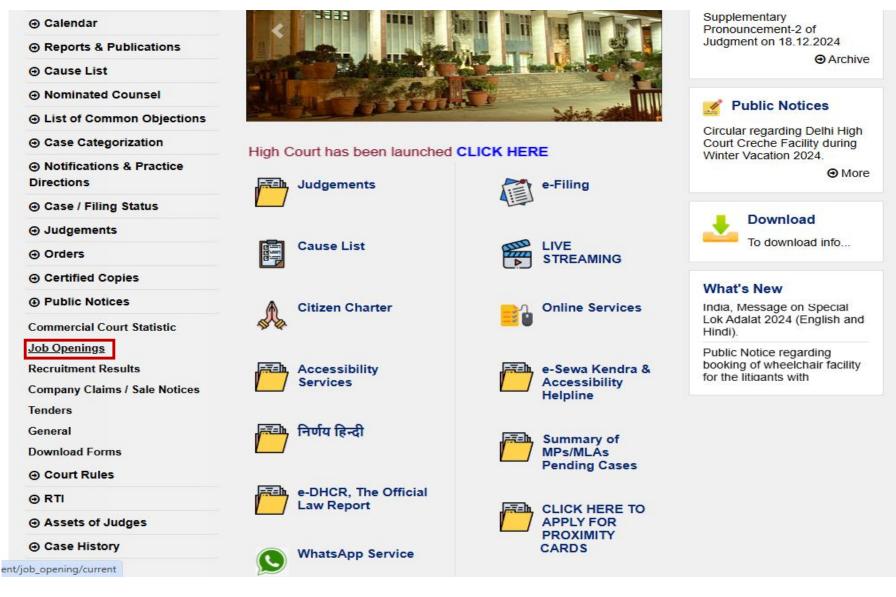
USER MANUAL

DELHI HIGHER JUDICIAL SERVICE EXAMINATION (DHJSE) - 2024

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

⊕ Calendar	<		Supplementary Pronouncement-2 of
Reports & Publications	1		Judgment on 18.12.2024 O Archive
⊖ Cause List	- THE AND MARKED A	and the second second	O Alchive
Nominated Counsel			Public Notices
⊕ List of Common Objections	A A A A A A A A A A A A A A A A A A A	Sala and the	ative second sec
	High Court has been launched	CLICK HERE	Circular regarding Delhi High Court Creche Facility during Winter Vacation 2024.
Otifications & Practice Directions	Judgements	e-Filing	
			Download
⊕ Orders	Cause List		To download info
Oertified Copies			What's New
Public Notices	Citizen Charter	Online Services	India, Message on Special
Commercial Court Statistic	50	Online Services	Lok Adalat 2024 (English and Hindi).
Job Openings			Public Notice regarding
Recruitment Results	Services	Accessibility	booking of wheelchair facility for the litigants with
Company Claims / Sale Notices Tenders	Services	Helpline	
General	🚛 🗐 निर्णय हिन्दी		
Download Forms		MPs/MLAs	
		Pending Cases	
	e-DHCR, The Official	ELICK HERE TO	
		APPLY FOR	
	WhatsApp Service	PROXIMITY CARDS	
b_opening/current	S marship service		

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



- 3. Select the link "Delhi Higher Judicial Service Examination (DHJSE), 2024"
- 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.



View Advertisement for DHJSE – 2024	Schedule of Examination	Important Instructions		
FAQs for DHJSE - 2024	Clarification	Admit Card		
Delhi Higher Judicial Service Rules, 1970 as a	mended up to 08.02.2024			
 Constraints in a constraint for constraint state of the constrain	Last date for Applying Online: 10-Jan-2025 (Till 1730 hrs)			
	Click here to view Guidelines to Apply On	line		
	Login to Apply Online			
5	Fresh Candidate (CLICK HERE) to Cree	eate Log In		
	» Already Logged In Candidate(CLICK	HERE) to Complete Process		
CLICK HERE				

- Are you a serving Judicial Officer in any State **Create Log In to** Name of Candidate Yes Date of Birth* Email-ID* Re-enter Email-ID[®] Password * (Minimum 4 character) Have you read carefully and understood the Notification/ Advertisement and Instructions for Delhi Higher Judicial 5 Service Examination - 2024? 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
- 6. On Clicking the "Fresh Candidate (Click Here) to Log In", fill the questions as asked before creating a login-

7. After filling in the questions as asked before the fresh candidate login, fill in the login details to create a registration.

High Court	of Delhi
Create Log In to Apply Online	
Name of Candidate [≉]	
Date of Birth*	
Email-ID*	Other domain, specify
Re-enter Email-ID*	
Password *	(Minimum 4 character)
	l understood the Notification/ Advertisement and Instructions for Delhi Higher Judicial Service Examination - 2024? 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

8. Click on the "Already Logged In Candidate (CLICK HERE) to Complete Process" option, if you have already registered to complete the application



Welcome to Online Registration for Delhi Higher Judicial Service Examination (DHJSE)- 2024

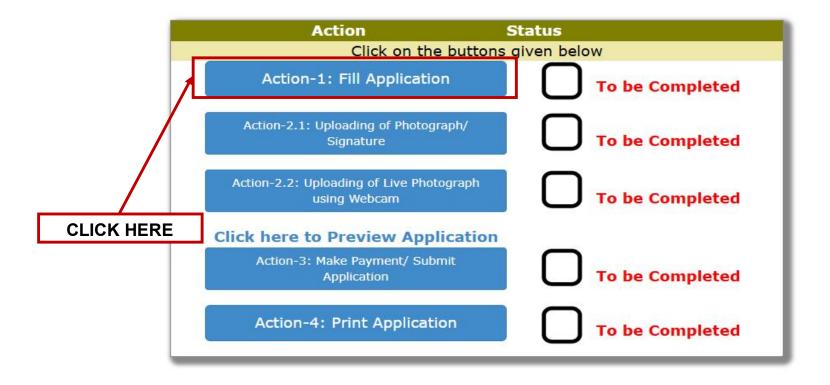
View Advertisement for DHJSE – 2024	Schedule of Examination	Important Instructions
FAQs for DHJSE - 2024	Clarification	Admit Card
Delhi Higher Judicial Service Rules, 1970 as a	mended up to 08.02.2024	
	Last date for Applying Online: 10-Jan-20	25 (Till 1730 hrs)
	Click here to view Guidelines to Apply On	line
	Login to Apply Online	
	» Fresh Candidate (CLICK HERE) to Cre	eate Log In
	» Already Logged In Candidate(CLICK	HERE) to Complete Process
CLICK HERE		

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

High (Court of Delhi		
	Regist	ered Candidate Login	
<u>ال</u> 4	Email ID*		
	Date of Birth*	~ ~ ~	
	Password*		
		Submit	
		Submit	_

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





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



Applying for: Delhi Higher Judicial Service Examination 2024



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

	Applying for: Delhi Highe	r Judicial Service Examination 2	2024
	Click here to Fill Click here to Fill Personal Details Qualification Details	Click here to Fill Experience Details (Optional)	Click here to Fill Additional Details
	Please fill up the required information.	*Fields marked with asterisk a	re mandatory.
Examination Centre			
* Examination Centre City		Select 🗸	
Personal Particulars			
* Name of the Candidate		Select Y DUMMY	
* Do you have a different name in any of y	our documents?*	~	
* Date of Birth	02-Jan-1979 <u>Age as on 01-Jan-2024</u> 44 Years 11 Months 30 days	* Place of Birth	
* Father's Name		* Mother's Name	
* Gender	Select V		
* Address for communication(Do not	[]	* City	
mention your name again)		* State	Select 🗸
		* Pin Code	
* Permanent Address (Do not mention your		* City	
name again)		* State	Select V
Click here to repeat present address			Select V
5		* Pin Code	
E-mail ID	ugat@aima.in	Alternate E-mail ID	
Contact Number (Telephone no.) with STD Code		* 1. Mobile No 10 Digit Onl 2. Mobile No 10 Digit Onl	
* Category	Select 🗸		

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



Applying for: Delhi Higher Judicial Service Examination 2024



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

			APPLICATION FO	RM				
	Click here to Fi Personal Detai	ll Clic s Qualif		ck here to Fill ce Details (Optional)	Click here to Additional D			
	Note: Only those candid		ible who have passed their			late of application	on	
Educational Qualification(10t		ates are eng		degree in carr of		ace of application		
Qualification Level	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
1. Matriculation * 10th v		Month ♥ Year ♥		Select 🗸				Select ¥
2. Senior Secondary * 12th ✔		Month ¥ Year ¥		Select 🗸				Select 🗸
3. Graduation		Month 🗸 Year 🗸		Select 🗸				Select ¥
4. Professional Qualification (LLB) [*] Select ✓		Month ♥ Year ♥		Select 🗸				Select 🗸
5. MASTER Level		Month 🗸 Year 🖌		Select 🗸				Select 🗸
Any Other		Month ¥ Year ¥		Select 🗸				Select ¥
Any Other		Month ¥ Year ¥		Select ¥				Select 🗸
Any Other		Month ¥ Year ¥		Select 🗸				Select 🗸

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

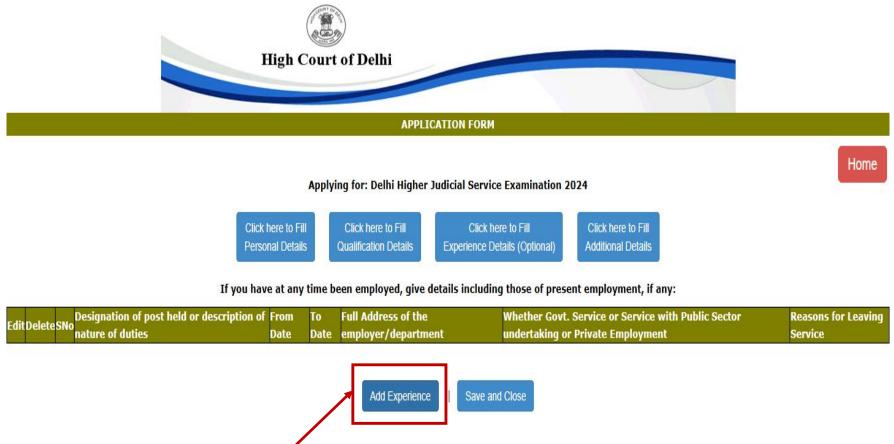
15. Click on "Click Here to Fill Experience Details (Optional)".



Applying for: Delhi Higher Judicial Service Examination 2024



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



CLICK HERE



Applying for: Delhi Higher Judicial Service Examination 2024

	Click here to Fill Personal Details	Click here to Fill Qualification Details	Click here Experience Deta	Construction and the second	Click here to Fill Additional Details	
		Fill Wo	ork Experience			
Designation of post he	ld or description of nat	ture of duties* :				
Period From*		:				
Period To*				Check if	working Till Date)	
Full Address of the em	ployer/department*	:				
	e or Service with Public Employment (Please s	see instruction at : -Selec	:t	~		
Reasons for leaving	the service	:	barratar lafte			
		Total C	haracter left:			
		Save Experience	Reset	Cancel		

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





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



Applying for: Delhi Higher Judicial Service Examination 2024



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

		APPLI	CATION FORM		
	Click here to Fill	Click here to Fill	Judicial Service Examination 2	Click here to Fill	
Additional Information	Personal Details	Qualification Details	Experience Details (Optional)	Additional Details	
Are you married?* V Particulars of prizes, medals, scho	əlarship, etc. if any, ob	tained (give details)			
			,	2 Total Character left: 350	
Knowledge of languages other that Can Speak	an English*:				
Can Write					
Do you have knowledge of compu	ter applications/use?	* NO V			
Particulars of sports and other ex	tra-curricular activitie	s, if any, in which you h	nave participated (give details)) 1	
				Total Character left: 350	

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/Disability Certificate (if applicable)**".



To be Completed

To be Completed

Action-3: Make Payment/ Submit

Application

Action-4: Print Application

21. Click on "**Upload Your Photograph**" to upload the photo, click on "**Upload Your Signature**" to upload the sign and click on Upload Disability Certificate to upload both your disability certificates, i.e., Annexure A/C along with Annexure B, if applicable in PDF format of less than 1MB. Click on "**Save and Proceed 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. Only formats .jpeg & .jpg are allowed
- 3. File size should not be greater than **1 MB in PDF format only**.

Upload Photograph, Signature & PH Certificate (if applicable)

Photograph





Choose File No file chosen

Click to Upload

Disability Certificate



- <u>Click here to view specification for photographs and Signature</u>
 The photograph must be in colour and must be taken in a professional of
- The photograph must be in colour and must be taken in a professional studio. Photographs taken using a mobile device/webcam and other self-composed portraits are NOT acceptable.
- Photograph must be taken against a white background.
- The photograph must be recent and should have been taken after 01 September, 2024.
- Facial features should occupy about 80% of the area in the photograph, with a clear view of the whole face directly looking into the camera. The main features of the face must not be covered by hair of the head, any cloth or any shadow. The forehead, both eyes, nose, cheeks, lips, and chin should be clearly visible.
- If you wear spectacles, glare on glasses is not acceptable in your photo. Spectacles with dark or tinted glasses are not permitted; only clear glasses are permitted.
- The digital version of your passport size photograph is to be uploaded in .JPG format, with a maximum file size of 100 KB (kilobytes).
- <u>Click here to view specification for photographs and Signature</u>
- The signature must be in black colour only and must be written against a white background.
- The signature must be scanned. Mobile phone photographs of signatures are not acceptable.
- The signature is to be uploaded in .JPG format, with a maximum file size of 50 KB (kilobytes).
- The original certificate must be scanned in color.
- Photographs of certificates taken using a mobile phone will not be accepted.
- The scanned certificate is required to be uploaded in pdf format.
- The file size should not exceed 1 MB (megabytes).

22. Click on "Action-2.2: Uploading of your live photograph using Webcam".

NOTE:- Allow access to webcam to capture your live image



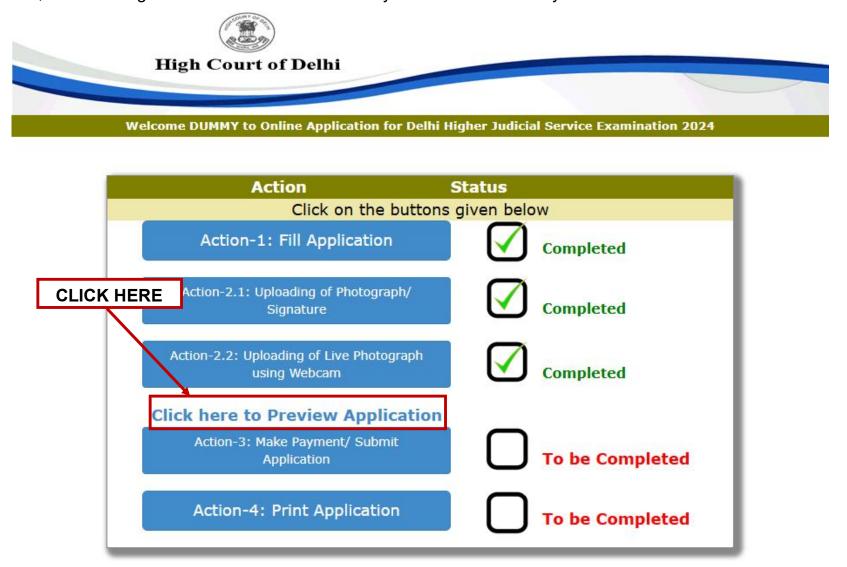
23. Click on "Capture" to take your live photograph using your webcam and then click on "Upload" to upload it.



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

Home

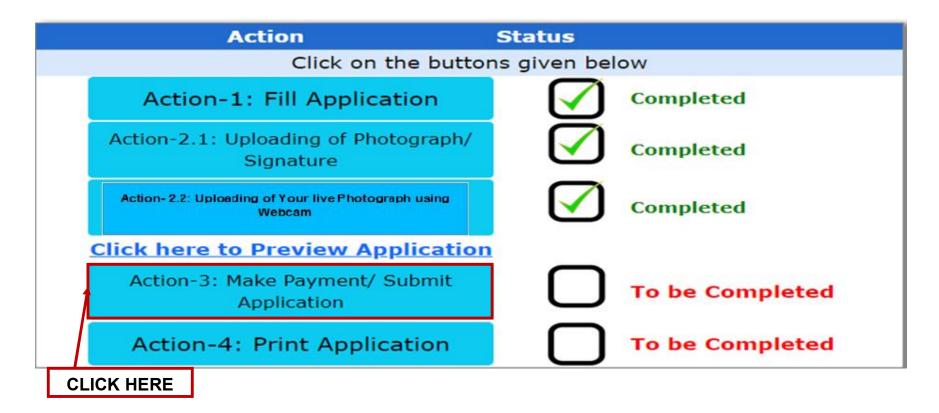
24. Click on "Click Here to Preview Application" to check and review the details filled by you in Action-1, 2.1, & 2.2 so far, as no editing / modification is allowed once you click the Make Payment and Submit button.



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 / OBC / PwD (non-identified disabilities) Category has to pay fee ((non-refundable) of Rs. 2000/- and SC/ST/ Persons with Disabilities (identified disabilities) has to pay Rs. 500/- through SBI e-Pay Payment Gateway 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.



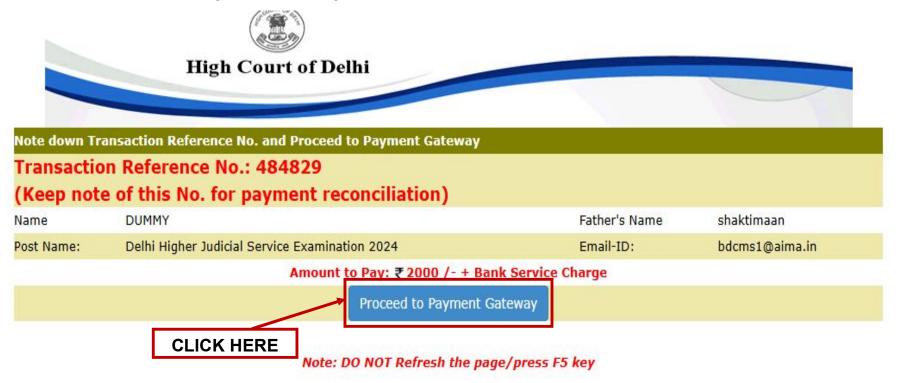
26. Mark 'YES' in both the places and click on "Submit" button to proceed for the payment gateway.



Make Payment / Submit Application Please ensure that Personal details, Educational details and Experience details (as applicable) filled by you is correct. I hereby certify and declare that: 1. I am an Indian National. 2. I have read the provisions given in the Advertisement. 3. All statements made and information given by me in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the exam/interview or appointment, action can be taken against me by the High Court of Delhi and my candidature/appointment shall automatically stand cancelled/repatriated/terminated. 4. I further declare 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 any claim for refund of non-refundable application fee from High Court of Delhi under any circumstances. Undertaking: I have gone through the advertisement and the General Conditions mentioned therein and fulfil all the conditions/requirements specified therein.* I hereby Accept and confirm the Undertaking (Yes/No) YES V NOTE: Once the payment has been made through, you will not be allowed to change/modify any information in the application form. Do you want to proceed for Payment? Yes No Note: Modification/Editing of Application Form is not allowed after Submission. Please be sure before SUBMITTING. Submit

Home

27. Click on "Proceed to Payment Gateway".

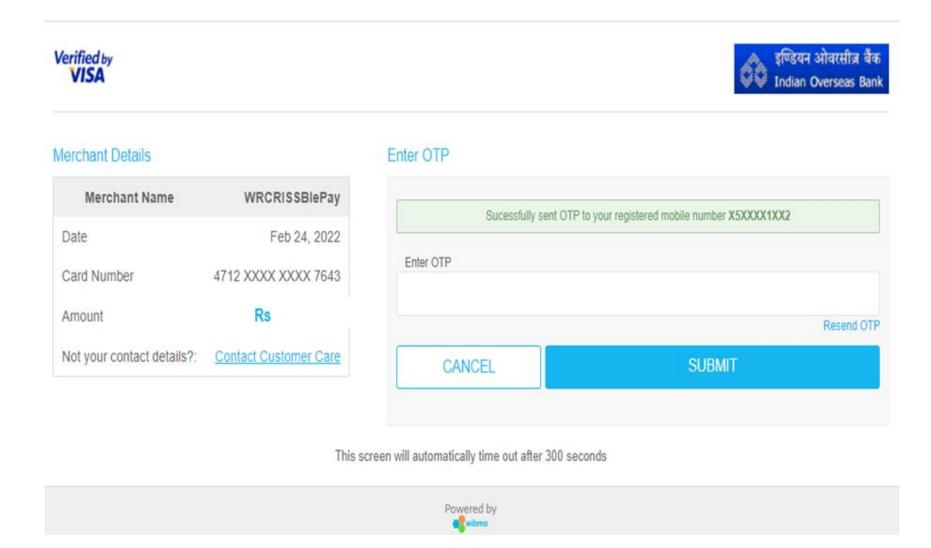


28. You can make the payment using debit card / internet banking / BHIM UPI, fill your details and click on Pay now to proceed further.

Following channel Bharat Ba Saraswat Janata Sa		
ale (POS) devices] within India. For card not p Payment Details	present (Domestic and International) transactions Card holder has to enable the card for such transact	ion by using Bank/Card application or contact their
Debit/Credit Card	Please ensure that your card is enabled for online (E-Commerce) transactions	Order Summary
Internet Banking	कृपया सुनिच्छित करे कि आपका कार्ड (ई-कॉमर्स) लेनदेन के लिए सक्षम है Card Number	Kindly note Order No.
ur» UPI 🥠 🕤 paytm 🕑 🌶	VISA 🌒 🚾 RuPayə	Order No.: 484829
	Name of the card holder	
Wallets	Name as on card	Merchant Name: High Court of Delhi
	Expiry Date/Valid Thru CVV/CVC 4-DBC	
	Month 🗸 Year 🗸 🚺	Amount: 1.00
	Use your GSTIN for claiming input tax (Optional)	Processing fee:
	Pay Now	GST:
	Cancel	Total:
		APM ID: PG_TRANS_396

You can check the transaction status using the following link - Click Here

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.



- 29. 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.

