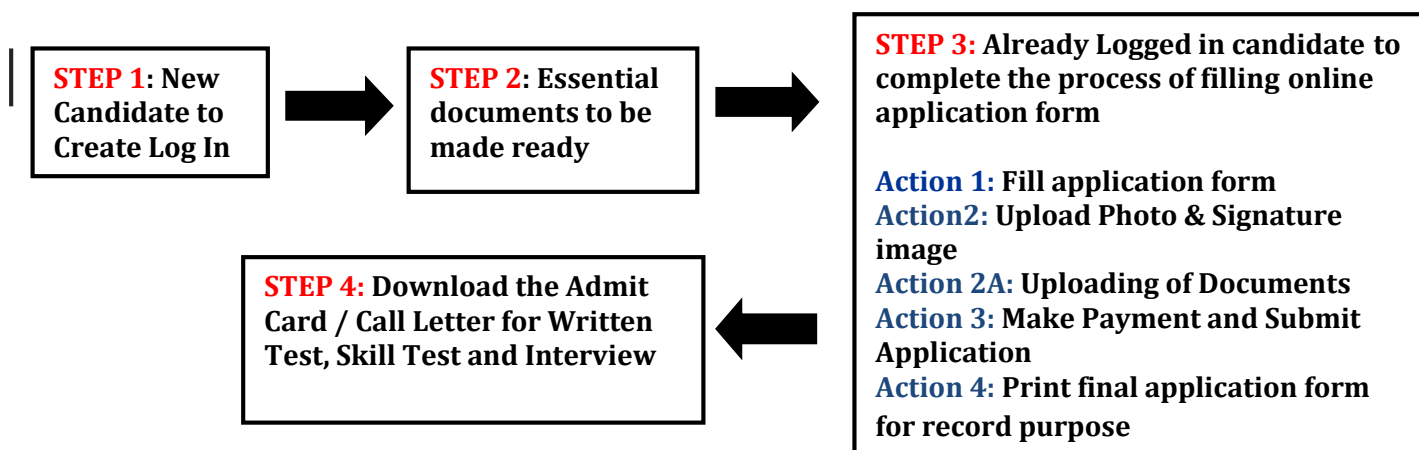## HOW TO FILL THE ONLINE APPLICATION FORM

Chauffeur 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/njp2019**

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

STEP BY STEP PROCESS TO FILL ONLINE APPLICATIONFORM

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 2A: Uploading of Documents
Action 3: Make Payment and Submit Application
Action 4: Print final application form for record purpose

STEP 4: Download the Admit Card / Call Letter for Written Test, Skill Test and Interview ⬅

STEP 1: New Candidate to Create Log In

➡ New Candidate to visit the website**: https://applycareer.co.in/dhc/njp2019** and click : F**resh Candidate (Click Here) to Create Log In**

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

➡ Remember the password filled here for creating Log In.

➡ Press the button "Submit". **Information once filled 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, mobile number, password 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) Valid Mobile number (This mobile number shall be used to communicate with the candidate in near future, if required.)

    c) Personal details

    d) Educational qualification details

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

    f) Image of scanned signature in jpg / jpeg format and size should be between 20-50 KB

    g) Scanned Copy of Driving Licence (s) Document size should not exceed 200 kb and format should be jpg only

h) Scanned copy of Experience Certificates / documents in support of two years' experience in driving as on 06.06.2019. Document size should not exceed 200 kb and format should be jpg only

i) Debit Card/ Internet Banking details for online payment.

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 recent Photo & Signature image**

Action 2A ⟹ **Uploading of Documents**

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

Action 4 ⟹ **Print final application form for record purpose**

➡ Logged in Candidate to visit the website: **https://applycareer.co.in/dhc/njp2019** and login by clicking **Already Logged In Candidate(CLICKHERE) to Complete Process**

➡ **On clicking Already Logged In Candidate (CLICK HERE) to Complete Process** 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 recent Photo & Signature image**
➤ **Action2A: Uploading of Documents**
➤ **Action 3 : Make Payment and Submit Application**
➤ **Action 4 : Print Application Form for record purpose**

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

➢ Fill the details in 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 personal information, qualification, experience 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".

▶ **Action 2: Upload recent Photo & Signature image**

➢ **Upload recent 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 harsh 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 100 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, at the time of Skill Test and/or at the time of Interview, the candidature shall be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should be between 20-50 kb.**

▶ **Action 2A: Uploading of Documents**

Candidate is required to upload the scanned copies of all the relevant documents with regard to Driving Licence (old/ new), work experience. Following documents are to be uploaded

Scanned Copies of documents (in JPG format), as follows:

➢ Driving Licence(s)
➢ Experience Certificates / documents in support of experience.

➡ Click on "Save & Proceed to Submit Application"

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

Amount of Application Fee:-

S. No.	Category	Fee Amount (In Rs.) (Application Fees + Bank Charges)
01	General / OBC-NCL/ EWS	400/- + Bank Charges (If Paid through Net Banking) (No Bank Charges if Paid through Debit Card)
02	SC/ST/ Ex-Servicemen	200/- + 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 Number. 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.**
Fees 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 forthwith and the payment 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 print out of 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 Final Application Form for record purpose**
  ➢ 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/njp2019** 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/njp2019** 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 for updates.