Has any criminal case ever been registered against you?**
   ii. **Is any criminal case pending against you? If so, the status be furnished**
   iii. **Have you ever been arrested or tried for any offence or convicted or fined by any court of law?**
   iv. **Have you ever furnished any bail bond before any Court of Law?**

   In this, the candidate has to furnish the information sought in above points. If the answer to any of the above is YES and the candidate is involved in any of the above such cases then choose **"YES"** option. Upon doing so, a text box will be appear in which the candidate has to fill the relevant information. Apart from filling, candidate has to submit the copy of complete records of such cases and involvements along with the hardcopy of application form. If the answer is no, then choose **"No"** option.

s. **"Have you ever been debarred by any Recruitment/Selection Board from appearing in any examination? If so, please give details." –** If "Yes", then a textbox will appear, furnish the complete information on that or otherwise select "No".

t. **Enter the sum of numbers –** it authenticates that a user is filling the application form not by any automated machine or software application.

10. Before proceeding further, candidates are advised to check the information furnished carefully and assure it is correct, because once personal detail saved it cannot be modified later.

11. After filling all the information, click on **CONTINUE** button. A confirmation message box will appear as shown below. If you are agree with that then click on OK button and proceed further or otherwise click on cancel button and edit or check the data.
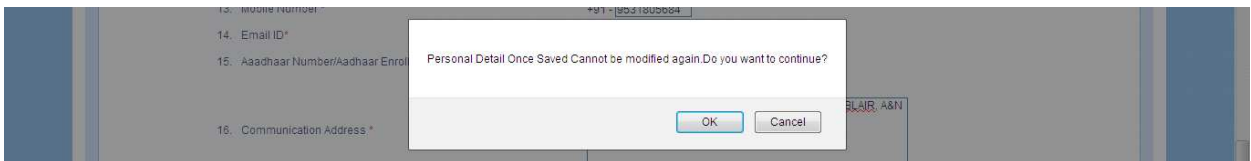
12. Once you clicked on OK button the next form will appear as shown below, where candidate shall select the Posts, enter his/her qualification/Experience (if any) related information and List of Enclosure to be submitted alongwith the hardcopy of application form (see the recruitment notice).

13. In the above screen candidate has to submit the following details
    a. Candidate shall select the post(s) for which he/she is applying. Remember that, in case candidate applying for more than one post, then he/she shall <u>select the posts in order of preference</u>. The preference once selected, will not be changed later under any circumstances. Further, the female candidate can't apply for the post of Sub-Inspector (General Duty) and Constable (General Duty) in IRBn, whereas applications for these posts are invited from eligible male candidates only. Don't select a single post multiple times, the system will not allow to resume further if common post selected multiple times.
    b. Candidates are advised to select the post in accordance to his/her eligibility with respect to qualification and age. Even after post selection, on scrutiny, if he/she found under-qualified or overage or underage then his/her post selection consequently rejected and he/she only allows for the post to which it suites.
    c. Next furnish the qualification related information starting from 10th Standard. Enter the course information like pass certificate serial no., year of passing, duration of the course etc.
    d. Next furnish the experience related information if any like under whom he/she worked, on which designation, nature of work, and period of experience etc.
    e. Next tick the check boxes as per the enclosures, he/she will submit along with the hardcopy of application form.
14. Click on **CONTINUE** button. The next form will appear where candidate shall upload his/her recent scanned photograph and signature.
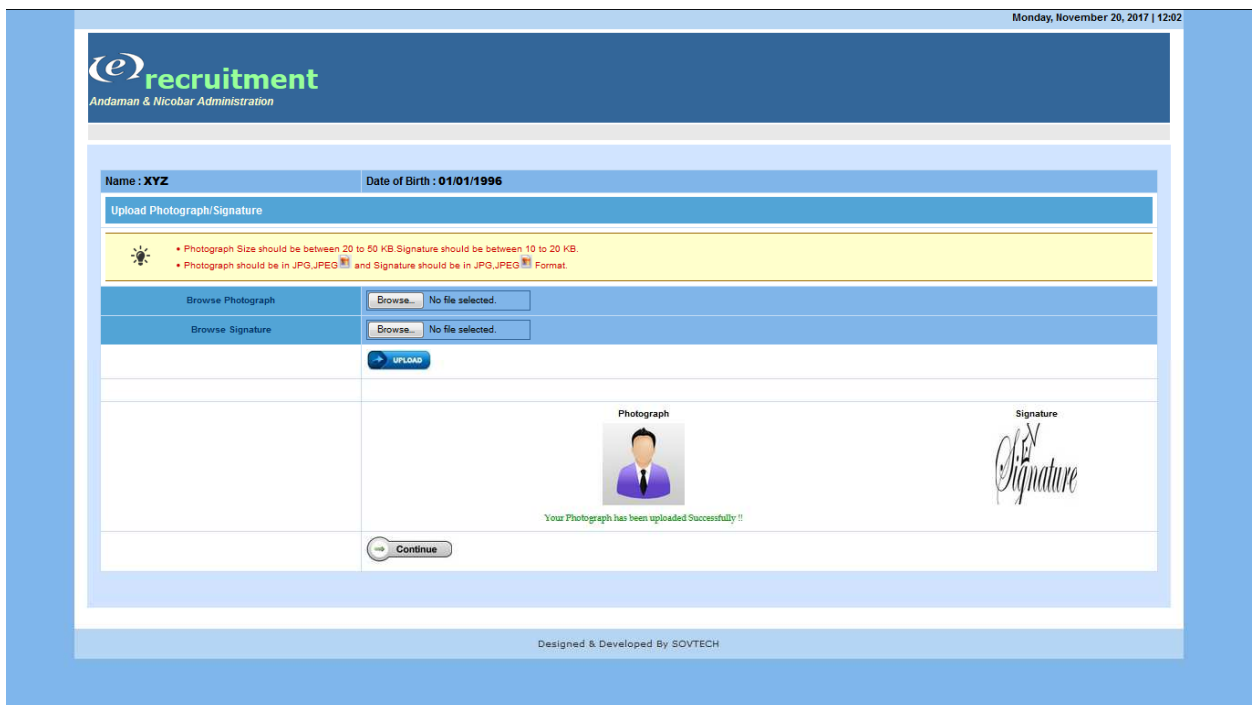
15. Here do the following to upload Photo and Signature of the candidates.
    a. The size of the photograph should be 20 KB to 50 KB. Click on Browse button and select the photo file.
    b. Next select the signature image by click on Browse button. The size of the signature image should be 10 KB to 20 KB. Both the files should be .jpg/.jpeg format.
    c. After select both the files, click on upload button. Then the preview of photo and signature will appear on the screen with message subscripted below that "your photography has been uploaded successfully" and "your signature has been uploaded successfully".
    d. Confirm it and click on continue button or otherwise, if photo or signature image is not correct or want to upload other images then re-browse the same and upload before clicking on continue button.

16. Click on **CONTINUE** button. The next confirmation page will appear as shown below:-
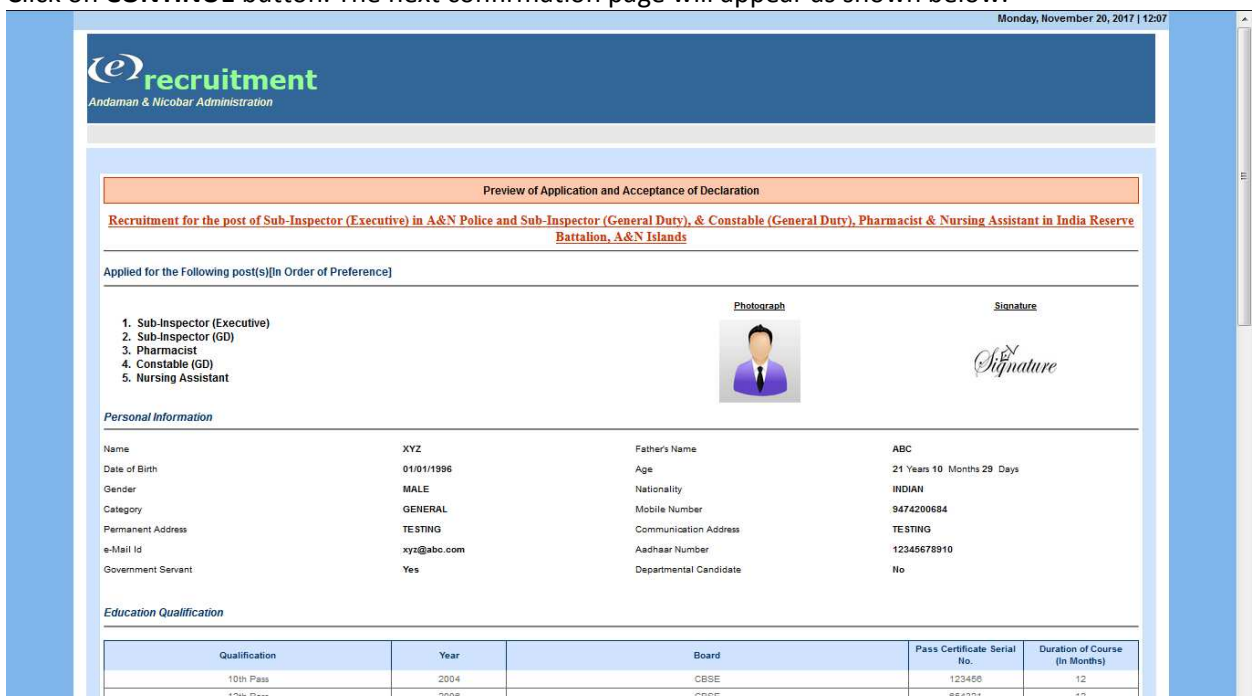
| Graduation | 2009 | PONDICHERRY UNIVERSITY | 654789 | 36 |
| Degree/Diploma in Pharmacy | 2012 | AIMS | 987456 | 36 |

Experience

Employer	Post	Nature of Work	Duration (In Months)
AASTHA MEDICAL CENTRE	PHARMACIST	SURVE MEDICINES	48

i. Has any criminal case ever been registered against you?

ii. Is any criminal case pending against you? If so, the status be furnished.

iii. Have you ever been arrested or tired for any offence or convicted or fined by any Court of law? .

iv. Have you ever furnished any bail bond before any Court of law? .

TESTING

Have you ever been debarred by any Recruitment/Selection board from appearing in any examination? If so, please give details.   NO

List of Enclosures

| Name of Document	
10th Pass/Birth Certificate	✓
12th Pass Certificate	✓
Degree/Diploma Pass Certificate	✓
Council Registration Certificate	✓
Category Certificate	✓

Declaration

- I do hereby declare that all the information furnished by me and the statements made in the online application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information found false or incorrect or ineligibility being detected before or after my selection, my candidature/appointment is liable to be cancelled/terminated. In case of submission of fake/forged documents, a criminal case will be registered against me.
- I do hereby further declare that if after submission of this application form, if any criminal case is registered against me or in case of my arrest/detention by police in connection with any case, I shall communicate the same immediately to the Dy.Superintendent of Police(HQ), Atlanta Point, Port Blair, failing which, it shall be deemed to be suppression of factual information

○ I agree and accept the above declaration

○ I do not agree with the above declaration

- The application of the candidates, disagree with the declaration will be dropped and the procedure will be terminated. Accepting to agree only will submit the candidate's Online Application.

[Confirm & Submit] [Edit Application]

Designed & Developed By SOVTECH

17. This is the final stage of online application submission. Here candidate shall go through the information he/she furnished thoroughly before confirming. Read the declaration index carefully and either agree or disagree with the declaration. The candidate disagree with the statement can't able to submit their application and the online process will be terminated there itself. Only those candidates who **agree and accept the declaration** can able to submit their online application.

18. In case if he/she finds any error or incorrect information fed, then to edit the data, click on **Edit Application** button. It will directly take you to the second page of online application and he/she can only allow for editing the information from the second webpage/form onwards. This will not allow you to edit personal details.

19. In case candidate found any error on personal details, then simply terminated this online application process and apply freshly. Remember that, if you terminated the process in the middle without clicking on Confirm and Submit button or due to internet error the online application not get submitted then the candidate can able to submit his/her application from the beginning as first time application.

20. Once the candidate has gone through the information furnished and he/she is satisfied with it, then click on **Confirm & Submit** button on the confirmation page. Once you clicked on this button, the data will be saved successfully in the server and later it cannot be able to edit. It will be confirmed by a dialog box as shown below

Application once confirmed cannot be edited again.Are you sure you want to confirm and submit?

[OK] [Cancel]
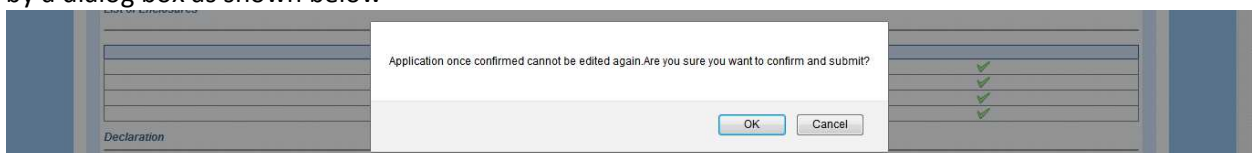
21. After confirming and click on OK button on the above dialog box, a system generated Registration Number is allotted to candidate. This Registration Number will be sent to your registered mobile No. through SMS. Remember this Registration Number for future reference. The allotted Registration Number will be appeared on a message box. Click on OK button to proceed further.

Centre Opted for Physical Measurement/Endurance Test : Port Blair   Registration Number : 15201700018

Recruitment for the post of Sub-Inspector (Executive) in A&N Police and Sub-Inspector (General Duty) & Constable (General Duty), Pharmacist & Nursing Assistant in India Reserve Battalion, A&N

Your Registration Number is 15201700018.Kindly note the registration number for future reference.

[OK]

Applied for the Following post(s)[In Order of Preference]

Signature

1. Sub-Inspector (Executive)

22. The next page appears is the ACKNOWLEDGEMENT COPY OF ONLINE APPLICATION as shown below:-

Centre Opted for Physical Measurement/Endurance Test : Port Blair   Registration Number : 15201700018

Recruitment for the post of Sub-Inspector (Executive) in A&N Police and Sub-Inspector (General Duty), & Constable (General Duty), Pharmacist & Nursing Assistant in India Reserve Battalion, A&N Islands

[Acknowledgement Copy of Online Application]

Applied for the Following post(s)[In Order of Preference]

1. Sub-Inspector (Executive)
2. Sub-Inspector (GD)
3. Pharmacist
4. Constable (GD)
5. Nursing Assistant

Photograph   Signature

Signature

Personal Information

Name	XYZ	Father's Name	ABC
Date of Birth	01/01/1996	Age	21 Years 10 Months 29 Days
Gender	MALE	Nationality	INDIAN
State	Andaman & Nicobar Islands	District	South Andaman
Category	GENERAL	Mobile Number	9474200684
Permanent Address	TESTING	Communication Address	TESTING
e-Mail Id	xyz@abc.com	Aadhaar Number	12345678910
Government Servant	Yes	Departmental Candidate	No

Education Qualification

Qualification	Certificate Serial Number	Year	Board	Duration (In Months)
10th Pass	123456	2004	CBSE	12
12th Pass	654321	2006	CBSE	12
Graduation	654789	2009	PONDICHERRY UNIVERSITY	36
Degree/Diploma in Pharmacy	987456	2012	AIMS	36

Experience

Employer	Post	Nature of Work	Duration (In Months)
AASTHA MEDICAL CENTRE	PHARMACIST	SURVE MEDICINES	48

i. Has any criminal case ever been registered against you?

ii. Is any criminal case pending against you? If so, the status be furnished.

iii. Have you ever been arrested or tired for any offence or convicted or fined by any Court of law? .

iv. Have you ever furnished any bail bond before any Court of law? .

TESTING

Have you ever been debarred by any Recruitment/Selection board from appearing in any examination? If so, please give details.   NO

List of Enclosures

Name of Document	
10th Pass/Birth Certificate	✔
12th Pass Certificate	✔
Degree/Diploma Pass Certificate	✔
Council Registration Certificate	✔
Category Certificate	✔

Declaration

- I do hereby declare that all the information furnished by me and statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after my selection, my candidature/appointment is liable to be cancelled and in case of submission of fake/forged documents, a criminal case will be registered against me.
- I do hereby further declare that if after submission of this application form, if any criminal case is registered against me or in case of my arrest/detention by police in connection with any case, I shall communicate the same immediately to the Dy. Superintendent of Police (HQ), Atlanta Point, Port Blair, failing which, it shall be deemed to be suppression of factual information.

Left thumb impression of candidate

Candidate Signature
(Should match with the Signature Uploaded)

- NOTE:- Send a hardcopy of this Application Form with all necessary enclosures to the Dy Superintendent of Police(Estt.), Police Headquarters, Atlanta Point, Port Blair, Andaman & Nicobar Islands - 744104 in person or by post/courier etc, so that it should reach on or before the prescribed closing date and time.

[Close] [Print]

23. Take a printout of this Acknowledgement Copy of Online Application by clicking on PRINT button.
24. Sign on the space given on the right bottom side of the form and put left thumb impression on the left bottom side of the form.
25. Candidates are advised to sent a hardcopy of this application form alongwith all enclosures viz., 10th Pass Certificate, Educational Qualification pass certificate, Aadhaar Card, Experience Certificates, Council Registration Certificate etc., to the following address on or before the prescribed closing date(see Recruitment Notice).

    Address To:

        THE DEPUTY SUPERINTENDENT OF POLICE (ESTT.)
        POLICE HEADQUARTERS (RECRUITMENT CELL),
        ATLANTA POINT, PORT BLAIR
        P.O ABERDEEN, SOUTH ANDAMAN,
        ANDAMAN & NICOBAR ISLANDS
        PIN :- 744104

26. If candidates are sending their application through post/courier, then the envelop should be superscripted by text **"Application for the post of SI(Exe)/SI(GD)/Pharm/Ct.(GD)/NA in ANP/IRBn – 2017."**

27. All the documents enclosed should be self-attested with purpose to mention. In case candidates are taking hardcopy of online application in multiple page then he/she should authenticate every page of the hardcopy by putting his/her signature at the bottom or free space available or on the designated space.

28. In case candidate forget to take printout of Acknowledgement Copy of Online Application, then he can download it later by visiting the homepage of e-recruitment application and clicking on Print Application link as shown below:-
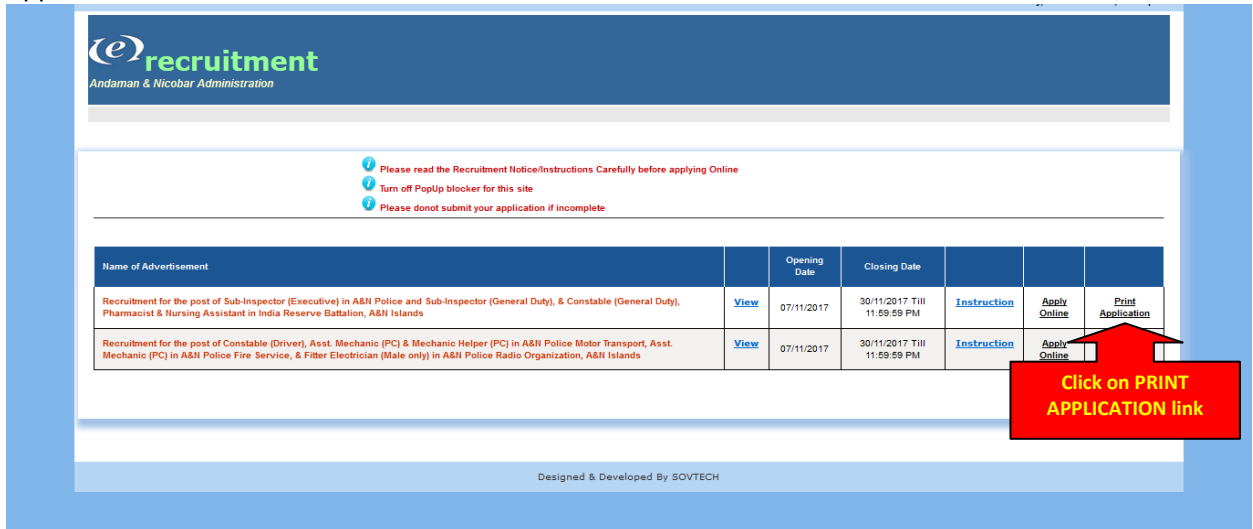
29. The next form will appear seeking your online registration number and Date of Birth as login details as shown below:-
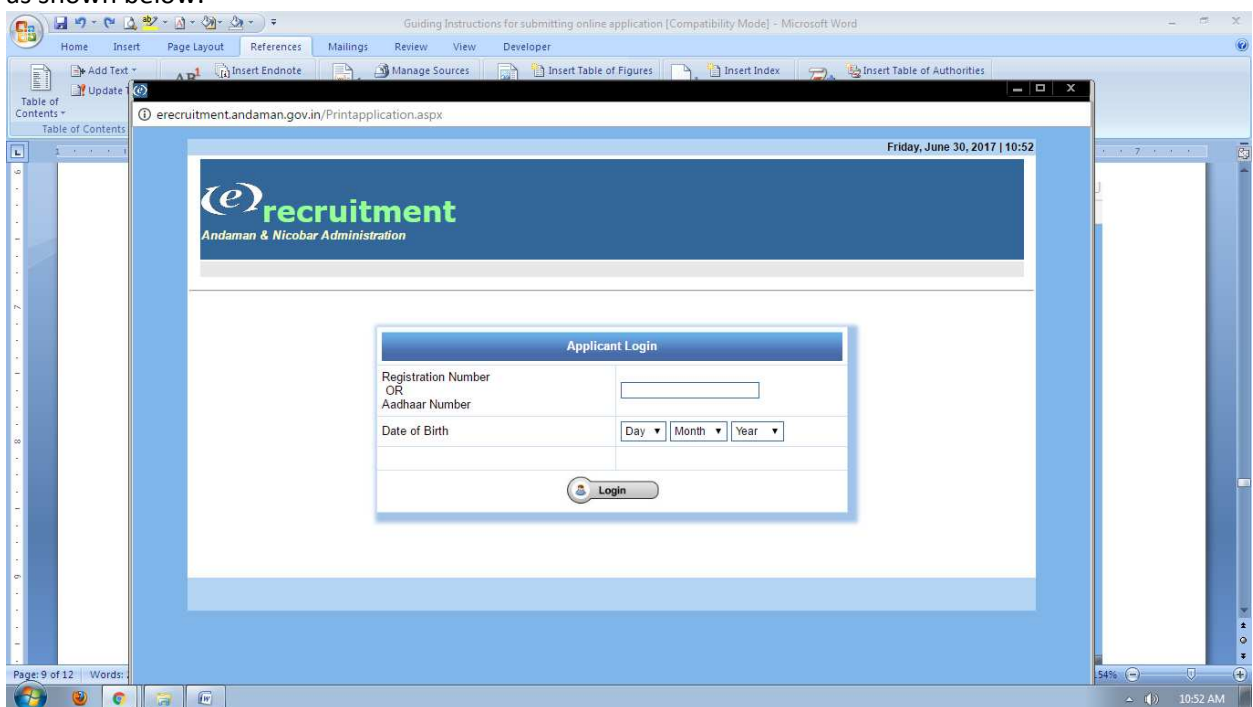
30. Enter your Registration No. and DOB and click on login to download you application form. The form similar to the form shown in point no. 20 above will appear. Proceed further as mentioned in Point No. 21 to 25 above and take a printout.

31. The date for downloading Admit Cards, Physical Measurement / Endurance Test and Written Test etc., will be intimated in due course. Keep on checking our website http://police.andaman.gov.in.

- - - All the Best - - -