

**Procedure for filling online Application**

Process of filling online application for the examination consists of two parts:

I.	One Time Registration
II.	Filling of online Application for the Examination
<b><u>Part-I (One-Time Registration)</u></b>	
<p>One-time Registration will be a permanent database for candidate. The Unique Registration ID and Password will be used by the candidates for all the examinations conducted by CISF. Read the instructions given in the Notice of Examination carefully before filling up the online '<b>Registration Form</b>' and '<b>Application Form</b>'.</p>	
<b>How to register for the first time :-</b>	
<ol style="list-style-type: none"> <li>1. Log on to the official website of CISF that is <a href="https://cisfrectt.cisf.gov.in/">https://cisfrectt.cisf.gov.in/</a>.</li> <li>2. Home page will be displayed. Click on "Login" button.</li> <li>3. New page will be displayed. Click on "New Registration" button.</li> <li>4. One-time Registration process requires filling up of following information: <ol style="list-style-type: none"> <li>a. Basic details</li> <li>b. Additional and contact details</li> <li>c. Declaration.</li> </ol> </li> <li>5. For filling up the 'One-Time Registration Form', please follow the following steps: <ol style="list-style-type: none"> <li>a. Personal details (e.g. Name, father's name, mother's name, date of birth and gender) are required to be entered twice, in the relevant columns of the Registration Form to avoid any inadvertent mistakes in filling up of the form. If there is mismatch between the original and verify data columns, it will not be accepted and an indication to this effect will be displayed in separate dialogue box.</li> <li>b. <b>Name of Applicant:</b> As given in Matriculation or 10th Class Certificate. In case, you have made any changes in your name after matriculation, indicate the same.</li> <li>c. Father's Name - As given in Matriculation or 10th Class Certificate.</li> <li>d. Mother's Name - As given in Matriculation or 10th Class Certificate.</li> <li>e. Date of Birth - As given in Matriculation or 10th Class Certificate.</li> <li>f. Gender – Select the appropriate one.</li> <li>g. Click on submit button. New page will be displayed.</li> <li>h. Check your personal details and fill the basic details.</li> </ol> </li> </ol>	

- i. Fill the valid Mobile Number and Email-ID. It may also be noted that any information which the department may like to communicate with you through e-mail/SMS, will be sent on provided Email-ID/mobile number. Same Email-ID/Mobile number will also be used for retrieval of password/Registration Number, if required.
- j. Read the 'Declaration' carefully, if you agree with the declaration, click on '**Submit**' button.
- k. On confirmation, your data will be saved. Your Registration Number and Password will be sent to your registered Email-ID and mobile number.
- l. Login using your Registration-Number as user name and auto generated password provided to you on your email and mobile number.

**NOTE :-**

**YOU ARE AGAIN CAUTIONED THAT NAME, FATHER'S NAME, MOTHER'S NAME AND DATE OF BIRTH SHOULD BE FILLED EXACTLY AS RECORDED IN MATRICULATION CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/ WRONG INFORMATION.**

**ANNEXURE-II**

**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 (i.e. **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 3.5cm (width) x 4.5cm (height). The photograph should be without cap, spectacles and both ears should be visible. **The date on which the photograph has been taken must be clearly printed on the photograph. Applications without the date printed on the photograph will be rejected. Applications with blurred photograph will also be rejected.**
  - b. Scanned signature in JPEG format (10 KB to 20 KB). Image dimension of the signature should be about 4.0 cm (width) x 2.0 cm (height). **Applications with illegible signature will be rejected.**
  - c. The scanned copies of all the relevant documents **in PDF format (not more than 01 MB)** with regard to his/her age (i.e. Date of Birth Certificate or Matriculation / SSCL/10<sup>th</sup> Certificate) and other educational qualification.
2. Login to CISF Recruitment website i.e <https://cisfrectt.cisf.gov.in/> and click "**APPLY PART**" tab.

3. New page will be displayed and fill the essential details such as '**Registration Id**', '**Password**', '**Captcha**' and click "**SUBMIT**" button.
4. Registered candidate may login to online system through their provisional '**Registration Id and Password**' received by the candidate at the time of registration in CISF Recruitment website i.e. <https://cisfrectt.cisf.gov.in/>.
5. New page will be displayed and click button of "**HEAD CONSTABLE (GENERAL DUTY) AGAINST SPORTS QUOTA-2023**".
6. After clicking the button of "**HEAD CONSTABLE (GENERAL DUTY) AGAINST SPORTS QUOTA-2023**", a window will open which will have application form. The data/details filled in by applicant earlier, at the time of registration process, will automatically be filled in the respective fields in the application form. The remaining empty field should be filled by the candidate. The candidates are advised to fill in the details very carefully.
7. Once the candidate has filled in all the required details in the application form, he will find two buttons at the bottom namely "**SAVE & PREVIEW**" and "**CLOSE**".
  - a) If the candidate uses the "**SAVE & PREVIEW**" button, he will find another two buttons at the bottom namely "**SUBMIT**" and "**EDIT APPLICATION**".
    - i) If the candidate uses the "**SUBMIT**" button, the application form will be submitted.
    - ii) If the candidate uses the "**EDIT APPLICATION**" button, the data/details of the candidates can be edited.
  - b) If the candidate uses the "**CLOSE**" button, windows are closed and no data/details will be saved.
8. Once the application form is completely filled in, read declaration carefully and click on "**SUBMIT**" button if you accept the same which will save all the data/details filled in by the applicant.
9. **Then, upload your recent Photograph (not more than three months old from the date of publication of the Notice of Examination and the date on which the photograph has been taken should be clearly printed on it) as specified at S.No-1(a) above. The date on which the photograph has been taken should be clearly printed on the photograph. Applications without the date printed on photograph will be rejected. Applications with blurred photograph will also be rejected.**
10. Upload your signature as specified at S.No.1(b). **Applications with blurred signatures will be rejected.**

11. **Upload your scanned copy of Date of Birth Certificate/Matriculation/SSLC/10<sup>th</sup> Certificate and educational qualification for proof of age and educational qualification respectively as specified at Sl.No.1(c).**
12. After uploading all the required documents and images, click on “**PAYMENT**” button at the bottom of the page.
13. Now ‘**PAYMENT**’ window will appear. The candidate who are exempted from payment of application fee will see the message that **you are eligible for Fee Exemption** and will get the ‘**PRINT APPLICATION**’ option.
14. Proceed to make fee payment if you are not exempted from payment of application fee.
15. Make the payment of application fee either through UPI, Net Banking, by using Credit or Debit cards or Rupay cards or in cash at SBI Branches by generating SBI Challan by selecting fee payment mode option. If candidate selects challan option then candidate gets a fee deposit challan form from the server. After getting challan form candidate should go to the nearest State Bank of India Branch and deposit the fee. After this candidate’s formality is completed. Bank will generate MIS Report and will send to CISF. This process takes minimum 48 hours. After 48 hours the candidate may check the status of his/her application.
16. After completion of payment procedure, candidate may take a print out of their filled application form and retain the same with them. They will be required to submit printout of online application along with self attested documents in support of their eligibility at the time of Trial/Proficiency Test/PST and Documentation.

**ATTENTION:**

- a. Candidates should verify the registered data(s) carefully. In case of any error, the same may be edited by clicking “**EDIT**” button.
- b. On clicking the “**SUBMIT**” button, the data/details entered so far will be saved in server. If the candidate clicks “**EDIT**” button, the data/details will not be saved and the candidate will be able to edit the data.

**The form of certificate to be to be produced by Scheduled Caste and Scheduled Tribe candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_  
son/daughter of Shri \_\_\_\_\_ of village/Town\* \_\_\_\_\_ in  
District/Division\* \_\_\_\_\_ of the State/Union Territory\*  
\_\_\_\_\_ belongs to the \_\_\_\_\_ Caste/Tribe\* which is  
recognised as a Scheduled Caste/Scheduled Tribe\* under:-

- @ The Constitution (Scheduled Caste) Order , 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order,1951\*
- @ The Constitution(Scheduled Tribes) Union Territories Order, 1951\*  
As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act,1970, the North Eastern Areas Reorganization) Act, 1971, the Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 1976. , the State of Mizoram Act, 1986 the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]
- @ The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956 \_\_\_\_\_
- @ The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Caste Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 1990
- @ The Constitution (Scheduled Tribes) Orders (Amendment)Act, 1991
- @ The Constitution (Scheduled Tribes) Orders (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002
- @ The Constitution(Scheduled Castes) Orders (Amendment) Act, 2002
- @ The Constitution(Scheduled Castes and Scheduled Tribes) Orders(Amendment) Act, 2002
- @ The Constitution(Scheduled Castes) Orders (Second Amendment) Act, 2002
- @ The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribes Certificate issued to Shri/Smt\* \_\_\_\_\_ Father/Mother of Shri/Smt./Kumari\* \_\_\_\_\_ of village/Town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/UT\* \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste/Tribes\* which is recognised as a SC/ST\* in the State/Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ (name of the prescribed issuing authority) vide their No. \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimati/Kumari\* \_\_\_\_\_ and or \* his/her\* family ordinarily reside(s) in Village/Town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Place  
Date

Signature  
\*\* Designation \_\_\_\_\_

(With Seal of Office)  
State/Union Territory

\* Please delete the words which are not applicable.

@ Please quote specific Presidential order.

% Delete the paragraph which is not applicable.

Note :-The terms 'ordinarily' reside(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\* List of authorities empowered to issue Scheduled Caste/Scheduled Tribe/OBC Certificates.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1<sup>st</sup> Class Stipendiary Magistrate/+ Sub Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/ Executive Magistrate.(+not below the rank of 1<sup>st</sup> Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.
- (v) Administrator/ Secretaru to Administrator/ Development Officer (Lakshadweep).

Note: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISION OFFICER.

**The form of certificate to be to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_  
son/daughter of \_\_\_\_\_ of village/Town \_\_\_\_\_ in  
District/Division \_\_\_\_\_ in the State/Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is  
recognised as a backward class under the Government of India, Ministry of Social  
Justice and Empowerment's Resolution No. \_\_\_\_\_  
dated \_\_\_\_\_. Shri/Smt./Kumari \_\_\_\_\_ and/ or his/her family  
ordinarily reside(s) in the \_\_\_\_\_ District/  
Division of the \_\_\_\_\_ State/ Union Territory. This is also to certify  
that he/she does not belong to the persons/ sections (**Creamy Layer**) mentioned in  
Column 3 of the Schedule to the Government of Indi, Department of Personnel &  
Training O.M. No.36012/22/93-Estt.(SCT) dated 08/09/1993\*\*.

Dated:

District Magistrate  
Deputy Commissioner etc.  
(with official seal)

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\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

**Note** :- The term "Ordinarily" used here will have the same meaning as in Sector 20 of the Representation of the People Act, 1950

Government of .....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR \_\_\_\_\_**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her I 'family'\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to \_\_\_\_\_ the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

**Recent Passport size attested photograph of the applicant**

Signature with seal of Office

Name \_\_\_\_\_

#Designation \_\_\_\_\_

\* **Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\* **Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\* **Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**#List of authorities empowered to issue Income & Assets Certificate**

- (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner / Additional Deputy Commissioner/ Ist Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/ or his family normally resides.



**FORM OF CERTIFICATE TO BE SUBMITTED BY THOSE CANDIDATES WHO INTEND TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT**

Certified that Shri/Kumari \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ is permanent resident of Village \_\_\_\_\_ Tehsil/Taluka \_\_\_\_\_ District \_\_\_\_\_ of \_\_\_\_\_ State.

2. It is further certified that :

- ❖ Candidates hailing from hill areas i.e. Gorkhas, Garhwalis, Kumanoese, Dogras, Marathas and Adivasis.
- ❖ He/She belongs to \_\_\_\_\_ Tribal Community.

Date : \_\_\_\_\_  
Place : \_\_\_\_\_  
❖ *Delete whichever is not applicable*

Signature  
District Magistrate/Sub-Divisional  
Magistrate/Tehsildar

**FORM OF CERTIFICATE TO BE SUBMITTED BY EMPLOYEES OF GOVERNMENT DEPARTMENTS/UNDERTAKINGS INCLUDING CISF PERSONNEL**

**Certified that:-**

1. Mr./Miss/Mrs \_\_\_\_\_ hold a permanent / temporary post under Central / State Government in the rank of \_\_\_\_\_.
2. He/She has submitted his/her application to this Department/Officer on \_\_\_\_\_.
3. Mr/Miss/Mrs \_\_\_\_\_ will be released in case he/she is selected for appointment in Central Security Force.

Place : \_\_\_\_\_  
Date : \_\_\_\_\_

Signature of Head of Office/  
Department with official seal

**Note** : Candidates already in Government service must submit their application through proper channel along with the above certificate.

**Specimen of Photographs**

**Acceptable Photograph**



**Samples of photographs which are not acceptable**

**Extra Colour**



**Too close**



**With hat/cap**



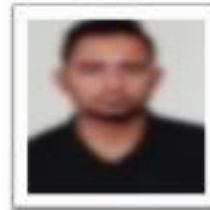
**Blur Photographs**



**Inverted**



**Too dark**



**With goggles**



**Facing Sideways**



**Too Small**



**With spectacles**



**NOTE :** The date on which the photograph has been taken must be clearly printed on the photograph. Applications without the date printed on the photograph will be rejected.

**FORM-1**

[For representing India in an International Competition in one of the recognized Games/Sports]

**NATIONAL FEDERATION/ NATIONAL ASSOCIATION  
OF \_\_\_\_\_**

**Certificate to a meritorious sportsman for employment to a Group "C"  
Services under the Central Government**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of  
Shri \_\_\_\_\_ resident of  
\_\_\_\_\_ (complete address) represented  
the \_\_\_\_\_ Country in the \_\_\_\_\_ game/event of  
\_\_\_\_\_ in \_\_\_\_\_ competition/Tournament held  
at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said  
competition/tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of  
National \_\_\_\_\_ Federation/National \_\_\_\_\_ Association of  
\_\_\_\_\_.

**Place:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Name of the Federation/  
National Association** \_\_\_\_\_

**Address** \_\_\_\_\_

**Seal:** \_\_\_\_\_

**Note:** This certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

**FORM-2**

[For representing a State in India in a National Competition in one of the recognized Games/ Sports]

STATE ASSOCIATION OF \_\_\_\_\_ IN THE GAME \_\_\_\_\_ OF \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group "C" Services under the Central Government**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address) represented the State of \_\_\_\_\_ in the game/event of \_\_\_\_\_ in the National Competition/ Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of State Association of \_\_\_\_\_.

**Place:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Name of the State Association** \_\_\_\_\_

**Address** \_\_\_\_\_

**Seal:** \_\_\_\_\_

**Note:** This certificate will be valid only when signed personally by the Secretary of the State Association.

**FORM-3**

[For representing a University in the Inter -University Competition in one of the recognized Games/ Sports]

UNIVERSITY OF \_\_\_\_\_  
\_\_\_\_\_.

**Certificate to a meritorious sportsman for employment to a Group "C"  
Services under the Central Government**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (complete address) student of \_\_\_\_\_ represented the University of \_\_\_\_\_ in Inter the game/event of \_\_\_\_\_ in Inter University Competition / Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The certificate is being given on the basis of records available in the office of Dean of Sports or Officer in overall charge of sports in the University of \_\_\_\_\_.

**Place:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Name** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Name of the University** \_\_\_\_\_

**Address** \_\_\_\_\_

**Seal:** \_\_\_\_\_

**Note:** This certificate will be valid only when signed personally by Dean/Director or other officer in overall charge of sports in the University of \_\_\_\_\_.

**FORM-4**

[For representing a State School Team in the National Games for School in one of the recognized Games/Sports]

**DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF**  
\_\_\_\_\_

**Certificate to a meritorious sportsmen for employment to Group "C" Services  
under the Central Government**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of  
Shri \_\_\_\_\_ resident of  
\_\_\_\_\_ (complete address) student of  
\_\_\_\_\_ represented the \_\_\_\_\_ State School Team  
in the game/event of \_\_\_\_\_ in the National Games for Schools held  
at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said  
Competition/Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of  
Directorate of Public Instructions/Education of  
\_\_\_\_\_.

**Place:** \_\_\_\_\_

**Date :** \_\_\_\_\_

**Signature** \_\_\_\_\_  
**Name** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Seal:** \_\_\_\_\_

**Note:** This certificate will be valid only when signed personally by Director or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instruction/Education of the State.

**CBC 19113/11/0004/2324**