

INSTRUCTIONS FOR FILLING ONLINE APPLICATION
Stenographer for District Courts and DLSA's, 2025
(Rajasthan District Courts Ministerial Establishment Rules, 1986)

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 & 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 for submission of application will be accepted. The link to fill up online application will remain active upto 05:00 PM 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. 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 <http://www.hcraj.nic.in> / "Recruitment" / "[Stenographers for District Courts and DLSAs 2025](#))"
5. Link "**Instructions for Filling Online Application**" is available on the "*latest updates*" link available at <http://www.hcraj.nic.in>
6. Applicants are advised to fill details in online form correctly and to check his filled in online application form and then proceed for Payment. After submission of application form with the requisite fee, details cannot be changed.
7. Applicants are advised to keep all relevant documents (Educational Certificates etc.), Scanned Photograph, Scanned Signature etc, ready before starting with the form filling process.
8. Spaces (fields) in online application are of two types: - One, in which the applicant can enter the information manually, and other, 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 and calendar for selecting Year, Month & Day one by one).
9. **Instructions for Photo / Signature and Photo ID Proof Scanning**
 1. Scan your signature, latest passport size photograph and photo ID (Front and Back) having latest photo.
 2. Save the scanned signature & passport size photograph as JPG/JPEG files with size between 10 KB - 25 KB each.
 3. Save the scanned Photo ID proof (Front and Back) as JPG/JPEG files with size between 10 KB - 50 KB each.
 4. Photograph and Signature Images should be properly cropped and must have white background.
 5. **DO NOT LEAVE** empty spaces around photo or signature.
10. Fields marked with (*), means these fields are to be filled-in mandatorily.
11. **Do Not Press F5 or Browser refresh button during the process of filling up online application.**
12. **Applicants are advised not to fill online application form simultaneously in Multiple Tabs of the Browser and in Multiple Browsers.**
13. 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.
14. The applicants are advised to check the details filled in and satisfy themselves that all information has been correctly filled up. If applicant finds all information correct and he/she is in agreement with declaration, may click on '**SAVE & MAKE PAYMENT**' button at the bottom of this page.

"No change in the filled-in information by the applicant would be allowed after clicking on 'SAVE & MAKE PAYMENT' button in any case."

15. Click on "Save & Make Payment" button at bottom of the page for final submission of online application form and for the payment of the requisite fee.
16. Applicants are advised to download the pdf file by clicking the "Print Form" button after successful submission of requisite fee. You are also advised to save this pdf file and take the print out of filled online application form.
17. If the Online Application Form is not submitted successfully then the Applicant will not be able to take Printout of Online Application form.
18. APPLICANTS ARE DIRECTED **NOT TO SEND** PRINT OUT OF ONLINE APPLICATION OR ANY DOCUMENT TO THE RAJASTHAN HIGH COURT.

STEPS FOR FILLING UP ONLINE APPLICATION

STEP ONE:

- Log in to <http://www.hcraj.nic.in>
- Click on link "**Recruitment**" provided on the home page.
- Click on it open a new link "**Recruitment**".
- This will open a page of various Recruitments.
- Now click on "[Stenographers for District Courts and DLSAs 2025](#)" link.
- Then Click on "**Online Application Portal**".

STEP TWO:

- Online Application Portal.
- Applicants have two Options as "**Login**" and "**Registration Now**".
- First time user click on "**Registration Now**".
- Before/During Registration applicant is required to verify his/her Mobile Number by **OTP**.
- Username must be minimum five characters.
- Password should be between 7 to 15 characters and must contain at least one numeric digit and one special character.
- Applicant must have completed his/her "Registration" before filling Online Application form (All Fields are mandatory in the Registration Form).
- "**After the successful Registration Applicant will receive SMS of his / her USERNAME on registered Mobile Number.**"

Note: "Applicants are advised to remember their "Username" and "Password" for further Process".

STEP THREE:

- After successful registration, applicant can fill Online Application Form.
- For filling online application form, Applicants have to use Credentials i.e. USERNAME & PASSWORD.
- "**Successful saving of Online Application form doesn't mean the Successful Submission of Form.**"

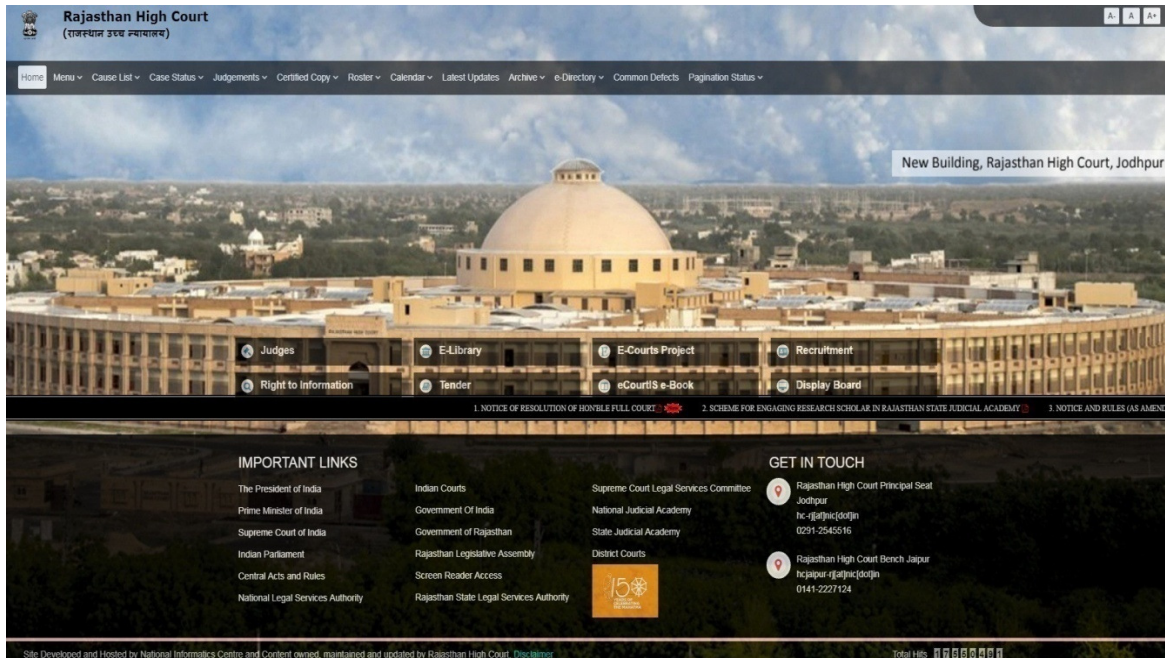
STEP FOUR:

- After the saving the filled in Online Application Form successfully, Applicant must have to deposit requisite Fee by Click on "**Make Payment**" Option.
- Mode of payment will be online only.
- Due to any reason, applicant fails to deposit the fees then applicants have option as "**Make Payment**" at their Home Page. They can "**LOGIN**" by using their Credentials.
- "**After successful payment of fees, Applicant will receive SMS on his / her registered Mobile Number.**"
- **Applicant may download his/her application form with the help of option 'Print Application' at Home Page"**
- "**If the Online Application Form is not submitted successfully, Applicant will not be able to get the Printout of Application form**".

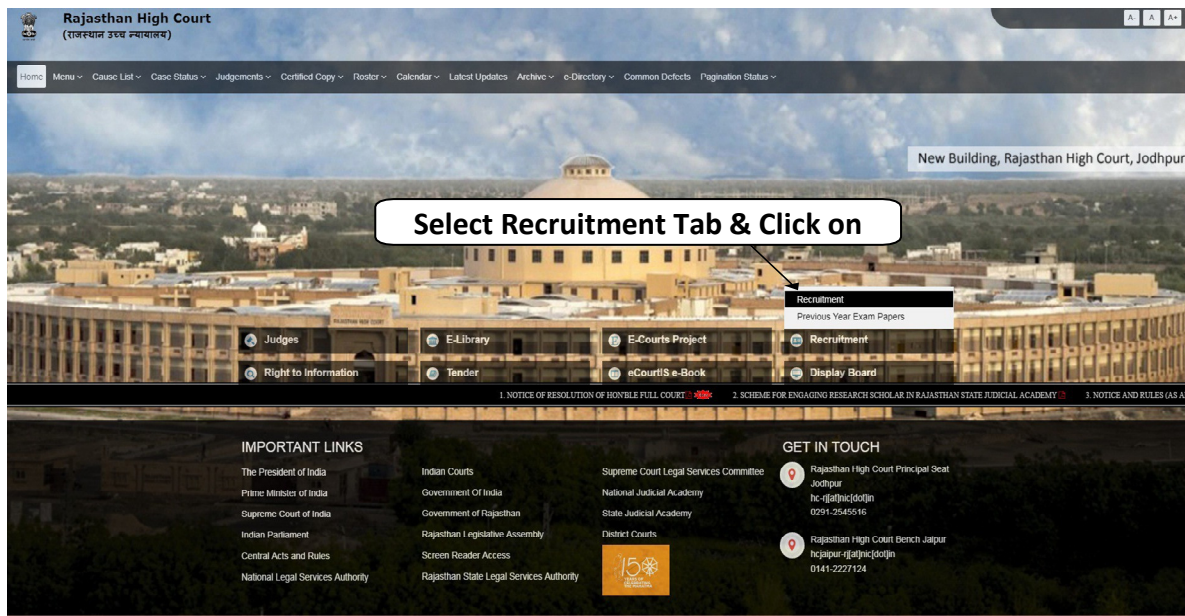
USER MANUAL

Direct Recruitment to the post of Stenographer, 2025

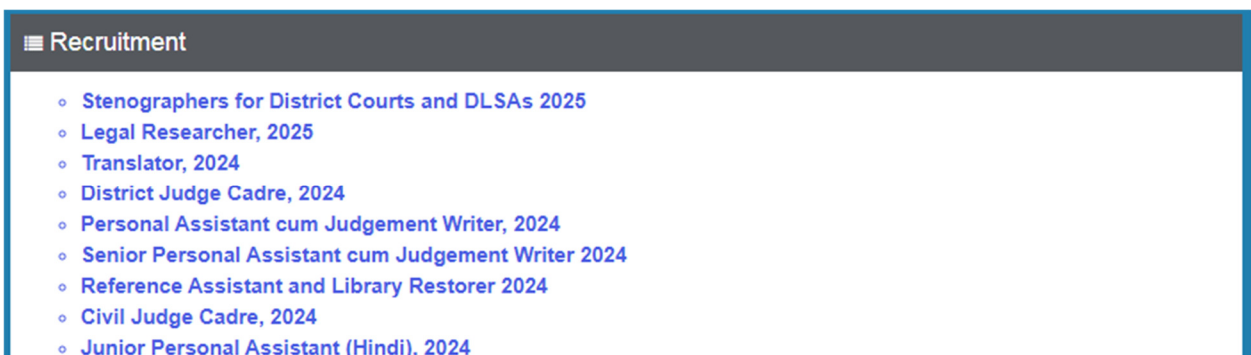
1. Open the official website of **RAJASTHAN HIGH COURT** using the link <https://hcraj.nic.in>



2. Click on **“Recruitment”** Tab and Select **“Recruitment”** Option.



3. Select the link **“[Stenographers for District Courts and DLSAs 2025](#)”**



4. Select "Online Application Portal" Link


RECRUITMENT - Stenographers for District Courts and DLSAs 2025

15 records [Online Application Portal](#) Search:

Date	Detail
18.01.2025	Advertisement for Joint Recruitment to the post of Stenographer for District courts and DLSAs 2025

Showing 1 to 1 of 1 entries

5. Click on "Register Now" option


RAJASTHAN HIGH COURT, JODHPUR
Direct Recruitment Under Rajasthan District Courts Ministerial Establishment Rules, 1986

Online Application Portal

[Home](#)

[Detailed Advertisement](#)

[Instructions & User Manual](#)

[Important Dates](#)

Already Registered ?

If you have already created a user account, please log in using your username and password.


[Login](#)

New User ?

A user account is required to fill online Application Form. Once you have created an account, you can sign in at any time to apply.

[Register Now](#)

Site Developed, Maintained and Updated by Rajasthan High Court.


RAJASTHAN HIGH COURT, JODHPUR
Direct Recruitment Under Rajasthan District Courts Ministerial Establishment Rules, 1986


Registration Form [Log in](#)

Applicant's Name* : Father's Name* : Mother's Name* :

Gender* : Male Female Date of Birth* :

Mobile No.* : [Verify](#) Email Address* :

Username* : Password* : Confirm Password* :


Enter above captcha code here :

Can't read the code? click [here](#) to refresh.

[Register →](#)

Have an account? [Log In](#)

Note:-

- i) For filling online application form, Applicant must have registered.
- ii) If already registered, then applicant can login by clicking Login Button. Fill all the details in **Registration Form** & Click on **Register** Button

Note:-

- i) **Fill in all the details correctly; details once saved will not be changed.**
- ii) Please remember Username & Password, entered in Registration Form.
- iii) After entering Mobile Number click on **Verify** Button for verification using OTP. OTP will be received on the mobile no. entered. Enter the received OTP in the text box and Click on **Verify Now** button.
- iv) After successful registration, the user will receive SMS on the registered Mobile no.

6. After Successful Registration, Home page will be displayed. On Home Page, following screen will be displayed. Applicant who wishes to fill online form for the post of Stenographer-Hindi, click on **Fill Form-Stenographer (Hindi)** given below **Stenographer-Hindi (in Green Title)** and applicant who wishes to apply for the post of Stenographer- English should click on **Fill Form-Stenographer (English)** given below **Stenographer-English (in Yellow Title)**.



RAJASTHAN HIGH COURT, JODHPUR

Direct Recruitment Under Rajasthan District Courts Ministerial Establishment Rules, 1986

Online Application Portal

You are currently logged in as:

Your Session Expires in : 29:53

- [Home](#)
- [Stenographer - Hindi](#)
- [Fill Form - Stenographer \(Hindi\)](#)
- [Stenographer - English](#)
- [Fill Form - Stenographer \(English\)](#)
- [Log Out](#)

Application Status - Hindi

Form Status - Hindi Form Not Filled !

Payment Status - Hindi Payment Pending

Application Status - English

Form Status - English Form Not Filled !

Payment Status - English Payment Pending



RAJASTHAN HIGH COURT, JODHPUR

Direct Recruitment Under Rajasthan District Courts Ministerial Establishment Rules, 1986

Your Session Expires in : 28:05

Recruitment to the post of Stenographer (Hindi), 2025 Online Application Form

1. Applicant Details

(1.1) Applicant's Name :*	(1.2) Father's Name:*	(1.3) Mother's Name:*
AAA	BBB	CCC
(1.4) Gender :*	(1.5) Marital Status : *	(1.6) Bonafide Resident of:*
Male	Select	Select
(1.7) Nationality :*	(1.8) Area :*	(1.9) Home District :*
Select	Select	Select
(1.10) Date of Birth (DD-MM-YYYY) : *	(1.11) Age as on (01-01-2026) :*	
02-01-1980	45 years, 11 months, 30 days.	
(1.12.A) No. of Children Born On or Before 06/07/2010	(1.12.B) No. of Children Born After 06/07/2010	(1.12.C) Total No. of Children
0	0	0

2. Category Details

(2.1) Category*	(2.2) Certificate No.*	(2.3) Certificate Date*
Select		DD-MM-YYYY

3. Special Categories

(3.1) Person with Disabilities :*	(3.2) Category of Disability :*
Select	Select
(3.3) Employee serving in connection with the affairs of the State in a substantive or in a temporary capacity :*	Select
(3.4) Reservists (Defence Service Personnel) : *	Select
(3.5) Ex Serviceman : *	Select

4. Address Details

(4.1) Address :*			
(4.2) City/Village :*	(4.3) District :*	(4.4) Pincode :*	
(4.5) State/U.T.:	(4.6) Phone No. (With STD Code):		
Select			
(4.7) Mobile No. :*	(4.8) Email-ID :*		
9928154466	vermalj@gmail.com		

5. Educational Qualifications

Name of Examination	Board / University / Institution	Year of Passing	Div./Grade
(5.1) Secondary *		Select	
(5.2) Sr. Sec./ Hr. Sec. *		Select	
(5.3) Computer Course *	Select	Select	

6. Other Information

(6.1) Do you have more than one spouse living?	Select
(6.2) Have you accepted Dowry in your marriage?	Select
(6.3) Are you married to the person having already a wife living?	Select
(6.4) Whether any First Information Report (FIR) has ever been lodged against you?	Select
(6.5) Have you ever been convicted for any offence involving moral turpitude or any other offence by a Court of Law?	Select
(6.6) Have you been permanently debarred or disqualified from appearing in any examination?	Select

7. Declaration

I Agree : *

I have Carefully read the terms and conditions of Notification/Advertisement, 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 and verify that all informations made in this online application form has been checked by me and the same 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 category, age, educational qualification, fitness, character, marital status etc. prescribed for admission to the Examination. I also declare that I shall not directly or indirectly influence the selection process in any manner.

Place : *

Dated : *

22-01-2025

8. Photograph, Signature & ID Proof

(8.1) Upload Photo : *

(File Size :10Kb-25Kb

File Format : .jpeg/.jpg) *

No file chosen

(8.2) Upload Signature : *

(File Size :10Kb-25Kb

File Format : .jpeg/.jpg) *

No file chosen

(8.3) Upload Front Side of Photo ID Proof : *

(File Size :10Kb-50Kb

File Format : .jpeg/.jpg)

No file chosen

(8.4) Upload Back Side of Photo ID Proof : *

(File Size :10Kb-50Kb

File Format : .jpeg/.jpg)

No file chosen



Enter above captcha code here :

Can't read the code? click [here](#) to refresh.

7. Fill all the details in the Online Application Form and Click on **“Save & Make Payment”** Button.

8. Note:-

- i) Please fill all the details carefully. Details once saved, no change in the filled-in information by the applicant, shall be allowed after clicking on **“Save & Make Payment”** button in any case.
- ii) Please check all the details before clicking on **“Save & Make Payment”** Button.
- iii) **Successful filling of Online Application form doesn't mean the Successful Submission of Form.**

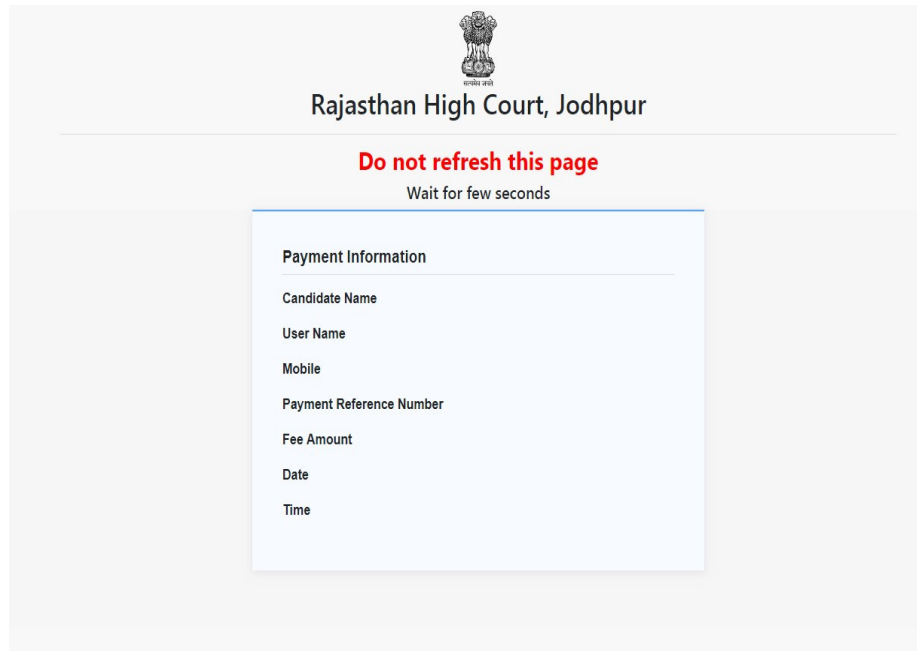
9. After clicking on **“Save & Make Payment”** button, the following popup will appear.

कृपया आवेदन में भरी गयी प्रविष्टियां एक बार पुनः जाँच लेवें | प्रविष्टियों में बाद में किसी भी प्रकार का परिवर्तन/संशोधन नहीं किया जायेगा | किसी भी त्रुटि की जिम्मेदारी स्वयं आवेदक की होगी |

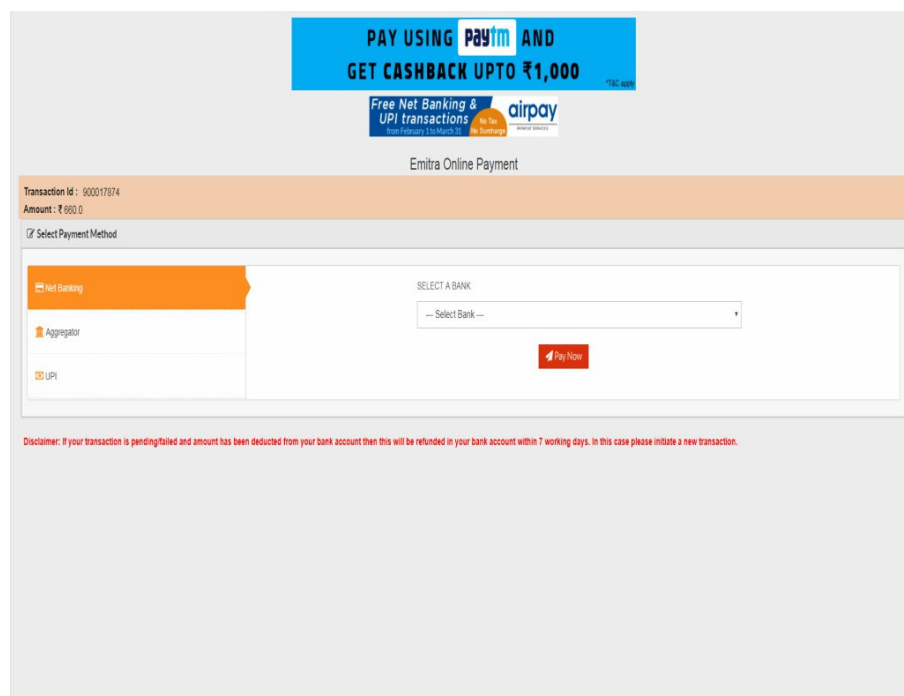
10. If you are satisfied with the details filled in the form then you can make the payment by clicking on the OK button, otherwise you can make necessary corrections in the details filled in the form by clicking on the cancel button.

11. After clicking on OK button, the applicant is redirect to submit the requisite fees payment option.

12. Wait for few seconds & check information.



13. Fee Payment Getaway.



14. After successful submission of payment, the user is advised to **download & take the printout of Online Application Form** for future reference using “**Print Form**” option.

15. If the Online Application Form is not submitted successfully, then the Applicant will not be able to download & take Printout of Online Application form.