FREQUENTLY ASKED QUESTIONS		
Sl. No.	*QUERY*	CLARIFICATION
1.	*Is the application /registration form available in the sales outlets in the market?*	No. Interested and eligible candidates can apply only through the ONLINE mode available at Delhi High Court website: **www.delhihighcourt.nic.in** OR **https://applycareer.co.in/dhc/spa2019** No other means/mode/format of application will be accepted.
2.	*What is the age limit to apply?*	Candidate should not be below 18 years and over 32 years as on 01.01.2019 **(i.e. he/she must have been born not earlier than 02.01.1987 and not later than 01.01.2001)**
3.	*What are the age relaxations for various categories?*	<table><tr><td>Category</td><td>Age Relaxation in upper age</td></tr><tr><td>General</td><td>No age relaxation</td></tr><tr><td>SC</td><td>5 Years</td></tr><tr><td>ST</td><td>5 Years</td></tr><tr><td>OBC</td><td>3 Years</td></tr><tr><td>Persons with Disabilities suffering from One Leg or Both Legs Disabilities General Category SC/ST Category OBC Category</td><td> 10 Years 15 Years 13 Years</td></tr><tr><td>Persons with Disabilities suffering from disabilities other than One Leg or Both Legs</td><td>No Age Relaxation</td></tr><tr><td>Ex-Servicemen</td><td>3 years for General, 6 years for OBC and 8 years for SC/ST after deduction of military service rendered from the actual age, subject to a maximum age of 50 years.</td></tr></table> There shall be no upper age limit for persons who are in regular service in this court or the courts subordinate to this Court. The relaxation in upper age limit will not be applicable to the candidates who are working in other Government Departments/Public Sector Undertakings, etc.
4.	*What all documents or information should be kept ready by a candidate before applying?*	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.	*What if I do not have an email Id?*	It is mandatory to have a valid e-mail id since all the future communication with the candidate shall be through e-mail.
6.	*How do I register for the online application?*	You have to register for the online application process with your name, date of birth, a valid e-mail id and a password. **The name, date of birth and e-mail id provided at the time of registration**

		cannot be changed or corrected throughout the application process. Please ensure to fill your name and other details correctly as per your educational certificates.
7.	*What if I forget my log-in Id and password or want to change them in future?*	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.	*What are the methods to pay Application Fee?*	Candidate is required to make payment through SBI ePAY by using any one of the following: 1. Debit Card 2. Net Banking
11.	*Which are the documents to be sent?*	No scrutiny of applications for the eligibility and other aspects will be undertaken at any of the stages before Interview. Therefore, the candidature will be provisional only and subject to scrutiny at the stage of Interview. The candidates are advised to go through the requirements of educational qualification, age, reservation, relaxation, examination fee, 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 of such candidates shall stand cancelled without any notice or further reference and this Court's decision in this regard shall be final and no further correspondence shall be entertained.
12.	*What is an auto generated Application Number?*	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.
13.	*I have entered some incorrect details in the Online Application Form. How can I correct the same?*	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.
14.	*I did not receive the email intimation for registration of my application?*	"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 did not receive the acknowledgement / reply to my email communication?*	"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.	*How a candidate is going to receive the Admit Card for the written test?*	Admit Card of the eligible candidate will be uploaded on Delhi High Court website **www.delhihighcourt.nic.in**. No other communication like post/courier/ newspaper notification will be sent.
17.	*Do I need to take the print-out of the Admit Card for the written test?*	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.

Candidates belonging to SC/ST/OBC category, who are selected on the same standard as applied to General category candidates and who appear in the general merit list, would be treated as General candidates owning to their merit. Such candidates are adjusted against unreserved point of the reservation roster. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example, in the age limit, etc., SC/ST/OBC candidates shall be counted against reserved vacancies only. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

Intimation regarding OMR based Written Examination shall be provided through e-mail, while Admit Cards for the same shall be downloaded and printed by respective candidates from the official website of the High Court of Delhi. Responsibility of receiving, downloading and printing of Admit Cards for the OMR based written Examination and/or any other information, shall be of the candidate(s) 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(s) or for delay/non-receipt of information, if a candidate fails to access his/her e-mail/website in time or for any other reason whatsoever.