

(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

Part-I (One-Time Registration)

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 '**Registration Form**' and '**Application Form**'. Before proceeding with One-time Registration, keep the following information/ documents ready :-

- a. Mobile Number
- b. Email ID

How to register for the first time :-

1. Log on to the official website of CISF that is <https://cisfrectt.cisf.gov.in>.
2. Home page will be displayed. Click on "**Login**" button.
3. New page will be displayed. Click on "**NEW REGISTRATION**" button.
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. 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.
 - b. 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.
 - c. Fill your father's name as given in Matriculation (10th Class) Certificate.
 - d. Fill your mother's name as given in Matriculation (10th Class) Certificate.
 - e. Fill your date of birth exactly as given in Matriculation (10th Class) Certificate.
 - f. Provide information about your gender.
 - g. Click on submit button. New page will be displayed.
 - h. Check your personal details and fill the basic details.
 - i. Fill the working 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 'Final 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 (10TH CLASS) CERTIFICATE. YOUR CANDIDATURE MAY GET CANCELLED IN CASE OF INCORRECT/WRONG INFORMATION.

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 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 age (i.e. Date of Birth Certificate or Matriculation/SSLC/10th Certificate) and educational qualification.
2. 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>.
3. Login to CISF Recruitment website i.e. <https://cisfrectt.cisf.gov.in> and click "**Recruitment of Paramedical Staff in CISF - 2026**" tab.
4. Fill the essential details such as '**Registration Id, Password, Captcha**' and click "**SUBMIT**" button.
5. New page will display, where candidate can Click on Button (Click here to apply).
6. Go through the Basic instructions of online application and click continue button to fill up the form button at the bottom namely 'Save & Preview and Close', if candidate uses the Close button, he will exit from the application form. No data/details will be saved.
7. Once the application form is completely filled in, read declaration carefully and click on "**Save & Preview**".
8. Check the details properly and click on "Final Submission" button if you accept the same which will save all the data/details filled in by him or modify the details on Click the Edit Application Button if required.
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.**
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/10th Certificate and educational qualification Certificate for proof of age and educational qualification as specified at Sl. No.1(c).**
12. After uploading all the required documents and images, click on "**PAYMENT**" button appears at the bottom of the page.
13. Now '**PAYMENT**' window will appear. The personnel who are exempted from payment of examination 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 send it to CISF. This process takes minimum 48 hours. After 48 hours the candidate may check the status of his application.
16. After completion of payment procedure, candidates may take a print out of their filled application form and retain the same with them.

CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE

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, and 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 (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976@

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 Ordinance, 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 @

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* family ordinarily reside(s) in Village/Town* _____ of _____ District/Division* of the State/Union Territory* of _____

Place _____

Signature _____

State/Union Territory*

** Designation _____

Date _____

* 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.

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/ Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/ + Sub Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.(+not below the rank of 1st Class Stipendiary Magistrate).
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
11. Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

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

The form of certificate 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 India, 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)

* 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 certificates)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

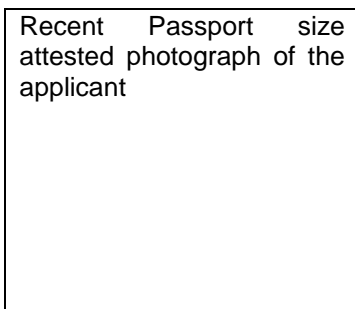
VALID FOR THE YEAR _____

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 'family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His 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)

Signature with seal of Office _____
Name _____
Designation _____



*Note1:. 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 parents and siblings below the age of 18 years as also his 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.

**FORM OF CERTIFICATE TO BE SUBMITTED BY THEOSE CANDIDATES THOSE 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 :

- ❖ Residents of entire area mentioned above are considered as (Garhwalis, Kumaonis, Gorkhas, Dogras and Marathas) for relaxation in height and chest measurement for recruitment in the Para Military Forces of the Union of India.
- ❖ He belongs to Sikkim, Nagaland, Arunachal Pradesh, Manipur, Tripura, Mizoram, Meghalaya, Assam, Himachal Pradesh, Leh & Laddakh and Kashmir region of Jammu and Kashmir States and is considered for relaxation in height and Chest measurement for recruitment in the Para Military Forces of the Union of India.
- ❖ He belongs toTribal community and is considered for relaxation in height and chest measurement for recruitment in the Para Military Forces of the Union of India.

Signature
Magistrate/Sub-Divisional Magistrate/Tehsildar

Place :
Dated :

- ❖ *Delete whichever is not applicable*

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

“Certified that the Department/Office has no objection in permitting Shri _____ for applying to the post of _____ in CISF. It is further certified that Shri _____ has not been awarded with any punishment (Major/Minor) till date and that his performance throughout his service in this Department/Office has been above “**AVERAGE**”.

Signature
Name & Rank of Head of Office/
Controlling Officer/Unit Commander

Date :

APPENDIX-F

**FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATES
APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY**

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place :
Date :

Signature of Candidate
Name:

APPENDIX-G

**PRO FORMA OF CERTIFICATE FOR EMPLOYED OFFICIALS
APPLYING AGAINST THE EX-SERVICEMEN QUOTA**

I hereby certify that, according to the information available with me (No.) _____
(RANK) _____ (NAME) _____ is due to
complete the specified term of his engagement with the Armed Forces on the (DATE) _____.

Place:
Date:

Signature of Commanding Officer)
Office Seal

UNDERTAKING TO BE GIVEN BY AN EX-SERVICEMAN

I, bearing Roll No. appearing for the Document Verification of the Examination, 20....., do hereby undertake that :

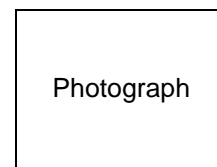
- a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) on regular basis after availing of the benefits of reservation given to Ex-servicemen for re-employment; or
- c) I have availed the benefit of reservation as Ex-Servicemen for securing Government job on civil side. I have joined as on In the office of I hereby undertake that I have submitted the self-declaration/undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- d) I have availed the benefit of reservation as Ex-Servicemen for securing Government job on civil side. I have joined as On in the office of Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements 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, my candidature/ appointment is liable to be cancelled/ terminated.

Signature
 Name :
 Roll Number :
 Date :
 Date of joining the :
 Armed Forces
 Date of Discharge :
 Last Unit/ Corps :
 Mobile Number :
 Email ID :

APPENDIX – I

Office of the Sarpanch/Numberdar/Naib Tehsildar,-----



IDENTITY CERTIFICATE FOR WEST PAKISTANI REFUGEE RESIDING IN THE STATE OF JAMMU AND KASHMIR

This is to certify that Shri/Ms./Smt. _____ S/o, D/o, W/o Shri _____
 formerly a resident of village _____ Tehsil _____ District _____
 of undivided India (now Pakistan) presently residing at H No. _____ Street/Lane No. _____
 Mohalla _____ Village _____ Tehsil _____
 _____ District _____ is a West Pakistani Refugee after having migrated from Pakistan
 during the Indo-Pak Conflict of 1947.

Sarpanch/Numberdar/Naib Tehsildar

CBC No.19113/11/0002/2627