

# **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/32046/81140//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://highcourthd.gov.in>

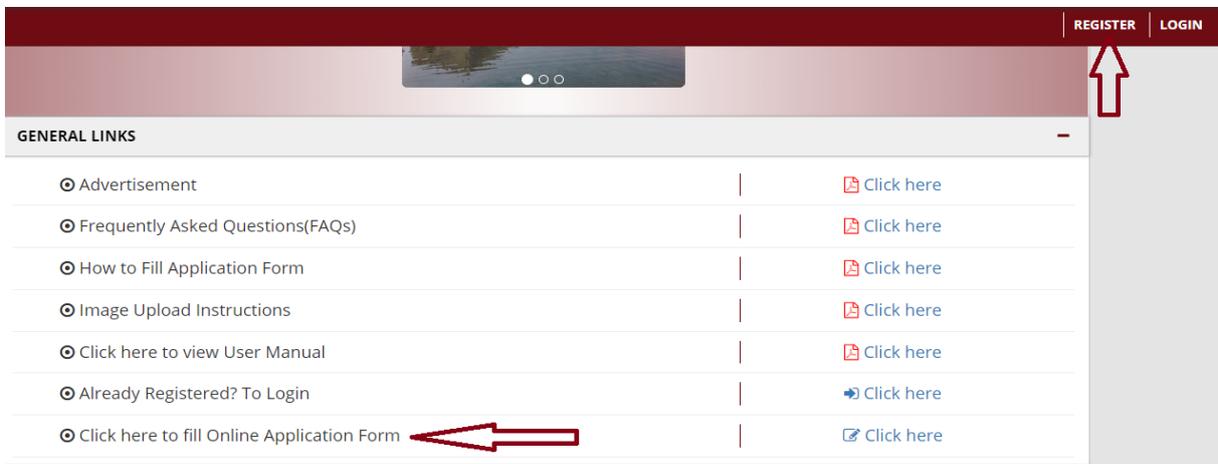
- Applications can be submitted only Online.
- Applications can be submitted through High Court of Punjab & Haryana Recruitment Portal for which candidate must have internet connection with online fee payment facility (Internet Banking / Debit Card / Credit Card).
- No manual/ paper application will 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 SMS.
  - 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.
  - 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: -

Candidate will have to visit Recruitment Portal for submission of Online Application and for recruitment related information <https://cdn3.digialm.com//EForms/configuredHtml/32046/81140//Registration.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>

- a. 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 one time activity). (Ref image: - 1.2)

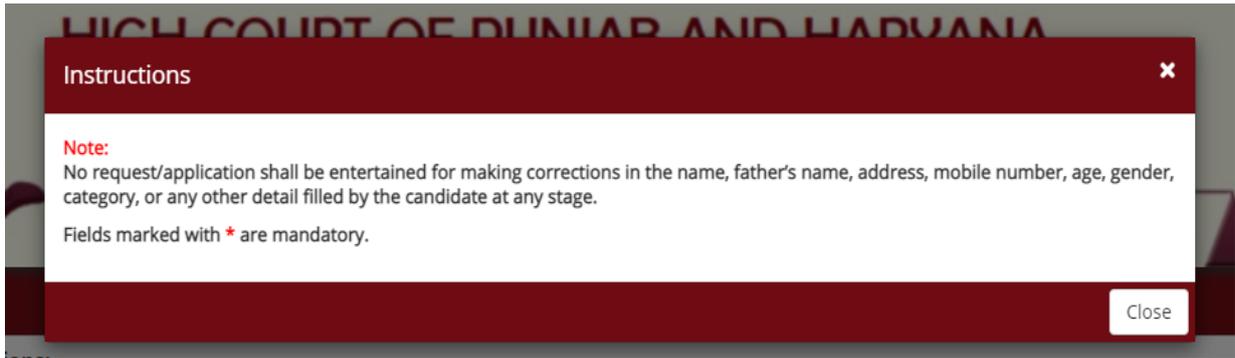


(Ref. Image: - 1.2)

- b. 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, there is a 'Submit' button.

- c. 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

- d. 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)

Ref Image: - 1.5

Ref image: - 1.7

- e. 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](#)

- f. 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.
- g. 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.
- h. 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.
- i. 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)
- j. 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)

RECRUITMENT CELL

HC Clerk Post 2023 [GO TO APPLICATION](#) [LOGOUT](#)

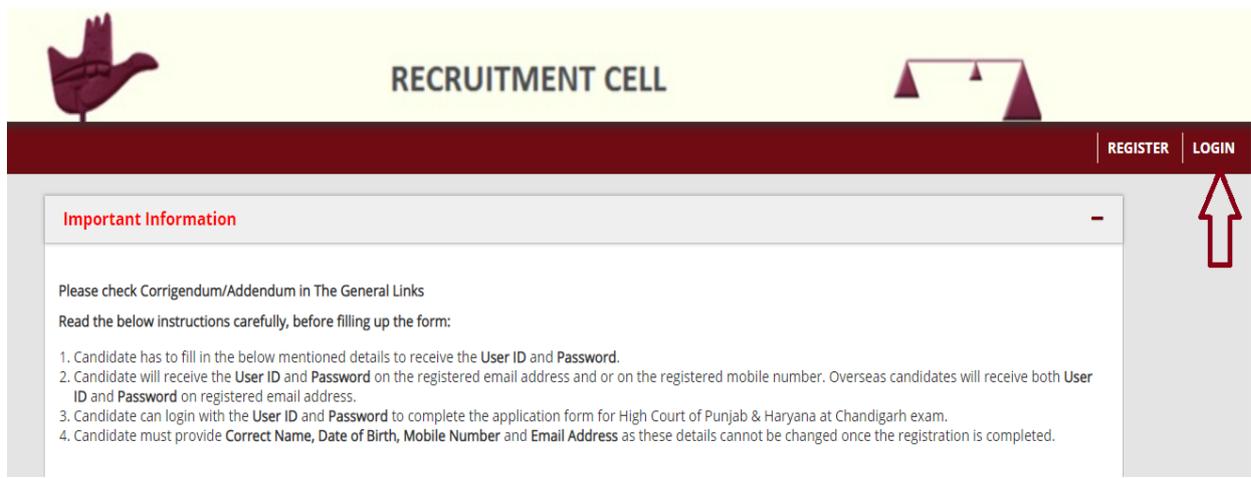
[APPLICANT DETAILS](#) [HELPDESK](#)

Candidate Personal Details

Application Status	Application Number	Name of the Applicant
.....	.....	.....

## 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/32046/81140//Registration.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.



**Login**

Login to Fill/Submit/View Application Form

USER ID: \*  
Enter User ID

PASSWORD: \*  
Enter Password

3 j z 8 7 t q  
Type 7 characters as shown in image

**LOGIN**

New? Register Here | Return to Home

FORGOT USER ID/PASSWORD CHANGE PASSWORD

There are five tabs under Application Form:

- i) Personal Details (Fill up all the required information such as Category, Mother/Father Name, or any details specific to applied position as required)
- ii) Additional Details

- iii) Communication Details
- iv) Qualification
- v) Documents & Payment (Ref Image: - 2.4)

APPLICATION FORM FOR HC Clerk Post 2023 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 | DOCUMENT & PAYMENT

**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 HC Clerk Post 2023 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 | DOCUMENT & PAYMENT

**Departmental Employee Details**

### iii) COMMUNICATION DETAILS

APPLICATION FORM FOR HC Clerk Post 2023 LOGOUT

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

**Correspondence Address**

Address Line 1 \*  Address Line 2  Country \*

State/U.T. \*  City/District \*  Pincode/Postal Code \*

Is Permanent Address Same as Correspondence address? \*  
 Yes  No

**Permanent Address**

### iv) QUALIFICATION

Candidate must fill the Qualifications Details.

APPLICATION FORM FOR HC Clerk Post 2023 LOGOUT

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

**Qualification Details**

Whether you possess the educational qualification in Hindi or Punjabi up-to Matriculation standard or its equivalent? \*

**Matriculation (10th) Details**

Name of the Board \*  Percentage of Marks \*  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.

PERSONAL DETAILS

ADDITIONAL DETAILS

COMMUNICATION DETAILS

QUALIFICATION

DOCUMENT &amp; PAYMENT

## Documents Upload

Upload the scanned copy of the recent passport size photo.\* ⓘ

CLICK HERE TO UPLOAD

Upload your scanned signature (Size 276 x 118 pixels):\* ⓘ

CLICK HERE TO UPLOAD

## Note:

Passport size photograph (Size 276 x 354 pixels) in colour.

- 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



Note: Captcha is case insensitive.



BACK

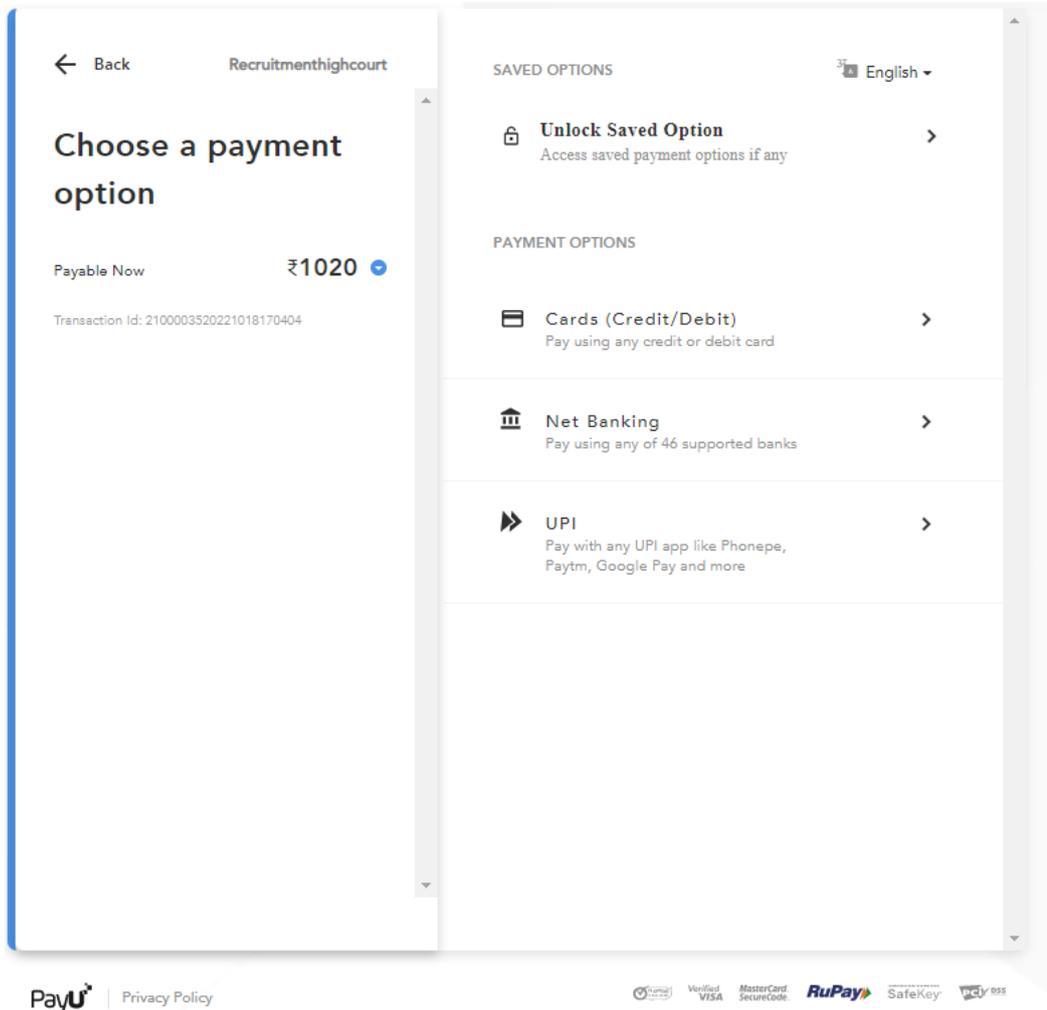
PREVIEW

SUBMIT

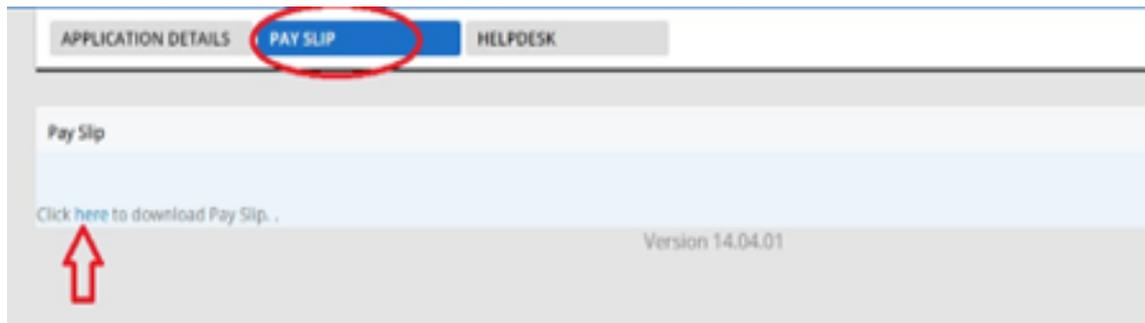
- ✦ Candidate has three options '**BACK**' '**PREVIEW**' and '**SUBMIT**' at the end of this page. Candidates may click on **BACK** button to go to the previous page to recheck his/her details, on **PREVIEW** button to review all the information filled by him/her in his form. After checking the information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



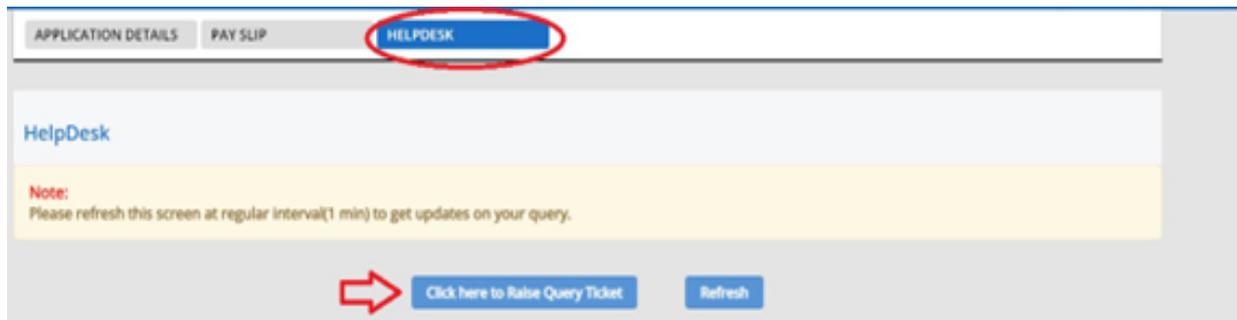
- b. After successful transaction, a payment acknowledgment slip (with unique application number, transaction ID, applicant name, exam fee and post applied for) will be generated. It should be downloaded by the candidate for any future communication regarding Application Form. Now the candidate's online 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.

 Candidate Query Form

### Query Section

Exam Name *	Recruitment for the Post of Chowkidar in establishment of High Court of Punjab and Haryana
Problem Category *	---Select---
Problem Type *	---Select---
Problem Statement *	<div style="border: 1px solid #ccc; height: 50px;"></div>

### Upload Screenshots

Please upload copy of screenshot.  
(Maximum file size - 5MB and only JPG, PDF and ZIP formats is allowed)

No file chosen

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.

Helpdesk
Close

**User Details**

<b>Registration Number</b>	9000037	<b>Name</b>	DEEPAK
<b>Mobile Number</b>	7696503014	<b>Email Id</b>	fhddf@gmail.com

**Helpdesk Details**

<b>Ticket Number</b>	4	<b>Exam Name</b>	Recruitment for the Post of Chowkidar in establishment of High Court of Punjab and Haryana
<b>Problem Category</b>	Application Payment	<b>Problem Type</b>	Payment Status
<b>Problem Statement</b>	sd nckln ,mdscn		

**Workflow Details**

<b>Helpdesk Ticket Status</b>	Open
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