RAJASTHAN HIGH COURT, JODHPUR

DEPARTMENTAL RECRUITMENT TO THE POST OF
ASSISTANT STAMP REPORTER AND COURT FEE EXAMINERS, 2026

INSTRUCTIONS FOR CANDIDATES

1. Candidates are required to download their respective Admission Cards from the link 'Admit Card' provided on www.hcraj.nic.in by entering their respective User Name, Password and Captcha Code.

2. Candidates shall bring with them the followings:-

    a. Print out of the Admission Card. It may be noted that the candidate, who does not possess the Admission Card, would not be allowed to appear in the examination;
    b. Original official Identity Proof, as uploaded with the online application form;
    c. Xerox Copy of the Official ID Proof;
    d. A recent coloured photograph of 2.5cm x 2.5cm size and
    e. Black/Blue ball point pen.

3. Candidates may also bring transparent bottle of drinking water.

4. The candidates may be allowed entry into the examination centre **Half an Hour before the scheduled time**, but will be allowed to enter in their respective **rooms only before 15 minutes.**

5. Late comers may be allowed to enter at the discretion of Nodal Officer & the Center Superintendent, on being satisfied with the reason expressed by the candidate for delay. **No candidate will be allowed the entry beyond 15 minutes after the commencement of the examination.**

6. Every Candidate must ensure that he/she sits on the seat specified for him/her by verifying the Roll Number shown on the seat with his/her Admission Card.

7. Five (5) types of bells will be rung during the process of examination papers i.e.

    a. Distribution Bell – 5 minutes prior to scheduled time of commencement of the paper;
    b. Commencement Bell– on scheduled time for commencement of the paper;
    c. Informative Bell – at an interval of every one hour during the paper;
    d. Warning Bell – 10 minutes prior to scheduled time for conclusion of the paper and
    e. Conclusion Bell – on schedule time for conclusion of the paper.

8. Question Paper cum Answer Booklets (QPABs) will be distributed 5 minutes prior to the scheduled time of commencement of the examination (when Distribution Bell rings) to enable them to fill up the particulars.

9. Candidates shall, first of all, check their respective QPAB and ensure that all pages of QPAB are in order, legible, not torn and not misprinted. If any of the above defect(s) is found, he/she shall immediately report to the Invigilator and get it replaced. Thereafter, they shall write the information as required on the cover page (flap) of the QPAB. No candidate shall read or attempt any question until the Commencement Bell rings. No request for change/replacement of QPAB will be entertained, if the candidate has written anything on the QPAB.

10. No candidate shall write his/her name/roll number or makes any sign in any other part of the QPAB except at the specified places.

11. Before starting the answering of questions, the candidates must ensure that they have properly filled-in all the required information such as Roll Numbers etc. on the QPAB in the relevant and specified space. Candidates filling incomplete/wrong roll number, sitting at wrong place may be excluded from the process of evaluation.

12. Write all the answers in the same colour of ink. The answers shall be written in blue or black shade (ink) only.

13. Candidates shall write answers in legible handwriting. No marks will be assigned to answer, which cannot be assessed by the examiners owing to illegible handwriting. No supplementary QPAB shall be issued to any candidate.

14. Do not tear or temper the QPAB, in any manner.

15. Exchange of anything i.e. any writing material, stencils etc. will be strictly prohibited.

16. At the Conclusion Bell, candidates must stop writing and be ready to handover the QPAB to the Invigilator.

17. Before handing over the QPAB, make sure that the Roll Number and other particulars on the cover page are correctly filled-in.

18. At the conclusion of the examination, the candidates shall not leave their seats unless directed by the Invigilator. Candidates shall be allowed to leave one by one.

19. No T.A. & D.A. shall be admissible to the candidates for appearing in the examination.

20. Mobile Phone, Bluetooth, Smart Watch, Calculator, Pager or any kind of Electronic/Communication Device, Whitener, Slide Rule, Geometry Box, Wallet, Purse, Bag, arms or any sharp-edged object etc. shall not be allowed within the precincts of the Examination Centre.

Candidates shall not bring these articles as there is no arrangement of safe keeping the same. Rajasthan High Court/Centre Superintendent shall not be responsible for any loss/damage to these articles.

21. The Candidate, who disobeys the instructions issued by the Nodal Officer or who is guilty of rude or disobedient behavior, is liable to be instantly expelled from the examination room/hall.

22. Candidates violating these instructions and instructions on admit card will be debarred from this examination

23. Candidate, who wishes to leave the examination hall before the scheduled time, would be allowed to do so only 30 minutes prior to the end of examination.

24. **<u>For Persons with Benchmark Disabilities:</u>**

    a. **The candidates belonging to PwBD category, who are desirous to avail the facility of the scribe, shall have to submit an application in this regard, to the office of Registrar (Examination), RHC, Jodhpur/Jaipur up to 23.11.2026 by hand, failing which no such request shall be considered.**

    b. Scribe facility to the eligible candidates belonging to the PwBD category shall be provided by this office. Candidates, who have applied to avail the facility of Scribe, shall have to report at the examination centre one hour prior to the scheduled time of examination. The Candidates are directed to carry the disability certificate in original and in case of disabilities other than Blindness, Locomotor Disability (Both Arm affected-BA) & Cerebral palsy, the certificate issued by Chief Medical and Health Officer/Civil Surgeon/Medical Superintendent in original (proforma enclosed).

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal