

## FREQUENTLY ASKED QUESTIONS

Sl. No.	<i>QUERY</i>	CLARIFICATION
1.	<i>Is the application /registration form available in the sales outlets in the market?</i>	No. Interested and eligible candidates can apply only through the ONLINE mode available at Delhi High Court website: <b>www.delhihighcourt.nic.in</b> OR <a href="https://applycareer.co.in/dhc/CA2017/">https://applycareer.co.in/dhc/CA2017/</a> No other means/mode/format of application will be accepted.
2.	<i>What is the age limit to apply?</i>	Candidate should not be below 18 years and over 27 years as on 01.01.2017 ( <b>i.e. he/she must have been born not earlier than 02.01.1990 and not later than 01.01.1999</b> )
3.	<i>What are the age relaxations for various categories?</i>	The age relaxation for various categories is: 1. General - No age relaxation. 2. OBC - 3 years. 3. SC/ST - 5 years. 4. PwD* & GEN - 10 years. 5. PwD* & OBC - 13 years 6. PwD & SC/ST - 15 years. 7. Ex-Servicemen -There is a relaxation of 3 years for Unreserved/General candidates, 6 years for OBC and 8 years for SC/ST after deduction of the military service rendered from the actual age as on <b>01.01.2017 subject to maximum age of 50 years</b>  * PwD – Persons with Disabilities
4.	<i>What all documents or information should be kept ready by a candidate before applying?</i>	Candidate should have: a. Valid e-mail ID, b. Latest passport size photograph in digital format (jpg or jpeg file only of less than 100 kb size). c. Scanned image of his/her Signature in digital format (jpg or jpeg file only of less than 100 kb size). d. Details of Qualification and Experience.
5.	<i>What if I do not have an email Id?</i>	It is mandatory to have a valid e-mail id since all the future communication with the candidate shall be through e-mail.
6.	<i>How do I register for the online application?</i>	You have to register for the online application process with your name, date of birth, a valid e-mail id and a password. <b>The name, date of birth and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process.</b> Please ensure to fill your name and other details correctly as per your educational certificates.
7.	<i>What if I forget my log-in Id and password or want to change them in future?</i>	The name and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process. If you provide a valid and active e-mail id, the log-in id which is same as the e-mail id given at the time of registration will be mailed to that e-mail address after you register for the online application system. Your password is also sent in this mail, which you can refer if you forget the password. An auto generated mail will be sent to your registered email id with details of your registration made.
8.	<i>What are the methods to pay Application Fee?</i>	Candidate is required to make payment through SBI ePAY by using any one of the following: 1. Debit Card 2. Net Banking 3. Bank Challan

9.	<i>How to pay the application fee through SBI Bank Challan?</i>	<p><b>Mode of Payment through SBI Cash Challan as per steps given below:</b></p> <ul style="list-style-type: none"> <li>➔ Take the print out of the challan generated online having <b>unique Challan No. on or before 30 June 2017</b></li> <li>➔ Deposit the requisite fee in any branch of State Bank of India <b>on any bank working day on or before 03 July 2017.</b></li> <li>➔ SBI Branch will issue Journal No. on receipt of cash payment.</li> <li>➔ Applicant Copy of challan duly completed by SBI through which fee is paid must be retained by the candidate and produced on demand.</li> </ul>
10.	<i>Does the candidate need to verify the payment status after making the payment through SBI Bank Challan?</i>	<p><b>Yes, the candidate needs to verify his/her payment status once the payment is made in any of the SBI Branches.</b></p> <ul style="list-style-type: none"> <li>➔ <b>The candidates who are not exempted from payment of fees and are making the payment through SBI Bank Challan have to verify their Payment Receipt Status after 1 working day of deposit of fees at SBI Bank Branch:</b> A candidate can go to the website: <a href="https://applycareer.co.in/dhc/CA2017/">https://applycareer.co.in/dhc/CA2017/</a> and check the payment status by clicking <b>Already Logged In Candidate (CLICK HERE) to Complete Process</b> using your Email ID, Date of Birth and Password. <ul style="list-style-type: none"> <li>a. If you find that the payment made by you is shown as received, your online application form has been submitted. Here an Online Application Number will be issued to the candidate. This completes the process of filling the online application form. Take the print out of the application form having Online Application Number.</li> <li>b. If you find that the payment made by you is not shown as received, kindly refer your case to High Court of Delhi on email id along with the scan copy of the bank challan.</li> </ul> </li> </ul>
11.	<i>Which are the documents to be sent?</i>	<p>No scrutiny of applications for the eligibility and other aspects will be undertaken at the stage of objective test and, therefore, the candidature will be provisional only and subject to scrutiny at appropriate stage. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought at the time of interview only from those candidates who will be shortlisted for interview. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and Delhi High Court's decision shall be final.</p>
12.	<i>What is an auto generated Application Number?</i>	<p>An auto generated Application Number is a unique number allotted to you on successful submission of online application form and will appear on print version of the application form. This Number will be required for accessing, downloading and printing the written examination call letter.</p>
13.	<i>I have entered some incorrect details in the Online Application Form. How can I correct the same?</i>	<p>Candidates are requested to take utmost care while filling in the details in online application form. There is no provision for correcting the details entered in the online application form once the same is submitted. No such request will be entertained from email.</p>

14.	<i>I did not receive the email intimation for registration of my application?</i>	"Email-ID / User ID", "Date of Birth", "Post Applied" and "Password" are also sent by auto-response Confirmation emails. Delivery of these emails purely depends upon the correctness of E-Mail ID provided, Policy of your E-Mail Service Provider to accept and Divert such emails under Bulk or Spam Mails or bounce back of such mails without accepting it due to heavy number of emails generated by our Applications. Therefore, please do not expect replies from us, if you do not receive such confirmation / auto-response Emails.
15.	<i>I did not receive the acknowledgement / reply to my email communication?</i>	"Reply to" Email Id for the Application is created for the convenience of the Candidates for genuine communications. Please do not use this address to send back the emails for "Acknowledgment" etc. Our Email Server is configured to delete such emails automatically.
16.	<i>How a candidate is going to receive the Admit Card for the written test?</i>	Admit Card of the eligible candidate will be uploaded on Delhi High Court website <a href="http://www.delhihighcourt.nic.in">www.delhihighcourt.nic.in</a> . No other communication like post/ courier/ newspaper notification will be sent.
17.	<i>Do I need to take the print-out of the Admit Card for the written test?</i>	Yes. Candidate should take the print-out of the valid Photo Admit Card for the written test using Online Application Number and other details asked and bring the same at the time of Examination.

All correspondence with candidates shall be done through e-mail only. All information regarding written examination (Objective) Admit Cards etc. shall be provided through e-mail/uploading on High Court of Delhi website. Responsibility of receiving, downloading and printing of written examination (Objective) admit card / any other information shall be of the candidate only. High Court of Delhi will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or for delay / non-receipt of information if a candidate fails to access his / her mail / website in time.