

Direct Recruitment To The U.P.H.J.S.-2020
How to Apply

Candidates must apply online from **20th January, 2021 to 19th February, 2021.**

Pre-Requisites for Applying Online

Before applying online, candidates should:

- (i) Have a Demand Draft of requisite fee (**Rs.1250/- for General/OBC category, Rs. 1000/- for SC/ST category of U.P. Only and Rs.1250/- for all candidates belonging to other States**) drawn in favour of U.P. H.J.S. Recruitment-2007, payable at State Bank of India, Allahabad High Court Branch, Allahabad.

Filling in the Online Application Form

- (i) Please note that all the particulars mentioned in the online application including Name of the Candidate, Date of Birth, Address, Category etc. will be considered as final and **no modifications will be allowed after submitting the Online Application. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change in details will be entertained and permissible.**
- (ii) 6 Digit Demand Draft Number, Date, Amount and Name of issuing Bank and Branch be entered in prescribed place in online application form.
- (iii) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "**SUBMIT**" button at the end of the On-Line Application format. Before pressing the "**SUBMIT**" button, candidates are advised to verify every particular filled in the application. The name of the candidate or his/her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found at later stage may disqualify the candidature.
- (iv) After submitting the application form, a Login Id and Password will be generated. Candidates should note their Login Id and Password for future reference.
- (v) No acknowledgment will be given for online registration. However, a Login Id and Password will be generated. If a candidate does not get online generated Login Id and Password, he/she should go to '**Upload Photo & Signature**' link to login and then click on '**Forgot Password**' and provide the details as required, as he/she has specified in the application form. If a new Password is generated, he/she should continue. Otherwise, he/she should consider applying again.
- (vi) After submission of Online Application Form, candidate has to log in with the Login Id and Password generated, and click on '**Upload Photo & Signature**' link to upload his/her scanned coloured passport size photograph and scanned signature. File size of scanned photograph should be more than 20KB and less than 50KB. File size of scanned signature should be more than 10KB and less than 20KB. The file format for scanned photograph/ signature must be JPEG/JPG only.
- (vii) After applying on-line and uploading of scanned photograph & signature, the candidates are required to take a print out of the filled in on-line application form by clicking '**Application Printout/ Reprint**' link and submit the same as per the instructions. Without uploading scanned photograph and signature, this link for printing will be not visible.
- (viii) Request for change/correction in any particulars in the Application Form shall not be entertained under any circumstances **AFTER SUBMITTING THE ON-LINE APPLICATION FORM.** High Court will not be responsible for any consequences arising

out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.

- (ix) Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log in to the High Court's website on account of heavy load on internet/website.
 - (x) High Court does 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.
 - (xi) Please ensure that the Verification Card in the application form is duly filled and the same photograph is attached as in the application form.
 - (xii) 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 rejected.
 - (xiii) Any information submitted by an applicant in his/ her application will bind the candidate personally and if found to be false shall be liable for prosecution apart from consequences in civil law as may be deemed requisite.
 - (xiv) The candidates shall be required to submit such information and documents as may be required by the High Court, Allahabad time to time.
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