

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

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 - District Judge Cadre , 2015". This will open a new page "Recruitment - District Judge Cadre , 2015". Click on "Online Application Portal". You can also access page of the online application portal by directly logging on to <http://rhceexam.raj.nic.in>
5. Now click on "Additional District and Sessions Judge" link.
6. Before filling up the online application, the applicants are advised to go through the instructions and Detailed Notification carefully, which are available at the link 'How to Apply' and 'Detailed Notification, respectively on <http://rhceexam.raj.nic.in> at the link "Additional District and Sessions Judge" 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 Notification 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 Token Number before filling up online application.
8. The applicants making payment through E-Mitra Kiosk/ CSC or Payment Online through E-Mitra Portal are advised to go through the guidelines provided on <http://rhceexam.raj.nic.in> at the link "Additional District and Sessions Judge"
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** : District Judge Cadre, 2015
2. **Post applied for** : Additional District and Sessions Judge
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. 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://rhceexam.raj.nic.in> at the link “Additional District and Sessions Judge”, he/she will be redirected to a new page for selecting name of examination. Please click on **“Direct Recruitment”** and click “Next”. 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 three types - some fields are to be selected from Dropdown Menu, some are to be selected by clicking on the Radio Button/Box and calendar for selecting Year, Month & Day one by one).

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 Examination: Please select Centre for 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. etc.

2.4 Gender : Please select gender. You are required to click on the relevant option from radio button/box.

2.5 Marital Status : Select the Marital Status from the dropdown box containing UNMARRIED, MARRIED, WIDOW, DIVORCEE-FEMALE, DIVORCEE-MALE and WIDOWER.

2.6 Full Name of Applicant's Husband (in case of married female) : Name should be spelled correctly. Do not use prefix as Shri, Mr., Dr. etc.

2.7 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.

2.8 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, not eligible to appear in the examination.

2.9 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.

2.9(a) Category of Disability : In case 2.9 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.)

Point No. 3. Date of Birth & Age

3.1 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.

3.2 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. 4. Correspondence Address Details:

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

Point No. 5. Educational Qualifications :

Please fill your educational qualification as per columns.

Point No. 6. Service Details (if applicable):

6.1 Whether you are in regular service : You are required to click on the relevant option from radio button/box.

6.1.1 Specify the Post : If 6.1 is 'Yes' then fill the post held.

6.1.2 Have you obtained permission from the competent Authority : If 6.1 is 'Yes' then you are required to click on the relevant option from radio button/box.

6.1.3 Date of Initial Appointment : If 6.1 is 'Yes' then select the date from the calendar.

Point No. 7. Enrolment & Practice Details:

7.1 Enrolment No. : Please fill the Enrolment number issued from the concerned Bar Council.

7.1.1 Enrolment Date : Please select the date of enrolment from the calendar.

7.2 Whether you are an advocate continuously for a period not less than 7 years immediately preceding to the last date for submission of application form? : You are required to click on the relevant option from radio button/box.

7.3 Present place of practice as an advocate : Please fill the place of your practice.

7.4 Do you pay Income Tax on your professional Income? : You are required to click on the relevant option from radio button/box.

7.5 Have you obtained Character Certificates from two responsible persons in the prescribed formats (Rule 33(V) ? : You are required to click on the relevant option from radio button/box.

7.6 Have you obtained Experience, Fitness & Character Certificates fro District & Sessions Judge concerned or Registrar of the concerned High Court in the prescribed format (Rule 33(v) & 36(2)) ? : You are required to click on the relevant option from radio button/box.

Point No. 8. Other Information

8.1 Have you argued cases personally in immediately preceding 7 years to the last date for submission of application form [Furnish particulars of 10 Judgments in attached format]? : You are required to click on the relevant option from radio button/box.

8.2 Do you have more than one spouse living (Rule 12(a))?: You are required to click on the relevant option from radio button/box.

8.3 Whether Dismissed/Removed/Terminated from Service by the previous Employer (Rule 12(b))? : You are required to click on the relevant option from radio button/box.

8.4 Have you been convicted for any offence involving moral turpitude or any other offence (Rule 12(c))? : You are required to click on the relevant option from radio button/box.

8.4(a) Have you been permanently debarred or disqualified from appearing in any examination (Rule 12(c))?: You are required to click on the relevant option from radio button/box.

8.5 Being an advocate were you ever found guilty of professional misconduct (Rule 12(d))?: You are required to click on the relevant option from radio button/box.

8.6(a) Total Number of Children (Rule 12(e)) : Please select total number of children from dropdown box.

8.6(b) Number of Children born after 25/10/2010 (Rule 12(e)) : Please select total number of children from dropdown box.

8.7 Have you accepted Dowry in your marriage (Rule 12(f))? : You are required to click on the relevant option from radio button/box.

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

Point No. 9. Declaration

Check "I agree" checkbox, after reading the declaration and fill the place of filling online application.

9.1. 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.

9.2 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://rhceexam.raj.nic.in> at the link "Additional District and Sessions Judge". Applicant may get print out of submitted application by entering his/her Date of Birth and Application ID.

STEP SIX:

Applicants are directed to take the Print out of filled in Online application, Paste their passport sized photograph which they scanned and uploaded in online application, affix their signature at the space provided in printout of online application and then hand over the same in the OFFICE OF REGISTRAR (EXAMINATION), RAJASTHAN HIGH COURT, JODHPUR on or before last date for receiving the print out of filled-in online application along with documents mentioned hereunder. The candidate may also send his application by registered/speed post (not by courier or ordinary post) at his own risk and in that event his application shall be accepted on being received in the OFFICE OF REGISTRAR (EXAMINATION), RAJASTHAN HIGH COURT, JODHPUR on or before the last date prescribed for receiving the printout of filled-in online application along with documents mentioned hereunder. The hard copy of application with documents received after last date shall not be scrutinized for admission to the examination:

- (a) Secondary/equivalent School Certificate;
- (b) Senior Secondary/Higher Secondary School Certificate;
- (c) Graduation/equivalent Degree;
- (d) Bachelor of Law (Professional) Degree;
- (e) Enrolment Certificate/Sanad;
- (f) Original Experience, Fitness & Character Certificate issued by :
District & Sessions Judge (**Annexure – II**) (if practicing in District Courts / Subordinate Courts)

or
Registrar of concerned High Court (**Annexure – III**) (if practicing in High Court)
- (g) Original Character Certificates of two Responsible Persons (**Annexure – IV**);
- (h) Caste/Class Certificate for claiming benefit of reservation;
- (i) Any other degree/diploma;
- (j) Proof of length of service and permission of Department for appearing in the examination (if any);
- (k) Attested copy of document relating to Dismissal/Removal/Termination (if any) ;
- (l) Certified copy(ies) of Judgement/Order relating to conviction (if any) ;
- (m) Attested copy(ies) of Order relating to permanently Debarring/Disqualifying from appearing in any Examination or Interview (if any) ;
- (n) Attested copy(ies) of Order relating to Professional Misconduct under Advocates Act, 1961 or any other Law for time being in force (if any).
- (o) Fill in the Check List (**Annexure – I**);
- (p) Fill in the Particulars of Ten (10) Judgements of the preceding seven years in which you have argued personally (**Annexure – V**);

Check list of documents to be attached with Print out of Online Application Form (Please tick whichever is attached)

1. Attested copies of Certificates of educational qualification:
 - a. Secondary/equivalent School Certificate
 - b. Sr. Secondary/Hr. Secondary School Certificate
 - c. Graduation/equivalent Degree
 - d. Bachelor of Law (Professional) Degree
 - e. Any other degree/diploma (if any)
2. Original Experience, Fitness & Character Certificate issued by District & Sessions Judge /Registrar of Concerned High Court in the prescribed format
3. Original Character Certificates of Two Responsible Persons in the prescribed format
4. Attested Copy of Caste/Class Certificate (if applicable)
5. Attested Copy of Enrolment Certificate/SANAD
6. Proof of length of service and Permission from Department for appearing in the examination, if candidate is in service
7. Attested Copy of document relating to Dismissal/Removal/Termination (if any)
8. Certified Copy(ies) of Judgement/Order relating to conviction (if any)
9. Attested copy(ies) of Order relating to Permanently Debarring/Disqualifying from appearing in any Examination or Interview (if any)
10. Attested copy(ies) of Order relating to Professional Misconduct under Advocates Act, 1961 or any other Law for time being in force (if any)
11. Particulars of Ten (10) Judgements of the preceding seven years in which candidate has argued personally in the prescribed format.

CHARACTER, EXPERIENCE AND FITNESS CERTIFICATE

[Rule 33 (v) & 36]

I certify that Shri/Smt/Ku.
Son/Daughter/Wife of Shri is an Advocate enrolled
with Bar council of having Enrolment No.
He/She is ordinarily and continuously practicing in District Judgeship
..... for last years. Shri/Smt./Ku. possesses
..... character and in my view, he/she is fit to be considered for
appointment to a post in District Judge Cadre of Rajasthan Judicial Service.

Place:

Date:

DISTRICT AND SESSIONS JUDGE
(Sign & seal with name of District Judge)

CHARACTER, EXPERIENCE AND FITNESS CERTIFICATE

[Rule 33 (v) & 36]

I certify that Shri/Smt/Ku. Son/Daughter/Wife of Shri is an Advocate enrolled with Bar council of having Enrolment No. He/She is ordinarily and continuously practicing in High Court for last years. Shri/Smt./Ku. possesses character and in my view, he/she is fit to be considered for appointment to a post in District Judge Cadre of Rajasthan Judicial Service.

Place:

Date:

REGISTRAR OF THE HIGH COURT

(Sign & seal with name)

CHARACTER CERTIFICATE
[Rule 33 (v)]

I certify that Shri/Smt/Ku. Son/Daughter/Wife of Shri is personally known to me for last years. His/Her character and conduct are good. He/She is not related to me.

Place:

Date:

Signature of Responsible Person

Name:

Designation:

Full Address:

.....

.....

PARTICULARS OF TEN JUDGEMENTS (RULE 36(1))

S. No.	Case Type & No.	Case Title	Name of Court	Date of Judgement
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Rajasthan High Court, Jodhpur

Format of Application Form

Competitive Examination for Direct Recruitment in the District Judge Cadre, 2015

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

Amount (From E-Mitra) :

1. Examination Details

1.1 Post of Examination : Additional District and Sessions Judge

1.2 Centre of Examination* : Jodhpur Jaipur

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 Gender* : MALE FEMALE

2.5 Marital Status* : UNMARRIED, MARRIED, WIDOW,
 DIVORCEE-FEMALE DIVORCEE-MALE WIDOWER

2.6 Full Name of Applicant's Husband (in case of married female) :

2.7 Category : GENERAL OBC\SBC Creamy Layer
 OBC\SBC Non Creamy Layer SC ST

2.8 Nationality* : Indian Other Country

2.9 Person with Disability(Differently Abled) : Yes No

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

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

3. Date of Birth & Age

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

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

4. Correspondence Address Details

Address* :

City/Village* :

District* :

Pincode* :
State/U.T.* :
Phone No. :(with STD Code) :
Cellular Ph No.* :
Email-Id* :

5. Educational Qualifications

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

6. Service Details (if applicable)

6.1 Whether you are in regular service : Yes No
6.1.1 Specify the Post * :
6.1.2 Have you obtained Permission from the Competent Authority* : Yes No
6.1.3 Date of Initial Appointment * :

7. Enrolment & Practice Details

7.1 Enrolment No. :
7.1.1 Enrolment Date :
7.2 Whether you are an advocate continuously for a period not less than 7 years immediately preceding to the last date : Yes No
for submission of application form?
7.3 Present place of practice as an advocate* :
7.4 Do you pay Income Tax on your professional income? : Yes No
7.5 Have you obtained Character Certificates from two responsible persons in the prescribed formats (Rule 33(V))? : Yes No
7.6 Have you obtained Experience, Fitness & Character Certificates from District & Sessions Judge concerned or Registrar of the concerned High Court in the prescribed format (Rule 33(V) & 36(2))? : Yes No

8. Other Information

8.1 Have you argued cases personally in immediately preceding 7 years to the last date for submission of application form : Yes No
[Furnish particulars of 10 Judgments in attached format?]
8.2 Do you have more than one spouse living (Rule 12(a))? : Yes No

- 8.3 Whether Dismissed/Removed/Terminated from Service by the previous Employer (Rule 12(b))? : Yes No
- 8.4 Have you been convicted for any offence involving moral turpitude or any other offence (Rule 12(c))? : Yes No
- 8.4(a) Have you been permanently debarred or disqualified from appearing in any examination(Rule 12(c))? : Yes No
- 8.5 Being an advocate were you ever found guilty of professional misconduct (Rule 12(d))? : Yes No
- 8.6(a) Total Number of Children (Rule 12(e))* :
- 8.6(b) Number of Children born after 25/10/2010 (Rule 12(e))* :
- 8.7 Have you accepted Dowry in your marriage (Rule 12(f))? : Yes No
- 8.8 Whether any criminal prosecution is pending against you? : Yes No

9. 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 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.

I agree that the decision of Competent Committee, regarding eligibility or otherwise of the candidature, for admission to the examination shall be final. Application form incomplete in any respect may be rejected without any information to me.

Place* :

Dated* :

9.1 Upload Photo* :

9.2 Upload Signature* :