

INSTRUCTIONS FOR FILLING ONLINE APPLICATION
(Competitive Examination for Direct Recruitment in the District Judge Cadre, 2018)

GENERAL INSTRUCTIONS

1. Applicants are advised to check their eligibility before proceeding to fill online application.
2. **The candidates, who were found eligible for written examination in the District Judge Cadre, 2017, need not to apply afresh.**
3. The candidates, who were provisionally allowed by the order of Hon'ble Supreme Court and Rajasthan High Court, and also found otherwise eligible to participate in the written examination of District Judge Cadre, 2017, and their writ petitions are still pending, need not to apply afresh. **List of above eligible candidates is already uploaded with the Notification No. RHC/Exam Cell/ RJS/DJC/2018/570 Dated 22.09.2018 on the official website of the Court.**
4. If, any candidate, who had applied earlier in pursuance of notification No. RHCJ/ Exam Cell/ RJS/ DJC/ 2017/67 dated 10.02.2017 and corrigendum No. RHCJ/ Exam Cell/ RJS/ District Judge Cadre/ 2017/226 dated 08.05.2017, **is desirous to change his category, has to apply afresh.**
5. Applicants are advised to take print out of format of application form annexed to these instructions and fill and check the entries made by them before proceeding to fill online application to avoid any mistake in online application.
6. 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.
7. Before filling up the online application, the applicants are advised to go through the detailed Notification and relevant Rules carefully.
8. Applicants are required to furnish the requisite Examination Fee as per Notification through Demand Draft of any bank in favour of "REGISTRAR GENERAL, RAJASTHAN HIGH COURT, JODHPUR" payable at "Jodhpur" along with print out of online application and other required documents.
9. Applicants are advised to keep ready all relevant documents i.e. Scanned Photograph, Scanned Signature and documents mentioned in Check-List before starting with the form filling process.

Instructions for Photo / Signature Scanning

 1. Scan your signature & passport size colour photograph.
 2. While scanning your signature & colour photograph do not leave any space around the photo & signature.
 3. Save them as JPG/JPEG files with size between 2KB - 20 KB each.
 4. Images should be properly cropped.
10. Log on to <http://www.hcraj.nic.in> and click on link "*Recruitment*" provided on the home page. This will open a new link "*Recruitment*". Click on *Recruitment*. This will open a page of various Recruitments. Click on "*District Judge Cadre, 2018*". Click on "*Online Application Portal*". This will open a new desired page "*Online Application Portal*". You can also access this page of the online application portal by directly logging on to <http://hcraj.nic.in/OnlineRecruitment>
11. Now click on link "*Additional District and Sessions Judge, 2018*".
12. When the applicant clicks on link "Apply Online", applicant is required to click on the relevant option from Radio Button Box then he will be redirected to the page for filling Online Application.
13. 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 and some are to be selected by clicking on the Radio Button Box. Date should be entered in format DD-MM-YYYY.
14. Some fields are marked with (*), which means these field are to be filled in mandatorily.
15. 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.

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

17. 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 the page while filling the online application, otherwise they will have to fill the application afresh.

FIELDS OF ONLINE APPLICATION

1 Examination Details

1.1 Post of Examination: Additional District and Sessions Judge

1.2 Centre of Examination: Please select Centre for Examination from the dropdown menu. The Rajasthan High Court reserves the right to change the examination centre and vary the number of Examination Centres at its discretion

1.3 Bonafide Resident of: Please select "Rajasthan" or "Other State" from the Radio Button Box.

1.4 Home District : Bonafide residents of Rajasthan have to select their Home District from the Dropdown Menu.

2. Applicant Details

2.1 Full Name of Applicant : Please fill your Name as it appears on Certificate(s). Do not use prefix titles as Shri, Smt. Mr. Mrs., Ms. Miss, Kumari, Dr. etc. Mismatch in spelling may disqualify your candidature.

2.2 Full Name of Applicant's Father : Please fill your Father's Name as it appears on Certificate(s). Do not use prefix titles as Shri, Mr., Kumar, Dr., Late etc. Mismatch in spelling may disqualify your candidature.

2.3 Full Name of Applicant's Mother : Please fill your Mother's Name as it appears on Certificate(s). Do not use prefix titles as Smt., Ms., Mrs., Kumari, Dr., Late etc. Mismatch in spelling may disqualify your candidature.

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 menu containing UNMARRIED, MARRIED, DIVORCEE-MALE and WIDOWER for male and UNMARRIED, MARRIED, WIDOW, and DIVORCEE-FEMALE for female.

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

2.7 Category : Select the Category from amongst GENERAL, OBC Creamy Layer, OBC Non Creamy layer, SC and ST from Dropdown Menu. **All the applicant belonging to "Other State" shall be treated in General Category.**

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, is not eligible to appear in the examination.

2.9 Person with Disability (Differently Abled) : You are required to click on the relevant option from the Radio Button Box.

2.9(a) Category of Disability : In case 2.9 is "Yes" then select the category of Disability from the dropdown menu.

3. Date of Birth & Age

3.1 Date of Birth (DD-MM-YYYY) : Fill the date of birth in format of dd-mm-yyyy.

3.2 Age as on (01/01/2019) : Age shall automatically be calculated as per your date of birth filled-in at Column No. 3.1.

4. Correspondence Address Details:

4.1 to 4.8: 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.

5. Educational Qualifications:

Please fill your educational qualifications as required.

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 fill the date in format of dd-mm-yyyy.

7. Enrolment & Practice Details:

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

7.1.1 Enrolment Date : Please fill the date of enrolment in format of dd-mm-yyyy.

7.2 Whether you have been an Advocate for a period of not less than 7 years on the last date fixed for receipt of applications? : 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 format as per Annexure-IV (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 from District & Sessions Judge concerned or Registrar of the concerned High Court in the prescribed format as per Annexure-II or III (Rule 33(v) & 36(2)) ? : You are required to click on the relevant option from Radio Button Box.

7.7 Have you argued personally in cases of preceding 7 years on the last date for submission of online application [Furnish particulars of 10 Judgements in prescribed format as per Annexure-V]?: You are required to click on the relevant option from Radio Button Box.

8. Other Information

8.1 Do you have more than one spouse living (Rule 12(a))? : You are required to click on the relevant option from Radio Button Box.

8.2 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.

8.3 Whether any First Information Report has ever been lodged against you? : You are required to click on the relevant option from Radio Button Box.

8.3(a) Whether any charge sheet for committing any offence has ever been filed against you in the Court of Law? : You are required to click on the relevant option from Radio Button Box.

8.3(b) Whether any negative final report concerning you has ever been filed in a Court of Law? : You are required to click on the relevant option from Radio Button Box.

8.3(c) Have you ever been convicted or acquitted for any offence involving moral turpitude or any other offence by a Court of Law? : You are required to click on the relevant option from Radio Button Box.

8.4 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 enter total number of children by selecting the number from drop down menu.

8.6(b) Number of Children born after 25/10/2010 (Rule 12(e))* : Please enter total number of children born after 25/10/2010 by selecting the number from drop down menu.

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.

9. Declaration

"I Agree" : Click the checkbox after reading declaration.

Place : Kindly mention the place of filling online application.

Date: Kindly mention the date of filling online application in format of dd-mm-yyyy.

9.1. Upload Photo : Only JPG/JPEG clear 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 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 recognizance of face in photo may lead to rejection of application.

9.2 Upload Signature : Only JPG/JPEG clear 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 (Captcha code is case sensitive)

15. The applicants are advised to check the details filled in and satisfy themselves that all informations have been correctly filled up. If applicant finds all information correct and he 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 the application.

16. Here system displays filled in application with the Application ID generated. Applicants are advised to note down the Application ID for future correspondence. To take the print out of filled online application, applicants are advised to click the "Print Application Form" button provided at the top.

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

17. To download the submitted application and to take a printout at any later stage, a link "Print Application" is available on <http://hcraj.nic.in/Onlinerecruitment> at the link "Additional District and Sessions Judge, 2018". **Applicant may get print out of submitted application by entering his/her Date of Birth and Application ID.**

18. Applicants are directed to take the Print out of filled in online application and after mentioning details of Demand Draft in the relevant column manually, paste passport size colour photograph which has been uploaded in online application, put original signature at the space provided in printout of online application and then send to the **OFFICE OF REGISTRAR (EXAMINATION), RAJASTHAN HIGH COURT, JODHPUR** along with following documents and Check List (**ANNEXURE-I**):

- (a) Attested copy of Secondary/equivalent, School Certificate/ any other educational document having date of birth;
- (b) Attested copy of Bachelor of Law (Professional) Degree;
- (c) Attested copy of Enrolment Certificate/ Sanad;

- (d) Attested copy of Caste/ Class Certificate for claiming benefit of reservation issued by competent authority for service under the Govt. of Rajasthan, in case OBC (NCL), not prior to one year from the last date of submission of application form;
- (e) Original Certificate from District Judge concerned/ Registrar of concerned High Court in the prescribed format as **ANNEXURE-II OR III** (with Seal of the concerned Authority) regarding fitness, character and length of actual practice (experience) of candidate;
- (f) Original Character Certificates as **ANNEXURE-IV** of two Responsible Persons not related to him, issued not prior to six months from the date of submission of application form;
- (g) Proof of length of service and Permission of Department for appearing in the examination (if any);
- (h) Attested Copy(ies) of document relating to Dismissal/Removal/Termination (if any);
- (i) Certified Copy(ies) of Judgement/Order relating to conviction or acquittal (if any);
- (j) Certified copy(ies) of FIR registered against you (if any);
- (k) Certified copy(ies) of Charge-sheet filed against you in a Court of Law (if any);
- (l) Certified copy(ies) of negative final report concerning you filed in a Court of Law and order passed thereon regarding acceptance/ rejection/ present status, 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) Particulars of Ten (10) Judgements of the preceding seven years in which candidate has argued personally in the prescribed format as **ANNEXURE-V**;
- (p) Demand Draft of Examination Fee of any bank in favour of Registrar General, Rajasthan High Court, Jodhpur payable at Jodhpur.

Rajasthan High Court, Jodhpur

Format of Application Form
Additional District and Sessions Judge, 2018

1. Examination Details

- 1.1 Name 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 Creamy Layer
 OBC 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 : AUTISM
 HEARING IMPAIRED
 LOCOMOTOR DISABILITY AND CEREBRAL PALSY (L.D. AND C.P.)
 MULTIPLE DISABILITY
 VISUAL IMPAIRED – BLIND AND LOW VISION

3. Date of Birth & Age

- 3.1 Date of Birth(DD-MM-YYYY) * :
3.2 Age as on (01-01-2019) : Year Month Day

4. Correspondence Address Details

- 4.1 Address* :
4.2 City/Village* :

- 4.3 District* :
 4.4 State/U.T.* :
 4.5 Pincode* :
 4.6 Email-Id* :
 4.7 Landline Phone No. (with STD Code) :
 4.8 Cellular Ph No.* :

5. Educational Qualifications

Name of Examination	Year	Div./Grade
5.1 Secondary*		
5.2 Higher Secondary /Senior Secondary*		
5.3 Graduation/Equivalent		
5.4 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 (DD-MM-YYYY)* :

7. Enrolment & Practice Details

- 7.1 Enrolment No. :
 7.1.1 Enrolment Date (DD-MM-YYYY) :
 7.2 Whether you have been an Advocate continuously for a Period not less than 7 years on the last date fixed for receipt of applications? : Yes No
 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 format as per Annexure-IV (Rule 33(V))? : Yes No
 7.6 Have you obtained Experience, Fitness & Character Certificate from District & Sessions Judge concerned or Registrar of the concerned High Court in the prescribed Format as per Annexure-II or III (Rule 33(V) & 36(2))? : Yes No
 7.7 Have you argued personally in cases in preceding 7 years on the last date for submission of online application [Furnish particulars of 10 Judgments in prescribed format as per Annexure-V]? : Yes No

8. Other Information

- 8.1 Do you have more than one spouse living (Rule 12(a))? : Yes No

- 8.2 Whether Dismissed/Removed/Terminated from service by the Previous Employer (Rule 12(b))? : Yes No
- 8.3 Whether any First Information Report has ever been lodged against you? : Yes No
- 8.3(a) Whether any charge sheet for committing any offence has ever been filed against you in the Court of Law? : Yes No
- 8.3(b) Whether any negative final report concerning you has ever been filed in a Court of Law? : Yes No
- 8.3(c) Have you ever been convicted or acquitted for any offence involving moral turpitude or any other offence by a Court of Law? : Yes No
- 8.4 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

9. Declaration

I Agree*

I have carefully read the terms and conditions of notification, instructions and relevant rules before filling up the online application and hereby undertake to abide by them, particularly conditions of eligibility prescribed for recruitment.

I hereby declare & verify that all information made in this online application is 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 incomplete in any respect may be rejected without any information to me.

Place* :

Dated :

9.1 Upload Passport size colour Photograph* :

Upload recent coloured photographs (size b/w 2 kb to 20 kb) Format JPG, JPEG

9.2 Upload Signature* :

Upload Signature (size b/w 2
kb to 20 kb) Format JPG, JPEG