

INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION.

1. Click on the “Registration for New User” button in the online portal of Calcutta High Court, after reading carefully the “Notification” and ensuring that you are eligible to apply.
2. On clicking the “Registration for New User” button, the candidate will be taken to the registration page where you need to fill in the concerned details.
3. Enter the basic details like Name, father’s name or husband’s name, mother’s name, gender, marital status, date of birth, category, Nationality, Aadhaar number in the respective fields provided. The candidates belonging to State other than West Bengal will be considered only as a UR (unreserved) candidate and no relaxations will be applicable.
4. Choose the appropriate options in the fields asking about, (i) Exempted category, (ii) Meritorious Sports person, (iii) PWD, (iv) Ex-Serviceman and (v) Government Employee. If belonging to Exempted or Ex-serviceman categories, the Employment Exchange details should be provided.
5. For sponsored candidates, it is mandatory to submit the documents relating to sponsorship during the time of verification of documents.
6. PWD candidates should select the type of disability and scribe facility can be availed for Visually Handicapped candidates and candidates having Loco Motor disability or Cerebral Palsy.
7. Must have knowledge in the vernacular of the State is mandatory.
8. Candidates are requested to choose their preferred examination centre from the list of options provided in the dropdown list. The communication details such as Permanent address, correspondence address with State name and PIN-code, Mobile numbers and Email ID should be entered by the candidate in the respective fields.
9. Finally, candidates must provide the educational details as required. Candidate must have passed Class X and XII.
10. A final declaration is to be checked on confirmation about the details entered above are valid and correct to the best of the candidate’s knowledge.
11. **On completion of the registration stage, a unique registration number will be generated, which shall be used along with date of birth (DOB) for all further representations and login purpose.**

12. The candidate should click the “Sign In for Existing User” button in the portal, and then will be redirected to the Payment Stage where all the candidates need to pay application fees.
13. After successful of **offline payment** of application fees, it takes a maximum of 48 hours for verification of payment and only then the candidate shall proceed to the next stage.
14. Once the payment gets verified, it is mandatory for all the candidates to upload the photo and signature with the prescribed specifications, as mentioned.
15. On submission of all the details and documents, the online application shall be submitted and a printout of the application can be obtained for future reference.
16. Intimation will be send to the candidates for downloading Admit Cards by using their **Unique Registration Number and DOB**.