Instructions for filling up online application

1. Applications will be scrutinized by computerized programme. Therefore, the candidate should read full detailed advertisement for the post of "Clerk" before filling up the Online Application. The Registry will not entertain any inquiry/grievance in that respect.

2. Before filling up rest of the details in Online Application, the candidate must pay **Registration fees ₹ 100/-** through **"SBI Collect"** an online payment gateway facility and get an alphanumeric reference number which shall be filled up in fee details/**SB Collect Reference No**. in Online Application.

3. Online Application should be fill up possibly on computer by using Web Browsers.

4. Candidate should fill up correct full name (spelling) as per educational documents/certificates available with him/her.

5. Candidate should give correct detailed address with Pin Code for correspondence.

6. Candidate should provide correct E-mail ID and his/her own registered Mobile number, on which correspondence will be made, if any.

7. Candidate should fill up his/her correct Date of Birth, as per Birth Certificate/educational documents etc.

8. Candidate should fill correct and full information in all the columns of the online application.

9. While filling up the information regarding educational qualification, candidate should mention his/her qualification in following sequence :-

    a) S.S.C.,

    b) H.S.C.,

    c) Graduation,

    d) Post Graduation

a] Candidates should mention the marks obtained in the last year of Graduation in column of Graduation under the head "Details of Educational Qualification". The marks of previous years need not be mentioned.

Note :- Where there are two semesters in the last year, the total marks and marks obtained of both the semesters shall be mentioned for last year Graduation.

b] Candidates who have completed 5 years LL.B. Course should mention 'Graduate' in Educational Qualification column, LL.B. (3 yrs) in Stream column and mention the marks of Third Year LL.B. Such candidates should again mention 'Graduate' in Educational Qualification column, LL.B.(5 yrs) in Stream column and mention the marks of Fifth Year LL.B.

c] Marksheets of some Boards/Universities are given in the form of Grades/C.G.P.A./S.G.P.A. instead of percentage. In this case, before filling the application form, candidates should obtain the marksheet containing the subject wise marks, total marks and percentage from the concerned Board/University and fill the marks as per the instructions given in the concerned column/s. The said marksheet should be submitted whenever requested by the High Court Registry from time to time alongwith the C.G.P.A./S.G.P.A. sheets.

10. Candidate should select the languages known to him/her.

11. Candidate should provide detail information about any Criminal case pending against him/her or disposed off. Also, if the candidate is a Court employee or Government employee and facing disciplinary enquiry, if any, the detail information about the same should be provided. His/her candidature will be rejected at any stage, if real information is hidden. If such information is noticed by the Registry, the candidate is liable to be terminated from the service without prior notice.

12. Candidate should get Original Character certificates from two respectable persons issued on or after date of publication of the advertisement, certifying that, the candidate bears good moral character, in the proforma given with this advertisement (**Form 'A'**) and while filling the online application, the information of the said respectable persons should be mentioned in application. The said respectable persons should not be the close relative/friend of the candidate.

13. The candidate should upload his/her latest passport size **Photograph** at the appropriate place shown in online application, duly scanned in the **.jpg/.jpeg** format in such a manner that size of the said file **should not exceed 40 KB**. The said scan photograph should be clearly visible.

14. The candidate should upload his/her **Signature** at the appropriate place shown in the online application, duly scanned in the **.jpg/.jpeg** format in such a manner that size of the said file **should not exceed 40 KB**. The said scan signature should be clearly visible.

15. Before submitting online application, candidate should ensure that, he/she has filled up application correctly. The candidate should read the declaration and after clicking **'I Agree'** button, candidate should click on **'Submit'** button.

16. Candidate should note down Registration ID Number, which will be displayed after submitting of an online application and thereafter take the printout of the online application by choosing option **'Print Application'.**

                                                    BY ORDER

                                                      Sd/-

                                               REGISTRAR GENERAL
Date :- 14ᵗʰ January, 2025   HIGH COURT OF JUDICATURE AT
                                                    BOMBAY