

**Guidelines for Applicants for Deposition of Examination Fees/
Submission of Online Application Form/ Download of Admission Card
for Junior Personal Assistant and Stenographer Grade - II
(Rajasthan High Court, Jodhpur)**

(A) Guidelines for Deposition of Examination Fee at eMitra Kiosk/CSC:

Applicant may come to eMitra Kiosk/CSC only for depositing fees and he/she may fill up the online form on his own. For deposition of fee through eMitra kiosk/CSC, following steps will be needed:-

1. Applicant will visit kiosk and inform about the exam for which he / she wants to apply.
2. Kiosk holder will fill the necessary details of applicant. Applicant shall crosscheck and ensure that correct details have been filled by eMitra kiosk/CSC. The applicant shall note that details filled at this stage will automatically reflect in the online application and can not be changed/amended/edited later on while filling online application
3. eMitra kiosk/CSC holder after filling the details of the applicant will collect the prescribed Examination Fee in cash only and shall generate the receipt of same on eMitra portal (<http://emitra.gov.in>)
4. Kiosk holders will give him the Unique Token Number (mentioned on the receipt generated through eMitra portal) and charge Rs. 10/- only for depositing examination fee.
5. Applicants are advised to provide correct details at the time of depositing fee at eMitra kiosk/CSC, as below information is fetched from the Unique Token Number issued to applicant and automatically filled in the online application form:-

- i. Name of Examination
- ii. Post applied for
- iii. Name of Applicant
- iv. Father's Name
- v. Date of Birth
- vi. Domicile/Bonafide resident
- vii. Category [SC/ST/OBC(Creamy layer/Non Creamy layer)/General]
- viii. Gender
- ix. Marital Status
- x. Category (Persons with Disabilities)

Special Note: Fee deposition shall be allowed only till one (1) day prior to the last date for submission of Online Application. For e.g.: if T is the last date for online submission of application, then fee deposition shall be allowed only till T-1.

(B) Guidelines for Submission of On-line Application at eMitra Kiosk/CSC:

Considering that applicant has deposited the examination fee, if the applicant wants to fill up the Online Application with the help of eMitra Kiosk/CSC holder, the eMitra Kiosk/CSC holder will have to follow the steps mentioned below for filling up the form and submission of on-line application through eMitra/CSC Kiosks on <http://www.hcraj.nic.in> :

1. Download the application format and give its print out to the applicant.
2. Applicant will submit the manually filled up form to Kiosk holder.
3. E-Mitra Kiosk/CSC holder will make entry in online form as per applicant's manually filled up form.
4. eMitra Kiosk/CSC holder will submit the form and give a copy to applicant for his record and keep the duly signed manually filled up form for his record.
5. For submission of online application there will be a need of scanning of applicant's signature as well as his/her photograph. This work will be part of submission of Online Application and no additional service charges will be paid by the Applicant, if this work is undertaken by the eMitra Kiosk/CSC holder.
6. eMitra Kiosk/CSC holder will charge Rs 25/- from applicant for submission of online application.
7. eMitra Kiosk/CSC holder will only charge Rs.5/- additionally for taking the photograph by web camera, if required. All other activities will be covered under the prescribed service charge (Rs 25/-) and no additional amount will be charged for such other activities.

(C) Guidelines for Downloading Admission Card:

The admission cards for written examination would be made available on web portal <http://www.hcraj.nic.in>, which can be downloaded and printed through e-Mitra/CSC kiosks. For this purpose the e-Mitra/CSC kiosks shall only charge Rs.5/- from applicant.

Important Contact (Helpline) Details:

CCC (Citizen Contact Center) Number (Toll Free) 1800 180 6127

E-mail ID- ccc.emitra@gmail.com

Contact at e-Mitra Technical Support

CSE –Technical Support Engineer - Mobile Number – 9571999942/9571999943

E-mail ID- emitra.support@gmail.com

In case of any informational query / grievance, the applicants may view “Help Center” link on eMitra portal www.emitra.gov.in to fetch contact details of concerned eMitra officials.