

INSTRUCTIONS FOR FILLING ONLINE APPLICATION
(Competitive Examination for recruitment in the District Judge Cadre, 2015)
(LIMITED COMPETITIVE EXAMINATION)

GENERAL INSTRUCTIONS:

1. Applicants are advised to check their name and note the serial number in the list of officers eligible for appearing in the limited competitive examination uploaded on official website of this court.
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 form to avoid any mistake in online application form.
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 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://rhcexam.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://rhcexam.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 keep all relevant documents (Educational Certificates etc.), Scanned Photograph, Scanned Signature & his/her serial number in list of eligible Senior Civil Judge, 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.
8. When the applicant clicks on "Online Application" link, available on <http://rhcexam.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 "**Limited Competitive Examination Recruitment**" and click "Next". He/She will be redirected to a new page for validation of Serial number of the Eligibility List. Here applicant has to click/press "validate Sr. No." after filling their Serial Number of the Eligibility List, date of birth and security captcha code. After the validation, applicant will be redirected to the page for filling Online Application.
9. 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).
10. Some fields are marked with (*), which means these field are to be filled in mandatorily.
11. 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.
12. **Do Not Press F5 or Browser refresh button during the process of filling up online application.**
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.

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 sr. no. validation page.

STEP TWO: Here the system asks for Serial Number of the Eligibility List and date of birth. Please fill correct Serial 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 Sr. No.”. 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 Written 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.

Point No. 2. Applicant Details

2.1 Full Name of Applicant : This information has already been filled.

2.2 Full Name of Applicant's Father : Name should be spelled correctly. Do not use prefix as Sh., Mr., Dr. etc.

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.

Point No. 3. Date of Birth & Age

3.1 Date of Birth (DD-MM-YYYY) : This information has already been filled.

3.2 Age as on (01/01/2016) : Age shall automatically be calculated as per your date of birth filled-in at column no. 3.1.

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. Information Regarding Service:

Please fill your Service Detail as per columns.

Point No. 7. Declaration

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

7.1. 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.

7.2 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 in any case after clicking on 'SAVE' button.

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 "Additional District and Sessions Judge". 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.

Rajasthan High Court, Jodhpur

Format of Application Form

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

Sr.No. :

1. Examination Details

1.1 Post of Examination : Additional District and Sessions Judge

1.2 Centre of Examination* : ☐ Jodhpur ☐ Jaipur

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) :

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* :

State/U.T.* :

Pincode* :

Email-Id* :

LandLine Phone No. (with STD Code) :

Cellular Ph No.* :

5. Educational Qualifications

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

6. Information Regarding Service

6.1 Present Post and Place of Posting * :

6.2 Date of Joining on the post of Civil Judge * :

6.3 Date of Joining on the post of Sr. Civil Judge *:

6.4 Total period of actual service on the post of Sr. Civil Judge as on 01-01-2015 * :

Year Month Day

6.5 Whether you are party to any pending Litigation *: Yes No

7. 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 also declare that I shall not directly or indirectly influence the selection process in any manner.

Place* :

Dated* :

7.1 Upload Photo* :

7.2 Upload Signature* :