

HOW TO APPLY

Important Note: Please read carefully all the “**Common Instruction**” and “**FAQs**” and fill all the details very carefully. After submission of the online form, no candidate will be able to edit/delete any field.

Online Applications are invited from Eligible Indian nationals for recruitment to the post of **Junior Judicial Assistant** against vacancies in Delhi District Courts and other mode of submission of application is NOT acceptable.

Before filling of the “**Online Application**”, for convenience, the Candidate should have scanned images of following documents ready (soft copy) in JPG/JPEG format only.

(a) Scanned copy of recent Colored Photograph (Max size 50KB)

(b) Scanned Signature of the candidate (Max size 20KB)

(c) A valid E-mail id and Mobile Number are mandatory for the submission of Online Application.

(Provided E-Mail id and Mobile number is/are advised to be kept active till the declaration of results. Delhi District Courts will send important information/communication with regards to application and examination on the registered E-Mail Id and the Mobile number only.

Note:

1. After submission of the Application Form the particulars mentioned in the form like **Name of the Candidate, Father's name, Mother's name, Date of Birth, Mobile Number, and Email Id etc.** shall be considered as Final. Candidate will not be able to edit/delete any fields after submission of form.
2. Applications without appropriate Application Fee, required documents & information as per recruitment notifications shall be liable to be rejected summarily. Delhi District Court, however, reserves the right to cancel any of the Examination Center Delhi and/or add some other centers Delhi depending upon the response, administrative feasibility, or any force majeure conditions etc.
3. The Candidates are advised to fill in the online application form with the utmost care as no correspondence regarding change of details shall be entertained at any later stage.

STEPS TO BE FOLLOWED TO FILL THE ONLINE APPLICATION

Instructions and Important Links will guide the candidate to fill the Application Form. So the candidates are Advised to read them very carefully and follow them strictly.

Step 1: Candidates are first required to go to the Delhi District Courts website i.e.

<http://delhidistrictcourts.nic.in> and click on the link **"Apply Online"** AGAINST ADVERTISEMENT NO.....

Step 2: Candidate will be directed to the web page which have following information as below.

- Detailed Advertisement
- Common Instruction
- How to Apply
- Exam Syllabus
- FAQs
- Important Dates etc.

Step 3: Candidate Registration:

Candidate is required to click on the button **"Registration for New User"** on the Index Page. It will be redirected to a new page. The candidate has to fill up the online form and a minimum qualification for the post of JJA is "Graduation" is mandatory and to be selected by the candidates. Click "Click to Continue" Button to proceed.

Step 4: Fill the Application Form

Candidates are required to fill-in the following details in the Primary page:

1. Basic Details
2. Communication Details
3. Educational Qualification

Click on "Click to Continue" button once all the details are entered. A "Preview" page is displayed where a candidate can view the Primary details as filled by him/her. If any changes are to be carried out, the candidates should click the "Edit" button and make the necessary changes and submit the details by clicking on the "Submit" button.

Important Note: The candidate is required to fill all the details very carefully. After submission of form **Candidate will not be able to edit/delete any fields.**

A new page that has the details of registration number and name of the candidate is displayed. To continue further, the candidate can either click the "Login" button to proceed with "Step 5" or click "Home" button to redirect to advertisement homepage. Simultaneously, the candidate will get SMS and Email on his/her registered mobile no. and Email id with his/her registration number. Please preserve your registration number for future use.

Step 5: Photo and Signature Upload

1. Sign in through "Existing User" using your "Registration number" and your "Date of Birth(DOB) in the format DD/MM/YYYY".
2. Click "Browse" button and select the scanned copy of your recent colored photograph (Max size 50KB) and click "Upload Photo" button. Once "Upload Photo" is clicked, a preview of your photo will be displayed.
3. Click "Browse" button and select the scanned copy of your signature (Max size 20KB) and click "Upload Signature" button. Once "Upload Signature" is clicked, a preview of your signature will be displayed.
4. Click "Save & Next" button to submit your Photo and Signature and the candidate can proceed with Payment.
5. Once submitted, the photo and signature cannot be edited or changed.

Step 6: Payment Stage

1. The candidate will be taken to the Payment page.
2. Click the "Make Payment" button and you will be redirected to the SBI e-Pay portal where he/she may enter the following details:
3. In the SBI page the candidate has to fill-in the following details which are mandatory
 1. Registration number
 2. Name
 3. Mobile number
 4. Email Id
 5. Category
 6. Amount

Once the above details are submitted he/she should select the mode of payment

Mode of Payment: Debit Card/Net Banking/Challan.

Note: Challan can be downloaded from the portal and to be submitted to any SBI Bank branch.

Kindly ensure to enter the correct Registration Number else your payment may not get verified and you will not be able to proceed further. **Applicable bank charges during the payment of Application fees (online/offline) to be borne by the candidates.**

Step 7: Print Application

1. Once the payment is verified, the candidate can login through "Existing User" and a new page will be displayed with the Candidate's name and Registration Number.
2. Click "Print Registration Slip" to download the Application Print.

IMPORTANT NOTES

1. The candidate are advised to fill the application form very carefully.
2. **Take care to upload the right documents at right place as mentioned) in the application form.(Photo in place of Photo and Signature in Place of Signature)**
3. Only latest colored photograph will be uploaded.
4. Make a note of important, dates.
5. The candidates are advised to apply early to avoid last minute rush/jam/network problems.
6. Candidates are advised to keep at least 06 copies of latest photograph for future use, which have been uploaded in the application form.
7. Applicable bank charges during the payment of Application fees (online/offline) to be borne by the candidate.
8. Court of jurisdiction for any dispute shall be at Delhi.
9. Candidates are required to remain in constant touch with the website of this office i.e. **<http://delhidistrictcourts.nic.in>** for important information and guidelines.
10. Delhi District Courts reserves rights to modify/rectify to correct the error that might have inadvertently crept in. However, Delhi District Courts does not owe any responsibility for error committed by the candidate.
11. Canvassing in any form shall disqualify the candidate.
12. Mobile phones/Communication devices/gadgets, electronic watches & calculators etc. shall not be permitted in the examination Hall.

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