<u>**INSTRUCTIONS FOR FILLING ONLINE APPLICATION**</u>
(Direct Recruitment to the post of Reference Assistant and Library Restorer 2024)

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 & 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 for submission of application will be accepted. The link to fill up online application will remain active up to 05:00 pm 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 the link **w[ww.hcraj.nic.in](http://www.hcraj.nic.in)**/"**Recruitment**"/ **Reference Assistant and Library Restorer 2024**

5. "Link '**Instructions for Filling Online Application**' is available on the *"latest updates"* link at http://www.hcraj.nic.in

6. Applicants are advised to fill details in online form correctly and to check his filled in online application form and then proceed for Payment. After submission of application form with the requisite fee, details cannot be changed.

7. Applicants are advised to keep all relevant documents (Educational Certificates etc.), Scanned Photograph, Scanned Signature & Scanned Photo ID Proof from both sides etc., ready before starting with the form filling process.

8. Spaces (fields) in online application are of two types: - One, in which the applicant can enter the information manually, and other, in which the applicant can select one of the options. (Selective fields are of three types - some fields are to be selected from Dropdown Menu, some are to be selected by clicking on the Radio Button and calendar for selecting Year, Month & Day one by one).

9. <u>**Instructions for Photo / Signature and Photo ID Proof Scanning**</u>

    i.   Scan your signature, passport size photograph and photo ID.
    ii. Save the scanned signature & passport size photograph as JPG/JPEG files with size between 10 KB - 25 KB each
    iii. Save the scanned Photo ID proof as JPG/JPEG files with size between 10 KB - 50 KB
    iv. Photograph and Signature Images should be properly cropped and must have white background.
    v.   **DO NOT LEAVE** empty spaces around photo or signature.

10. Fields marked with (*), which means these fields are to be filled-in mandatorily.

11. <u>**Do Not Press F5 or Browser refresh button during the process of filling up online application.**</u>

12. **Applicants are advised not to fill online application form simultaneously in Multiple Tabs of the Browser and in Multiple Browsers.**

13. 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 page while filling the online application, otherwise they will have to fill the application form afresh.

14. The applicants are advised to check the details filled in and satisfy themselves that all information has been correctly filled up. If applicant finds all information correct and he/she is in agreement with declaration, he/she may click on 'SAVE & MAKE PAYMENT' button at the bottom of this page.

    <u>**"In any case, no change in the filled-in information by the applicant would be allowed after clicking on 'SAVE & MAKE PAYMENT' button."**</u>

15. Click on "Save" button at bottom of the page for final submission of online application form and for the payment of the requisite fee.

16. **Applicants are advised to download the pdf file by clicking the "Print Application" button, after successful submission of requisite fee. You are also advised to save this pdf file and take the print out of filled online application form.**

17. **If the Online Application Form is not submitted successfully then the Applicant will not be able to take Printout of Online Application form.**

18. APPLICANTS ARE DIRECTED **NOT TO SEND** PRINT   OUT OF ONLINE APPLICATION OR ANY DOCUMENT TO THE RAJASTHAN HIGH COURT**.**

STEPS FOR FILLING UP ONLINE APPLICATION

STEP ONE:

- Log on to **http://www.hcraj.nic.in**
- Click on link "**Recruitment**" provided on the home page.
- Click on it open a new link "**Recruitment** ".
- This will open a page of various Recruitments.
- Now click on " **Reference Assistant and Library Restorer 2024**" link.
- Then Click on **"Online Application Portal"**.
- This will open a new desired page **"Online Application Portal"**.

STEP TWO:

- Online Application Portal.
- Applicants have two Options as **"Login"** and **"Register Now".**
- First time user may click on **"Register Now".**
- Before/During Registration applicant is required to verify his/her Mobile Number by **OTP** Method.
- Username must be of minimum six characters.
- Password should be between 7 to 15 characters and must contain at least one numeric digit and one special character.
- Applicant must have completed his/her "Registration" before filling Online Application form (All Fields are mandatory in the Registration Form).
- **"After the successful Registration, applicant will receive SMS of his/her USERNAME on registered Mobile Number."**

Note: "Candidate are advised to keep their "Username" and "Password" it will used in further Process".

STEP THREE:

- After successful registration, applicant can fill Online Application Form.
- For filling online application form, Candidates have to use Credentials i.e. USER ID & PASSWORD.
- **"Successful saving of Online Application form doesn't mean the Successful Submission of Form."**

STEP FOUR:

- After the saving the filled in Online Application Form successfully, Applicant must have to deposit requisite Fee by Click on "*Make Payment* "Option.
- Mode of payment will be online only.
- Due to any reason, applicant fails to deposit the fees than applicants have option as "*Make Payment*" at their Home Page. They can "*LOGIN*" by using their Credentials.
- **"After successful payment of fees, Applicant will receive SMS on his / her registered Mobile Number."**
- **Applicant may download his/her application form with the help of option '*Print Application*' at Home Page"**
- **"If the Online Application Form is not submitted successfully, Applicant will not be able to get the Printout of Application form".**
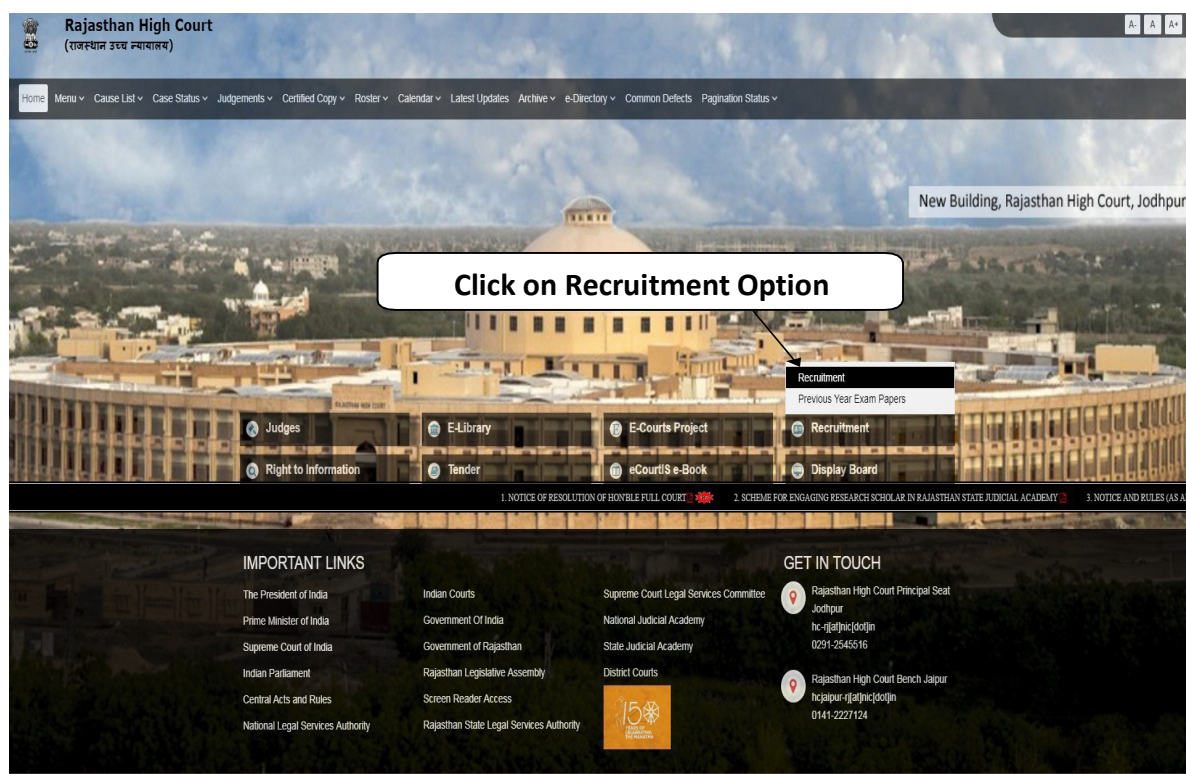
<u>**USER MANUAL**</u>

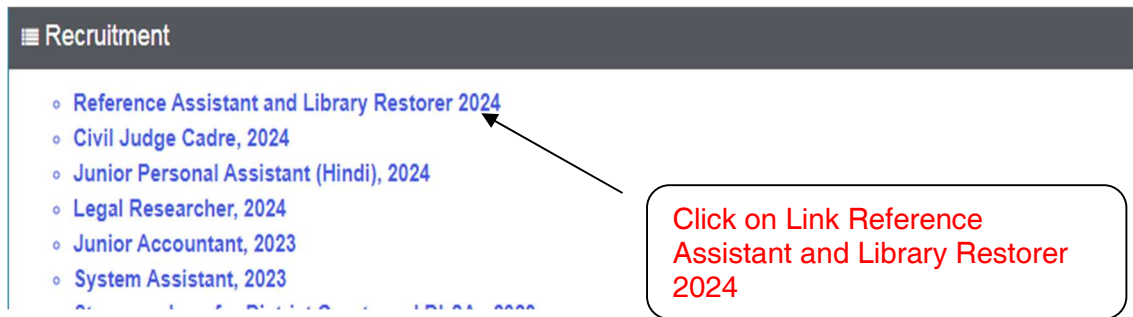**(Direct Recruitment to the post of Reference Assistant and Library Restorer 2024)**

i. Open the official website of **RAJASTHAN HIGH COURT** using the link
https://hcraj.nic.in
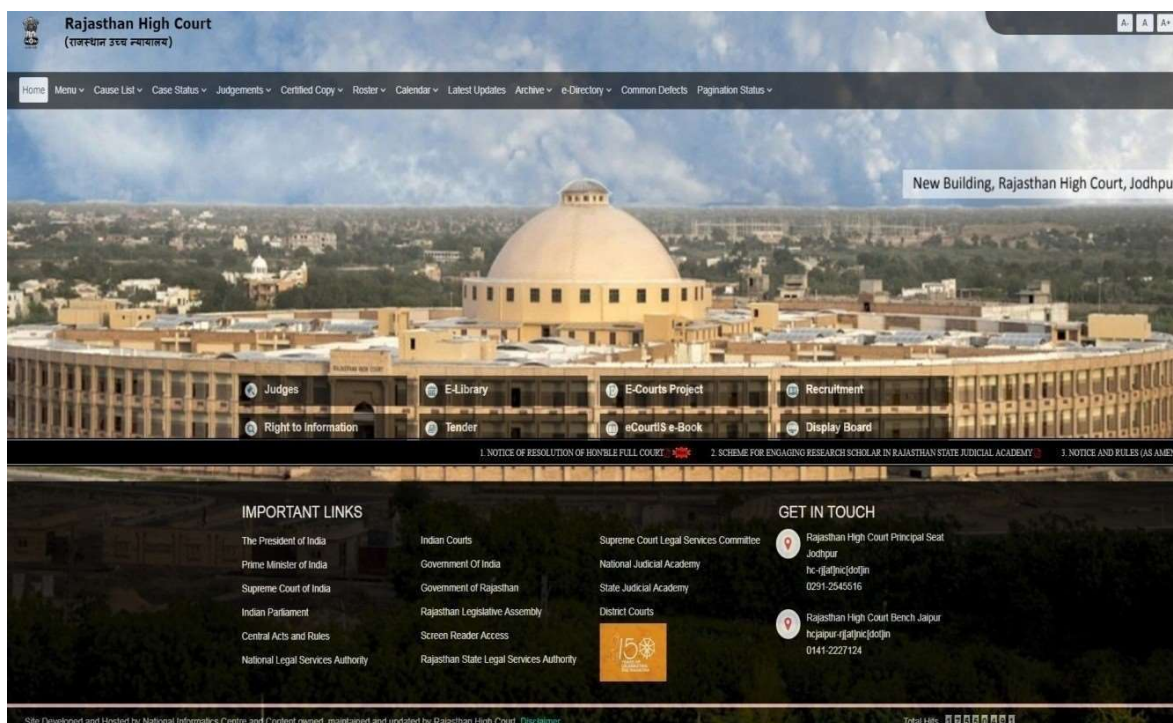
ii. Click on "**Recruitment**" Tab and Select "**Recruitment** "Option.

iii. Select the link **"Reference Assistant and Library Restorer 2024"**

iv. Select **"Online Application Portal"** Link
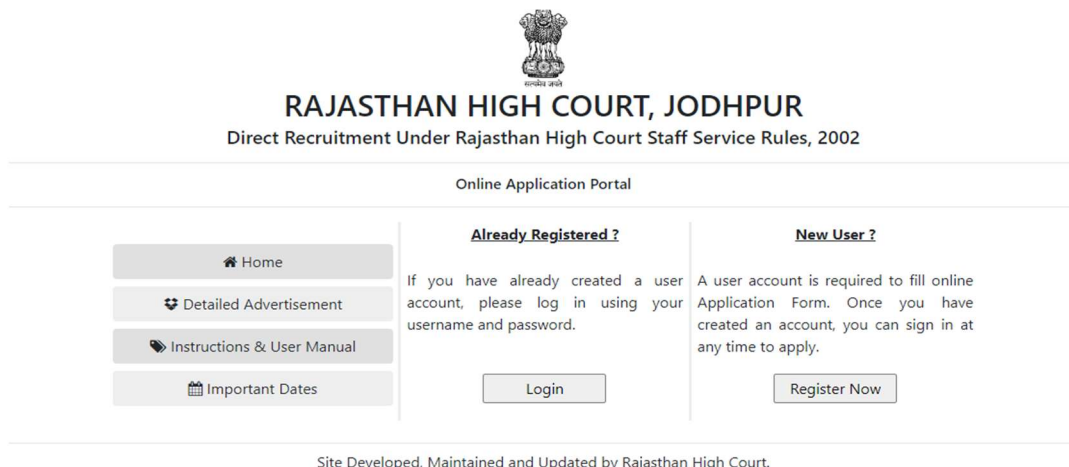
v. Click On **"Register Now"** Option.

RAJASTHAN HIGH COURT, JODHPUR

Direct Recruitment Under Rajasthan High Court Staff Service Rules, 2002

Registration Form

Log in

Applicant's Name* :
APPLICANT NAME

Father's Name* :
FATHER NAME

Mother's Name* :
MOTHER NAME

Gender* :
○ Male ○ Female

Date of Birth * :
Day   Month   Year

Mobile No.* :
Mobile No.   Verify

Email Address * :
email address

Username* :
Username

Password* :
Password

Confirm Password* :
Confirm Password

k4vz34
Enter above captcha code here :

Can't read the code? click here to refresh.

Register →

Have an account? Log In

RAJASTHAN HIGH COURT, JODHPUR

Direct Recruitment Under Rajasthan High Court Staff Service Rules, 2002

Online Application Portal

You are currently logged in as:

Your Session Expires in : 29:12

Home

Fill Form

Log Out

Application Status

Registration Status	Registered Successfully !
Enrollment Status	Enrollment Pending
Payment Status	Payment Pending
Form Download Status	Form Not Downloaded

Site Developed, Maintained and Updated by Rajasthan High Court.

1. After Successful Registration, Home page will be displayed. Select on **"Fill Form"** Option

RAJASTHAN HIGH COURT, JODHPUR

Direct Recruitment Under Rajasthan High Court Staff Service Rules, 2002

Recruitment to the post of Reference Assistant and Library Restorers, 2024

Online Application Form

1. Applicant Details

(1.1) Applicant's Name :* | (1.2) Father's Name:* | (1.3) Mother's Name:*

(1.4) Gender :* | (1.5) Marital Status : * | (1.6) Bonafide Resident of:*
Select | Select | Select

(1.7) Nationality :* | (1.8) Home District :*
Select | Select

(1.9) Date of Birth (DD-MM-YYYY) : * | (1.10) Age as on (01-01-2025) :*

(1.11.A) No. of Children Born On or Before 06/07/2006 | (1.11.B) No. of Children Born After 06/07/2006 | (1.11.C) Total No. of Children
0 | 0 | 0

2. Category Details

(2.1) Category* | (2.2) Certificate No.* | (2.3) Certificate Date*
Select | | DD-MM-YYYY

3. Special Categories

(3.1) Person with Disabilities :* | (3.2) Category of Disability :*
Select | Select

(3.3) Employee serving in connection with the affairs of the State in a substantive or in a temporary capacity :* | Select

(3.4) Reservists (Defence Service Personnel) : * | Select

(3.5) Ex Serviceman : * | Select

4. Address Details

(4.1) Address :*

(4.2) City/Village :* | (4.3) District :* | (4.4) Pincode :*

(4.5) State/U.T.:* | (4.6) Phone No. (With STD Code):
Select |

(4.7) Mobile No. :* | (4.8) Email-ID :*
9928154466 | vermalj@gmail.com

5. Educational Qualifications

Name of Examination	Board / University / Institution	Year of Passing	Div./Grade
(5.1) Secondary *		Select	
(5.2) Sr. Sec./ Hr. Sec. *		Select	
(5.3) Graduation *		Select	
(5.4) Bachelor of Library Science *		Select	
(5.5) Other/Higher Qualification		Select	
(5.6) Whether possess basic knowledge of computer? *			Select

6. Other Information

(6.1) Do you have more than one spouse living? — Select ⌄

(6.2) Have you accepted Dowry in your marriage? — Select ⌄

(6.3) Are you married to the person having already a wife living? — Select ⌄

(6.4) Whether any First Information Report (FIR) has ever been lodged against you? — Select ⌄

(6.5) Have you ever been convicted for any offence involving moral turpitude or any other offence by a Court of Law? — Select ⌄

(6.6) Have you been permanently debarred or disqualified from appearing in any examination? — Select ⌄

7. Declaration

☐ I Agree : *

     I have Carefully read the terms and conditions of Notification/Advertisement, instructions and relevant rules before filling online application and I hereby undertake to abide by them, particularly conditions of eligibility prescribed for recruitment.

     I hereby declare and verify that all informations made in this online application form has been checked by me and the same 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 fulfill all the conditions of eligibility regarding category, age, educational qualification, fitness, character, marital status etc. prescribed for admission to the Examination. I also declare that I shall not directly or indirectly influence the selection process in any manner.

Place :*

Dated :*
29-04-2024

8. Photograph & Signature

(8.1) Upload Photo : *
(File Size :10Kb-25Kb
File Format : .jpeg/.jpg) *

Choose File | No file chosen

(8.2) Upload Signature : *
(File Size :10Kb-25Kb
File Format : .jpeg/.jpg) *

Choose File | No file chosen

(8.3) Upload **Front Side** of Photo ID Proof :*
(File Size :10Kb-50Kb
File Format : .jpeg/.jpg)

Choose File | No file chosen

(8.4) Upload **Back Side** of Photo ID Proof :*
(File Size :10Kb-50Kb
File Format : .jpeg/.jpg)

Choose File | No file chosen

kt8u5f

Enter above captcha code here :

Can't read the code? click here to refresh.

← Back | Save & Make Payment →

localhost says

कृपया आवेदन में भरी गयी प्रविष्टियां एक बार पुनः जाँच लेवें | प्रविष्टियों में बाद में किसी भी प्रकार का परिवर्तन/संशोधन नहीं किया जायेगा | किसी भी त्रुटि की जिम्मेदारी स्वयं आवेदक की होगी |

OK | Cancel

1. Fill all the details in the Online Application Form and Click on **Save & Make Payment** Button

Note:-

ii). For filling online application form, Candidate must have registered.

*iii). If already registered, then candidate can login by clicking **Login** Button.*
Fill all the details in **Registration Form** & Click on **Register** Button

Note:-

*i). **Fill in all the details correctly; details once saved will not be changed.***

ii). Please remember Username & Password, entered in Registration Form.

*iii). After entering Mobile Number click on **Verify** Button for verification using OTP. OTP will be received on the mobile no. entered. Enter the received OTP in the text box and Click on **Verify Now** button.*

iv). After successful registration, the user will receive SMS on the registered Mobile no.

1. ***Note:-***

i). Please fill all the details carefully. Details once saved, No change in the filled-in information by the applicant, shall be allowed after clicking on 'SAVE & Make Payment' button in any case.

*ii). Please check all the details before clicking on "**Save & Make Payment**" Button.*

iii). Successful filling of Online Application form doesn't mean the Successful Submission of Form.

2. After clicking on Save/Make payment button, the applicant is redirect to submit the requisite fees payment option.

3. Wait for few seconds & check information.

Rajasthan High Court, Jodhpur

Do not refresh this page
Wait for few seconds

Payment Information

Candidate Name

User Name

Mobile

Payment Reference Number

Fee Amount

Date

Time

4. Fee Payment Getaway.

5.   After successful submission of payment, the user is advised to **download & take the printout of Online Application Form** for future reference, by clicking on **"Print Form"** option.

6.   If the Online Application Form is not submitted successfully, then the Applicant will not be able to download & take Printout of Online Application form.