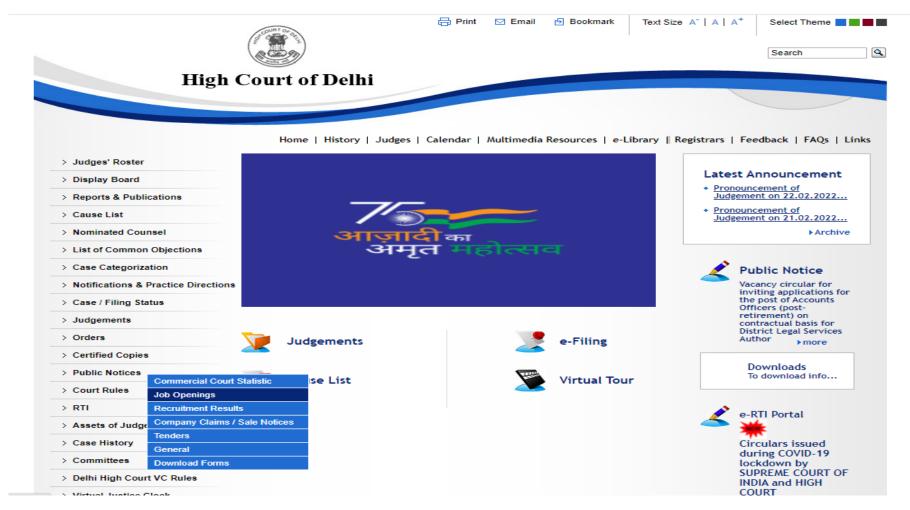
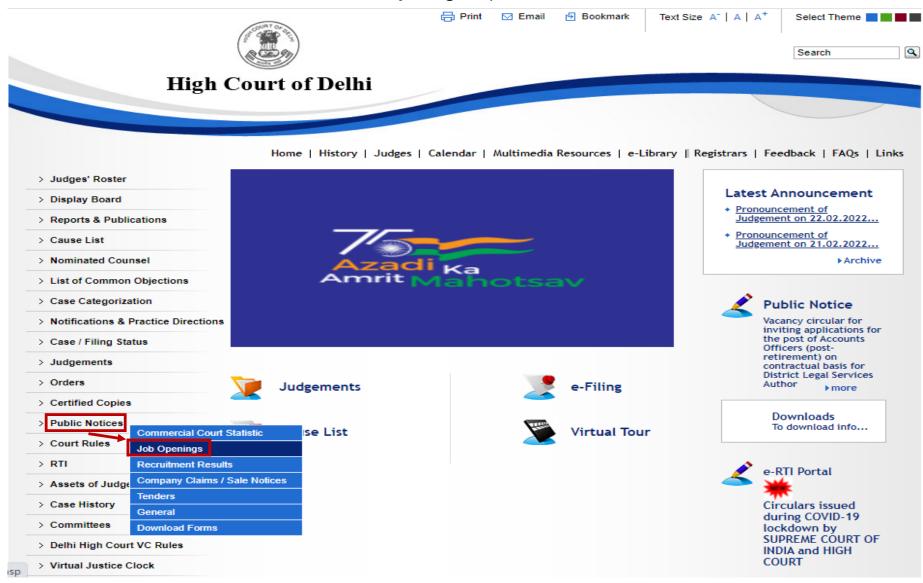
# **USER MANUAL**

### **DELHI HIGHER JUDICIAL SERVICE EXAMINATION (DHJSE) - 2022**

1. Open the official website of HIGH COURT OF DELHI using the link https://delhihighcourt.nic.in/



#### 2. Click on "Public Notice" Tab and Select "Job Openings" Option.



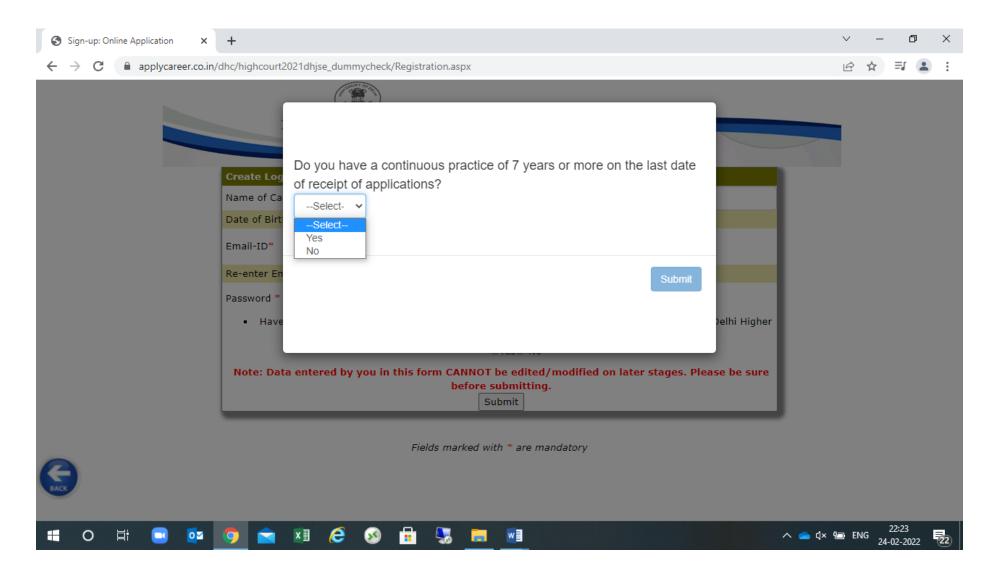
- 3. Select the link "Apply Online for Delhi Higher Judicial Service Examination 2022"
- 4. Select "Online Application Portal" Link
- 5. Click on "Fresh Candidate (CLICK HERE) to Create Log In" option, if you are registering for the first time.



#### Sign-up: Online Application x ٥ + $\sim$ applycareer.co.in/dhc/highcourt2021dhjse\_dummycheck/Registration.aspx $\leftarrow \rightarrow G$ Ê ≡ſ ☆ Are you a Judicial Officer in any State? Name of Ca Date of Birt No Yes Email-ID\* Re-enter Er Password · Have you read carefully and understood the Notification/ Advertisement and Instructions for Delhi Higher Judicial Service Examination - 2022? Click here to view Instruction OYesO No Note: Data entered by you in this form CANNOT be edited/modified on later stages. Please be sure before submitting. Submit Fields marked with \* are mandatory ∧ 👝 ⊄× 🖅 ENG 22-17 24-02-2022 xI 🤅 **S** 0 Цi 0 4 w 22 0

#### 6. Are you a Judicial Officer in any state? Select Yes / No

7. Do you have a continuous practice of 7 years or more on the last date of receipt of applications? Select Yes / No



8. On Clicking the "Fresh Candidate (Click Here) to Log In", fill the details as shown below.

Create Log In to Apply Online	
Name of Candidate*	
Date of Birth*	
Email-ID*	@Select V
Email-1D	Other domain, specify
Re-enter Email-ID*	
Password *	
	(Minimum 4 character)
<ul> <li>Have you read carefully and</li> </ul>	understood the Notification/ Advertisement and Instructions for Delhi Higher Judicial Servic Examination - 2022? Click here to view Instruction

Fields marked with \* are mandatory

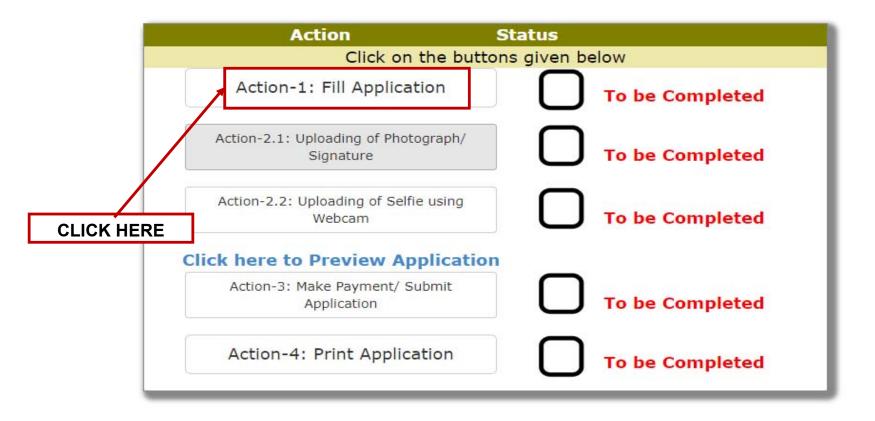
9. After creating the initial registration, login your account by filling the details in Registered Candidate Login.





10 Click on "Action – 1: Fill Application".





11 Click on "Click Here to Fill Personal Details".



### Job Applying for: Delhi Higher Judicial Service Examination 2022



# 12 Fill the details asked in Personal Details Page and press the "**Save Personal Details**" button to save the details.

	APPLI	CATION FORM	
	Job Applying for: Delhi Highe	er Judicial Service Examination 2022	
	Click here to Fill Personal Details Qualification Details	Click here to Fill Experience Details (Optional) Additional Details	
	Please fill up the required information. *	Fields marked with asterisk are mandatory.	
xamination Centre			
Examination Centre City		Select 🗸	
Personal Particulars			
Name of the Candidate		Select V DUMMY	
Date of Birth	15-May-1991 Age as on 31-Mar-2022 30 Years 9 Months 17 days	* Place of Birth	
Father's Name		* Mother's Name	
Gender	Select V		
Address for communication (Do not mention		* City	
your name again)		* State	Select
		* Pin Code	
Permanent Address (Do not mention your name	e	* City	
again)		* State	Select V
Click here to repeat present address		* Pin Code	
E-mail ID	asinghal@aima.in	Alternate E-mail ID	
		* 1. Mobile No 10 Digit Only	+91-
Contact Number (Telephone no.) with STD Code		2. Mobile No 10 Digit Only	
Coloren	Select V	2. Mobile No To Digit Only	+91
Category Are you Person with Disabilities (PwD)?	Select V Select V If yes, specify		
	Nature of disability		to avail the scribe facility or only compensatory
			hout scribe facility during the examination?
	Select Do you possess a disability certificate from the c		*
	, , , , , , , , , , , , , , , , , , , ,		

13 Click on "Click Here to Fill Qualification Details".



#### Job Applying for: Delhi Higher Judicial Service Examination 2022



14 Fill the details asked in Qualification Details Page and press the "**Save Qualification Details**" button to save the details.

			APPLICATION FO	RM				
	ſ	ob Applying f	for: Delhi Higher Judicial S	Gervice Examination	on 2022			
	Click here to Fil Personal Details			ck here to Fill e Details (Optional)	Click here to Additional De			
			ields marked with asteris ble who have passed their			late of application	on	
<u>ducational Qualification(10t</u> Qualification Level	<u>h Standard onwards)</u> Subjects Taken	Passing Month & Year	Name of the University/Board/Any Other	Marking Scheme (Marks/Grades)	Marks/Grades Obtained	Maximum Marks/Grades	Percentage of Marks/Grades (upto 2 Decimal places)#	Division/ Class
Matriculation * Oth <b>v</b>		Month 💙		Select 🗸				Select 🗸
Senior Secondary * 2th 🗸		Month 🗸		Select 🗸				Select 🗸
Graduation Select V Professional Qualification		Month V Year V		Select ✔				Select 🗸
LB)* -Select		Month ¥ Year ¥		Select 🗸				Select 🗸
MASTER Level		Month 🗸		Select 🗸				Select 🗸
ny Other, Specify		Month ¥ Year ¥		Select 🗸				Select 🗸
ny Other		Month 🖌		Select 🗸				Select 🗸
ny Other		Month ¥ Year ¥		Select 🗸				Select 🗸

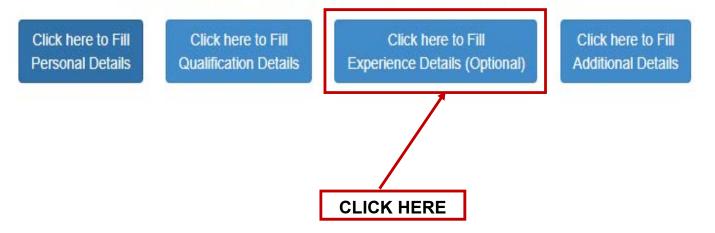
#Note: In case the Marking Scheme is Grade, please enter the equivalent percentage upto 2 decimal places.

Save Qualification Details

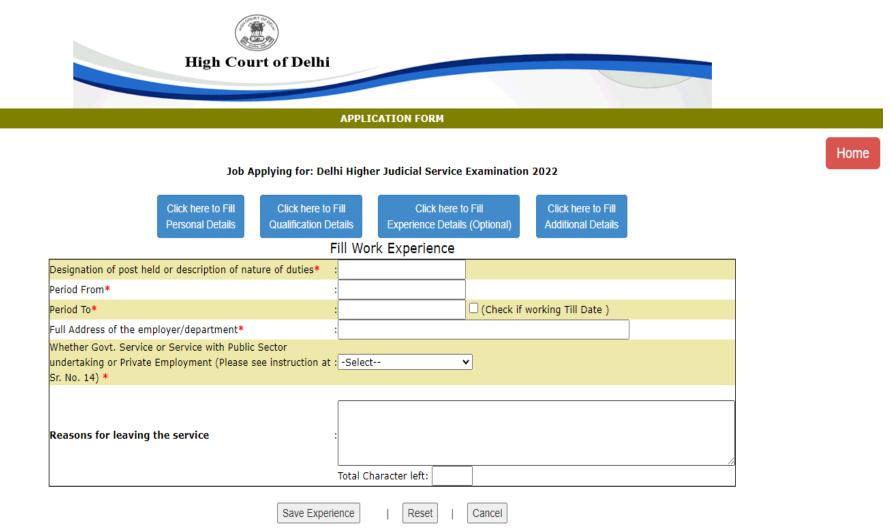
15 Click on "Click Here to Fill Experience Details (Optional)".



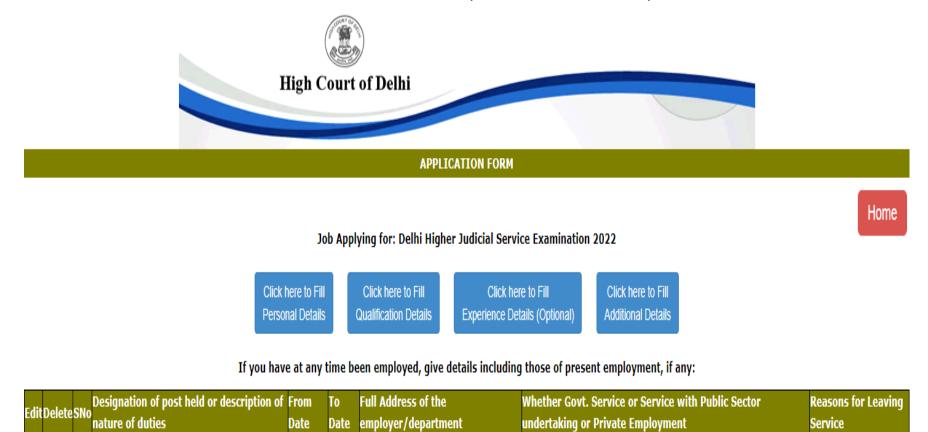
#### Job Applying for: Delhi Higher Judicial Service Examination 2022



16 Click on "**Add Experience**" to fill the details of experience, if any and press the "**Save Experience**" button to save the details.



17 Click on "Save and Close" button to save the details and proceed to the next step.



Add Experience | Save and Close

18 Click on "Click Here to Fill Additional Details".



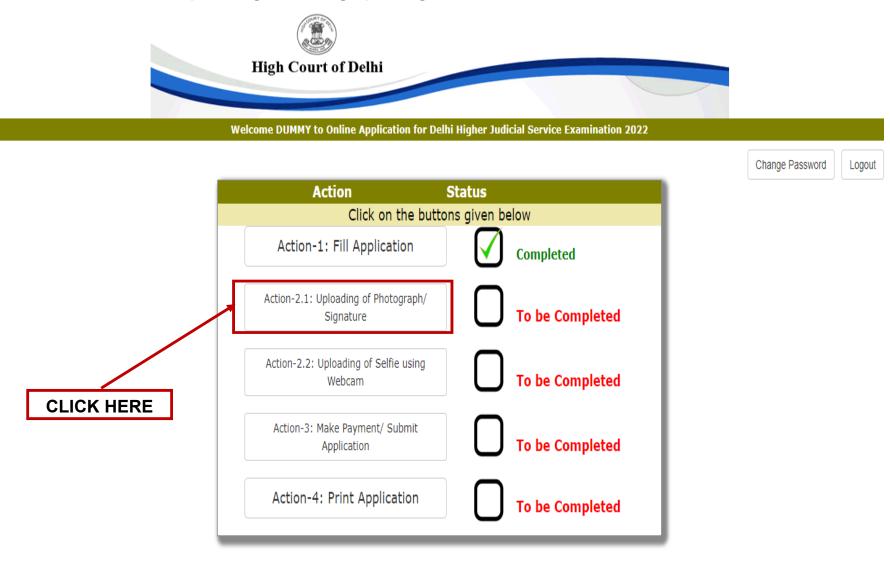
#### Job Applying for: Delhi Higher Judicial Service Examination 2022



# 19 Fill the details asked in Additional Details Page and press the "**Save Additional Details**" button to save the details.

		Rick hens lo Fili Olick hens lo Fili Olick hans lo Fili Olick hens lo Fili Olick hens lo Fili Olick hens lo Fili versonal Details Qualification Details Experience Details (Optional) Additional Details			
Additional Information					
Do you have a different name in any of your documents?? *	V				
Vaccination status:*					
Are you married?"					
Particulars of prizes, medals, scholarship, etc. if any, obtained	t (give details)				
	// Total Character	left:			
Knowledge of languages other than English*:					
Can Speak					
Can Write					
Can Read					
		76			
Do you have knowledge of computer applications/use?					
Particulars of sports and other extra-curricular activities, if an	iy, in which you have participated (give details)				
	// Total Character	iet.			
Have you practised as an Advocate for seven years or more?					
Present Working Status:*		× · · · · · · · · · · · · · · · · · · ·			
		¥			
Enrolment No. as an Advocate:					
Date of Enrolment:					
State in which enrolled::		Select V			
Give Particulars of Practice(From Older to Latest):			94	4 (30)	
Place		Period of Practice	Bennes for locales exertise at the place stars		
Place	From	То	Reason for leaving practice at the given place		
		Check if Currently Working (Till Date)			
		Check if Currently Working (Till Date)			
		Check if Currently Working (Till Date)			
		Check if Currently Working (Till Date)			
		Check if Currently Working (Till Date)			
Details of Important Cases handled:					
	// Total Character	left.			
Are you an Income Tax Assessee?*					
	on or bound/ convicted by a court of Law for any offence?*		<u> </u>		
Have you ever been debarred/disqualified by any Public Servi	ce Commission from appearing in its Examination/Selection, or o	lebarred from any Examination/rusticated by any University or any other educational authority/ i	nstitution?*		
Whether any relation is in legal profession? *: V			Sie		
	r Judicial Service earlier and, if so, in which year? It may also be	indicated whether you were called for interview and what was the result? *:			
Whether you are in service at the time of submission of applic					
Any other information, the applicant may like to give.	production of the second second of the second se				
	Total Character	left.			
		Save Additional Details			

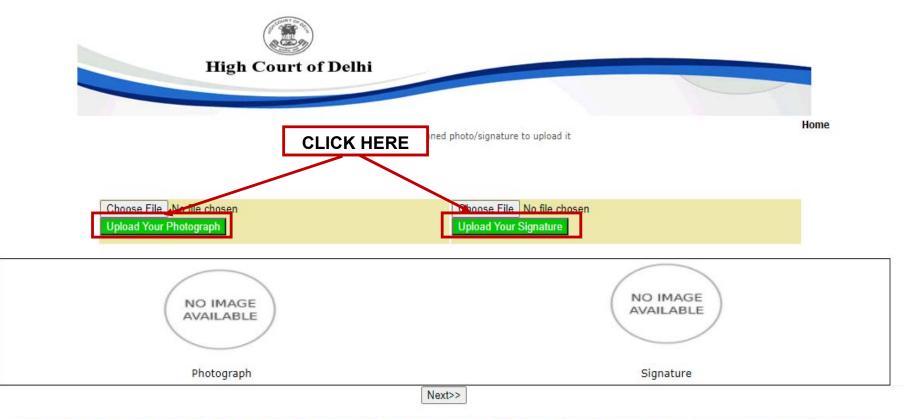
20 On Completing the Action – 1, a green tick will appear and the status will be shown as "**Completed**". The next step is to click on "**Action-2.1: Uploading of Photograph / Signature**".



21 Click on "**Upload Your Photograph**" to upload the photo and click on "**Upload Your Signature**" to upload the sign and press the "**Next**" button to proceed to the next action.

## Note:-

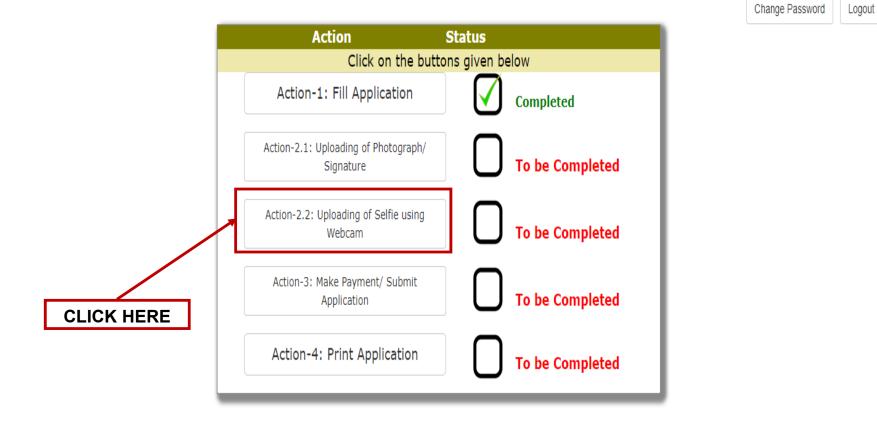
- 1. Please fill all the details carefully. Details once saved, cannot be corrected.
- 2. File size should not be greater than 100Kb for photo and 50Kb for sign.
- 3. Only formats .jpeg & .jpg are allowed



Note: Upload image size should not be greater than 100KB (for Photograph ) and 50KB (for Signature) also Image type should be jpg/jpeg only.

22 Click on "Action-2.2: Uploading of Selfie using Webcam". NOTE:- Allow access to webcam to capture your live image



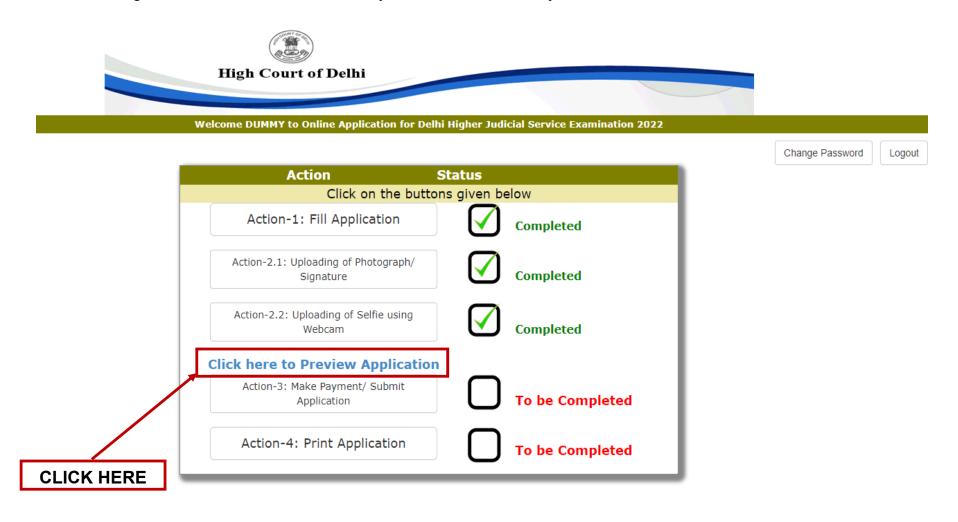


23 Click on "Capture" to take your live photograph using your webcam and then click on "Upload" to upload it.



Instruction for taking Selfie	Live Camera	Captured Picture
<ul> <li>Good lighting on your face</li> <li>Look directly into the webcam</li> <li>Take Selfie without any HAT or sunglasses.</li> <li>Take a Selfie, but make it look like a Passport Photo.</li> </ul>		
Selfie Tips		
Good Lighting on your face		
<ul> <li>Look directly into the webcam</li> </ul>		
-     -       -     -       Bright Light     No sunglasses       No Hat		
	Capture	Upload

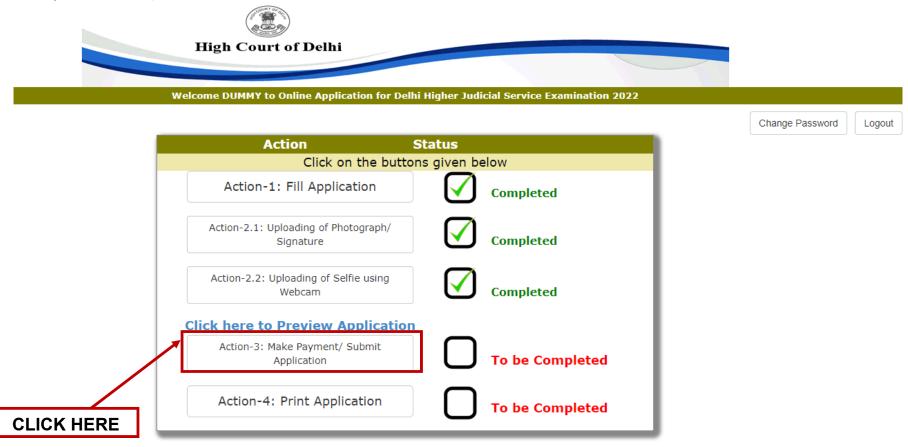
24 Click on "**Click Here to Preview Application**" to check and review the details filled by you in Action-1, 2.1, & 2.2 so far, as no editing / modification is allowed once you click the Make Payment and Submit button.



# 25 Click on "Action-3: Make Payment / Submit Application".

# Note:-

- i. Please check all the details before clicking on **Save & Make Payment** Button.
- ii. Candidate belonging to General Category has to pay fee ((non-refundable) of Rs. 1000/- and SC/ST/ Persons with Disabilities (identified disabilities) has to pay Rs. 200/- through Debit Card/Internet Banking only.
- iii. No other mode of payment is acceptable other than the modes mentioned above.
- iv. Successful filling of Online Application form doesn't mean the successful submission of Form unless successful Payment of requisite fee.



26 Mark '**YES**' in both the places and click on "**Submit**" button to proceed for the payment gateway.

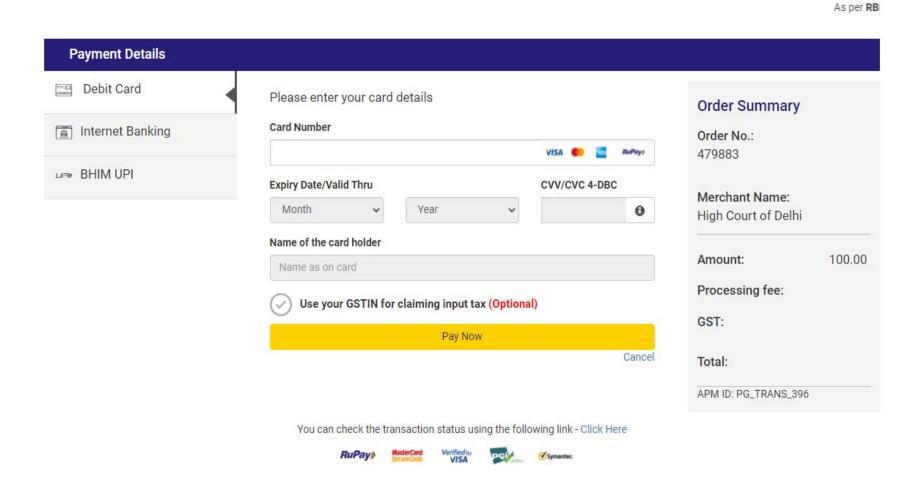
	Make Payment / Submit Application
ase ensure that I	Personal details, Educational details and Experience details (as applicable) filled by you is correct.
ereby certify a	nd declare that:
1. I am an India	
2. I have read th	e provisions given in the Advertisement.
knowledge an exam/intervie	a made and information given by me in this application are true, complete and correct to the best of my d belief. In the event of any information or part of it being found false or incorrect before or after the w or appointment, action can be taken against me by the High Court of Delhi and my ppointment shall automatically stand cancelled/repatriated/terminated.
4. I further decla	re that I fulfill all the conditions of eligibility regarding age, educational, professional/technical
qualifications,	etc. prescribed for the post applied for. The essential qualifications prescribed are possessed by me.
5. I will not lay a	ny claim for refund of non-refundable application fee from High Court of Delhi under any circumstances.
-	I have gone through the advertisement and the General Conditions mentioned therein and fulfil all the uirements specified therein.*
I hereby Acc	ept and confirm the Undertaking (Yes/No)
NOTE: Once in the applic	the payment has been made through, you will not be allowed to change/modify any information ation form.
Do you want t	o proceed for Payment?
	/Editing of Application Form is not allowed after Submission. Please be sure before

27 Click on "Proceed to Payment Gateway".

Contraction of the second seco			
High Court of	Delhi		
Note down Transaction Reference No. and Pro	oceed to Payment Gateway		
Transaction Reference No.: (Keep note of this No. for paymen	t reconciliation)		
Name		Father's Name	
Post Name:		Email-ID:	
Amo	ount to Pay: ₹1000 /- + Bank Service C	harge	
	Proceed to Payment Gateway		
CLICK HERE	ote: DO NOT Refresh the page/press F5	key	

28 You can make the payment using debit card / internet banking / BHIM UPI, fill your details and click on Pay now to proceed further.

**OSBIePay** 



29 Fill the OTP as sent on your registered mobile no. and click on "Submit" button to complete the payment and generate the final application form.

lerchant Details		Enter OTP	
Merchant Name	WRCRISSBlePay	Surgestilly sont OTP t	o your registered mobile number
Date	Feb 24, 2022		
Card Number		Enter OTP	
Amount	Rs 1.00		Resend OTF
Not your contact details?:	Contact Customer Care	CANCEL	SUBMIT

30 After successful payment of fees, the candidate is advised to download & take the printout of Online Application Form by clicking on "**Action-4: Print Application**" to complete all the 4 steps of the registration process.

# Note:-

- i. If the Online Application Form & Payment is not submitted successfully, then the candidate will not be able to download & take Printout of Online Application form.
- ii. The candidates can take printout of application form and keep it for future reference.
- iii. Candidate is not required to send the printout of the online application form to the High Court of Delhi.



