



HIGH COURT OF JUDICATURE AT ALLAHABAD

HOW TO APPLY

Recruitment Examination for Uttar Pradesh Civil Court: Stenographer Grade III (Category 'C') and Category "D" (cadre)

Advertisement No. :-

HOW TO APPLY:

A candidate will have to apply on-line only through the link available on the website www.allahabadhighcourt.in. Candidates must go through the instructions mentioned below before filling up the on-line application form and also the General Instructions uploaded along with advertisement.

To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit on –line application without waiting for the last date.

The candidates will take print out of filled Page and keep a print-out of the same for future reference. He/she shall be required to produce the print-out of the application form with attested copies of documents in support of qualification and claim to caste categories etc. at the time of Test or as and when asked. No request for withdrawal of candidature after submission of on-line application form will be entertained under any circumstances.

Instructions for filling up on-line application form:

Candidates applying against **Recruitment Examination for Uttar Pradesh Civil Court: Stenographer Grade III (Category 'C') and Category "D" (cadre)** are required to apply online ONLY through the official website www.allahabadhighcourt.in. Application will NOT be accepted by any other mode.

Before the filling of the Online Application, for convenience, the Candidate should have scanned images of following documents in CD/DVD/Pen drive with file size of 80KB (maximum) for each document in JPG format only.

Mandatory: (a) Recent Colored Photograph (b) Signature of the candidate

The above documents in soft copies will be required for uploading and final submission of your Online Application.

A valid **E-mail id** and **Mobile Number** is mandatory for the submission of your Online Application. **This E-Mail id and Mobile number should be kept active till the declaration of results. U.P. Allahabad High Court .** will send important information with regards to your application and examination on this registered E Mail/Mobile number.

Please note that after submission the particulars mentioned in the Online Application in each stage including Name of the Candidate, Post Applied, Caste Category, Date of Birth, Address, Email-ID, Mobile No. etc. will be

considered as Final. After the submission of the online application at each stage, candidate will not be able to edit/delete any fields of the Online Application.

Applications received without appropriate Application Fee, required documents & information as per recruitment notification are liable to be rejected. U.P. Allahabad High Court, however have the right to cancel any of the Examination City, Center and/or add some other cities/centers' depending upon the response, administrative feasibility, or any force-major conditions etc.

Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained at later stage.

IMPORTANT STEPS TO BE FOLLOWED TO FILL THE ONLINE APPLICATION

Instructions and Important Links will guide you to fill the Application Form . Please read them carefully and follow them religiously.

Step 1: Candidates are first required to go to the **U.P. Allahabad High Court** website: www.allahabadhighcourt.in and click on the link **Uttar Pradesh Civil Court: Stenographer Grade III (Category 'C') and Category "D" (cadre)**

Step 2: You will be directed to the following information. Please make a note of the Important Information's.

- Helpdesk & Important dates.
- Recruitment Advertisement
- How to Apply.
- Fee Deposit procedure
- Essential Qualification and Syllabus

Step 3: For registration of online Application click "Online Application Form" and fill your (a) Personal Details (b) Qualification Details (C) Declaration

Step 4: Please keep handy the following scan copies with the file size of maximum 80KB for each document In JPG format only.

Step 5: Please upload the following documents and click on" Submit & Print". Now of the Application Form is complete.

Mandatory: (a) Recent Colored Photograph (b) Signature of the

Step 6: On successful submission of the Application Form & deposit of application fee, you will be able to view the complete application submitted by you including your Photo, Signature along with the message of Successful submission. Please take a print out of this application form for future correspondence & **APPLICANT-ID** printed on it.

Step 7: Deposit the requisite Application fees through portal of State bank of India after application filling date.

Application Fee Payment Modes

- **ONLINE PAYMENT — Please use Debit Card/Credit Card/ Net banking mode to make the online payment**

• **OFFLINE PAYMENT — Generate the challan**

Download the Challan and Make the payment in State Bank of India Branches

Post filling the complete details in the online application form, the applicant will receive Applicant-ID and Password through an automated E-Mail on you registered email address and /or SMS on your registered Mobile Number.

PLEASE PRESEVE THIS APPLICANT-ID AND PASSWAORD AS YOU WILL REQUIRE TO DOWNLOAD YOUR HALL TICKET/ADMIT CARD.

IMPORTANT NOTES:

1. PLEASE FILL YOUR APPLICATION CAREFULLY.
 2. TAKE CARE TO UPLOAD THE RIGHT DOCUMENTS AT RIGHT PLACE AS MENTIONEE) IN THE APPLICATION FORM.
 3. ONLY LATEST COLOURED PHOTOGRAPH TO BE UPLOADED.
 4. On the page of“ **Recruitment Uttar Pradesh Civil Court: Stenographer Grade III (Category 'C') and Category “D” (cadre) ”**. Make a note of important, dates. The candidates are advised to apply early to get the examination center of their choice/preference and avoid last minute rush/jam/network problems.
 5. Candidates should keep at least 6 numbers of same LATEST Photograph in reserve for future use, which they have uploaded in the application form.
 7. Court of jurisdiction for any dispute will be at Lucknow.
 8. Candidates must remain in constant touch with **U.P. Allahabad High Court** website: www.allahabadhighcourt.in. for important information's and guidelines. The eligible candidates, whose applications are available on the Master list & do not receive the admit card for written:examination in time, may check the status of their application and also download the admit card through **U.P. Allahabad High Court** website: www.allahabadhighcourt.in. as per schedule & instructions notified on **U.P. Allahabad High Court** website: www.allahabadhighcourt.in.
 9. **U.P. Allahabad High Court** reserves rights to modify/rectify to correct the error that might have inadvertently crept in. However **U.P. Allahabad High Court** does not owe any responsibility for error committed by candidate.
 10. Canvassing in any form will disqualify the candidate.
 11. Mobile phones/Communication devices/gadgets, electronic watches & calculators etc. are not permitted in the examination Hall.
- N.B.:** In case of any discrepancy in advertisements published in various newspapers etc. the content as put on **U.P. Allahabad High Court** website: www.allahabadhighcourt.in will prevail.

All Steps are mandatory.

It is to be noted that if a candidate has been allowed to appear in the Test it does not imply that the candidate's eligibility has been verified. It does not vest any right with the candidate for appointment.

The eligibility shall be finally verified, by the concerned recruiting agency / appointing authority. The candidate should satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria.

Furnishing of false, wrong or inaccurate information may lead to cancellation of the Test result, forfeiture of the certificate and even prosecution in appropriate cases.