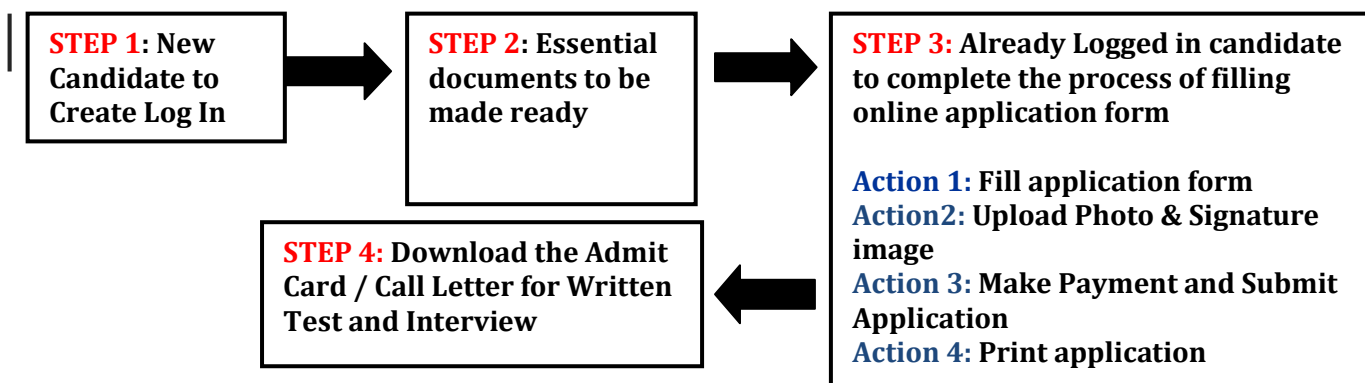## HOW TO FILL THE ONLINE APPLICATION FORM

Delhi Judicial Service Examination 2019 in High Court of Delhi

GENERAL INSTRUCTIONS

1) Candidates are required to apply online through Delhi High Court's website **www.delhihighcourt.nic.in** OR **https://applycareer.co.in/dhc/djse2019**

2) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

| STEP 1: New Candidate to Create Log In | → | STEP 2: Essential documents to be made ready | → | STEP 3: Already Logged in candidate to complete the process of filling online application form

Action 1: Fill application form
Action2: Upload Photo & Signature image
Action 3: Make Payment and Submit Application
Action 4: Print application |

STEP 4: Download the Admit Card / Call Letter for Written Test and Interview ←

STEP 1: New Candidate to Create Log In

➡ New Candidate to visit the website:**https://applycareer.co.in/dhc/djse2019**and click : F**resh Candidate (Click Here) to Create Log In**

➡ You must have a valid email ID for applying online.

➡ Remember the password filled here for creating Log In.

➡ Press the button "Submit".**Information once submitted here will not be changed**.

➡ The confirmation for the registration will also be sent on your email entered.

Note: Kindly note that the Email-ID and Date of birth as filled by you will be used to login to the website to fill the online application form.

STEP 2: Essential documents to be made ready

➡ Before starting to fill up the on-line application, keep ready with you the following details / documents / Information

   a) Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.)

   b) Personal details

   c) Educational qualification details

   d) Image of scanned photograph in jpg / jpeg format and size should be between 50- 100 KB

   e) Image of scanned signature in jpg / jpeg format and size should be between

20-50 KB

<blockquote>

STEP 3: Already Logged in candidate to Login to perform following actions to complete the process of filling online application form

Action 1 ➡ **Fill application form**

Action 2 ➡ **Upload Photo & Signature image**

Action 3 ➡ **Make Payment and Submit Application**

Action 4 ➡ **Print final application form**

</blockquote>

➡ Logged in Candidate to visit the website: **https://applycareer.co.in/dhc/djse2019**and login by clicking **Already Logged In Candidate(CLICK HERE) to Complete Process**

➡ <u>**On clicking Already Logged In Candidate (CLICK HERE) to Complete Process**</u> page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:

> ➤ **Action1 : Fill Application**
> ➤ **Action 2 : Upload Photo & Signature image**
> ➤ **Action 3 : Make Payment and Submit Application**
> ➤ **Action 4 : Print Application Form**

▶ <u>**Action 1: Fill Application (Click on the button to fill application form)**</u>

> ➢ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualifications, etc.
> ➢ While filling the application form online, please save the information by clicking the button "SAVE".
> ➢ In case you wish to edit any information you can do so by logging again using Email-ID and Date of birth. After editing the information, make sure to save the information by clicking the button "SAVE".

▶ <u>**Action 2: Upload Photo & Signature image**</u>

> ➢ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no dark shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be between 50-100 kb.**

> ➢ **Upload Scanned Signature image**- Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size

of the scanned image is not more than 50 kb. Please note that this signature would be saved with your information, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature may be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should be between 20-50 kb.**

▶ **Action 3: Make Payment and Submit Application**

Amount of Application Fee:-

S. No.	Category	Fee Amount (In Rs.) (Application Fees + Bank Charges)
01	SC/ST/PWD	200/- + Bank Charges(If Paid through Net Banking) (No Bank Charges If Paid through Debit Card)
02	All other categories	1000/- + Bank Charges(If Paid through Net Banking) (No Bank Charges If Paid through Debit Card)

Candidate is required to make the payment through Debit Card/Internet Banking only. Keep the Debit Card / Internet Banking details handy.
➢ Candidate to read the undertaking and accept the same.
➢ In case you wish to edit any information pertaining to Personal Details, Qualification Details and/or Experience Details; you can do that by log in again using Email-ID, Date of Birth, Password and after editing the information, make sure to save the information again by clicking the button "**SAVE**".
➢ On clicking the button "**MAKE PAYMENT**"; YOU WILL BE ROUTED TO Bank website where you have to make the payment by any one of the following options:
  • Debit Card
  • Net Banking

1. **Mode of Payment through Net Banking/Debit Card as per steps given below:**
   • Put the details of your Net Banking Account or Debit Card to proceed for the payment.
   • Once your payment is confirmed, the system will direct you to the final application form. You will receive an auto-generated Online Application No. once you have successfully made the payment.

   After making the successful transaction; the candidate will get a preview of application with Application Number. Candidates are advised to get a printout of the filled up application for record.

   The candidate should retain his/her Application Number carefully for generation of call letter and for any other information regarding Screening Test/Interview etc.

2. **Fee once paid will not be refunded under any circumstances**.

Fee paid by modes other than through Net Banking/Debit Card as indicated above will not be accepted and the applications of such candidates will be rejected forthright and the payment if any made shall stand forfeited.

NOTE:
- **Once the payment has been made; you will not be allowed to change/modify any information.**
- **After successful payment, candidates are NOT required to send Application Form/any documents to High Court of Delhi. The information furnished in the Application Form and Original certificates will, however, be scrutinized / verified at the time of interview.**

▶ **Action 4 : Print Application**
  ➢ Take the print out of online application form for record.
  ➢ Candidates can take re- print of the Online application form by clicking **Already Logged In Candidate (Click Here) to Complete Process**

➡ **Candidates should keep one set of application for record.**

STEP 4: Download the admit card for the written test

On the basis of information given in the Application Form, Admit Card of Provisionally eligible candidates will be available for download from website https://applycareer.co.in/dhc/djse2019 as per the schedule to be available on the website.

Download Admit Card – On the due date for Admit Card, re-login to the website: **https://applycareer.co.in/dhc/djse2019**. A link for downloading Admit Card for written test, containing the details of the centre/venue for the examination, etc., will be available. Download the Admit Card.

Print Admit Card - Take a printout of the admit card. Candidates will not be allowed to enter the Written Test Venue without a valid Admit Card**.**

NOTE: The admit card for written test will not be sent by post or email. Candidates are advised to regularly check High Court of Delhi Website **www.delhihighcourt.nic.in**OR **https://applycareer.co.in/dhc/djse2019**