

HOW TO APPLY

Instructions for Filling the Online Application Form:-

1. Candidates are advised to read the “**detailed Advertisement**” carefully prior to filling the online application form. The candidate must ensure that he/she has an active e-mail ID and Mobile number. The e-mail ID and the Mobile number are required to be preserved till publication of final result. The candidate must also ensure the availability of all the relevant documents/ certificates at the time of filling the online application form. Only one registration can be done using a **mobile number**. Candidates are advised to fill the details carefully while registering.
2. For Applying Online, visit the “**Recruitments**” tab in the column on the left hand menu of official website of Patna High Court (<http://patnahighcourt.gov.in>).
3. Click on the link “**Personal Assistant Recruitment Examination, 2023**”.
4. Click on “**Apply online**”.
5. Click on the link “**To Register**”.
6. On the registration page, a candidate is required to fill in his/ her Full Name, Date of Birth, Gender, Mobile Number and E-mail ID. **Prior to submission, the candidate must ensure that all the details filled in are correct in all aspect, as the data once submitted cannot be changed.** After verification of data and submission of OTP, **Registration number/ User ID** and **Password** will be generated and the same will be communicated by SMS/E-mail.
7. Thereafter, the candidate will have to Login by using **Registration number/ User ID** and **Password** shared via SMS/Email.
8. After login, form for detailed application will open where the data provided at the time of registration shall be visible in prefilled format and it cannot be altered.
9. At first, a candidate is required to fill in “**PERSONAL DETAILS**” and then click “save and next”.
10. Thereafter, the candidate is required to fill in “**ADDITIONAL DETAILS**” and then click “save and next”.
11. Thereafter, the candidate is required to fill in “**COMMUNICATION DETAILS**” and then click “save and next”.
12. Thereafter, the candidate is required to fill in “**QUALIFICATION & EXPERIENCE**” and then click “save and next”. (**Note:- In case of regular government employee, a**

**NOC from the present employer would be required at the time of Document Verification/ Interview).**

13. Thereafter, the candidate is required to fill in the **“TEST CITY”** and then click “save and next”.
14. Thereafter, at **“DOCUMENT & PAYMENT”**, the candidate is required to upload the following documents :-
  - a) Scanned copy of recent passport size colour photograph.
  - b) Scanned signature.
  - c) Matriculation (10<sup>th</sup>) Certificate.
  - d) Matriculation (10<sup>th</sup>) Marksheet.
  - e) Graduation (Degree) Certificate.
  - f) Graduation (Degree) Marksheet.
  - g) Domicile Certificate, if applicable.
  - h) Caste/ Category Certificate, if applicable.
  - i) Diploma/Certificate of at least six month's course in Computer Application from recognised Institution.
  - j) Certificate of English Shorthand and English Typing having required minimum speed from recognised Institution.
  - k) Other relevant documents, if any.
15. Instructions to upload photograph and Signature:
  - a) Size of the image should be minimum of 50 KB and maximum 80 KB.
  - b) Image should be in JPG or JPEG format.
16. Instructions to upload required Documents/Certificates:
  - a) Size of the document should be minimum of 100 KB and maximum 300KB.
  - b) Document should be only in JPG, JPEG or PDF format.
17. Uploaded photograph and signature (in running hand) must be clearly identifiable / visible, otherwise application of the candidate is liable to be rejected by the High Court and no representation from the candidate will be entertained by the High Court in this regard. The candidate should scan his photograph and specimen signature in JPG/JPEG format.
18. The photograph of the candidate must contain his full face, both ears, neck in frontal view with a neutral, non-smiling expression and with open eyes directed at the camera. Make sure that the picture is in colour, taken against a light-coloured, preferably white,

background. If the picture is taken on a sunny day, the Sun should be behind the candidate, or the candidate should place himself in the shade, so that the candidate is not squinting and there are no harsh shadows. If flash is used, it must be ensured that there is no "red-eye". Caps, hats, sunglasses and dark glasses are not acceptable. Religious headwear is allowed but it must not cover the face. If candidates wear power glasses, it must be ensured that there are no reflections and the eyes can be clearly seen.

19. **The applicant has to sign on white paper with Black pen in running hand.** The signature must be signed only by the candidate and not by any other person. The Signature will be used for the purpose of verification during the recruitment process. If at any stage of recruitment process, the Candidate's signature does not match the signature on the Admit Card, the candidate will not be permitted to take the examination and his candidature shall be cancelled.
20. After all details are filled in the Application Form, candidate has to submit the Application Form. Prior to submission, candidate must preview the application form and ensure that all the details filled in are correct in all aspect and then proceed to submit the same. **After final submission, no change/ alteration are allowed and any deviation from the data appearing in the certificates/ documents, noticed at later stage shall lead to disqualification.**
21. Thereafter, candidate will be redirected to **Payment Page**. **Only after making a successful payment the Application Form will be considered finally submitted and processed further.**
22. The candidates must take printout of the finally submitted online application form and retain the same along with relevant uploaded documents for production after qualifying the examination.
23. Candidates are advised to apply much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on the High Court's website on account of heavy load on Internet/Website/Server. The High Court shall not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Court.
24. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be summarily rejected.