

FREQUENTLY ASKED QUESTIONS

1. I have made a mistake in the application (DOB/Gender/Email ID/Name/Parents Name/Pin code/Roll no/ % / Marks/Challan Number/Documents/Photo & Signature/Work Experience) while registering
Can this be Rectified?
 - **Once Submitted No Editing Allowed.**
2. I haven't received my Registration No, what should I do?
 - **You can connect with Help-desk for Registration No and your Password will be your DOB in DD/MM/YYYY format**
3. I fall into the OBC (Outside Delhi) category, what is the eligibility?
 - **Kindly visit the detailed advertisement and common instruction to our official website (<http://delhidistrictcourts.nic.in>).**
4. How do I calculate my marks into CGPA scores?
 - **Marks are calculated based on 100 for Cumulative Grade Points Average (CGPA) you calculate w.r.t 10 (Refer the formula mentioned at back side of your mark sheet/degree)**
5. I did the payment online the webpage said the transaction was a failure. But I have received the SMS saying money was deducted.
 - **First check bank account. If Amount is deducted from your account, then connect with Helpdesk with transaction No and supporting details.**
6. Name on the educational documents & the other docs (Passport/PAN/Aadhaar Card) does not match, which name do I mention on the application?
 - **Candidate should mention his/her name and Date of Birth in the Application Form as per the Matriculation Certificate or Equivalent Examination Certificate. No subsequent request for its change will be considered or granted.**
7. I am a final year student, am I eligible?
 - **Kindly visit the detailed advertisement and common instruction to our official website (<http://delhidistrictcourts.nic.in>).**

8. In case the website is having functional or operational issues and I am unable to fill up and complete my application, what should I do?

- **Connect with helpdesk with screenshot and detail of issue**

9. I don't have middle name & last name.

- **Middle name and Last name is NOT mandatory**

10. What is the eligibility for physically handicapped candidates?

- **Kindly go through the Detailed advertisement and Common instructions in the official website <http://delhidistrictcourts.nic.in>**

11. Can I apply for multiple Posts?-

- **This recruitment is only for a single post i.e. Junior Judicial assistant. Kindly go through the Detailed advertisement and Common instructions in the official website <http://delhidistrictcourts.nic.in>**

12. I have not received the confirmation on submission of my online application? How do I know of its successful submission?

- **Connect with help desk.**

13. I have lost/forgot the user id & password.

- **Your user id is your Registration No which was sent to your email id and mobile number ; and your password is your Date of birth in DD/MM/YYYY.**

14. I want to know the reason for rejection of my application form.

- **Connect with helpdesk**

15. I do not have my own citizenship certificate.

- **Kindly go through the Detailed advertisement and Common instructions in the official website <http://delhidistrictcourts.nic.in>**

16. I am Overseas Citizen of India (OCI) holder which nationality should I select.

- **Kindly go through the Detailed advertisement and Common instructions in the official website <http://delhidistrictcourts.nic.in>**

17. Do we have to send any documents to the TIS Hazari Court?

- **NOT REQUIRED**

18. How to submit the Application fee? And what are the bank details?

- **Refer How to apply section in the website <http://delhidistrictcourts.nic.in>**

19. Can data once entered be edited?

- **Form once submitted, no editing is allowed**

20. What is the form submission Fee?

- **Kindly go through the Detailed advertisement and Common instructions in the official website <http://delhidistrictcourts.nic.in>**

21. Which are the cities in which examination will be conducted?

- **Kindly go through the Detailed advertisement and Common instructions in the official website <http://delhidistrictcourts.nic.in>**

22. Will the traveling allowance (TA) be provided for going to the examination center?

- **No**

23. Can I deposit the required fee ONLINE using credit card/ATM/debit card etc. of other bank?

- **YES**

24. Where can I review the examination result?

- **Kindly go through the Detailed advertisement and Common instructions in the official website <http://delhidistrictcourts.nic.in>**

25. Is there any Age limit ?

- **Kindly go through the Detailed advertisement and Common instructions in the official website <http://delhidistrictcourts.nic.in>**

26. What are the minimum eligibility criteria/minimum Qualification Criteria?

- **Kindly go through the Detailed advertisement and Common instructions in the official website <http://delhidistrictcourts.nic.in>**

27. I need the Syllabus

- **Kindly go through the Detailed advertisement and Common instructions in the official website <http://delhidistrictcourts.nic.in>**

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28. I need the last year question paper.

- **NOT allowed**

29. What items are not permitted to be brought inside the examination venue?-

- **Refer your Admit Card**

30. Candidate wanted to know about the refund status ?

- **Check your Bank Account.**

31. Candidate needs to know about application status

- **Login to Application for to track your status**

32. Unable to download admit card

- **Candidate should mail the details to helpdesk, helpdesk will check and revert through clicking admit card link.**

33. Unable to get the link for admit card

- **Mail to helpdesk, helpdesk will revert the Link.**

34. Date/Day and Time of Examination

- **Details will be present in the Admit Card.**

35. When will I get my admit card

- **We would request you to keep checking official website <http://delhidistrictcourts.nic.in>**

36. Details mentioned in the Admit Card (Name, DOB, Category) vary from what I have mentioned in the application form. Can it be changed?

- **Please connect with the helpdesk.**

37. Photograph in the admit card is not clear

- **Please connect with the helpdesk.**

38. Photograph uploaded in place of signature and vice versa

- **Once form is submitted, no editing can be done.**

39. I have not received my Registration No, what should I do?

- **Connect with helpdesk and Provide your DOB, mobile no to helpdesk and get the registration no.**

40. What are the valid ID proof that I can bring along with admit card at exam center?

- **Refer to the admit Card for details**

41. I want to change my details (Already submitted)

- **Once the form is submitted, no editing can be done.**

42. I want to change the exam date/Center (Already submitted)

- **As already mentioned in advertisement, no request for change of date/center will be entertained.**

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