

HOW TO FILL THE APPLICATION FORM

(Please refer Advertisement, Instructions and Frequently Asked Questions FAQs before filling application form)

Procedure for Submitting Online Applications through HIGH COURT OF PUNJAB & HARYANA Recruitment Portal:

<https://cdn3.digialm.com/EForms/configuredHtml/32046/80351/Index.html>

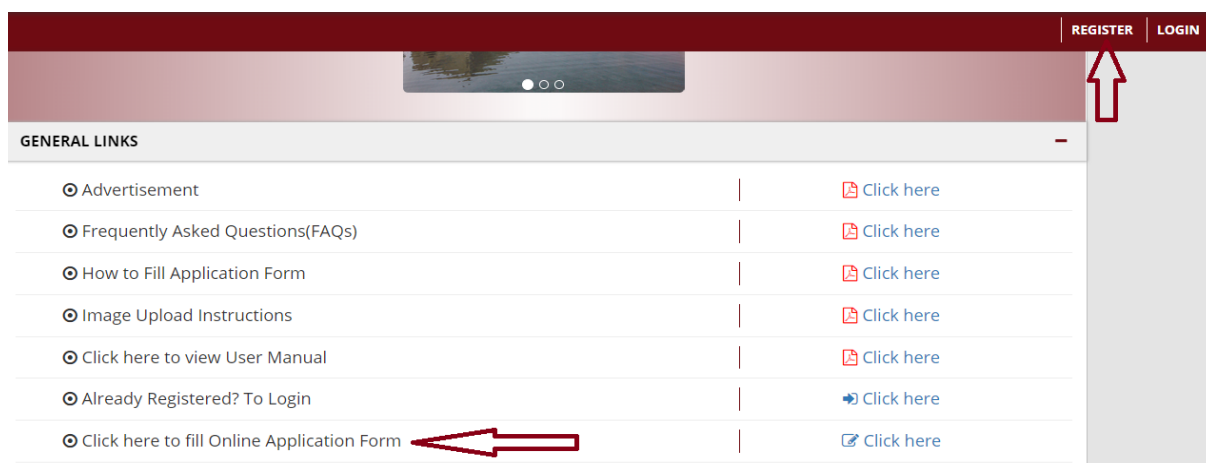
A link to the above-mentioned recruitment portal shall also be made available on the official HIGH COURT OF PUNJAB & HARYANA website <https://highcourtchd.gov.in>

- Applications can be submitted only Online.
- Applications can be submitted through High Court of Punjab & Haryana Recruitment Portal for which candidate must have internet connection with online fee payment facility (Internet Banking / Debit Card / Credit Card).
- No manual/ paper application will be entertained.
- Entries in registration and application form shall be filled only in English.
- Candidate to keep the required information handy with him/her before starting to fill up the on-line application form as per published advertisement:
 - Personal details (Candidate Name, Father's Name, Mother's Name, DOB).
 - Valid and Active Email ID
 - Valid and Active Mobile number for receiving SMSs/OTPs.
 - Educational qualification details with percentages of the marks obtained.
 - Digital copy of scanned Passport size photograph (4.5 cm length x 3.5 cm width) in colour photograph or (276*354 pixels).
 - Digital copy of scanned signature minimum size 50 KB to a maximum of 200 KB with clear background.
 - The system should have an in-built camera or attached webcam to capture the real time photograph.
 - A facility to take Printout of the Application Form and payment slip.
 - Online Payment facility (Internet Banking / Debit Card / Credit Card)
 - After final submission of Online Application Form by the candidate, no change will be allowed, and candidate will be responsible for any mistake in the data filled in the Online Application Form. In case candidate feels that he/she has filled up the form erroneously, he/she should fill up a fresh Online Application Form along with requisite fee before the closing date. Fee paid earlier shall not be adjusted against the fresh Online Application Form.
 - In the case of submission of multiple Online Application Form by a candidate, the latest Application Form with the latest Application number will be considered by the recruitment board.
 - In case a candidate has submitted her/his application form and finds that he/she needs to change or has to edit the entry, in such a case he/she has to re-register using a different mobile number or e-mail ID and then fill in the form again and pay the requisite fees, the latest form filled based on the application number generated would only be considered and other forms filled will stand automatically rejected.
- While applying for the post, the candidates will have to go through three major steps: -
 1. Registration
 2. Application Form filling
 3. Payment

1. How to Register

Following steps are to be followed to complete the registration process: -

- a. Candidate will have to visit Recruitment Portal for submission of Online Application and for recruitment related information
<https://cdn3.digialm.com/EForms/configuredHtml/32046/80351/Index.html> (hereinafter referred to as the Recruitment portal), A link to the above-mentioned recruitment portal shall also be made available on the official HIGH COURT OF PUNJAB & HARYANA website <https://highcourtchd.gov.in>
- b. After clicking on this URL, the candidate will be forwarded to the next page. (Ref. image 1.2). Once after reading all relevant information candidate may proceed for registration process by clicking on the Register button on the top right-hand side corner. (Registration is a onetime activity). (Ref image: - 1.2)

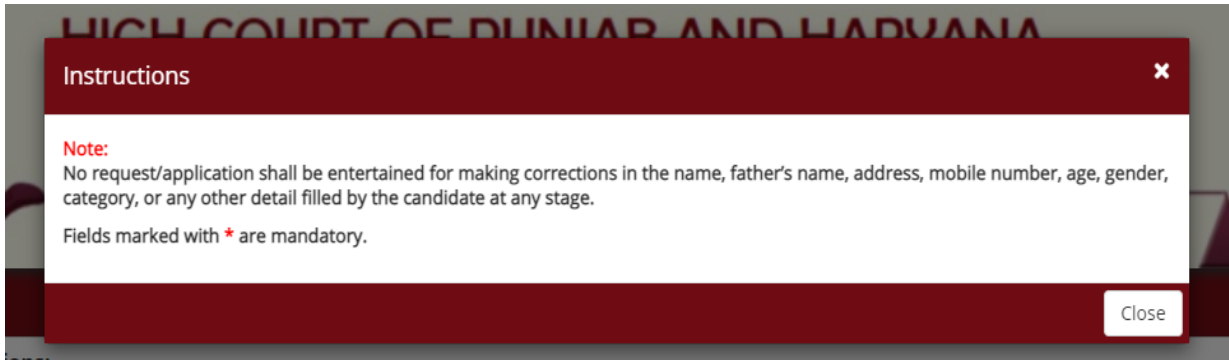


(Ref. Image: - 1.2)

- c. Before registering yourself, kindly read the advertisement and answer the question. Refer below image.

The image shows a 'Declaration' form. The title is 'Declaration'. The question is 'Have you read advertisement and important instructions? *'. Below the question are two radio buttons: 'Yes' and 'No'. At the bottom right of the form is a 'Submit' button.

- d. A dialog box will open showing instructions regarding any changes in filled form. Candidates are required to click on close button after reading it. (Ref Image: - 1.3)



Ref Image: - 1.3

- e. Then registration form will open, and candidates need to fill in the required details in the 'Candidate Registration' page, such as Candidate Name, Date of Birth, Gender, Email and Mobile Number. (Ref. Image: - 1.5)

REGISTRATION FORM FOR THE POST OF DRIVER IN THE ESTABLISHMENT OF HIGH COURT OF PUNJAB & HARYANA

Name of the Applicant: *

Note:
Please enter your name strictly as per your certificate/marksheet of Matriculation/10th/SSC without any salutation(Dr., Mr., Ms., Mrs., Shri, Smt., Prof. etc.).

Date Of Birth: * Age as on 02.11.2023

 0 Years 0 Months 0 Days

Note: Please enter your D.O.B strictly as per your Matriculation/10th certificate/SSC.

Gender: * Mobile Number: * Confirm Mobile Number: *

----Select Gender----

Alternate Mobile Number: Email Address: * Confirm Email Address: *

Ref Image: - 1.5

- f. Candidates must fill these details carefully as these details cannot be edited/changed at a later stage.
- g. Candidates need to agree with the declaration shown on screen by clicking on button '**I Agree**' on the left-hand side corner of the screen and also to fill Captcha characters in the box provided on the right side of the corner and thereafter click on '**SUBMIT**' button (Ref. Image: - 1.7)

Declaration

I hereby declare that the above information is true to the best of my knowledge. I am aware that High Court of Punjab and Haryana will be sending important information on my registered details. I agree that I have referred the advertisement and ensured my eligibility before applying. Also, I agree that I have read and understood all the instructions specified in the advertisement and agree to abide by the same.

I Agree



REVERIFY

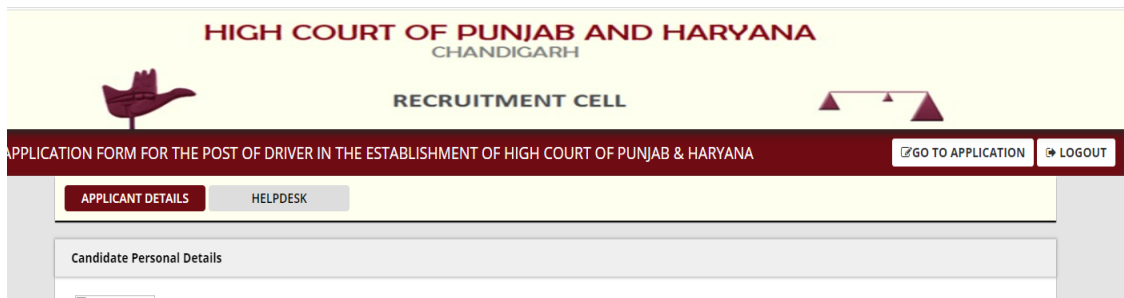
Ref image: - 1.7

- i. After clicking on 'reverify' the below image will be displayed on the screen which will show purpose of your personal data sought. Candidates are required to click on checkboxes of correct data (Ref. Image)

Verification For	Entered/Selected Value	Select the check-box if the entered value is displayed correctly.
Name of the Applicant: *	TEST	<input checked="" type="checkbox"/>
Date Of Birth: *	13/07/1995	<input checked="" type="checkbox"/>
Gender: *	Male	<input checked="" type="checkbox"/>
Mobile Number: *		<input checked="" type="checkbox"/>
Email Address: *	mnb@gmail.com	<input checked="" type="checkbox"/>

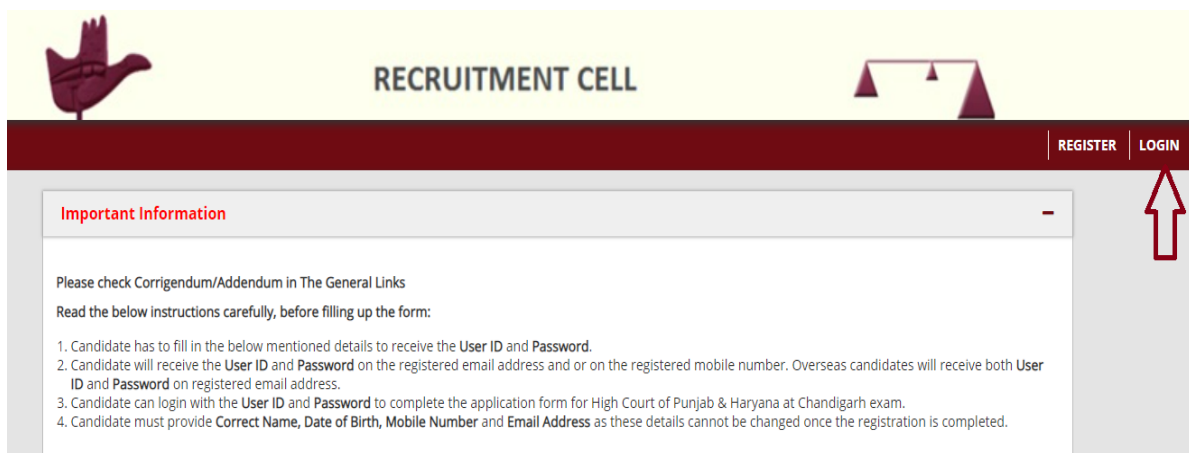
SUBMIT

- j. Click on '**Submit**' if Candidate has verified the information to be correct and click '**Close**' if candidate wants to review again and then to Submit.
- k. After clicking on '**OK**' button, a privacy notice will be displayed on the screen which will show purpose of your personal data sought. Candidates are required to click on '**I Agree**' button after reading it.
- l. Then a note regarding candidate's successful registration showing registration number will be shown on screen and Candidate may note down the given details such as Registration ID.
- m. Within minutes of successful submission of the Registration Form, you will receive a User ID and Password on the registered email ID and registered mobile number to confirm registration. Ensure that you check your mailbox immediately and that it is not considered as spam mail. You will also receive the User ID and Password as an SMS* on the registered mobile number. Using these credentials, you may proceed to complete your application. (*Please note SMS will not be sent to international numbers)
- n. Thereafter a box containing Application number along with candidate's personal details will also be shown at screen. In this box two option will be displayed on the top i.e.- **1. Applicant details 2. Helpdesk**. Now candidates need to click on "**Go To APPLICATION**" to fill their application form. (Ref. Image: - 1.8)



2. How to fill Application form

- a. Note: - If a registered candidate wants to complete the Application Form after some time of registration, then candidate need to click on 'LOGOUT' button on the right-side corner on screen and later when he wants to fill application form then he has to reach again to Recruitment Portal for submission of Online Application URL <https://cdn3.digialm.com/EForms/configuredHtml/32046/80351/Index.html> which is also available on High Court of Punjab and Haryana website. Then candidate must click on the 'Login Here' button (Ref image 2.1) at the top right corner of the page and fill his/her user ID & Password to fill application form.



There are six tabs under Application Form:

- i) Personal Details (Fill up all the required information such as Nationality, Identity Proofs, Parents Details, Address Details, or any details specific to applied position as required)
- ii) Additional Details
- iii) Communication Details
- iv) Qualification & Experience
- v) Documents & Payment (Ref Image: - 2.4)

i) **PERSONAL DETAILS**

Candidate must fill the personal details

After filling personal details candidate will click on 'SAVE & NEXT' button, which direct the candidate to next page i.e., 'Additional Details.'

ii) ADDITIONAL DETAILS

Candidate must fill the Additional Details.

APPLICATION FORM FOR THE POST OF DRIVER IN THE ESTABLISHMENT OF HIGH COURT OF PUNJAB & HARYANA LOGOUT

Instructions:

Note:
Read the below instructions carefully, before filling the form:
Fields marked with * are mandatory.

1. Fill in the details and click on Submit to proceed.
2. Please read the [User Manual](#) carefully before filling this Application Form.
3. Please keep a printout of the application summary for your future reference.

PERSONAL DETAILS **ADDITIONAL DETAILS** COMMUNICATION DETAILS QUALIFICATION & EXPERIENCE DOCUMENT & PAYMENT

iii) COMMUNICATION DETAILS

APPLICATION FORM FOR THE POST OF DRIVER IN THE ESTABLISHMENT OF HIGH COURT OF PUNJAB & HARYANA

PERSONAL DETAILS **ADDITIONAL DETAILS** **COMMUNICATION DETAILS** QUALIFICATION & EXPERIENCE DOCUMENT & PAYMENT

Correspondence Address

Address Line 1 *
56 HOUSING BOARD

Address Line 2
Address Line 2

Country *
India

State/U.T. *
Dadra and Nagar Haveli

City/District *
Dadra and Nagar Haveli

Pincode/Postal Code *
456789

Is Permanent Address Same as Correspondence address? *
 Yes No

Permanent Address

Address Line 1 *
56 HOUSING BOARD

Address Line 2
Address Line 2

Country *
India

State/U.T. *
Dadra and Nagar Haveli

City/District *
Dadra and Nagar Haveli

Pincode/Postal Code *
456789

iv) QUALIFICATION DETAILS

Candidate must fill the Qualifications Details.

Qualification Details

Have you passed Matriculation with Hindi/Punjabi as one of the subject? *

Do you possess the requisite qualifications as on date duly mentioned in advertisement? *

Matriculation Subject

Requisite Qualifications

Matriculation (10th) Details

Name of the Board*

Percentage of Marks/CGPA*

Percentage/CGPA*

Year of Passing*

After filling qualifications details candidate will click on 'SAVE & NEXT' button which direct candidate to next page.

v) **DOCUMENTS & PAYMENT**

- Candidate must upload all mentioned documents in this page.
- Digital copy of scanned Passport size photograph (4.5 cm length x 3.5 cm width) in colour photograph or (276*354 pixels).
- Digital copy of scanned signature minimum size 50 KB to a maximum of 200 KB with clear background.
- The system should have an in-built camera or attached webcam to capture the real time photograph.

PERSONAL DETAILS
ADDITIONAL DETAILS
COMMUNICATION DETAILS
QUALIFICATION & EXPERIENCE
DOCUMENT & PAYMENT

Documents to be Uploaded

Upload the Captured Real Time Photograph:*

Note:
The system should have an in-built camera or attached webcam to capture the real time photograph. The candidate must sit himself/herself in front of in-built camera/webcam of the computer to capture his/her photograph.

CLICK HERE TO CAPTURE

View Captured Photo

Upload the scanned copy of the recent passport size photo:*

Note:
The photograph to be uploaded MUST have been taken in the last 1 month. Application will be rejected for NOT uploading a recent photograph.

CLICK HERE TO UPLOAD

View Uploaded Photo

Actual date on which uploaded passport sized photograph was clicked *

Upload your scanned signature:*

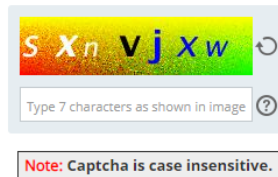
CLICK HERE TO UPLOAD

View

- Thereafter candidate needs to agree with declarations shown on screen by clicking on each declaration.

Declaration

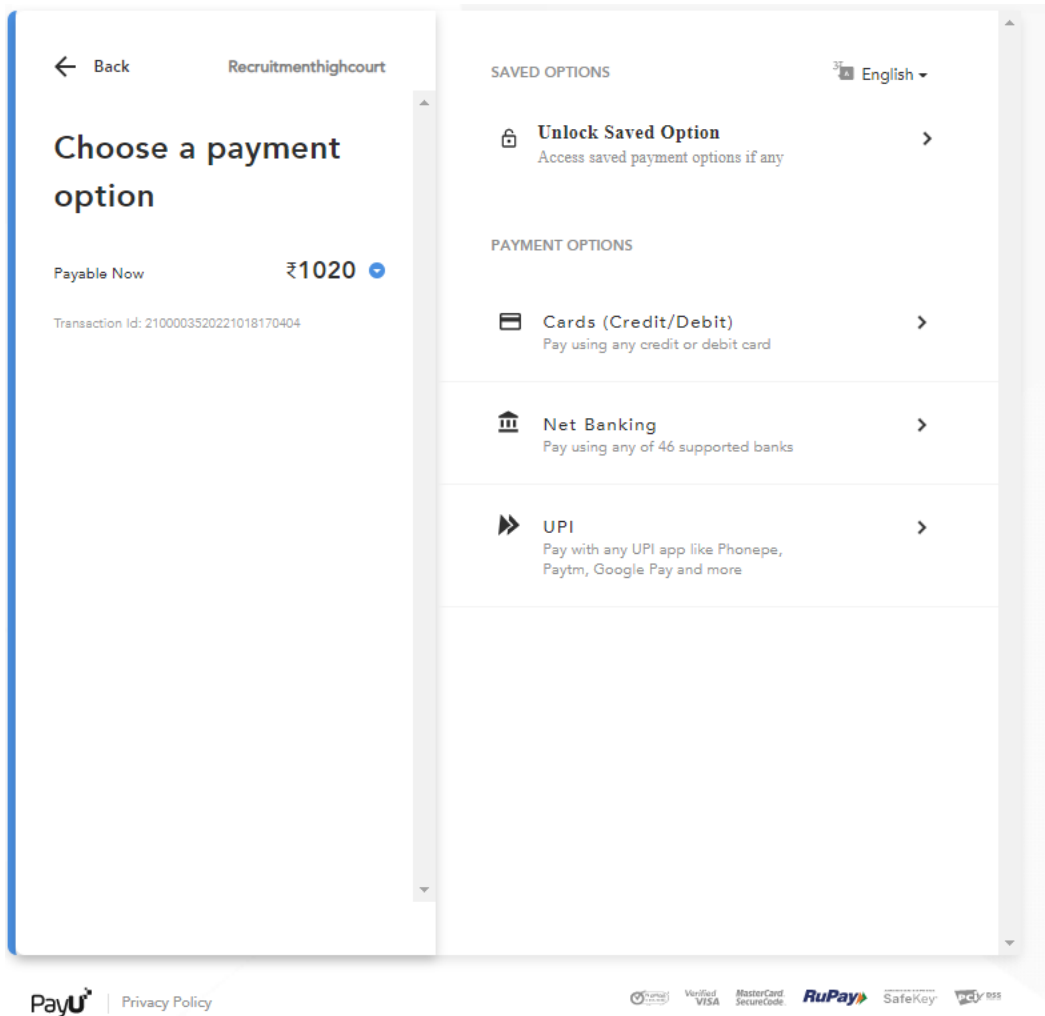
- I hereby declare that all the statements made in this application form are true, complete and correct to the best of my knowledge & belief. In the event of any information being found false or incorrect, or any ineligibility being detected at any time during or after the recruitment process, my candidature may be cancelled and action can be taken against me by the competent authority.
- I have read the advertisement and the relevant Service Rules related to this recruitment carefully and I hereby undertake to abide by them. I fulfil all the conditions of eligibility regarding age limit, educational qualifications etc. prescribed in the advertisement and relevant Rules.
- I undertake that I shall not cause any disruption in the Recruitment Process and shall refrain from indulging in any anti-social, unlawful activities during the entire recruitment process. If I am found indulging in any such activities at any time during the Recruitment Process, my Candidature may be cancelled and I shall be liable for any Departmental or Legal Proceedings consequent upon such act/activity.
- I Agree



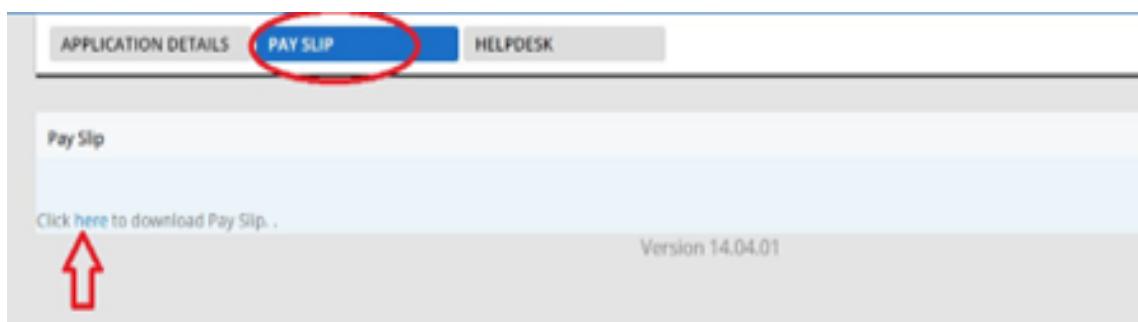
- Candidate has three options '**BACK**' '**PREVIEW**' and '**SUBMIT**' at the end of this page. Candidates may click on **BACK** button to go to the previous page to recheck his/her details, on **PREVIEW** button to review all the information filled by him/her in his form. After checking the information found to be correct, candidate should click on '**SUBMIT**' button.

3. Payment

- a. After clicking on **SUBMIT** button, the Candidate will automatically lead to online payment page where he must make an online payment through – credit/debit card of any bank/online banking to submit the mentioned fee on application form and finally submit the application.



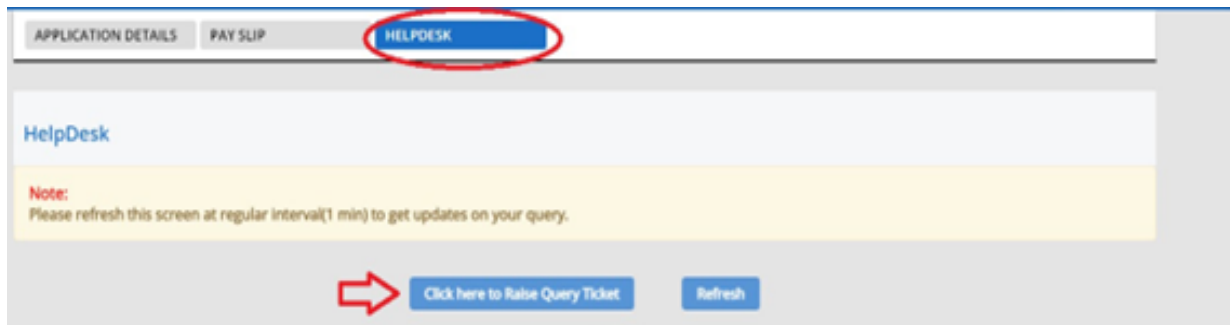
- b. After successful transaction, a payment acknowledgment slip (with unique application number, transaction ID, applicant name, exam fee and post applied for) will be generated. It should be downloaded by the candidate for any future communication regarding Application Form. Now the candidate's online filling of Application form is complete.
- c. After successful payment, the below pop will occur.
- d. You can download & print the payment slip and application form for future reference. Refer below image.



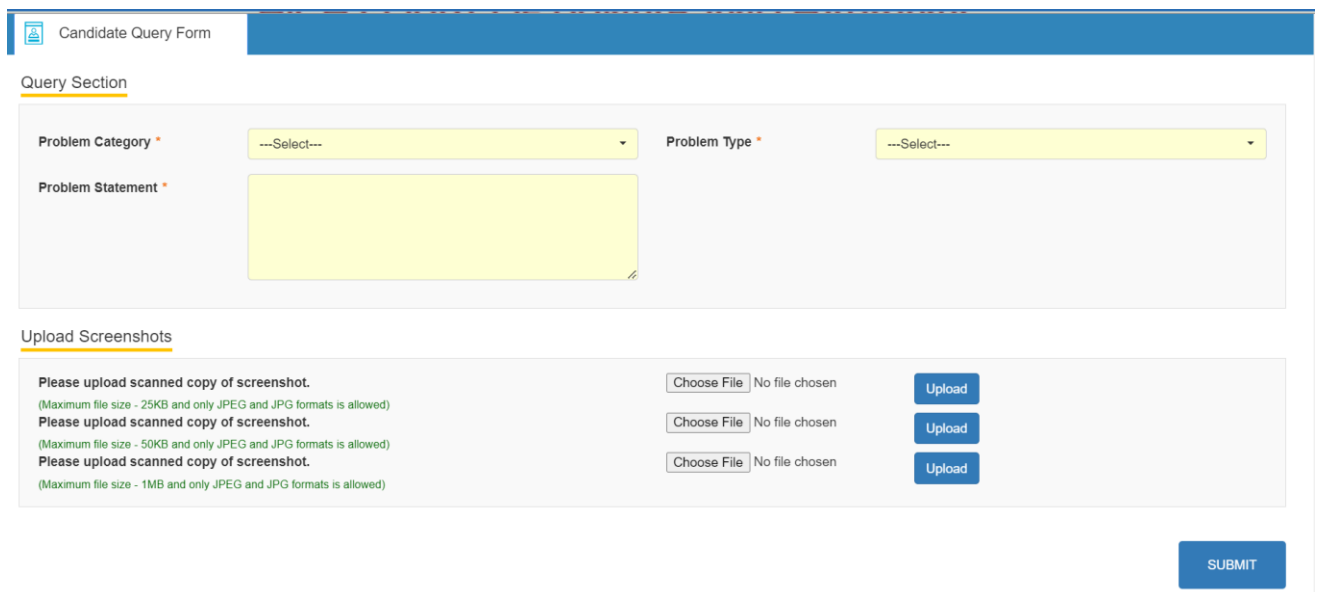
Help Desk

If any candidate is facing some problem, while filling online Application form: -

1. Candidate can raise one or more queries by clicking on '+ button' in Helpdesk Portal.
2. On Clicking '+' button in 'Your Selection' tab, Query Form will open.



3. Here candidate can select 'Problem Category' & 'Problem Type' and 'Submit' Query.



4. Candidate needs to upload screenshot image of the problems being faced at 'UPLOAD' button.
5. After uploading the screenshots candidates should click on 'SUBMIT' button.
6. If a candidate is facing more problems, he/she again has to click on '+button' and select the different category of problem and go through the same steps as above.
7. After submission of queries, one or more ticket numbers will be allotted to candidate for future reference of his queries.

Ticket Details

Ticket Number	57	Problem Category	Application Form
Problem Type	Unable To Upload Photo/Signature	Problem Statement	unable to upload image
Award	80351		
			
Ticket Screenshot1			

Workflow Details

Ticket Status		Open		
Name	Role	Date of Action	Remark	Action
TEST	Applicant	05/Oct/2023 15:18:04	New Grievance Raised	SUBMIT