



High Court of Judicature at Allahabad

Advt. No. :-02/Sub. Court/Category C & D/2017

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

HOW TO APPLY

Online Applications are invited from Eligible Indian national Candidates for filling up various category cadre posts, under the Uttar Pradesh Civil Court Staff Centralized Recruitment-2016-17, in the U.P. State District Courts subordinate to the High Court of Judicature at Allahabad and any 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 is mandatory for the submission of Online Application.

(Candidates are advised to keep their E-Mail id and Mobile number active till the declaration of results, **as High Court of Judicature at Allahabad will send important information/communication with regards to application and examination on the registered E-Mail Id and the Mobile number.**

Note:

1. After submission of 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 are liable to be rejected. **High Court of Judicature at Allahabad** however have the right to cancel any of the Examination City, Center and/or add some other cities/centers depending upon the response, administrative feasibility, or any force majeure conditions etc.
3. 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.



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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 **High Court of Judicature at Allahabad** website: <http://www.allahabadhighcourt.in/> and click on Recruitment Button on homepage and then click on notice related to the Uttar Pradesh Civil Court Staff Centralized Recruitment-2016-17

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

- Detailed Advertisement
- How to Apply
- Exam Syllabus
- FAQs
- Exam City

Step 3: Candidate Registration

Candidate is required to click on the button "**Registration for New User**" on Index Page. It will be redirected to a new page. First select the post code from the drop-down for which the candidate is willing to apply.

- Post Code 01(Category C)
- Post Code 02(Category C)
- Post Code 03(Category C)
- Post Code 04(Category D)

For every post code, there is a selection of sub-post(s). The candidate has to choose the post applied preference as per his/her choice. The Post Code 04 (Category D) alone has got 5 post applied preferences and a minimum qualification of "Junior High School", "High School" and "Class VI" is mandatory and to be selected by the candidates. Click "Next" 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
4. Preferences
 - ✓ Exam City Preference



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Click on "Next" 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 to be carried out, the candidates should click the "Edit" button and make the necessary changes and submit the details by clicking on "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 no. 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 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. Applied Post Code
 6. Category
 7. Amount



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

Mode of Payment: Debit Card/Credit 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'll be unable to proceed further.

Applicable bank charges during the payment of Application fees (online/offline) to be borne by the candidate.

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. The candidates are advised to apply early to get the examination center of their choice/preference and avoid last minute rush/jam/network problems.
5. Candidates are advised to keep at least 06 copies of latest photograph for future use, which have been uploaded in the application form.
6. **Applicable bank charges during the payment of Application fees (online/offline) to be borne by the candidate.**
7. Court of jurisdiction for any dispute shall be at Allahabad.
8. Candidates are required to remain in constant touch with High Court of Judicature at Allahabad website: <http://www.allahabadhighcourt.in/> for important information and guidelines.
9. High Court of Judicature at Allahabad reserves rights to modify/rectify to correct the error that might have inadvertently crept in. However, High Court of Judicature at Allahabad does not owe any responsibility for error committed by the candidate.
10. Canvassing in any form shall disqualify the candidate.
11. Mobile phones/Communication devices/gadgets, electronic watches & calculators etc. shall not be permitted in the examination Hall.