

INSTRUCTIONS FOR FILLING ONLINE APPLICATION
(Competitive Examination for Direct Recruitment to the post of
Junior Personal Assistant & Stenographer Grade-II, 2015)

GENERAL INSTRUCTIONS:

1. Applicants are advised to check their eligibility before proceeding to fill online application.
2. Applicants are advised to take print out of format of application form annexed to these instructions and fill and check the entries to be made by them before proceeding to fill online application to avoid any mistake in online application.
3. Applicants are required to apply only through Online Mode, no other means/mode of submission of application will be accepted. The link to fill up online application will remain active upto midnight 11:59 o'clock of the last date fixed for submission of the online application. Applicants are advised to fill up the online application well in advance, without waiting for the last date, to avoid the last minute hassle.
4. Log on to <http://www.hcraj.nic.in> and click on link "*Recruitment*" provided in the left panel of the home page. This will open a new page "*Recruitment*". Click on "*Recruitment –Junior Personal Assistant & Stenographer Grade-II , 2015*". This will open a new page "*Recruitment - Junior Personal Assistant & Stenographer Grade-II , 2015*". Click on "*Online Application Portal*". You can also access page of the online application portal by directly logging on to <http://rhceexam.raj.nic.in>
5. Now click on "*Junior Personal Assistant & Stenographer Grade-II*" link.
6. Before filling up the online application, the applicants are advised to go through the instructions and detailed advertisement carefully, which are available at the link 'How to Apply' and 'Detailed Advertisement, respectively on <http://rhceexam.raj.nic.in> at the link "*Junior Personal Assistant & Stenographer Grade-II*" and on the "*latest updates*" link of the <http://www.hcraj.nic.in>
7. Applicants are advised to deposit the requisite Examination Fee as per advertisement in cash at E-mitra kiosk/CSC or through net banking/debit card/credit card online using payment gateway available on E-mitra portal (<http://www.emitra.gov.in>) and get Unique Token Number before filling up online application.
8. The applicants making payment through E-mitra kiosk / CSC / Payment Online through E-Mitra Portal are advised to go through the guidelines provided on <http://rhceexam.raj.nic.in> at the link "*Junior Personal Assistant & Stenographer Grade-II*"
9. Applicants are advised to provide/fill following correct details at the time of depositing examination fee at E-mitra kiosk/CSC or making payment online on E-mitra portal (<http://www.emitra.gov.in>), as these information are automatically filled in the online application and cannot be changed at the time of filling online application:-

1. **Name of Examination** : *Junior Personal Assistant & Stenographer Grade-II*
2. **Post applied for** : *Junior Personal Assistant & Stenographer Grade-II*
3. **Full Name of Applicant** : (as it appears on Certificate(s). Mismatch in spelling may disqualify his/her candidature. Do not use prefix as Shri, Smt., Mr., Mrs, Kumari, Dr., Ms. etc)
4. **Full Name of Applicant's Father** : (as it appears on Certificate(s). Mismatch in spelling may disqualify his/her candidature. Do not use prefix as Shri, Mr., Dr. etc)
5. **Date of birth** : (As per Secondary/Sr. Secondary Exam Certificate)
6. **Bonafide Resident of** : Select "Rajasthan" or "Other State"
7. **Category** : Select the Category amongst GENERAL, OBC\SBC Creamy Layer, OBC\SBC Non Creamy Layer, SC and ST. Applicant belonging to "Other State" shall be treated in General Category.
8. **Gender** : Select "Male" or "Female"

9. **Marital Status** : Select amongst "Married", "Unmarried", "Widow" or "Divorcee"

10. **Persons with Disability (Differently Abled)** : Select whether Yes/No.

10. Applicants are advised to keep all relevant documents (Educational Certificates etc.), Scanned Photograph, Scanned Signature & Unique Token Number, ready before starting with the form filling process.

Instructions for Photo / Signature Scanning

1. Scan your Signature & passport size photograph.
2. Save them as JPG files with Size between 2 KB - 20 KB each.
3. Images should be properly cropped.
4. DO NOT LEAVE empty spaces around photo or signature.

11. When the applicant click on "Online Application" link, available on <http://rhcxam.raj.nic.in> at the link "Junior Personal Assistant & Stenographer Grade-II", he/she will be redirected to a new page for validation of E-Mitra Token. Here applicant has to click/press "validate e-mitra token" after filling their unique token number, date of birth and security captcha code. After the validation, applicant will be redirected to the page for filling Online Application.

12. Spaces (fields) in online application are of two types: - One, in which the applicant can enter the information manually, and another, in which the applicant can select one of the options. (Selective fields are of three types - some fields are to be selected from Dropdown Menu, some are to be selected by clicking on the Radio Button/Box and calendar for selecting Year, Month & Day one by one).

13. Some fields are marked with (*), which means these fields are to be filled in mandatorily.

14. While filling in the online application, you may press "Tab" button or use Mouse click to move to the next column in the online application.

15. **Do Not Press F5 or Browser refresh button during the process of filling up online application.**

16. The time of each session to fill online application is limited, therefore, applicants are advised to regularly check the remaining time displayed on the top of page while filling the online application, otherwise they will have to fill the application afresh.

STEPS FOR FILLING UP ONLINE APPLICATION

STEP ONE: At the home page, applicants are required to click on "Click Here" link against "Online Application" to access the token validation page.

STEP TWO: Here the system asks for 16 Digit E-Mitra Token number and Date of Birth. Please fill correct token number and select your date of birth. Please type captcha code as displayed in the box (Captcha code is case sensitive) and then click on "validate E-mitra token". If both the information are filled-in correctly, you will be redirected to the next page for filling Online Application, otherwise you will have to fill the correct information once again.

STEP THREE: Here the system asks for applicant's Information. Applicant is required to fill up the following information:

Point No. 1 Examination Details

Post to which Applied for: Please select post to which you are applying from the dropdown box containing "Junior Personal Assistant / Stenographer Grade-II (Hindi) / Stenographer Grade-II (English) / Junior Personal Assistant and Stenographer Grade-II (English)". If you select " Junior Personal Assistant and Stenographer Grade-II (English)" then you have to choose your preference by clicking button "Preference", this will open a new window containing preferences for both the post i.e. Junior Personal Assistant / Stenographer Grade-II (English), choose 1 or 2 as opted by you.

Bonafide Resident of : This information has already been filled at the time of deposition of examination fee at e-mitra kiosk/CSC or Payment Online through E-Mitra Portal.

Home District : Applicants opting for "Rajasthan" in column "Bonafied Resident of", have to select Home District from Dropdown box.

Point No. 2. Applicant Details

Full Name of Applicant : This information has already been filled at the time of deposition of examination fee at e-mitra kiosk/CSC or Payment Online through E-Mitra Portal.

Full Name of Applicant's Father : This information has already been filled at the time of deposition of examination fee at e-mitra kiosk/CSC or Payment Online through E-Mitra Portal.

Full Name of Applicant's Mother : Name should be spelled correctly. Do not use prefix as Smt., Mrs., Ms., Dr., Ms. etc.

Category : This information has already been filled at the time of deposition of examination fee at e-mitra kiosk/CSC or Payment Online through E-Mitra Portal.

Gender : This information has already been filled at the time of deposition of examination fee at e-mitra kiosk/CSC or Payment Online through E-Mitra Portal.

Nationality : Please select nationality. You are required to click on the relevant option from radio button/box. Option "other country" means person not a citizen of India, is not eligible to appear in the examination.

Marital Status : This information has already been filled at the time of deposition of examination fee at e-mitra kiosk/CSC or Payment Online through E-Mitra Portal.

Children

(a) Total Number of Children : Please select total number of children from dropdown box.

(b) Number of Children born after 05/07/2006 : Please select number of children born after 05/07/2006 from dropdown box.

Point No. 3. Special Categories

Person with Disability (Differently Abled) : This information has already been filled at the time of deposition of examination fee at e-mitra kiosk/CSC or Payment Online through E-Mitra Portal.

(a) Category of Disability : In case Person with Disability (Differently Abled) is "Yes" then select the category of Disability from the dropdown box containing HEARIG IMPAIRED, LOCOMOTOR DISABILITY AND CEREBRAL PALSY (L.D. AND C.P.) AND VISUAL IMPAIRED (BLIND AND LOW VISION)

Employee serving in connection with the affairs of the State of Rajasthan in a substantive or in a temporary capacity: You are required to click on the relevant option from radio button/box.

Reservists(Defense Service Personnel): You are required to click on the relevant option from radio button/box.

Outstanding sports person: You are required to click on the relevant option from radio button/box.

Point No. 4. Date of Birth & Age

Date of Birth (DD-MM-YYYY) : This information has already been filled at the time of deposition of examination fee at e-mitra kiosk/CSC or Payment Online through E-Mitra Portal.

Age as on (01/01/2015) : Age shall automatically be calculated as per your date of birth filled-in in column for Date of Birth

Point No. 5. Correspondence Address Details:

Please fill complete correspondence address as required. Do not use special characters like &, * etc. Applicant shall mention cellular number to receive important information regarding examination through SMS.

Point No. 6. Educational Qualifications :

Please fill your educational qualification as per columns.

Whether possess basic knowledge of computer? : You are required to click on the relevant option from radio button/box

Specify your speed of taking dictation in Shorthand: Please fill your speed of taking dictation in Shorthand

Point No. 7. Character Verification

Have you ever been convicted for any offence involving moral turpitude or permanently debarred or disqualified from appearing in any examination or Interview? You are required to click on the relevant option from radio button/box.

Have you ever been convicted by criminal court?: You are required to click on the relevant option from radio button/box.

Whether any criminal prosecution is pending against you?: You are required to click on the relevant option from radio button/box.

Whether Dismissed/Removed/Terminated from Service by the previous Employer? : You are required to click on the relevant option from radio button/box.

Point No. 8 Declaration

Please check "I agree" box, after reading the declaration.

Place: Please fill the place of filling online application.

Dated: Date of filling online application is already filled.

8.1. Upload Photo : Only JPG/JPEG image file of size between 2kb to 20kb is allowed. First click on choose file button, this will open the "open dialog box" for selecting the photo. After selecting file for photo click on upload button, this will show the photo selected by you at the place provided below this button. Please check Photo format and size before saving the online application as non recognisance of face in photo may lead to rejection of application.

8.2 Upload Signature : Only JPG/JPEG image file of size between 2kb to 20kb is allowed. First click on choose file button, this will open the "open dialog box" for selecting the signature. After selecting file for signature click on upload button, this will show the signature selected by you at the place provided below this button. Please check signature format and size before saving the application as non visibility of signature may lead to rejection of application.

Captcha code : Please type captcha code as displayed in the box (Captcha code is case sensitive)

The applicants are advised to check the details filled in and satisfy themselves that all information have been correctly filled up. If applicant finds all information correct and he/she is in agreement with declaration, may click on 'SAVE' button at the bottom of this page. No change in the filled in information by the applicant would be allowed after clicking on 'SAVE' button in any case.

Click on "save" button at bottom of the page to finally submit/save the application.

STEP FOUR:

Here system displays filled in application with the Application ID generated. Applicant is advised to note down the Application ID for future correspondence. To take the print out of filled online application, applicant is also advised to download the pdf file by clicking the "Print Application Form" button provided at the bottom. You are also advised to save this pdf file.

NOTE : Non generation of Application ID is clear indication of the fact that your online application has not been submitted/saved.

STEP FIVE:

To download the pdf file of submitted application and to take a printout at any later stage, a link "Print Application" is available on <http://rhcxexam.raj.nic.in> at the link "Junior Personal Assistant & Stenographer Grade-II" Applicant may get print out of submitted application by entering his/her Date of Birth and Application ID.

APPLICANTS ARE DIRECTED **NOT TO SEND** PRINT OUT OF ONLINE APPLICATION OR ANY DOCUMENT TO THE RAJASTHAN HIGH COURT.

Rajasthan High Court, Jodhpur

Format of Application Form

Direct Recruitment Under Rajasthan High Court Staff Service Rules, 2002

E-Mitra Token No. :

Amount (From E-Mitra) :

1. Examination Details

Post to which Applied for : Junior Personal Assistant Stenographer Grade-II (Hindi)
 Stenographer Grade-II (English) Junior Personal Assistant and Stenographer Grade-II (English)
PREFERENCE Junior Personal Assistant Stenographer Grade-II (English)

Bonafide Resident of : Rajasthan Other State

Home District* :

2. Applicant Details

Full Name of Applicant

Full Name of Applicant's Father

Full Name of Applicant's Mother*

Category : GENERAL SC ST
 OBC/SBC CREAMY LAYER OBC/SBC NON CREAMY LAYER

Gender* : MALE FEMALE

Nationality* : Indian Other Country

Marital Status* :

Children :

(a) Total Number of Children* :

(b) Number of Children born after 05/07/2006* :

3. Special Categories

Person with Disability(Differently Abled) : Yes No

(a)Category of Disability* :

Employee serving in connection with the affairs of the State in a substantive or in a temporary capacity :

Yes No

Reservists(Defense Service Personnel) : Yes No

Outstanding sports person : Yes No

4. Date of Birth & Age

Date of Birth(DD-MM-YYYY) :

Age as on (01-01-2015) : Year Month Day

5. Correspondence Address Details

Address* :

City/Village* :

District* :

Pincode* :State/U.T.* :

Phone No. (with STD Code) :

Cellular Ph No.* : Email-Id* :

6. Educational Qualifications

Name of Examination	Year of Passing	Division /Grade
Secondary		
Sr./Hr. Secondary		
Graduation/Equivalent *		
Post Graduation/Equivalent		
Any Other		

Whether possess basic knowledge of computer? Yes No

Specify your speed of taking dictation in Shorthand* :

7. Character Verification

Have you ever been convicted for any offence involving moral turpitude or permanently debarred or disqualified from appearing in any examination or Interview? Yes No

Have you ever been convicted by criminal court? : Yes No

Whether any criminal prosecution is pending against you? : Yes No

Whether Dismissed/Removed/Terminated from Service by the previous Employer? : Yes No

8. Declaration

I Agree*

I have carefully read the terms and conditions of notification, instructions and relevant rules before filling online application and I hereby undertake to abide by them, particularly conditions of eligibility prescribed for recruitment.

I hereby declare & verify that all informations made in this online application are true, complete and correct. In the event of any information being found false or incorrect or the ineligibility being detected, action, as deemed fit, can be taken against me by the High Court at any stage. I further declare & verify that I fulfill all the conditions of eligibility regarding age, educational qualification, fitness, character etc. prescribed for

admission to the Examination/Interview. I also declare that I shall not directly or indirectly influence the selection process in any manner.

Place* :

Dated :

Upload Photo* :

Upload Signature* :