INSTRUCTIONS FOR FILLING ONLINE APPLICATION
(Competitive Examination for recruitment in the Civil Judge Cadre, 2015)

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 and 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 of 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. Log on to http://www.hcraj.nic.in and click on link "*Recruitment*" provided in the left panel of the home page. This will open a new page "Recruitment". Click on "*Recruitment -Civil Judge Cadre, 2015*". This will open a new page "*Recruitment -Civil Judge Cadre, 2015*". Click on "*Online Application Portal*". You can also access page of the online application portal by directly logging on to http://rhcexam.raj.nic.in

5. Now click on "*Civil Judge And Judicial Magistrate*" link.

6. 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 'How to Apply' and 'Detailed Advertisement, respectively on http://rhcexam.raj.nic.in *at the link "Civil Judge and Judicial Magistrate"* and on the *"latest update"* link of the http://www.hcraj.nic.in

7. Applicants are advised to deposit the requisite Examination Fee as per advertisement in cash at E-mitra kiosk/CSC or through net banking/debit card/credit card online using payment gateway available on E-mitra portal (http://www.emitra.gov.in) and get Unique Uoken Number before filling up online application.

8. The applicants making payment through E-Mitra – CSC / Payment Online through E-Mitra Portal are advised to go through the guidelines provided on http://rhcexam.raj.nic.in *at the link "Civil Judge and Judicial Magistrate"*

9. 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 information are automatically filled in the online application and cannot be changed at the time of filling online application:-

1. **Name of Examination** : Civil Judge Cadre, 2015

2. **Post applied for** : Civil Judge and Judicial Magistrate

3. **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., Mr., Mrs, Kumari, Dr., Ms. etc)

4. **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)

5. **Bonafide Resident of** : Select "Rajasthan" or "Other State"

6. **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.

7. **Persons with Disability (Differently Abled)** : Select whether Yes/No.

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

10. 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.

Instructions for Photo / Signature Scanning
1. Scan your Signature & passport size photograph.
2. Save them as JPG files with Size between 5KB - 50 KB each.
3. Images should be properly cropped.
4. DO NOT LEAVE empty spaces around photo or signature.

11. When the applicant click on "Online Application" link, available on http://rhcexam.raj.nic.in *at the link "Civil Judge and Judicial Magistrate"*, he/she will be redirected to a new page for validation of E-Mitra Token. Here applicant has to click/press "validate e-mitra token" after filling their unique token number, date of birth and security captcha code. After the validation, applicant will be redirected to the page for filling Online Application.

12. Spaces (fields) in online application 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 two types - some fields are to be selected from Dropdown Menu, some are to be selected by clicking on the Radio Button/Box).

13. Some fields are marked with (*), which means these fields are to be filled in mandatorily.

14. While filling in the online application, you may press "Tab" button or use Mouse click to move to the next column in the online application.

15. **Do Not Press F5 or Browser refresh button during the process of filling up online application.**

16. 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.

STEPS FOR FILLING UP ONLINE APPLICATION

STEP ONE: At the home page, applicants are required to click on "Click Here" link against "Online Application" 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 information are filled-in correctly, you will be redirected to the next page for filling Online Application, 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 Centre for Preliminary Examination from the dropdown box. The Rajasthan 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 Full Name of Applicant : 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 Full Name of Applicant's Father : 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 Full Name of Applicant's Mother : Name should be spelled correctly. Do not use prefix as Smt., Mrs., Ms., Dr., Ms. 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 from radio button/box.

2.6 Nationality : Please select nationality. You are required to click on the relevant option from radio button/box. Option "other country" 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.

2.8 Children
        (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 : In case 3.1 is "Yes" then 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: You are required to click on the relevant option from radio button/box.

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 (01/01/2016) : Age shall automatically be calculated as per your date of birth filled-in at column no. 4.1.

Point No. 5. Correspondence Address Details:

Please fill complete correspondence address as required. Do not use special characters like &, * etc. Applicant shall mention mobile number to receive important information regarding examination through SMS.

Point No. 6. Educational Qualifications :

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

Point No. 7. Other Information

7.1 Do you have more than one spouse living?: You are required to click on the relevant option from radio button/box.

7.2 Whether Dismissed/Removed/Terminated from Service by the previous Employer? : You are required to click on the relevant option from radio button/box.

7.3 Have you been convicted for any offence involving moral turpitude or any other offence? : You are required to click on the relevant option from radio button/box.

7.4 Have you been permanently debarred or disqualified from appearing in any examination?: You are required to click on the relevant option from radio button/box.

7.5 Being an advocate were you ever found guilty of professional misconduct?: You are required to click on the relevant option from radio button/box.

7.6 Whether any criminal prosecution is pending against you?: You are required to click on the relevant option from radio button/box.

Point No. 8. Declaration : Check "I agree" checkbox, after reading the declaration and fill the place of filling online application.

8.1. Upload Photo : Only JPG/JPEG image file of size between 5kb to 50kb 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 image file of size between 5kb to 50kb 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 (Captcha code is case sensitive)

The applicants are advised to check the details filled in and satisfy themselves that all information have been correctly filled up. If applicant finds all information correct and he/she is in agreement with declaration, may click on 'SAVE' button at the bottom of this page. No change in the filled in information by the applicant would be allowed after clicking on 'SAVE' button in any case.

Click on "save" button at bottom of the page to finally submit/save the application.

STEP FOUR:

Here system displays filled in application with the Application ID generated. Applicant is advised to note down the Application ID for future correspondence. To take the print out of filled online application, applicant are also advised to download the pdf file by clicking the "Print Application Form" button provided at the bottom. You are also advised to save this pdf file.

NOTE : Non generation of Application ID is clear indication of the fact that your online application has not been submitted/saved.

STEP FIVE:

To download the pdf file of submitted application and to take a printout at any later stage, a link "Print Application" is available on http://rhcexam.raj.nic.in *at the link "Civil Judge and Judicial Magistrate"*. Applicant may get print out of submitted application by entering his/her Date of Birth and Application ID.

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

Format of Application Form
Competitive Examination for Recruitment in the Civil Judge Cadre, 2015

E-Mitra Token No. (From E-Mitra):   Amount (From E-Mitra) :

1. Examination Details

1.1 Post   :   Civil Judge And Judicial Magistrate

1.2 Centre of Prelim. Examination*   :   ☐ Ajmer   ☐ Bharatpur   ☐ Bikaner
                                              ☐ Kota   ☐ Jaipur   ☐ Jodhpur
                                              ☐ Udaipur

1.3 Bonafide Resident of   :   ☐ Rajasthan ☐ Other State

1.4 Home District*   :

2. Applicant Details

2.1 Full Name of Applicant   :

2.2 Full Name of Applicant's Father :

2.3 Full Name of Applicant's Mother* :

2.4 Category   :   ☐ GENERAL   ☐ OBC\SBC Creamy Layer
                                              ☐ OBC\SBC Non Creamy Layer ☐ SC   ☐ ST

2.5 Gender*   :   ☐ MALE   ☐ FEMALE

2.6 Nationality*   :   ☐ Indian   ☐ Other Country

2.7 Marital Status*   :   ☐ UNMARRIED,   ☐ MARRIED,   ☐ WIDOW,
                                              DIVORCEE-FEMALE   DIVORCEE-MALE   WIDOWER.

2.8 Children :

(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

(a)Category of Disability* :   ☐ VISUAL IMPAIRED (BLIND AND LOW VISION)

                                    ☐ LOCOMOTOR DISABILITY AND CEREBRAL PALSY (L.D. AND C.P.)

3.2 Employee of Rajasthan Govt.   : ☐ Yes   ☐ No
/Panchayat Samities/Zila Parishads
/PSUs/Corporations

4. Date of Birth & Age

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

4.2 Age as on (01-01-2016)   : ☐ Year   ☐ Month   ☐ Day

5. Correspondence Address Details

Address*   :

City/Village*   :

District*   :

Pincode*   :

State/U.T.*   :

Phone No. :(with STD Code) :

Cellular Ph No.*   :

Email-Id*   :

6. Educational Qualifications

Name of Examination	Year	Div./Grade	
Secondary			
Higher Secondary /Senior Secondary			
Graduation			
Bachelor of Law (Professional)*			☐ Passed ☐ Appearing
PG/Equivalent			

7. Other Information

7.1 Do you have more than one spouse living? :   ☐ Yes   ☐ No

7.2 Whether Dismissed/Removed/Terminated :   ☐ Yes   ☐ No
from Service by the previous Employer?

7.3 Have you been convicted for any offence :   ☐ Yes   ☐ No
involving moral turpitude or any other offence?

7.4 Have you been permanently debarred or :   ☐ Yes   ☐ No
disqualified from appearing in any examination?

7.5 Being an advocate were you ever found :   ☐ Yes   ☐ No
guilty of professional misconduct?

7.6 Whether any criminal prosecution :   ☐ Yes   ☐ No
is pending against you?

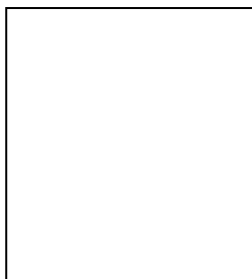## 8. Declaration

☐ I Agree*

I have carefully read the terms and conditions of notification, instructions and relevant rules before filling up the application form online 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 application form 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 fulfil all the conditions of eligibility regarding age, educational qualification, experience, 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* :

8.1 Upload Photo* :

8.2 Upload Signature* :