

## INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM (Competitive Examination for recruitment in the Civil Judge Cadre, 2013)

### GENERAL INSTRUCTIONS:

1. Log on to <http://www.hcraj.nic.in> and click on link "**Recruitment - Civil Judge Cadre, 2013**" to access the home page of the online application portal or log on directly to <http://rhcexam.raj.nic.in> Applicants are required to apply only through Online Mode, no other means/mode of submission of application form will be accepted. The link to fill up online application form will remain active upto midnight 11:59 O'clock of the last date fixed for submission of the application form. Applicants are advised to fill up the online application form well in advance, without waiting for the last date, to avoid the last minute hassle.

**2. Before filling up the application form, 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 home page <http://rhcexam.raj.nic.in>**

3. 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 informations are automatically filled in the online application form and can not be changed at the time of filling online application form :-

1. **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. Mrs, Kumari, Dr. etc)
2. **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, Smt. Mrs, Kumari, Dr. etc)
3. **Bonafide Resident of** : Select "Rajasthan" or "Other State"
4. **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.***  
***Applicant belonging to "OBC\SBC Creamy Layer" shall be treated in General Category.***
5. **Persons with Disability (Differently Abled)** : Select whether yes/no.
6. **Date of birth** : (as per Secondary/Sr. Secondary Exam Certificate)

4. Applicants are advised to deposit the requisite examination fee as per Advertisement at E-mitra kiosk/CSC or make payment online on the portal of E-mitra (<http://www.emitra.gov.in>) and get/generate the

unique token number before filling up online application.

5. The applicants making payment through E-Mitra - CSC Centres / ***Payment Online through E-Mitra Portal*** (using Net Banking/Debit card/Credit card) are advised to go through the guidelines provided on the home page <http://rhceexam.raj.nic.in>

6. 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.

7. When the applicant clicks on “Apply Online” link, available on the home page, he/she will be redirected to a new page for validation of E-Mitra Token. After the validation, applicant will be redirected on the page for filling Online Application Form.

8. Spaces (fields) in online forms 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 for entering the date, select **Year**, **Month** & **Date** one by one).

9. While filing up the online application form, you may press **Tab** button or use **Mouse** click to move to the next column in the application form.

## **STEPS FOR FILLING UP ONLINE APPLICATION FORM**

### **STEP ONE:**

At the home page, applicants are required to click on “Click Here” link against “Apply Online” 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 informations are filled-in correctly, you will be redirected to the next page for filling Online Application Form, 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**

**1.2 Centre of Preliminary Examination:** Please select Divisional Headquarter for Preliminary Examination from the dropdown box. The High Court reserves the right to change the examination centre and reduce the number of Examination centres at its discretion.

**1.3 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.

1.4 Home District : Applicants opting for “Rajasthan” in column 1.3, have to select Home District from Dropdown box.

**Point No. 2. Applicant Details**

2.1 Name of Applicant (As per Secondary / SSC Certificate) : 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.

2.2 Father's Full Name : 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.

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

2.4 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.

2.5 Gender : Please select gender. You are required to click on the relevant option.

2.6 Nationality : Please select nationality. Option “other” means person not a citizen of India, is not eligible to appear in the examination.

2.7 Marital Status : Select the Marital Status from the dropdown box containing UNMARRIED, MARRIED, WIDOW, DIVORCEE-FEMALE, DIVORCEE-MALE and WIDOWER.

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

(b) Number of Children born after 25/10/2010 : Please select number of children born after 25.10.2010 from dropdown box.

**Point No. 3. Special Categories**

3.1 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 : Select the category of Disability from the dropdown box containing VISUAL IMPAIRED (BLIND AND LOW VISION) and LOCOMOTOR DISABILITY AND CEREBRAL PALSY (L.D. AND C.P.)

3.2 Whether Employee of Rajasthan Govt./ Panchayat Samities /Zila Parishads /PSUs /Corporations : Click on “Yes”or “No”

**Point No. 4. Date of Birth & Age**

4.1 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.

4.2 Age as on (01/01/2014) : Age shall automatically be calculated as per your date of birth filled in column no. 4.1.

**Point No. 5. Correspondence Address :**

Please fill complete correspondence address as required. Applicant should mention mobile number to receive important information regarding examination through SMS.

### **Point No. 6. Educational Qualification :**

Please fill your educational qualification as per columns. Also select passed / appearing in case of Bachelor of Laws.

### **Point No. 7. Other Information**

7.1 Do you have more than one spouse living : Click on “Yes”or “No”.

7.2 Whether Dismissed/Removed/Terminated by the previous Employer : Click on “Yes”or “No”.

7.3 Have you been convicted for any offence involving moral turpitude or permanently debarred or disqualified from appearing in any examination : Click on “Yes”or “No”.

7.4 Being an advocate were you found guilty of professional misconduct : Click on “Yes”or “No”.

7.5 Whether any criminal prosecution is pending against you : Click on “Yes”or “No”. In case of “Yes”, enter details such as FIR no., Name of Police Station, Sections of relevant Act, Name of Court, Case number and year, status of case, status of appeal in the inputbox provided for this purpose.

7.6 Have you ever been convicted by criminal court : Click on “Yes”or “No”. In case of “Yes”, enter details such as FIR no., Name of Police Station, Sections of relevant Act, Name of Court, Case number and year, date of Judgment, status of appeal in the inputbox provided for this purpose.

### **Point No. 8. Declaration :**

Check “I agree” checkbox, after reading the declaration.

8.1. Upload Photo (Jpg upto 50 kb) : Only JPG image file is allowed. Please check Photo format and size, before confirming the form as non recognisance of face in photo may lead to rejection of form.

8.2 Upload Signature (Jpg upto 50 kb) : Only JPG image file is allowed. Please check Signature format and size, before confirming the form as non visibility of signature may lead to rejection of form.

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

Click on **Submit** button at bottom of the page to go to the confirmation page.

### **STEP FOUR:**

Here the system displays all the informations provided by the applicant in the application form for verification. “**Back**” option is also available at the bottom of the page to move back and make any correction in the information already filled in (**except information provided / filled at the time of depositing fee**). Applicants are advised to ensure that all the information filled in by him/her exist there, as using of ‘**Back**’ option may sometime cause informations filled earlier, omitted. **The applicants are advised to check the details filled in and satisfy themselves that all**

informations have been correctly filled up. If applicant finds all informations correct and he/she is in agreement with declaration, may click on 'CONFIRM' option at the bottom of this page. No change in the filled in information by the applicant would be allowed after clicking on 'CONFIRM' option in any case.

**STEP FIVE:**

Here system displays confirmation of submission of application and provides the **Application ID**. Applicant is advised to note down the **Application ID** for future correspondence.

**STEP SIX:**

To view the submitted application and to take a printout of application at any later stage, a link is given on the home page. Applicant may log into this page using his/her Date of birth and Application ID, to get printout of submitted form.

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

Format for online application form is as follows: -

Rajasthan High Court, Jodhpur  
Examination Cell  
Online Application Form  
Competitive Examination for Recruitment in the Civil Judge Cadre, 2013  
E-Mitra Token No. : Amount (From E-Mitra):

1. Examination Details

- 1.1 Post of Examination : Civil Judge (Junior Division) & Judicial Magistrate
- 1.2 Centre of Preliminary Examination :
- 1.3 Bonafide Resident of : 

Rajasthan	Other State
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- 1.4 Home District :

2. Applicant Details

- 2.1 Full Name of Applicant : Already Filled
- 2.2 Full Name of Applicant's Father : Already Filled
- 2.3 Full Name of Applicant's Mother :
- 2.4 Category :
- 2.5 Gender : 

MALE	FEMALE
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- 2.6 Nationality :
- 2.7 Marital Status :
- (a) Total Number of Children :
- (b) Number of Children born after 25/10/2010 :

3. Special Categories

- 3.1 Person with Disability (Differently Abled) : Yes No (Already Filled)
- (a) Category of Disability :
- 3.2 Employee of Rajasthan Govt./ Panchayat Samities /Zila Parishads /PSUs /Corporations : 

Yes	No
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4. Date of Birth & Age

- 4.1 Date of Birth (DD-MM-YYYY) : Already Filled
- 4.2 Age as on (01/01/2014) : Already Filled

5. Correspondence Address

- House No. and Building Name
- Road / Street
- Area / Mohalla
- City / Village  District
- State / U.T.  Pincode
- Phone No. (with STD Code)  Mobile No. (+91)
- Email Id

6. Educational Qualification

Name of Degree	Year of Passing	Division /Grade	
Secondary			
Sr. Secondary			
Graduation/Equivalent			
Bachelor of Laws			Passed    Appearing

7. Other Information

7.1 Do you have more than one spouse living :	Yes	No
7.2 Whether Dismissed/Removed/Terminated by the previous Employer :	Yes	No
7.3 Have you been convicted for any offence involving moral turpitude or permanently debarred or disqualified from appearing in any examination :	Yes	No
7.4 Being an advocate were you found guilty of professional misconduct :	Yes	No
7.5 Whether any criminal prosecution is pending against you :	Yes	No

Details

7.6 Have you ever been convicted by criminal court :	Yes	No
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Details

8. Declaration

- 8.1 Upload Photo (Jpg upto 50 kb) :  
 8.2 Upload Signature (Jpg upto 50 kb) :

I Agree

I have read the terms and conditions of advertisement and instructions for filling up the application form online carefully and I hereby undertake to abide by the conditions of eligibility prescribed for recruitment.

I hereby declare that all informations made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or the ineligibility being detected before or after the Preliminary Examination/Interview, action can be taken against me by the High Court. I have read the provisions of the relevant rules and the advertisement carefully and I hereby undertake to abide by them. I further declare that I fulfill all the conditions of eligibility regarding age, educational qualification etc. prescribed for admission to the Preliminary Examination/Interview.

Place :

Dated :

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