HOW TO FILL THE ONLINE APPLICATION FORM
Junior Judicial Assistant / Restorer (JJAR) 2017 in High Court of Delhi

GENERAL INSTRUCTIONS

1) Candidates are required to apply online through Delhi High Court's website **www.delhihighcourt.nic.in**

2) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATIONFORM

Step 1: New Candidate to Create Log In

⬇

Essential documents to be made ready

⬇

Step 2: Already Logged In Candidate to Login to perform following actions to complete the process of filling online application form

Action 1: Fill application form
Action 2: Uploading Photo/Signature
Action 3: - Submit Application (For SC/ST/PHP/Ex-Serviceman/Women Candidates)
              - Make Payment (For other categories)
Action 4: Print application (For All Candidates exempted from fees)
              Print application (For All Candidates who paid fees through Debit Card / Net Banking)
              Verify Payment Receipt Status and Print application (For All Candidates who paid fees through Cash i.e. SBI Bank Challan)

⬇

Action 3: Download the Admit Card for written test

………

STEP 1 : New Candidate to Create Log In

➡ New Candidate to visit the website **:** **https://applycareer.co.in/dhc/jjar2017** and click :**Fresh Candidate (Click Here) to Create Log In**
➡ You must have a valid email ID for applying online.
➡ Remember the password filled here for creating Log In.
➡ Press the button "Submit". **Information once filled here will not be changed.**
➡ The confirmation for the registration will also be sent on your email entered.

Note: Kindly note that the Email-ID and Date of birth as filled by you will be used to login to the website to fill the online application form.

> **Essential documents to be made ready**

➡️ Before starting to fill up the on-line application, keep ready with you the following details/ documents/ Information
- a) Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.)
- b) Personal details
- c) Educational qualification details
- d) Image of scanned photograph in jpg / jpeg format and size should not exceed 100 KB
- e) Image of scanned signature in jpg / jpeg format and size should not exceed 100 KB
- f) Debit Card/Internet Banking details for online payment.

STEP 2 : **Already Logged in candidate to Login to perform following actions to complete the process of filling online application form**
Action 1: **Fill application form**
Action 2: **Uploading Photo/Signature**
Action 3: **- Submit Application (For SC/ST/PHP/Ex-Serviceman/Women Candidates)**
            - Make Payment (For other categories)
Action 4: **Print application (For All Candidates exempted from fees)**
             Print application (For All Candidates who paid fees through Debit Card / Net Banking)
             Verify Payment Receipt Status and Print application (For All Candidates who paid fees through Cash i.e. SBI Bank Challan)

➡️ Logged in Candidate to visit the **website : https://applycareer.co.in/dhc/jjar2017** and login by clicking **Already Logged In Candidate(CLICK HERE) to Complete Process**

➡️ **On clicking Already Logged In Candidate (CLICK HERE) to Complete Process** page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:
- ➤ **Action1 : Fill Application**
- ➤ **Action 2 : Upload Photo & Signature image**
- ➤ **Action 3 : Make Payment and/or Submit Application**
- ➤ **Action 4 : Verify Payment Receipt Status and/or Print application**

➤ **Action 1: Fill Application (Click on the button to fill application form)**

- ➢ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.
- ➢ While filling the application form online, please save the information by clicking the button "SAVE".
- ➢ In case you wish to edit any information you can do so by logging again using Email-ID and Date of birth. After editing the information, make sure to save the information by clicking the button "SAVE".

➤ **Action 2 : Upload Photo & Signature image**
- ➢ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 100 kb.**

Contd.

➤ **Upload Scanned Signature image**- Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 100 kb. Please note that this signature would be saved with your information, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature may be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 100 kb.**

➤ **Action 3 : Make Payment and / or Submit Application**

Amount of Application Fee:-

S. No.	Category	Fee Amount (In ₹) (Application Fees + Bank Charges)
01	SC/ST/PWD/Ex-Servicemen/Women Candidates	NIL
02	All other categories	₹300/- + Bank Charges

01. **SC/ST/PWD/Ex-Servicemen/Women Candidates** have to submit application to complete the online registration process. On submitting; online application number will be issued and candidate to take the print out of the Application Form having this Online Application Number.

02. **All other category candidates are required to make the payment through Debit Card, Internet Banking and SBI Bank Challan only. Keep the Debit Card / Internet Banking details handy.**

➤ Candidate to read the undertaking and accept the same.
➤ In case you wish to edit any information pertaining to Personal Details, Qualification Details and/or Experience Details; you can do that by log in again using Email-ID, Date of Birth, Password and after editing the information, make sure to save the information again by clicking the button "**SAVE**".
➤ On clicking the button "MAKE PAYMENT"; YOU WILL BE ROUTED TO Bank website where you have to make the payment by any one of the following options:
  ⇨ Debit Card
  ⇨ Net Banking
  ⇨ Bank Challan

1. **Mode of Payment through Net Banking/Debit Card as per steps given below:**
   ➥ Put the details of your Net Banking Account or Debit Card to proceed for the payment.
   ➥ Last date for depositing the fees is 30 June 2017.
   ➥ Once your payment is confirmed, the system will direct you to the final application form. You will receive an auto-generated Online Application No. once you have successfully made the payment.

   After making the successful transaction; the candidate will get a preview of application with Application Number. Candidates are advised to get a printout of the filled up application for record.
   The candidate should retain his/her Application Number carefully for generation of call letter and for any other information regarding Screening Test/Interview etc.

2. **Mode of Payment through SBI Cash Challan as per steps given below:**
   ➥ Take the print out of the challan generated online having **unique Challan No. on or before 30 June 2017.**
   ➥ Deposit the requisite fee in any branch of State Bank of India **on any bank working day on or before 03 July 2017.**
   ➥ SBI Branch will issue Journal No. on receipt of cash payment.
   ➥ Applicant Copy of challan duly completed by SBI through which fee is paid must be retained by the candidate and produced on demand.

Contd.

3. **Fee once paid will not be refunded under any circumstances.**
Fees paid by modes other than through Net Banking/Debit Card/SBI Challan as indicated above will not be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

➤ **Action 4 : Verify Payment Receipt Status and / or Print Application (For All** Candidates who paid fees through Cash i.e. SBI Bank Challan)

1. The candidates **who are exempted from payment** of application fee should take the print out of Online Application Form having an auto generated Online Application No.

2. **The candidate who are not exempted from payment of fees and are making the payment through SBI Bank Challan have to Verify their Payment Receipt Status after 1 working day of deposit of fees at SBI Bank Branch:** A candidate can go to the website: https://applycareer.co.in/dhc/jjar2017 and check the payment status by clicking **Already Logged In Candidate (CLICK HERE) to Complete Process** using your Email ID, Date of Birth and Password.

   a. If you find that the payment made by you is shown as received, your online application form has been submitted. Here an Online Application Number will be issued to the candidate. This completes the process of filling the online application form. Take the print out of the application form having Online Application Number.
   b. If you find that the payment made by you is not shown as received, kindly refer your case to High Court of Delhi on email id along with the scan copy of the bank challan.

   NOTE:
   - **Once the payment has been made; you will not be allowed to change/modify any information.**
   - **After successful payment, candidates are NOT required to send Application Form/any documents/Registration Slip to High Court of Delhi. The information furnished in the Application Form and Original certificates will, however, be scrutinized / verified at the time of interview**.

➤ **Action 4 : Print Application**
   ➢ Take the print out of online application form for record.
   ➢ Candidates can take re- print of the Online application form by clicking **Already Logged In Candidate (Click Here) to Complete Process**

➡ **Candidates should keep one set of application for record.**

STEP 4:   Download the admit card for the written test

On the basis of information given in the Application Form, Admit Card of provisionally eligible candidates will be available for download from website: **https://applycareer.co.in/dhc/jjar2017** as per the schedule to be available on the website.

Download Admit Card – On the due date for Admit Card, re-login to the website: **https://applycareer.co.in/dhc/jjar2017** A link for downloading Admit Card for written test, containing the details of the centre/venue for the examination, etc., will be available. Download the Admit Card.

Print Admit Card - Take a printout of the admit card. Candidates will not be allowed to enter the Written Test Venue without a valid Admit Card.

NOTE: The admit card for written test will NOT be sent by post or email. Candidates are advised to regularly check High Court of Delhi website https://applycareer.co.in/dhc/jjar2017 for updates.