USER MANUAL

DELHI JUDICIAL SERVICE EXAMINATION (DJSE) - 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 "Delhi Judicial Service Examination (DJSE), 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.



6. 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*	Other domain, specify
Re-enter Email-ID*	
Password *	(Minimum 4 character)
 Have you read carefully an 	d understood the Notification/ Advertisement and Instructions for Delhi Judicial Service Examination - 2022? <u>Click here to view Instruction</u>

Fields marked with * are mandatory

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



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

2



	Registered Candidate Login				
W	Email ID*				
	Date of Birth*	v v v			
	Password*				
		Submit			

Fields marked with * are mandatory

Forgot Password? New User click here

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





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





Job Applying for: Delhi Judicial Service Examination 2022



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

		APPLICATIO	DN FORM			
Job Applying for: Delhi Judicial Service Examination 2022						
	Click here to Fill Personal Details Qualification Detai	ls Exp	Click here to Fill Derience Details (Optional) Additional Details			
	Please fill up the required informa	tion. *Fields	s marked with asterisk are mandatory.			
Examination Centre						
* Examination Centre City		Se	elect 🗸			
Personal Particulars						
* Name of the Candidate		Se	Select V DUMMY			
* Do you have a different name in any of your doc	uments?*		▼			
* Date of Birth	05-Jan-1989 <u>Age as on 01-Jan-2022</u> 32 Years 11 Months 27 days	*	Place of Birth			
* Father's Name		*	Mother's Name			
* Gender	Select 🗸					
* <u>Address for communication</u> (Do not mention your name again)		*	City State Pin Code	Select ✓		
Permanent Address (Do not mention your name again) Click here to repeat present address		*	City State Pin Code	Select V		
- 1m						
E-mail ID Contact Number (Telephone no.) with STD Code	asingnai@aima.in	*	Alternate E-mail ID 1. Mobile No 10 Digit Only 2. Mobile No 10 Digit Only	+91		
* Category	Select 🗸					
* Are you a person with disabilities (PwD) suffering from any of the identified disabilities, i.e., (i) Blindness, Lov Vision, (ii) One Arm, One Leg, Both Legs, Leprosy Cured, Dwarfism, Acid Attack Victims, (iii) Specific Learning Disability and (iv) Multiple Disabilities involving the said disabilities.	n w Select 🗸 If yes, specify					
* Are you a Citizen of India?	Select V	*	Are you Ex-Serviceman/Emergency Commissioned Officer/Short Service Commmissioned Officer?	Select 🗸		
	Sa	ve Persona	I Particulars			

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





Job Applying for: Delhi Judicial Service Examination 2022



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

			APPLICAT	ION FORM					
Educational Qualification	Click here to Fill Personal Details • Note: Only those candida (10th Standard onwards)	Job Applying for: I Click here to Fill Qualification Deta • Note: Fields ma tes are eligible who h	Delhi Judici ils Ex arked with nave passed	al Service Examination 2 Click here to Fill operience Details (Optiona asterisk ([*]) are mandat d their degree in Law as a	Click here Click here Additiona cory on or before the c	e to Fill I Details date of ap	plication		
Qualification Level	Name of the Qualification	Subjects Taken	Passing Month & Year	Name of the University/Board/Any Other	Marking Scheme (Marks/Grades)	Marks Obtained	Maximum Marks	Percentage of Marks (upto 2 Decimal places)#	Division/ Class
1. Matriculation *			Month 🗸		Select 🗸				Select 🗸
2. Senior Secondary *			Month 🗸		Select 🗸				Select 🗸
3. Graduation			Month 🗸		Select 🗸				Select 🗸
4. Professional Qualification (LLB)* Select			Month V Year V		Select 🗸				Select 🗸
5. MASTER Level	[][Month V Year V		Select 🗸				Select 🗸
Any Other, Specify			Month V Year V		Select 🗸				Select 🗸
Any Other			Month V Year V		Select 🗸				Select 🗸
Any Other			Month V Year V		Select 🗸				Select 🗸

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

Rule of conversion from CGPA/DGPA/OGPA to equivalent percentage by University/Institute to be submitted alongwith the application.

Save Qualification Details

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





Home



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



Save Experience

Reset

Cancel

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

 Job Applying for: Delhi Judicial Service Examination 2022

 Click here to Fill
 Click here to Fill

 Personal Details
 Click here to Fill

 Qualification Details
 Experience Details (Optional)

If you have at any time been employed, give details including those of present employment, if any:



APPLICATION FORM

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



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

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19. 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**".



20. 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.

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

NOTE: Allow access to webcam to capture your live image



21. 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 sunglasses No Hat Capture

Home

22. 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.



23. 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.



24. 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

25. Click on "Proceed to Payment Gateway".

Note down Transaction Reference No. an	d Proceed to Payment Gateway		
Transaction Reference No.: 32 (Keep note of this No. for payr	5019 nent reconciliation)		
Name	Father's Name		
Post Name:	Email-ID:		
Amount to Pay: 1000 /- + Bank Service Charge			

- Payment through Debit Card No Bank Charges
- Payment through Net Banking Bank Charges @ INR 5.90 (Inclusive of GST)



Note: DO NOT Refresh the page/press F5 key

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

Payment Details		
Debit Card	Please enter your card details	Order Summary
Internet Banking	Card Number	Order No :
	VISA 🌑 📃 RuPaya	479883
<i>⊫≈</i> ⊮ BHIM UPI	Expiry Date/Valid Thru CVV/CVC 4-DBC	
	Month 🗸 Year 🗸 🕑	Merchant Name: High Court of Delhi
	Name of the card holder	
	Name as on card	Amount: 100.00
	Use your GSTIN for claiming input tay (Ontional)	Processing fee:
		GST:
	Pay Now	
	Cancel	Total:
		APM ID: PG_TRANS_396

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.





- 27. 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.
 - <u>Note</u>:-
 - 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.

