

HOW TO APPLY

Before applying, candidate should ..

- i. Keep scan (JPG format) their recent **passport size photograph** (not more than 03 months old) ensuring that the size should not exceed (200px X 230px up to 50KB) and **signature** ensuring that the size should not exceed (140px X 60px up to 50KB).
- ii. Keep the scan copy of the following attested documents (up to 300KB each).
 - Birth Certificate
 - Madhyamik Examination or equivalent / Class VIII
 - Schedule Caste/Schedule Tribe/OBC Certificate / Person with Disability
 - Ex-Serviceman- Discharge Certificate
 - “No Objection Certificate” of the concerned authority for in service employee under Govt./PSU and within the prescribed age limit.
- iii. Keep the necessary details/cards/mobile ready to make Online Payment of requisite application fee.

Step 1:

Registration Process: Click on “**Registration**” and fill up the registration form. Provide you’re proper and authenticate information. Your email address and mobile number will be used for further communication with you and login purpose.

District & Session Court Darjeeling

Home

Adv.


HowToApply

FAQ

Help Desk

Registration

Login



REGISTRATION

Please carefully fillup the registration form. Provide applicant name ,mobile number and valid email address. Your mobile, email address will be used for further communication to you. Create your login password. It is advised you to write it down. One Email address cannot be used for multiple application.

Registration

Applicant Name

Applicant Mobile

Applicant Email

Password

Confirm Password

Submit


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After successful registration you need to login


Step 2:

Login Process: Click on “Login” and fill up your email address and password for login.



The appointments will initially be made on purely temporary basis but are likely to be made permanent

District & Session Court Darjeeling Home Adv. HowToApply FAQ Help Desk Registration Login



सत्यमेव जयते

Deadline :

LOGIN

Login

Email

Password


LOGIN FORGET PASSWORD

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Step 3:

Personal Information: Insert all the information as required in the application form.



The appointments will initially be made on purely temporary basis but are likely to be made permanent

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0%

Personal Information

Name of the Candidate *

Name of Father *

Name of Guardian *

Gender *
☒ Male
☐ Female
☐ Other

DOB *

NOTE: Minimum Age criteria is 18 Years and maximum age criteria is 40 Years as on 01/01/2019 .

Nationality *
Indian

Physically Handicapped *
☒ No
☐ Yes

NOTE: The person with degree of disability of minimum 40% and above shall only be eligible for the benefit of PWD.

Category *
ST

Marital Status *
Married

Ex-Service Man *
☐ No
☒ Yes

Government Servent *
☒ No
☐ Yes

Religion *
Hindu

Age relaxation *
Not Applicable

NOTE: Relaxation of age limit is applicable for 5 years in case of candidates of SC/ST categories and 3 years in case of OBC categories only. The upper age limit, in case of persons with disabilities is 45 years. Relaxation of age limit in case of Ex-servicemen category is followed as per existing state govt rules. The candidates intending to avail of the age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview/Document Verification if called.

Address *

State *
WEST BENGAL

District *

City *

Pincode *

Mobile No. *

Identity Proof *
Pan Card

ID No *

NOTE: The list of selected and rejected candidates for the vacancies of 2016 have been prepared and published in the website. If your name was listed as selected you need not apply afresh, but the candidates who are listed as rejected candidates are welcome to apply afresh for this vacancies. The candidates must mention whether they had applied for the vacant post during the year 2016.

Applied in 2016 * ☐ No ☒ Yes

NOTE: Yes means you have applied for the vacant post during the year 2016 and your name was listed on selected/rejected list.

[Save And Next](#)


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Click on “Save And Next”.

Step 5:

Post & Qualification: Insert all the information as required in the application form.



The appointments will initially be made on purely temporary basis but are likely to be made permanent

District & Session Court Darjeeling [Logoff](#)

20%

[Personal Information](#)

[Post & Qualification](#)

Applied Post *

Required Qualification *

Name of The Institution *

NOTE: The course should be recognized by Indian University / Government recognized institution.

Year Of Passing *

Marks Obtained in % *

[Save And Next](#)

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Click on “Save And Next”.

Step 6:

Photo & Sign Upload: Click on “**Photo upload**” button. Then browse your scan photo. Click on “**Upload Picture**” button. Do same for signature uploading.


The screenshot shows the registration page for the District & Session Court Darjeeling. The page has a blue header with the court's name and a 'Logoff' button. A progress bar indicates '40% Completed'. The left sidebar contains links for 'Personal Information', 'Post & Qualification', 'Photo & Sign Upload' (highlighted), and 'Documents Upload'. The main content area features a 'NOTE' about photo and signature specifications, a placeholder for a photo, a signature box with the word 'Signature' in cursive, and buttons for 'Photo upload', 'Signature Upload', and 'Save And Next'. At the bottom, there are links for 'Terms and Condition', 'PrivacyPolicy', and 'Contact Details', along with a copyright notice for 2018.

This screenshot shows a 'New message' dialog box overlaid on the registration page. The dialog box has a title bar with a close button. It contains a placeholder for 'Your image', a 'Browse...' button, and a message 'No file selected.' Below this, it states 'Photo should be in JPG/JPEG format and less than 50KB in size'. At the bottom of the dialog, there are 'Close' and 'Upload Picture' buttons. The background shows the same registration page as the previous screenshot, but it is dimmed.

Step 7:

Documents upload: Browse your scan copy of certificates and click on “**Upload**” button

District & Session Court Darjeeling

 Logoff

90% Completed

NOTE:
Make sure that the size of your individual certificate should not exceed 300KB and the file format should be jpeg.

Personal Information

Post & Qualification

Photo & Sign Upload

Documents Upload

Payment



Submit Application

Documents Upload

DOB Certificate:
 No file selected.

Education Certificate:
 No file selected.

Upload

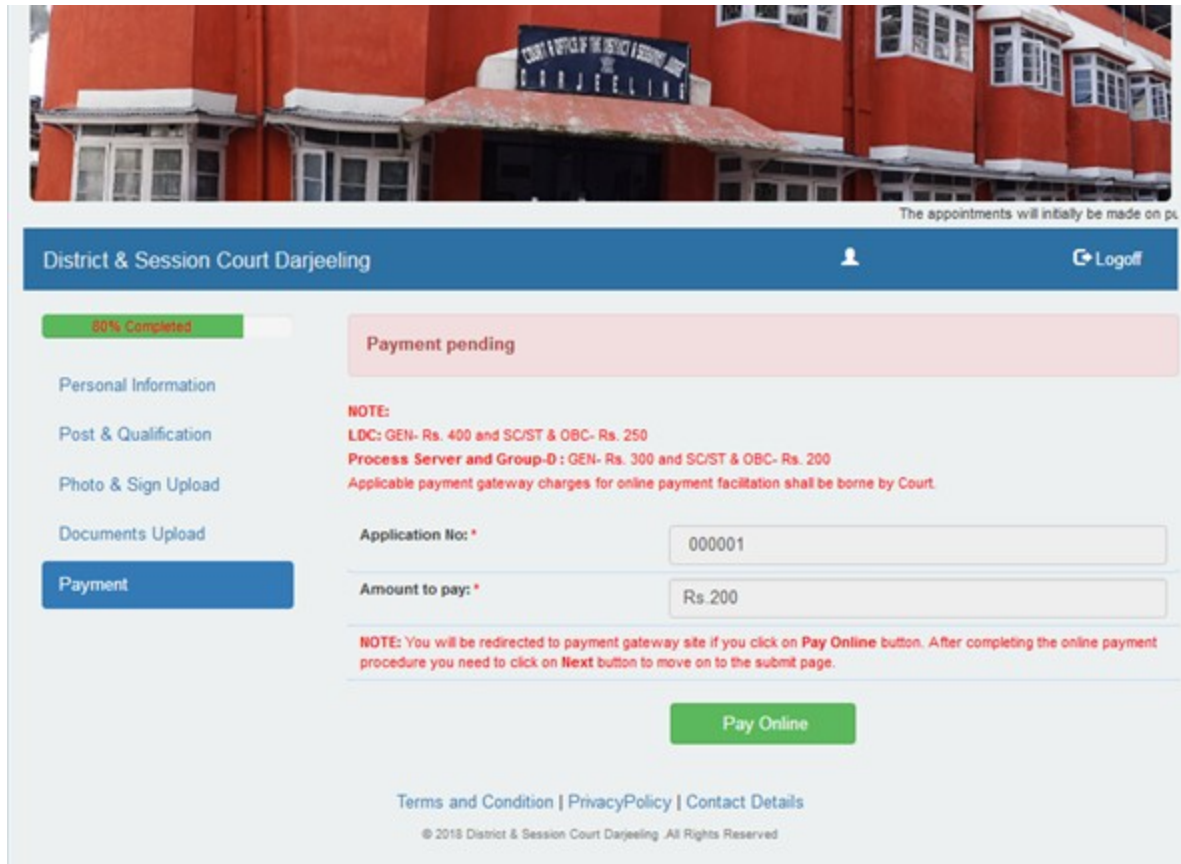
Current Uploading	Uploaded Documents
DOB Certificate	
Education Certificate	

Next

Then click “**Next**”

Step 8:

Payment: Click on “Pay Online” button for online payment process and follow the instructions.



The screenshot displays the online payment interface for the District & Session Court Darjeeling. At the top, there is a header with the court's name and a 'Logoff' button. Below the header, a progress bar indicates that 80% of the process is completed. The left sidebar contains navigation links: 'Personal Information', 'Post & Qualification', 'Photo & Sign Upload', 'Documents Upload', and 'Payment' (which is highlighted). The main content area shows a 'Payment pending' status. A 'NOTE' section provides fee details: LDC: GEN- Rs. 400 and SC/ST & OBC- Rs. 250; Process Server and Group-D : GEN- Rs. 300 and SC/ST & OBC- Rs. 200. It also states that applicable payment gateway charges for online payment facilitation shall be borne by the Court. Below this, there are input fields for 'Application No: *' (containing '000001') and 'Amount to pay: *' (containing 'Rs. 200'). Another 'NOTE' states that clicking on 'Pay Online' will redirect to a payment gateway site, and after completion, the user should click on 'Next' to move to the submit page. A green 'Pay Online' button is prominently displayed. At the bottom, there are links for 'Terms and Condition | PrivacyPolicy | Contact Details' and a copyright notice: '© 2018 District & Session Court Darjeeling. All Rights Reserved'.

District & Session Court Darjeeling

The appointments will initially be made on pu

80% Completed

Payment pending

NOTE:
LDC: GEN- Rs. 400 and SC/ST & OBC- Rs. 250
Process Server and Group-D : GEN- Rs. 300 and SC/ST & OBC- Rs. 200
Applicable payment gateway charges for online payment facilitation shall be borne by Court.

Application No: * 000001

Amount to pay: * Rs. 200

NOTE: You will be redirected to payment gateway site if you click on **Pay Online** button. After completing the online payment procedure you need to click on **Next** button to move on to the submit page.

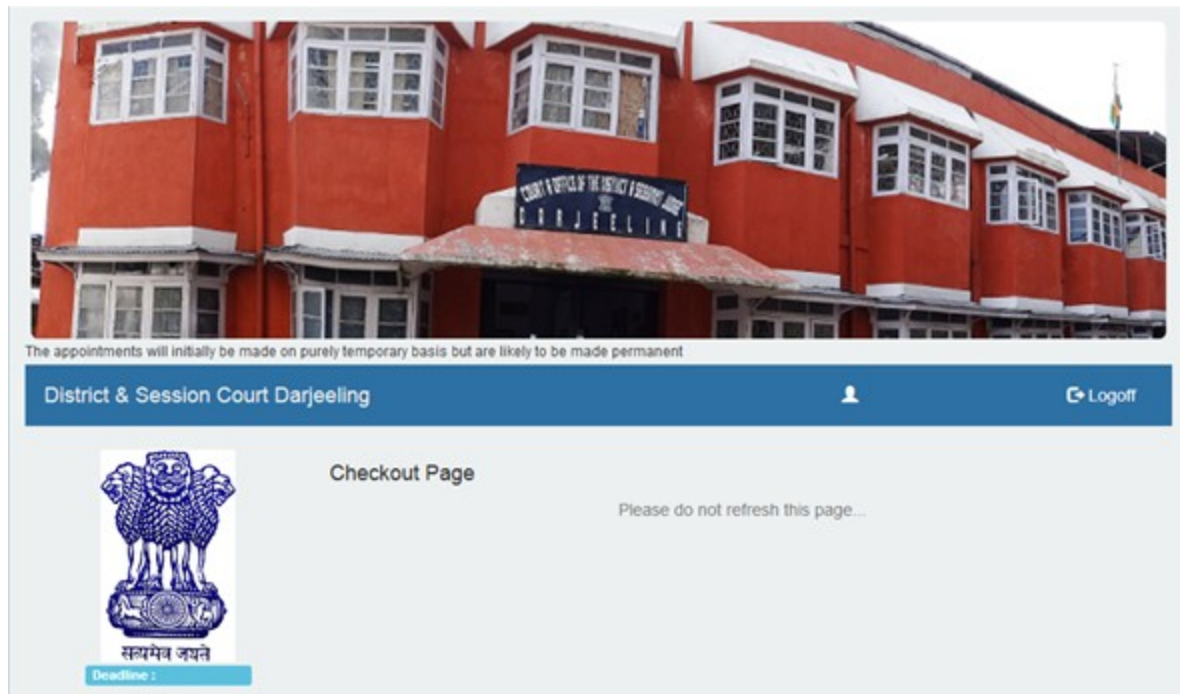
Pay Online

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Step 9:

Payment Process/Steps:



Choose your online payment method and provide your card details

Select options to pay ₹ 200.00

Cancel Payment

Transaction ID: APPFEE77659268

Please select a payment method

☐ Login to use Paytm balance or your saved cards

Debit Card

Credit Card

Net Banking

ENTER DEBIT CARD NUMBER

6220 1

EXPIRY DATE

CVV

MM

YY

Pay now

100% Secure Payments Powered by **paytm**

Norton

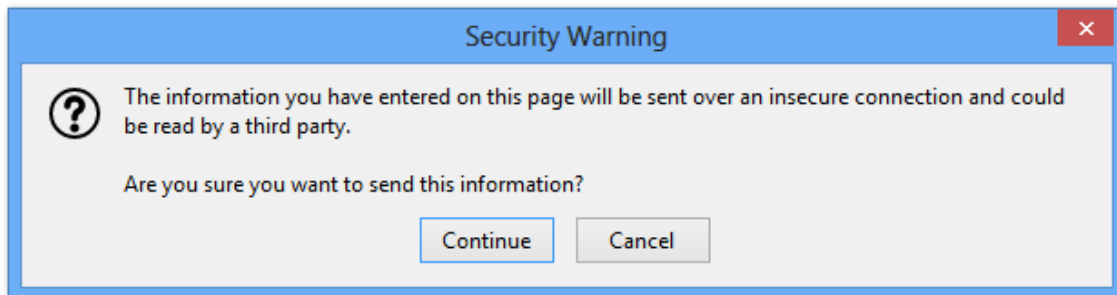
VERIFIED by VISA

MasterCard SecureCode

PayDSS

SafeKey

This is a statutory security warning message. Please “Continue” for initiating online payment process.




Processing


Please do not press 'Back' or 'Refresh' button

Step 10:

Payment Process Complete: Click on “Next” button to continue



The appointments will initially be made on purely temporary basis but are likely

District & Session Court Darjeeling  [Logoff](#)

90% Completed

Personal Information

Post & Qualification

Photo & Sign Upload

Documents Upload

Payment

Submit Application

Payment process completed

Transaction Id: * 20190409111212800110168851100397777

Payment Amount: * Rs.200

Payment Status: * Paid

NOTE: click on **Next** button to move on to the submit page.

Next

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Step 11:

Submit Application: Click on “**Final Submit**” button to continue. Please check all the inserted information. Once submitted, you are not allowed to change any information.

90% Completed

Personal Information

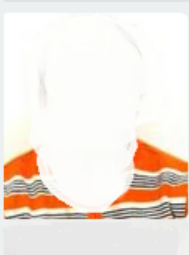
Post & Qualification

Photo & Sign Upload

Payment

Submit Application

NOTE: Make sure that all information provided by you is correct and valid. Payment related information should be correct. If at any stage it is found that information provided by you is false, your application will be rejected. After final submission of your application form you are not allowed to change any information of your online application. Please review all data that you have inserted before final submission.



APPNO:	000001	CATEGORY:	ST	ID:	PAN CARD
NAME:		RELIGION:	HINDU	ID.NO:	PAN12345
FATHER'S NAME:		NATIONALITY:	INDIAN	MOB:	
GENDER:	MALE	MARITAL STATUS:	MARRIED	DOB:	13/03/1981
APPLIED POST :	Gr-D (Night Guard, Farash, Karmabandhu)	DISABLED:	NO	DISABILITY TYPE:	NA

APPLIED IN 2016	EX SERVICE	GOVT. SERVICE	AGE RELAXATION
YES	YES	NO	NA

ADDRESS	STATE	DISTRICT	CITY	PIN
	WB			

QUALIFICATION	BOARD	MARKS IN %	YEAR
CLASS VIII	TEST INS NAME_	59.67	1997

AMOUNT	PAYMENT ID.	PAY DATE	STATUS
Rs 200.00	20190410111212800110168865800398153	2019-04-10 14:24:45.0	NOT VERIFIED

Final Submit

Print Application: Click on “**Print**” button to print the application form.

		PAN CARD	PAN12345
Address		State	District
		WB	
Essential Qualification	CLASS VIII		
Education Board Name	TEST INS NAME_		
Scoring %	59.67%		
Year of Passing	1997		
Registration Date	Application Fee	Payment Date	Payment Status
08-03-2019	Rs200.00	2019-04-10 14:24:45.0	NOT VERIFIED

Declaration

I, hereby declare that

(a) all the information given by me in this application for employment and any additional documents attached hereto are true to the best of my knowledge and that I have not willfully suppressed any material fact. I accept that if any of the information given by me in this application is in any way false or incorrect, my application may be rejected, any offer of employment may be withdrawn or my employment with the Service may be terminated summarily or I may be dismissed from the Service.

(b) (only for candidates, service under Government) I have obtained "no objection" certificate from my Appointing Authority in writing.

Attachments:

- a) Date of birth certificate
- b) Qualification certificate

Signature of the applicant

Print