

How to Apply and Instructions to the candidates

- (1) The online application process has two parts - **STEP-I** and **STEP-II**. 'STEP-I /New Applicant' is the first part for registration of the applicants. 'STEP-II /Registered Applicant' is the second part of the process for those applicants who had completed STEP-I. A candidate's online application is complete only if he/she completes both the STEPs which includes the submission of applications by completing the '**FINAL SUBMISSION**' option available in STEP – II process.
- (2) To start the process, the candidates should click the link '**STEP-I / New Applicant**' below the head '**Apply Online**' seen on the right side of the web page. This will take the candidate to the next page where the options of '**Posts**' are displayed. The candidates can access the **main page** by clicking on the relevant post available there. Before proceeding further, the candidates should read the detailed notification in the home page and *How to Apply, Guidelines for Photo & Signature, FAQ and Sample Application Form* provided there. He/She should also be ready with his/her scanned Photograph & Signature (in a pen drive or CD) and the details to be filled in the online application.
- (3) In STEP-I / New Applicant, the candidate has to fill in basic information about him/her. The information provided during STEP-I/ New Applicant process is of permanent nature and cannot be modified.
- (4) Candidates are advised to have a ***valid Mobile Number / valid personal e-mail ID***. It should be kept active during the recruitment process. No request for change of Mobile Number / e-mail ID will be entertained. High Court will send various intimations relating to the recruitment as **SMS/e-mail** to this Mobile Number/e-mail ID. If the candidate does not mention his/her Mobile Number/e-mail ID, no intimation relating to the recruitment will be sent to the candidates. Such candidates will have to visit the Recruitment Portal of the High Court frequently for getting information about the recruitment.
- (5) Towards the end of STEP-I process, the candidate will be asked to generate a **Key Number**. The Key Number should be **eight digit** long and it should contain at least one upper case letter (A,B, C,...), one lower case letter (a,b,c,.....), one digit (0,1,2,3,....) and one of the special characters (!, @, #, \$, %, ^, *, (,),_,-, +). The candidate is advised to note down the Key Number and to keep it securely till the selection process is over since it is required to be entered each time he/she logs into the system. **Under no circumstances, should he/she share/mention Key Number with/to any other person.**
- (6) On completion of STEP-I/New Applicant, the candidate will be assigned an **Application Number** which will be displayed on the screen and intimated to the candidates through SMS/e-mail and candidate can take the printout of the system generated Fee Payment Challan by clicking on the link "Download Challan". The candidate can also take a print of the Fee Payment Challan by clicking on the link "Dowload Challan" in the profile of the candidate in STEP-II.
- (7) Making use of this Challan, the candidate can deposit the fee in cash at any branches of the **State Bank of India after two banking days on completion**

of STEP-I Process or on receipt of an SMS alert in this regard, whichever is earlier.

- (8) Candidates are required to pay application fee mentioned in the relevant notification inviting application. **Payment of fee by Demand Draft/Cheque/Money Orders/Postal Orders etc. will not be accepted. Fee once paid will not be refunded on any account nor can it be held in reserve for any other examinations or selection.**
- (9) The bank will not accept any other challan/form for the payment of fee by cash. On depositing the fee by this challan, the bank will provide a "Journal Number". The candidate should ensure that on deposit of fee, the bank branch issues to him/her the CANDIDATE COPY of the Challan with Journal number and Date of Deposit clearly written/stamped in it as these are required for fee validation. ***Those who have to pay fee can proceed with STEP-II only after 2 banking days of making the fee payment or on receipt of an SMS alert in this regard, whichever is earlier.*** However, the uploading of the photograph and signature in STEP-II can be made even before fee payment, if the candidate so desires.
- (10) Before proceeding to STEP II, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given in the link "Guidelines for Photo & Signature" available in the main page. Candidates should take care to upload good quality photographs. Otherwise it would be difficult to identify the candidate from the photograph on the Admission Ticket for the written test. If the candidate cannot be identified from the photograph printed on the Admission Ticket, he/she will not be allowed to attend the written test.
- (11) To log in to STEP II, the Application Number and Key Number of the candidate are required. Then the candidate will have access to the profile of the candidate. **A candidate who is exempted from payment of application fee can directly log in by clicking on "STEP-II/Registered Applicant" immediately on completion of STEP-I and continue the application process.**
- (12) In the **profile** of the candidate, the links - **Download Challan, Fees Validation, Upload Photo and Signature, Application, Final Submission and Print Application** are available to the candidate. Only after completion of uploading of photograph and signature and fee validation, can the candidate proceed with the other links in STEP-II. The details furnished by the candidates during STEP-II process can be modified till the Final Submission of online applications. However, the photograph and signature once uploaded cannot be changed.
- (13) **After satisfying that the information furnished are correct and complete by checking 'Application Preview' the candidate must finally submit the application by clicking the link 'Final Submission' and furnishing the details required therein and click the 'Proceed' button.** The process of online application will be complete only on Final Submission of application and by clicking the 'Proceed' button as stated above. Once an online application is finally submitted, no further change can be made in STEP-II.
- (14) The candidates can take printout of Application and keep it for future

reference. They need not send the print out of the online application or any other documents to the High Court.

2. Admission Tickets/Call Letters for Written Test/Practical Test(Driving Test) / Interview:

- (1) The candidates should download the Admission Tickets/Call Letters from the link “STEP-II/Registered Applicant” from the recruitment portal **www.hckrecruitment.nic.in**.
 - (2) The Admission Tickets will be ready for download three weeks prior to the date of the written test and the Call Letters will be ready for download two weeks prior to the Practical Test/ Interview and the matter will be informed through SMS/e-mail. The Call Letters for Practical Test/Interview will be made available for those candidates who have been found placed in the Short Lists.
 - (3) If a candidate is unable to download his/her Admission Ticket/Call Letter, he/she should contact the High Court at 0484-2562235. In case no communication is received in the Office of the High Court from the candidate regarding non-receipt of his/her Admission Ticket/Call Letter atleast one week before the Written Test/ Practical Test/ Interview, as the case may be, he/she himself/herself will be solely responsible for non-receipt of his/her Admission Ticket/Call Letter. The candidates are also advised to visit the recruitment portal of the High Court (www.hckrecruitment.nic.in) atleast once in a week to know about the schedule of the written test/Practical Test/ Interview.
 - (4) The candidates should note that their admission to the written test/practical test/interview will be purely provisional based on the information given by them in the Online Application Form. This will be subject to verification of all the eligibility conditions by the High Court.
 - (5) The mere fact that Admission Ticket/Call Letter has been issued to a candidate will not imply that his/her candidature has been finally cleared by the High Court or that entries made by the candidate in his/her application for the post of Chauffeur Grade II have been accepted by the High Court as true and correct. The High Court takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for the interview.
3. Documents in original to prove age, community, Non Creamy Layer status, qualification etc. should be produced as and when called for.
 4. While applying, candidates who are in the service of the Government of India or any of the State Governments should obtain No Objection Certificate from their Head of Office or Department and keep it with them. If the candidate fails to produce the No Objection Certificate as and when called for, his/her candidature will stand cancelled.
 5. While applying online for the post, the candidates should ensure that he/she fulfils the eligibility and other norms mentioned above. The candidate should have acquired the prescribed qualification on or before the date fixed for closure of STEP-II process. The date for determining whether a candidate does possess the qualification shall be the date fixed for closure of STEP – II process. Anything not specifically

claimed in the application against the appropriate field will not be considered at a later stage.

6. Candidates should ensure that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings are detected even after appointment, his/her service is liable to be terminated.

Possible reasons for unable to upload Photo & Signature

1. Photo & Signature are not in specified size/resolution/format (For Photo : dimensions - Height - 200 pixels; Width -150 pixels. Size of file should be between 20 and 40 KB. The file should be in the format JPEG/GIF/PNG.

For Signature: dimensions - Height - 100 pixels; Width - 150 pixels. Size of file should be between 10 and 20 KB. The file should be in the format JPEG/GIF/PNG.)

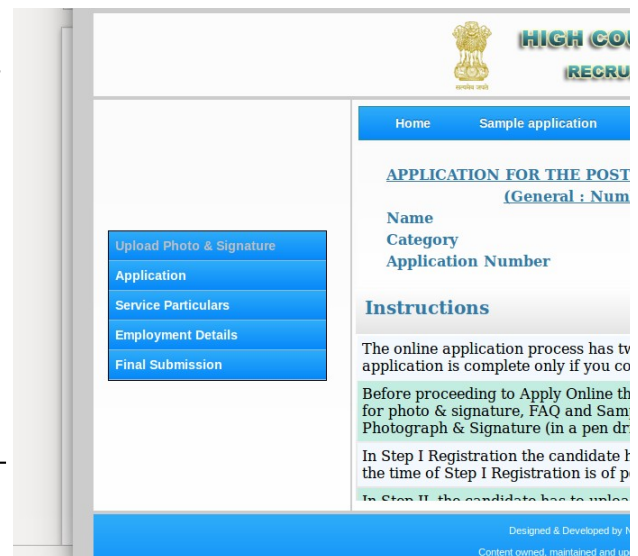
2. settings in firewall not allowing uploads
3. pop up blocker is enabled ... etc.

Possible reasons for inactive/non-availability of 'Application' link in Step-II/Registered Applicant stage

1. Photo & Signature not uploaded
2. Fee validation not done (not applicable for candidates who is exempted from payment of application fee)

Possible reasons for inactive/non-availability of 'Final Submission' link in Step-II/Registered Applicant stage

1. Photo & Signature not uploaded
2. Fee validation not done (not applicable for candidates who is exempted from payment of application fee)
3. Application not fully submitted
4. other details such as Employment details, Service Particulars, Teaching experience, Civil/Criminal cases etc..., links for which appear only on completion of application are not entered.



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