

Necessary Instructions Regarding Filling Up of

Online Applications

1. Candidates are required to apply online through CRPF website. No other means/ mode of application will be accepted.
2. Candidates are first required to visit the CRPF website <https://rect.crpf.gov.in/> and register themselves by providing Name, Email ID & Phone Number.
3. After login with credentials, candidates can see Recruitment Opening button on top of the screen. 'Apply Here' link is available next to active advertisements after login.
4. On clicking on 'Apply Here' link, system checks candidate's eligibility with respect to eligibility criteria required for the advertisement. If candidate does not fulfil eligibility criteria, appropriate message of ineligibility is displayed by system.
5. Candidate should carefully fill all the information as asked in Application Form and SAVE it. (Save & Next button)
6. All the candidates are required to upload the images of recent photograph, signature, Thumb Impression & other supporting documents.
 - Size & Format of the photograph (passport size) (Min: 50 KB & Max size–100 KB), (Format: .jpg, .jpeg, .png),
 - Size & Format of the signature (Min: 50 KB & Max size–100 KB), (Format: .jpg, .jpeg, .png),
 - Size & Format of Other supportive documents (Min: 100 KB & Max size–500 KB), (Format: .jpg, .jpeg, .png),
7. Only applications from candidates who fulfill the eligibility conditions will be accepted by the system.

8. Candidates must ensure all application fields are correctly filled before final submission (including spelling checks), as editing afterward will not be possible.
9. Candidate's application will not be considered if fee is not paid for that application in the application categories. Female candidate/ Ex-Serviceman / SC / ST candidates are Exempted from submitting examination fee. However, all candidates must pay **portal charges/ Service Charges** i.e. Rs. 47.20/- Including Female/ Ex-Serviceman / SC / ST Candidates.

10. Application Fee & Charges Disclosure

The candidate must be **informed in advance** that:

- The **application fee will be processed separately for each selected post**
- **Portal/service charges** will also be applied **per application** Including Female/ Ex-Serviceman / SC / ST Candidates.

If a candidate applies for **both posts**, the **total payable amount** will include charges for **both applications**.

11. Disclaimer for Multiple Applications:

- If multiple application forms are found submitted by the same candidate, the candidature will be Summarily Rejected.

12. Online Form Submission Session is for 30 minutes. After expiry of 30 Minutes candidate has to re-login again.

13. Fees for examination can be paid by following means:

- Internet Banking
- Debit Card
- Credit Card
- UPI
- Nearest authorized Common Service Centre / CSC Wallet

14. Candidates are required to follow below mentioned procedure to pay the fees: □

After login, Application history is visible at the bottom side of page.

- Candidate will be able to see applications submitted by him to various advertisements with fees payment status. Applications for which fees payment status is Unpaid, “Pay Now” link will be available there.
- 4 Options will be available after clicking on Pay Now link.
 - a).** Net banking
 - b).** Debit Card
 - c).** Credit Card
 - d).** UPI
 - e).** CSC Wallets
- Candidate can pay using Net banking, Debit Card, Credit Card, UPI or CSC Wallet in Online Payment.
- Candidates can fill their online form through themselves / Nearby Common Service Centre (CSC).
- To search nearby CSC, Click [Here](#).