

INSTRUCTIONS FOR FILLING ONLINE APPLICATION
(Recruitment to the post of Junior Personal Assistant, 2019)

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 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. 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"/ "Junior Personal Assistant, 2019"/ 'Instructions For Filling Online Application' and on the "latest updates" link of the <http://www.hcraj.nic.in>
5. Applicants are advised to fill details in online form correctly: After submission of application form with the requisite fee, details cannot be changed.
6. Applicants are advised to keep all relevant documents (Educational Certificates etc.), Scanned Photograph, Scanned Signature etc, ready before starting with the form filling process.
7. 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).

Instructions for Photo / Signature Scanning

1. Scan your Signature & passport size photograph.
 2. Save them as JPG/JPEG/PNG files with Size between 5 KB - 20 KB each.
 3. Images should be properly cropped.
DO NOT LEAVE empty spaces around photo or signature.
8. Fields marked with (*), which means these fields are to be filled-in mandatorily.
 9. **Do Not Press F5 or Browser refresh button during the process of filling up online application.**
 10. **Applicants are advised not to fill online application form simultaneously in Multiple Tabs of the Browser and in Multiple Browsers.**
 11. 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.
 12. 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."

13. Click on "Save" button at bottom of the page for final submission of online application form and for the payment of the requisite fee.
14. **Applicant is advised to download the pdf file by clicking the "Print Application"**

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.

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

16. 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 on 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 "**Junior Personal Assistant, 2019**" link.
- Then Click on "**Online Application Portal**".
- This will open a new desired page "**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** Method.
- User Name 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 USER ID on registered Mobile Number.**"

Note: "Candidate are advised to keep their your "User ID" and "Password" it will used in further Process".

STEP THREE:

- After successful registration, applicant can fill Online Application Form.
- For filling online application form, Candidates have to use Credentials i.e. USER ID & 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 than 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".

1. Application Details:-

1.1.A. First 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)

1.1.B. Middle Name of Applicant : (as it appears on Certificate(s). Mismatch in spelling may disqualify his/her candidature.

1.1.C. Last Name of Applicant : (as it appears on Certificate(s). Mismatch in spelling may disqualify his/her candidature.

1.2 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, Mr., Dr. etc)

1.3 Full Name of Applicant's Mother: (as it appears on Certificate(s). Mismatch in spelling may disqualify his/her candidature. Do not use prefix as Smt., Ms., Dr. etc)

1.4 Bonafide Resident of : Select "Rajasthan" or "Other State from Radio Button "

1.5 Home District: if applicant is a Bonafide Resident of Rajasthan, He/She must have select his Home District from dropdown box.

1.6 Category: Select the Category amongst GENERAL, Economical Weaker Section, OBC\MBC Creamy Layer, OBC\MBC Non Creamy Layer, SC and ST. **Applicant belonging to "Other State" shall be treated in General Category.**

1.7 Gender: Select "Male" or "Female" from Radio Button.

1.8 Nationality: Please select nationality. You are required to click on the relevant option from dropdown box.

1.9 Marital Status: Select amongst "Married", "Unmarried", "Widow" or "Divorcee", "Widower", "Divorcee-Male".

1.10 Children (Select – Total Number of Children): You are required to select Total Number of Children from dropdown box.

1.10.A You are required to fill date of birth of you all children, if any.

2. Special Categories

2.1 Persons with Disability (Differently Abled) : Select whether Yes/No from Radio Button.

2.1.A Category of Disability : If "Yes" then select the category of Disability from the dropdown box containing Blind and Low Vision, Deaf and Hard of Hearing, Locomotor Disability and Cerebral Palsy (L.D. & C.P), Autism, Multiple Disabilities.

2.2 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 radiobutton.

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

2.4 Ex-serviceman.: You are required to click on the relevant option from radio button.

3. Date of Birth & Age

3.1 Date of birth: (As per Secondary/Sr. Secondary Exam Certificate).

3.2 (Age as on (01-01-2020): Your age as on 01-01-2020 will be shown.

4. Correspondence Address Details

4.1 Address:

4.2 City/Village:

4.3 District:

4.4 Pin code:

4.5 State/U.T: Select from Dropdown Box.

4.6 Phone No. (With STD Code):

4.7 Mobile No.:

4.8 E-Mail ID:

Please fill complete correspondence address as required. Do not use special characters except /, - etc.

5. Educational Qualifications

5.1 Secondary:

5.2 Graduation/Equivalent

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

6. Other Information

6.1 Do you have more than one spouse living? :

6.2 Have you accepted Dowry in your marriage? :

6.3 Are you married to the person already having a wife living? :

6.4 Whether any First Information Report (FIR) has ever been lodged against you? :

6.5 Have you ever been convicted for any offence involving moral turpitude or any other offence by Court of Law? :

6.6 Have you been permanently debarred or disqualified from appearing in any examination?

You are required to click on the relevant option from radio button of above information.

7. 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. Photo and Signature

8.1 Upload Photo: Only JPG/JPEG/PNG image file of size between 5kb 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/PNG 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.

Rajasthan High Court, Jodhpur

Direct Recruitment Under Rajasthan High Court Staff Service Rules, 2002

Recruitment to the post of Junior Personal Assistant (English), 2019

Application Form

Application Details

Application No.:

Token No. :

Amount(Rs.) :

1. Applicant Details

(1.1.A) First Name :

(1.1.B) Middle Name:

(1.1.C) Last Name:

.....

.....

.....

(1.2) Full Name of Applicant's Father :

(1.2) Full Name of Applicant's Mother :

.....

.....

(1.4) Bonafide Resident of :

(1.5) Home District :

☐ Rajasthan ☐ Other State

.....

(1.6) Category :

☐ GENERAL ☐ SC ☐ ST ☐ ECONOMICALLY WEAKER SECTION

☐ OBC-NCL ☐ OBC-CL ☐ MBC-NCL ☐ MBC-CL

(1.7) Gender : ☐ Male ☐ Female

(1.8) Nationality : ☐ Citizen Of India ☐ Citizen of Nepal ☐ Subject of Bhutan

(1.9) Marital Status : ☐ Unmarried ☐ Married ☐ Divorcee Male

☐ Widow ☐ Widower ☐ Divorcee Female

(1.10) Children (Total No. Of Children) :

(1.10.A) Enter Date of Birth of all children (DD-MM-YYYY):

DOB of All Children : (a)..... (b)..... (c)..... (d) (e)

2. Special Categories

(2.1) Person with Disability (Differently Abled) : ☐ Yes ☐ No

(A) Category of Disability

☐ Blind and Low Vision ☐ Deaf and Hard of Hearing ☐ Multiple Disabilities

☐ Locomotor Disability & Cerebral Palsy (L.D. and C.P.) ☐ Autism

(2.2) Employee serving in connection with the affairs of the State in a substantive or in a temporary capacity: ☐ Yes ☐ No

(2.3) Reservists (Defence Service Personnel): ☐ Yes ☐ No

(2.4) Ex-Serviceman: ☐ Yes ☐ No

3. Date of Birth & Age

(3.1) Date of Birth (DD-MM-YYYY) :

(3.2) Age as on (01-01-2020) :YearsMonths Days

4. Correspondence 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):

(4.7) Mobile No.: (4.8) Email-ID:

5. Educational Qualifications

Name of Examination	Board/University	Year of Passing	Div./Grade
(5.1) Secondary
(5.2) Graduation/Equivalent
(5.3) Whether possess basic knowledge of computer ? YES			

6. Other Information

(6.1) Do you have more than one spouse living? ☐ Yes ☐ No

(6.2) Have you accepted Dowry in your marriage? ☐ Yes ☐ No

(6.3) Are you married to the person having already a wife living? ☐ Yes ☐ No

(6.4) Whether any First Information Report (FIR) has ever been Lodged against you? ☐ Yes ☐ No

(6.5) Have you ever been convicted for any offence involving moral Turpitude or any other offence by a court of Law? ☐ Yes ☐ No

(6.6) Have you been permanently debarred or disqualified from Appearing in any examination? ☐ Yes ☐ No

7. 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:.....

Photo :

Signature:

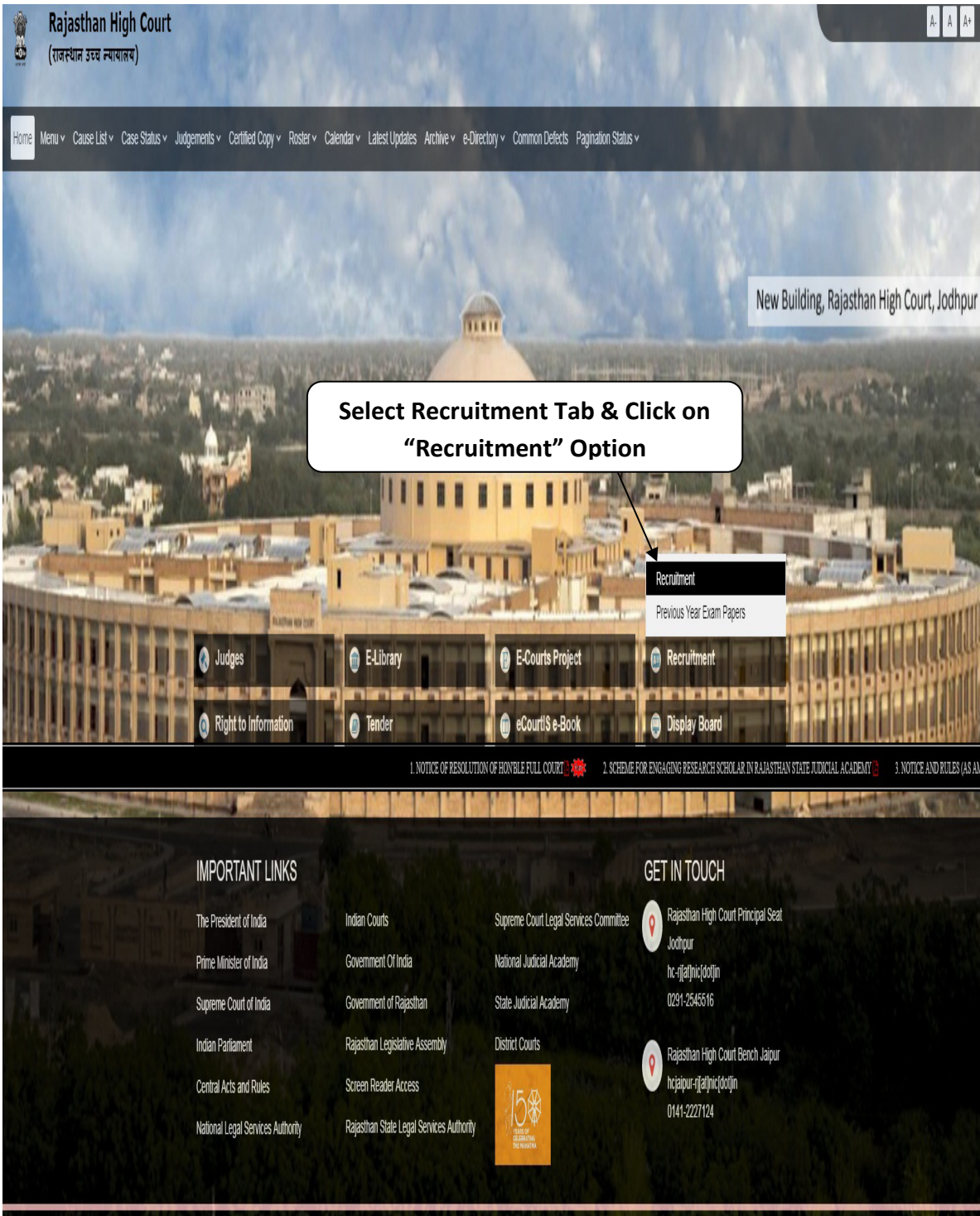
USER MANUAL

Direct Recruitment to the post of Junior Personal Assistant, 2019


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 “Junior Personal Assistant 2019”



Rajasthan High Court
(राजस्थान उच्च न्यायालय)

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Recruitment

Right to Information

Tender

eCourtS e-Book

Display Board

Recruitment

Junior Personal Assistant, 2019

Recruitment - Legal Researcher, 2019

Civil Judge Cadre, 2018

District Judge Cadre, 2018

Recruitment - Legal Researcher, 2018

Recruitment - Class IV Employee (Office Peon/Equivalent Post) for District Courts, 2017

Civil Judge Cadre, 2017

Translator, 2017

Lower Division Clerk (Rajasthan Subordinate Courts Ministerial Establishment Rules, 1986), 2017

Stenographer (Rajasthan Subordinate Courts Ministerial Establishment Rules, 1986), 2017

District Judge Cadre, 2017

Law Clerk-cum-Legal Research Assistant, 2016

Civil Judge Cadre, 2016

Junior Judicial Assistant and Clerk Grade - II, 2015

Junior Personal Assistant and Stenographer Grade - II, 2015

Civil Judge Cadre, 2015

DJ Cadre, 2015

Recruitment to the Post of Driver, 2014

Law Clerk-cum-Legal Research Assistant, 2014


Civil Judge Cadre, 2013

Junior P.A/Proof Reader, 2013

Junior Judicial Assistant (JJA)

Click on the link
Junior Personal Assistant, 2019

4. Select “Online Application Portal” Link



Rajasthan High Court
(राजस्थान उच्च न्यायालय)

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E-Courts Project

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eCourtS e-Book

Display Board

RECRUITMENT - Junior Personal Assistant, 2019

15 records

[Online Application Portal](#)

Search:

Date	Detail
20.08.2019	ADVERTISEMENT No RHC-Exam Cell-JPA-2019-813 Dated 20-08-2019 for Direct Recruitment to the post of Junior Personal Assistant 2019

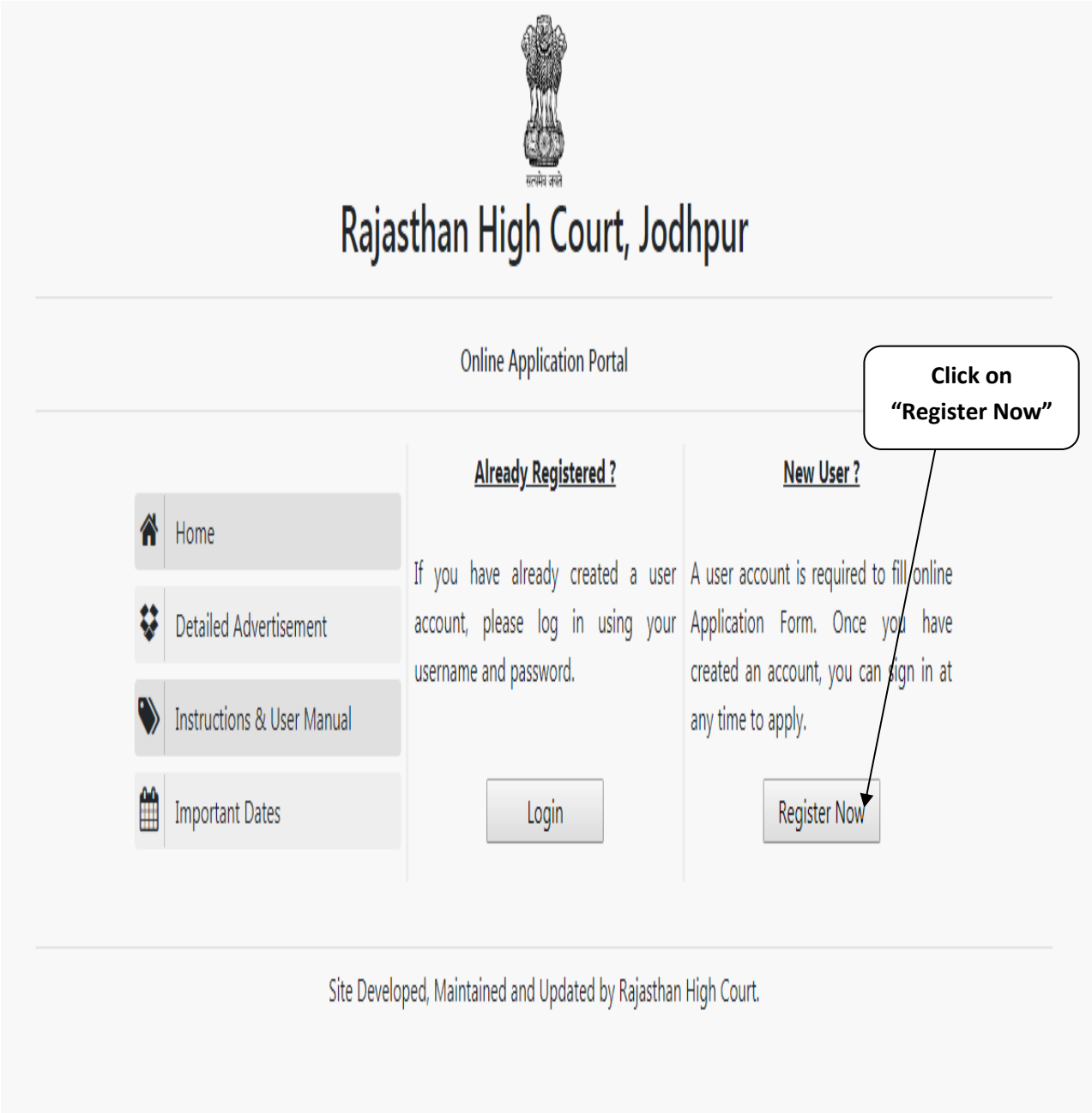
Showing 1 to 1 of 1 entries

<

1

>


5. Click on “**Register Now**” option



Note:-

- i). For filling online application form, Candidate must have registered.
- ii). If already Registered, then candidate can login by clicking **Login** Button.

6. Fill all the details in **Registration Form** & Click on **Register** Button



Rajasthan High Court, Jodhpur

Registration Form

Log in

First Name* :

FIRST NAME

Middle Name :

MIDDLE NAME

Last Name :

LAST NAME

Father's Name* :

FATHER NAME

Date of Birth * :

Day

Month

Year

Mobile No.* :

Mobile

Verify

Email Address * :

email

Username* :

User name

Password* :

Password

Confirm Password* :

Confirm

pbd6a4

Enter above captcha code here :

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

Register →


Have an account? [Log In](#)

Site Developed, Maintained and Updated by Rajasthan High Court.

Note:-

- i). **Fill in all the details correctly; details once saved will not be corrected.**
- 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.**

7. After Successful Registration, Home page will be displayed. Select on **“Fill Form”** Option



Rajasthan High Court, Jodhpur

Online Application Portal

You are currently logged in as:
demo123

Your Session Expires in : 29:52

Home

Fill Form

Make Payment

Print Form

Log Out

Application Status

Registration Status	Registered Successfully !
Enrollment Status	Enrollment Pending
Payment Status	Payment Pending
Form Download Status	Form Not Downloaded
Admit Card Download Status	Admit Card Not Downloaded

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



Rajasthan High Court, Jodhpur

Your Session Expires in : 30:00

Direct Recruitment Under Rajasthan High Court Staff Service Rules, 2002 Recruitment to the post of Junior Personal Assistant (English), 2019 Online Application Form

1. Applicant Details

(1.1A) First Name :*

(1.1B) Middle Name :

(1.1C) Last Name :

(1.2) Full Name of Applicant's Father :*

(1.3) Full Name of Applicant's Mother :*

(1.4) Bonafide Resident of :*

☐ Rajasthan ☐ Other State

(1.5) Home District :*

Select

(1.6) Category :*

Select

(1.7) Gender :*

☐ Male ☐ Female

(1.8) Nationality :*

Select

(1.9) Marital Status :*

Select

(1.10) Children (Select - Total Number of Children)

0

(1.10.A) Enter Date of Birth of all Children (DD-MM-YYYY)

2. Special Categories

(2.1) Person with Disability (Differently Abled) (2.1.A) Category of Disability

:

☐ Yes ☐ No

Select

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

☐ Yes ☐ No

(2.3) Reservists (Defence Service Personnel) :

☐ Yes ☐ No

(2.4) Ex-Serviceman

☐ Yes ☐ No

3. Date of Birth & Age

(3.1) Date of Birth (DD-MM-YYYY) :* (3.2) Age as on (01-01-2020) :*

Check Age

4. Correspondence 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 :*

5. Educational Qualifications

Name of Examination	Board / University	Year of Passing	Div./Grade
(5.1) Secondary *	<input type="text"/>	Select ▼	<input type="text"/>
(5.2) Graduation/Equivalent *	<input type="text"/>	Select ▼	<input type="text"/>
(5.3) Whether possess basic knowledge of computer? <input checked="" type="radio"/> Yes <input type="radio"/> No			

6. Other Information


(6.1) Do you have more than one spouse living?	<input type="radio"/> Yes <input type="radio"/> No
(6.2) Have you accepted Dowry in your marriage?	<input type="radio"/> Yes <input type="radio"/> No
(6.3) Are you married to the person having already a wife living?	<input type="radio"/> Yes <input type="radio"/> No
(6.4) Whether any First Information Report (FIR) has ever been lodged against you?	<input type="radio"/> Yes <input type="radio"/> No
(6.5) Have you ever been convicted for any offence involving moral turpitude or any other offence by a Court of Law?	<input type="radio"/> Yes <input type="radio"/> No
(6.6) Have you been permanently debarred or disqualified from appearing in any examination?	<input type="radio"/> Yes <input type="radio"/> No

7. 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 and 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 : *
<input type="text"/>	<input type="text"/>
(8.1) Upload Photo : * (File Size :5Kb-20Kb File Format : .jpeg/.jpg/.png) <input type="button" value="Choose File"/> No file chosen	(8.2) Upload Signature : * (File Size :5Kb-20Kb File Format : .jpeg/.jpg/.png) <input type="button" value="Choose File"/> No file chosen
<div> Enter above captcha code here : <input type="text"/> Can't read the code? click here to refresh.</div>	
<div><input type="button" value="← Back"/> <input type="button" value="Save & Make Payment →"/></div>	

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Note:-

- i). Please fill all the details carefully. Details once saved, No change in the filled-in information by the applicant would be allowed after clicking on ‘SAVE & Make Payment’ button in any case.***
- ii). File size between 5Kb-20Kb are allowed for Photo & Signature (Only formats .jpeg, .jpg & .png are allowed)***
- iii). Please check all the details before clicking on Save & Make Payment Button.***
- iv). Successful filling of Online Application form doesn’t mean the Successful Submission of Form.***

9. After clicking on Save/Make payment button, the applicant is redirect to submit the requisite fees payment option.
10. Wait for few seconds check information.



Rajasthan High Court, Jodhpur

Do not refresh this page

Wait for few seconds

Payment Information

Candidate Name

User Name

Mobile

Payment Reference Number

Fee Amount

Date

Time

- ## 11. Fee Payment Getway.

PAY USING AND
GET CASHBACK UPTO ₹1,000

(T&C apply)

Free Net Banking &
UPI transactions upto
₹5000 per month

No Tax
No Surcharge

Emitra Online Payment

Transaction Id : 900017874
Amount : ₹ 680.0

Select Payment Method

Net Banking

Aggregator

UPI

SELECT A BANK

-- Select Bank --

Disclaimer: If your transaction is pending/failed and amount has been deducted from your bank account then this will be refunded in your bank account within 7 working days. In this case please initiate a new transaction.

12. 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.

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