

INSTRUCTIONS FOR FILLING ONLINE APPLICATION
(Competitive Examination for recruitment in the Civil Judge Cadre, 2018)

GENERAL INSTRUCTIONS:

1. Applicants are advised to check their eligibility before proceeding to fill online application.
2. Applicants are advised to take print out of format of application form annexed to these instructions and fill and check the entries to be made by them before proceeding to fill online application to avoid any mistake in online application.
3. Applicants are required to apply only through Online Mode, no other means/mode of submission of application will be accepted. The link to fill up online application will remain active upto midnight 11:59 o'clock of the last date fixed for submission of the online application. Applicants are advised to fill up the online application well in advance, without waiting for the last date, to avoid the last minute hassle.
4. Before filling up the online application, the applicants are advised to go through the instructions and detailed advertisement carefully, which are available at official website of this court i.e. <http://www.hcraj.nic.in>
5. Applicants are advised to keep ready all relevant documents i.e. Scanned Photograph, Scanned Signature and documents mentioned in Check-List before starting with the form filling process.
Instructions for Photo / Signature Scanning
 1. **Scan your signature & passport size colour photograph from printed passport size photo.**
 2. While scanning your signature & colour photograph do not leave any space around the photo & signature.
 3. Save them as JPG/JPEG files with size between 2KB - 20 KB each.
 4. Images should be properly cropped.
- 5 A. Applicants are to borne the amount for online payment of examination fee (Category-wise), prescribed charges of RISL (Rs. 30/-) and processing charges (as applicable).
6. Log on to <http://hcraj.nic.in/OnlineRecruitment> & Click on "*Civil Judge Cadre, 2018*" then click on to "Apply online" to fill the application form.
7. You can also access this page of the online application portal by logging on to <http://www.hcraj.nic.in> and click on link "*Recruitment*" provided on the home page. This will open a new link "Recruitment". Click on Recruitment. This will open a page of various Recruitments. Now click on "*Civil Judge Cadre, 2018*" link. Click on "Online Application Portal". This will open a new desired page "*Online Application Portal*". Now click on "Civil Judge Cadre, 2018". When the applicant clicks on link "Apply Online", applicant he will be redirected to the page for filling Online Application.
8. Spaces (fields) in online application are of two types: One, in which the applicant can enter the information manually, and another, in which the applicant can select one of the options. Selective fields are of two types - some fields are to be selected from Dropdown Menu and some are to be selected by clicking on the Radio Button Box. Date should be entered in format DD-MM-YYYY.
9. Some fields are marked with (*), which means these field are to be filled in mandatorily.
10. While filling in the online application, you may press Tab button or use Mouse click to move to the next column in the online application.
11. **Do Not Press F5 or Browser refresh button during the process of filling up online application. Also multiple tab should not be open while filling application form.**
12. The time of each session to fill online application is limited, therefore, applicants are advised to regularly check the remaining time displayed on the top of the page while filling the online application, otherwise they will have to fill the application afresh.

FIELDS OF ONLINE APPLICATION

1 Examination Details

1.1 Post of Examination: Civil Judge Cadre

1.2 Centre of Examination: Please select Centre for Examination from the dropdown menu. The Rajasthan High Court reserves the right to change the examination centre and vary the number of Examination Centres at its discretion

1.3 Bonafide Resident of: Please select "Rajasthan" or "Other State" from the Radio Button Box.

1.4 Home District: Bonafide residents of Rajasthan have to select their Home District from the Dropdown Menu.

2. Applicant Details

2.1 Full Name of Applicant: Please fill your Name as it appears on Certificate(s). Do not use prefix titles as Shri, Smt. Mr. Mrs., Ms. Miss, Kumari, Dr. etc. Mismatch in spelling may disqualify your candidature.

2.2 Full Name of Applicant's Father: Please fill your Father's Name as it appears on Certificate(s). Do not use prefix titles as Shri, Mr., Kumar, Dr., Late etc. Mismatch in spelling may disqualify your candidature.

2.3 Full Name of Applicant's Mother: Please fill your Mother's Name as it appears on Certificate(s). Do not use prefix titles as Smt., Ms., Mrs., Kumari, Dr., Late etc. Mismatch in spelling may disqualify your candidature.

2.4 Category: Select the Category from amongst GENERAL, OBC Creamy Layer, OBC Non Creamy layer, SC and ST from Dropdown Menu. **All the applicant belonging to "Other State" shall be treated in General Category.**

2.5 Gender: Please select gender. You are required to click on the relevant option from Radio Button Box.

2.6 Nationality : Please select nationality. You are required to click on the relevant option from Radio Button Box. Option "other country" means person not a citizen of India, is not eligible to appear in the examination.

2.7 Marital Status: Select the Marital Status from the dropdown menu containing UNMARRIED, MARRIED, DIVORCEE-MALE and WIDOWER for male and UNMARRIED, MARRIED, WIDOW, and DIVORCEE-FEMALE for female.

2.8(a) Total Number of Children (Rule 12(e))*: Please enter total number of children by selecting the number from drop down menu.

2.8(b) Number of Children born after 25/10/2010 (Rule 12(e))* : Please enter total number of children born after 25/10/2010 by selecting the number from drop down menu.

3. Special Categories

3.1 Person with Disability (Differently Abled): You are required to click on the relevant option from the Radio Button Box.

3.1(a) Category of Disability : In case 3.1 is "Yes" then select the category of Disability from the dropdown menu.

3.2 Employee of Rajasthan Govt./Panchayat Samities/Zila Parishads/PSUs/Corporations : You are required to click on the relevant option from the Radio Button Box.

4. Date of Birth & Age:

4.1 Date of Birth (DD-MM-YYYY) : Fill the date of birth in format of dd-mm-yyyy.

4.2 Age as on (01/01/2020) : Age shall automatically be calculated as per your date of birth filled-in at Column No. 4.1.

5. Correspondence Address Details:

5.1 to 5.8: Please fill complete correspondence address as required. Do not use special characters like &, * etc. Applicant shall mention Mobile Number and e-Mail Address to receive important information regarding examination.

6. Educational Qualifications:

Please fill your educational qualifications as required.

Note: विधि स्नातक (व्यावसायिक) अर्थात् LL.B. (Professional) अन्तिम वर्ष / अन्तिम सेमेस्टर की परीक्षा में सम्मिलित हो चुका या सम्मिलित हो रहा आवेदक **Appearing** रेडियो बटन पर क्लिक करें ।

7. Other Information

7.1 Do you have more than one spouse living (Rule 12(a))? : You are required to click on the relevant option from Radio Button Box.

7.2 Have you accepted Dowry in your marriage (Rule 12(f))? : You are required to click on the relevant option from Radio Button Box.

7.3 Whether any charge sheet for committing any offence has ever been filed against you in the Court of Law (Rule 12(d))? : You are required to click on the relevant option from Radio Button Box .

7.4 Whether any negative final report concerning you has ever been filed in a Court of Law? : You are required to click on the relevant option from Radio Button Box.

7.5 Have you ever been convicted for any offence involving moral turpitude by a Court of Law (Rule 12(c))? : You are required to click on the relevant option from Radio Button Box.

7.6 Have you ever been convicted for any offence other than involving moral turpitude by a Court of Law? : You are required to click on the relevant option from Radio Button Box.

7.7 Have you ever been acquitted for any offence involving moral turpitude or any offence by a Court of Law? : You are required to click on the relevant option from Radio Button Box.

7.8 Whether you have ever been Dismissed/Removed/Terminated from service by the Previous Employer (Rule 12(b))? : You are required to click on the relevant option from Radio Button Box.

7.9 Being an Advocate were you ever found guilty of professional misconduct (Rule 12(d))? : You are required to click on the relevant option from Radio Button Box.

7.10 Whether any criminal prosecution is pending against you ? : You are required to click on the relevant option from Radio Button Box.

7.11 Have you been permanently debarred or disqualified from appearing in any examination(Rule 12(c))? : You are required to click on the relevant option from Radio Button Box.

9. Declaration

"I Agree" : Click the checkbox after reading declaration.

Place : Kindly mention the place of filling online application.

Date: The date of filling online application in format of dd-mm-yyyy will automatically be displayed.

9.1. Upload Photo : Only JPG/JPEG clear image file of size between 2kb to 20kb is allowed. First click on choose file button, this will open the "open dialog box" for selecting the photo. After selecting file for photo, click on upload button, this will show the photo selected by you at the place provided

below this button. Please check Photo format and size before saving the online application as non recognizance of face in photo may lead to rejection of application.

9.2 Upload Signature : Only JPG/JPEG clear image file of size between 2kb to 20kb is allowed. First click on choose file button, this will open the "open dialog box" for selecting the signature. After selecting file for signature, click on upload button, this will show the signature selected by you at the place provided below this button. Please check signature format and size before saving the application as non visibility of signature may lead to rejection of application.

Captcha code : Please type captcha code as displayed in the box (Captcha code is case sensitive)

10. The applicants are advised to check the details filled in and satisfy themselves that all informations have been correctly filled up. If applicant finds all information correct and he is in agreement with declaration, may click on 'Make Payment' button at the bottom of this page. No change in the filled in information by the applicant would be allowed after clicking on 'Make Payment' button in any case. After clicking on 'Make Payment' Reference ID will be displayed, which candidate should note down for use in case payment failure.

11. After making payment successfully, the system displays the Application ID / Reference ID and Token ID generated. Applicants are advised to note down the Application ID / Reference ID for future correspondence. To take the print out of filled online application, applicants are advised to click the "Print Application Form" button provided at the top.

NOTE : Non generation of Application ID is clear indication of the fact that your online application has not been submitted/saved.

12. To download the submitted application and to take a printout at any later stage, a link "Print Application" is available on <http://hcraj.nic.in/Onlinerecruitment> at the link "Civil Judge Cadre, 2018". **Applicant may get print out of submitted application by entering his/her Date of Birth and Application ID.**

Rajasthan High Court, Jodhpur

Format of Application Form

Competitive Examination for Recruitment in the Civil Judge Cadre, 2018

Application No.:

Token No:

Amount (Rs.):

1. Examination Details

1.1 Post : Civil Judge And Judicial Magistrate

1.2 Centre of Prelim. Examination* : Jaipur Jodhpur

1.3 Bonafide Resident of : Rajasthan Other State

1.4 Home District* :

2. Applicant Details

2.1 Full Name of Applicant :

2.2 Full Name of Applicant's Father :

2.3 Full Name of Applicant's Mother* :

2.4 Category : GENERAL OBC Creamy Layer
 OBC Non Creamy Layer SC ST

2.5 Gender* : MALE FEMALE

2.6 Nationality* : Indian Other Country

2.7 Marital Status* : UNMARRIED, MARRIED, WIDOW,
 DIVORCEE-FEMALE DIVORCEE-MALE WIDOWER.

2.8 Children:

(a) Total Number of Children* :

(b) Number of Children born after 25/10/2010*:

3. Special Categories

3.1 Person with Disability (Differently Abled) : Yes No

(a)Category of Disability* : BLINDNESS AND LOW VISION
 HEARING IMPAIRMENT
 LOCOMOTOR DISABILITY AND CEREBRAL PALSY (L.D. AND C.P.)

3.2 Employee of Rajasthan Govt. : Yes No
/Panchayat Samities/Zila Parishads
/PSUs/Corporations

4. Date of Birth & Age

4.1 Date of Birth(DD-MM-YYYY) :

4.2 Age as on (01-01-2016) : Year Month Day

5. Correspondence Address Details

Address* :
 City/Village* :
 District* :
 Pincode* :
 State/U.T.* :
 Phone No. :(with STD Code) :
 Cellular Ph No.* :
 Email-Id* :

6. Educational Qualifications

Name of Examination	Year	Div./Grade	
Secondary			
Higher Secondary /Senior Secondary			
Graduation			
Bachelor of Law (Professional)*			<input type="checkbox"/> Passed <input type="checkbox"/> Appearing
PG/Equivalent			

7. Other Information

- 7.1 Do you have more than one spouse living? : Yes No
- 7.2 Have you accepted Dowry in your marriage?: Yes No
- 7.3 Whether any charge sheet for committing any: Yes No
 Offence has ever been filed against you in the Court of Law?
- 7.4 Whether any negative final report concerning: Yes No
 You has ever been filed in a Court of Law?
- 7.5 Have you ever been convicted for any offence: Yes No
 involving moral turpitude by a Court of Law?
- 7.6 Have you ever been convicted for any offence: Yes No
 Other than involving moral turpitude by a Court of Law?
- 7.7 Have you ever been acquitted for any offence: Yes No
 involving moral turpitude or any offence by a Court of Law?
- 7.8 Whether Dismissed/Removed/Terminated: Yes No
 From service by the previous Employer?
- 7.9 Being an Advocate were you ever found guilty: Yes No
 of professional misconduct?

7.10 Whether any criminal prosecution is pending: Yes No
against you?

7.11 Have you been permanently debarred or : Yes No
disqualified from appearing in any examination?

8. Declaration

I Agree*

I have carefully read the terms and conditions of notification, instructions and relevant rules before filling up the application form online and I hereby undertake to abide by them, particularly conditions of eligibility prescribed for recruitment. I hereby declare & verify that all informations made in this application form are true, complete and correct. In the event of any information being found false or incorrect or the ineligibility being detected, action, as deemed fit, can be taken against me by the High Court at any stage. I further declare & verify that I fulfil all the conditions of eligibility regarding age, educational qualification, experience, fitness, character etc. prescribed for admission to the Examination/Interview. I also declare that I shall not directly or indirectly influence the selection process in any manner.

Place* :

Dated* :

8.1 Upload Photo* :

8.2 Upload Signature* :