

INSTRUCTIONS FOR FILLING ONLINE APPLICATION FORM FOR THE POST OF JUDGMENT WRITER

(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:

Website link: www.highcourtchd.gov.in and Application Portal: <https://phcjwr.formflix.org/>

1. Click on “**Apply online**” button in the online application portal of High Court of Punjab and Haryana, after reading carefully the notification / advertisement and caution notice, ensuring that you are eligible to apply.
2. On Clicking “**Apply online**” button, candidates will be taken to the registration page where they need to fill the concerned details.
3. Enter the basic details such as Name, Category, Date of Birth, Gender, Mobile Number, E-mail Id etc. in the respective fields.
4. After filling the details on registration page, cross check all the details before clicking on “**Submit & Proceed to Applicant Login**” as no subsequent request for change will be considered or information cannot be edited anymore. On clicking “**Submit & Proceed to Applicant Login**” a unique registration /application number will be generated. Candidate will receive OTP REGAPPL registration number via SMS/E-Mail, which shall be used along with date of birth (DOB) for all further representations and login purpose.
5. After registration, the candidate should click on “**Applicant Login**” button in the portal which will redirect the candidate to the **Payment Stage / Payment Gateway** where candidates need to pay the application fee, as per the notification / advertisement.
6. Upon successful fee payment, candidates will get option to continue and fill other remaining personal details, academic details, upload scanned images (as per the size and format mentioned) etc. and complete the form.
7. After filing all the respective fields and uploading necessary and valid documents, an edit option is provided. Upon clicking this option, the candidate can go through the entire details filled in the form and can edit the same before final submission.
8. A final declaration has to be checked on for making confirmation that the details entered in the form are valid and correct to the best of the candidate’s knowledge.
9. On submission of online application, candidates will get the option to download the filled up application form by clicking on **PRINT APPLICATION** button which can be used for their record and future reference.
10. Candidates should apply carefully. Multiple applications/ registrations will be summarily rejected and only latest application with fee payment will be accepted. Fee once paid shall not be refunded.
11. Upload only recent, not older than 30 days, clear colour photo along with the image of signature. Keep ready the following details before clicking 'Applicant Login' button
 - (i) Latest / recent colour photo (maximum 50 kb) in jpg format only.
 - (ii) Signature (maximum 50 kb) in jpg format only.
 - (iii) Personal details
 - (iv) Valid and Active E-Mail id
 - (v) Valid and Active Mobile No for receiving SMS alerts
 - (vi) Online payment facility such as net banking, debit/credit card/UPI etc.
12. The Steps for Registration are given below with screenshots. For any clarification, please send E-mail to the technical helpdesk for assistance, if required.

STEPS FOR APPLYING

Step 1 : Click on Apply Online

**HIGH COURT OF PUNJAB AND HARYANA
AT CHANDIGARH**

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Home

Particulars	Start Date	End Date	Activity	Activity
RECRUITMENT OF JUDGMENT WRITER IN PUNJAB AND HARYANA HIGH COURT AT CHANDIGARH	10-09-2024 (11:59 P.M.)	01-10-2024 (11:59 P.M.)	Apply Online	Applicant Login
Advt. Notification No.: 02 /JW/HC/2024 dated: 10/09/24				

Steps for Online Registration :

1. Click on Apply Online button to Register yourself. You will receive the Online application registration number via SMS/E-Mail.
2. Check your E-Mail Spam Box if message is not received in your Inbox.
3. Next Click on Applicant Login button to complete your form submission.
4. Upload Only Recent ,Not older than 30 days, clear coloured photo / signature images.Keep ready the following details before clicking 'Applicant Login' button
 - (i) Latest / recent coloured photo (maximum 50 kb) in jpg format only.
 - (ii) Signature (maximum 50 kb) in jpg format only.
 - (iii) Personal details
 - (iv) Valid and Active E-Mail id

Step 2 : Accept Caution Note

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Home

Particulars	Start Date	End Date	Activity	Activity
RECRUITMENT OF JUDGMENT WRITER IN PUNJAB AND CHANDIGARH	10-09-2024 (11:59 P.M.)	01-10-2024 (11:59 P.M.)	Apply Online	Applicant Login
Advt. Notification No.: / JW/HC/2024 dated:00/08/24				

Confirmation ✕

I, hereby acknowledge that I have read the "CAUTION NOTICE" carefully and then proceeded with the online application.

[Ok](#) [Close](#)

Steps for Online Registration :

1. Click on Apply Online button to Register yourself. You will receive the Online application registration number via SMS/E-Mail.
2. Check your E-Mail Spam Box if message is not received in your Inbox.
3. Next Click on Applicant Login button to complete your form submission.
4. Upload Only Recent ,Not older than 30 days, clear coloured photo / signature images.Keep ready the following details before clicking 'Applicant Login' button
 - (i) Latest / recent coloured photo (maximum 50 kb) in jpg format only.
 - (ii) Signature (maximum 50 kb) in jpg format only.
 - (iii) Personal details
 - (iv) Valid and Active E-Mail id
 - (v) Valid and Active Mobile No for receiving SMS alerts
 - (vi) Online payment facility such as net banking,debit/credit card/UPI,etc.
5. Any Candidate belonging to General or reserved category can submit only one application for a particular category.In case a candidate submits more than one application, then

Step 3 : Enter basic eligibility details as provided in Advt:

Basic Eligibility Details

Name of the post applied for

Applicant Full Name

Are you domiciled/ Permanent resident of Punjab/Haryana / U.T. Chandigarh ?

Category

Do you possess graduation degree or its equivalent qualification ?

Gender

E-mail Address

Confirm Email Address

Mobile Number

Confirm Mobile Number

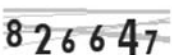
Alternative Mobile Number

All correspondences to the candidates will be made through SMS on the mobile number and E-mail id provided by the candidate in the application format. No other method of communication will be adopted.

Date of Birth

Age as on 01-10-2024

Captcha





Verify Captcha

[Refresh](#) to reload the image

Cancel

Note: Once submitted , you shall receive SMS/E-Mail with your Registration No

Step 4: Submit and Next Proceed to applicant login to complete online fee payment and form fill up

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Applicant Login

Registration No : Enter the online application Registration No. received in Mobile/Email id for further completion of Application Procedure



Date of Birth :

Security Code : **267946**
Refresh to reload the image

Enter Security Code :

Website maintained by PHC

Step 5 : Proceed to Online Fee Payment Gateway

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Applicant Payment


[Logout](#)





Application No:	2000037	Fee Amount:	₹ 1000.00
Candidate Name	TEST	Category	GEN
Date of Birth	01-10-1994	Email Address	V@G.COM
Phone Number	8240200000		

Website maintained by PHC


CARDS


NET BANKING


UPI

Pay using    


For Maestro cards, please enter Expiry Date and CVV no. if available or else ignore and proceed.


Credit card Debit card


Select Credit Card Option : --Select--


PAY NOW


[Cancel](#)













Your transaction is processed through a secure 2048 bit https internet connection based on secure socket layer technology. For security purposes, your following details have been logged.

IP address 49.37.11.56 and access time Mon Aug 05 19:17:05 IST 2024.

Once application Fees is submitted successfully, continue to complete form

Step 6 : Enter personal details as asked for (keep all documents ready)


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Personal Details Logout

Candidate Name	TEST	Name of the post	Judgment Writer
Date Of Birth	01-10-1994	Registration No :	2000037
Marital Status:	Unmarried	Category:	GEN

Father's Name

Mother's Name

Nationality --Select--

Education Details

Details of Educational Qualification possessed at the time of submission of Application

Qualification Level	Year of Passing	School /Board / Institution / University
MATRIC (10TH CLASS)	<input style="width: 80%;" type="text"/>	Select
Bachelor of Technology (BTech)	<input style="width: 80%;" type="text"/>	Select
Other Qualifications	<input style="width: 80%;" type="text"/>	Select
Other Qualifications	<input style="width: 80%;" type="text"/>	Select
Other Qualifications	<input style="width: 80%;" type="text"/>	Select

Please do not put any special characters

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Address Details

Permanent Address

Address for Communication
 (same as permanent)

State District State / राज्य / राज् District

Pincode Pincode

Do You Have Any Close Relative in Service of High Court or Any Court Subordinates in State of PB/HR/CHD?
 --SELECT--

Whether you have been previously served in any Govt Department(s)/Semi- Govt Department(s)/Corporation(s)/ Board(s)?
 --SELECT--

Whether Any FIR or Criminal Case(s) Has Ever Been Registered Against You? Are You Convicted/Acquitted of Any Offence?
 --SELECT-- --SELECT--



Whether you are ever dismissed or removed from service of any State Govt or any Public sector?
 --SELECT--

Save Cancel Logout

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Once filled, Save and proceed to next step.

Step 7 : Upload Documents page :


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Documents Upload

Logout

Candidate's Name: TEST Name of the post: Judgment Writer

PHOTO No file selected.

File should be in .JPG/.JPEG format with maximum 50KB in size

SIGNATURE No file selected.

File should be in .JPG/.JPEG format with maximum 50KB in size

Save Cancel

Step 8 : Final Profile Preview page for any Edit of details :

Applicant Profile Preview

[Logout](#)

Candidate's Name

TEST
Gender
MALE

Name of the post

Judgment Writer
Category
GEN

Personal Details [Edit](#)

Father's Name
TEST SR

Mother's Name
TEST JR

Documents Details [Edit](#)

PHOTO



SIGNATURE

Arshid mirza

Declaration:

I certify that particulars/information given in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information/particular(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge even after appointment without any notice.

I have read the advertisement relates to this recruitment carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limit, educational qualification etc. prescribed in the advertisement and relevant Rules.

Read and Check the Declaration Box and then proceed

Step 9 : Final Confirmation and Submission Page :

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Are you sure?

Once submitted, you will not be able to edit any information .
Do you want to proceed ?

Declaration:
I certify that particulars/information given in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information/particular(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge even after appointment without any notice.



I have read the advertisement relates to this recruitment carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limit, educational qualification 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.

[Confirm](#) [Logout](#)

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Step 10 : Print Application Form

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Applicant Profile

[Logout](#)

Application No:	2000037	Name of the post:	Judgment Writer
Candidate's Name:	TEST	Father's Name:	TEST SR
Date of Birth:	01-10-1994	Category:	GEN
Phone Number:	8240200000	Email Address:	V@G.COM

[Print Application Form](#)

IT IS COMPULSORY TO TAKE THE PRINT OUT OF THE APPLICATION FORM, IF YOU ARE UNABLE TO PRINT THE APPLICATION FORM, THEN MAIL AT THE HELPDESK EMAIL ID QUOTING YOUR REGISTRATION NUMBER

Note : Your Call Letter / Admit Card will be available in your same applicant login whenever announced with a separate print button here .

Step 11 : Click on Logout Button on top right hand corner and exit.