

INSTRUCTION FOR FILLING ONLINE APPLICATION

(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://phconapp.formflicx.org/>

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1. Click on "**Click Here**" button in the online application portal of High Court of Punjab and Haryana .
2. Now 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.
3. On Clicking "**Apply online**" button, candidates will be taken to the registration page where they need to fill the concerned details.
4. Enter the basic details such as Name, Category, Date of Birth, Gender, Mobile Number, E-mail Id etc. in the respective fields. All SC/ST/BC category candidates of other states/UT shall be treated in General Category.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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 " Click Here"

The screenshot shows the website header with the logo and the text "HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH". Below the header, there is a navigation menu with "Home" selected. The main content area displays a table with the following data:

EVENT-INDEX PAGE	Start Date	End Date	Activity
RECRUITMENT OF TRANSLATOR IN PUNJAB AND HARYANA HIGH COURT AT CHANDIGARH Employment Notice No.: 01/TRSL/HC/2025 dated: 24/02/2025	24-02-2025 (11:59 PM)	21-03-2025 (11:59 PM)	Click Here

At the bottom of the page, there is a footer that reads "Website maintained by (H.C.)".

Step 2 : Click on Apply Online

The screenshot shows the website header with the logo and the text "HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH". Below the header, there is a navigation menu with "Home" selected. The main content area displays a table with the following data:

Employment Notice No.: 01/TRSL/HC/2025 dated: 24/02/2025	Start Date	End Date	Activity	Activity
RECRUITMENT OF TRANSLATOR IN PUNJAB AND HARYANA HIGH COURT AT CHANDIGARH	24-02-2025(11:59 PM)	21-03-2025(11:59 PM)	Apply Online	Applicant Login

Below the table, there is a section titled "Steps for Online Registration:" with the following instructions:

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 latest application will be considered only.
6. Candidates are advised to provide correct details in all the columns of online application and to upload correct document in the required fields. No request for correcting details / documents will be entertained after submitting the application.
7. Candidates are advised to retain access of the Mobile number and E-mail as provided in the Online application till completion of selection procedure. No request for change in mobile number and e-mail will be accepted for whatever reason it may be.

Step 3 : Accept Caution Note

The screenshot shows the website header with the logo and the text "HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH". Below the header, there is a navigation menu with "Home" selected. The main content area displays a table with the following data:

Employment Notice No.: 01/TRSL/HC/2024 dated: 06/06/2024	Start Date	End Date	Activity	Activity
RECRUITMENT OF TRANSLATOR IN PUNJAB AND HARYANA HIGH COURT	06/06/2024(11:59 PM)	06/06/2024(11:59 PM)	Apply Online	Applicant Login

A "Confirmation" dialog box is displayed over the table, with the following text:

Confirmation

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

[OK](#) [Close](#)

Below the dialog box, there is a section titled "Steps for Online Registration:" with the following instructions:

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.
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 - (iii) Personal details
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 - (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 latest application will be considered only.
6. Candidates are advised to provide correct details in all the columns of online application and to upload correct document in the required fields. No request for correcting details / documents will be entertained after submitting the application.
7. Candidates are advised to retain access of the Mobile number and E-mail as provided in the Online application till completion of selection procedure. No request for change in mobile number and e-mail will be accepted for whatever reason it may be.

Step 4 : Enter basic eligibility details as provided in Advt:

Basic Eligibility Details

Name of the post applied for: -SELECT-
Applicant Full Name:
Post: -SELECT-
Date of Birth: DD-MM-YYYY
Age as on 21-03-2025:
Select Qualification: Select
Gender: -SELECT-
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.
Captcha: 487948
Verify Captcha:
Submit & Proceed to Applicant Login | Cancel

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

Step 5: Submit & Next Proceed to applicant login to complete online fee payment & form fill up

Applicant Login

Registration No.:
Date of Birth: DD-MM-YYYY
Security Code:
Enter Security Code:
Captcha: 6087
Login | Cancel

Step 6 : Proceed to Online Fee Payment Gateway

Time out after 04:51 minutes

High Court of Punjab and Haryana Chandigarh (HIGH99)

Bill Amount: INR 1000.00
Court Fee: INR 0
Total Amount: INR 1000.00

Payment Mode: Cards

Pay through UPI
Pay through UPI QR Code
Netbanking

Powered by SabPass

MasterCard, VISA, DEBIT CARD

Once application Fees is submitted successfully, continue to complete form

Step 7 : Enter personal details as asked for (keep all documents ready)

Personal Details

Logout

Candidate Name	AMITAVA	Name of the post	Translator (Punjab)
Date Of Birth	28-12-1995	Registration No :	3000047
Marital Status:	Unmarried	Post Applied For:	Direct
Category:	GEN		

Father's Name Mother's Name

Do you hold diploma course (at least of one year duration)/certificate course (at least six months duration) in translation from English to Punjabi and vice-versa from University/Institute recognized by Government or U.G.C?

Do you hold a degree of Bachelor of Laws from a University established by Law and approved/recognized by the Bar Council of India

Do you hold a experience in translation work for two years or more from English to Punjabi and vice versa in Central/State Government Offices, Parliament/State Legislature Secretariats, Central/State Public Sector Undertakings or High Courts

Nationality

Nationality

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 type="text"/>	<input type="text" value="Select"/>
Bachelor of Applied Science (BASc)	<input type="text"/>	<input type="text" value="Select"/>
Other Qualifications	<input type="text"/>	<input type="text" value="Select"/>
Other Qualifications	<input type="text"/>	<input type="text" value="Select"/>
Other Qualifications	<input type="text"/>	<input type="text" value="Select"/>

Please do not put any special characters such as @ * % # etc

Address Details

Permanent Address

Address for Communication

(same as permanent)

[How to Apply](#)
[Home](#)
[Fee Details](#)
[Caution Notice](#)
[Mode of Selection](#)
[Advertisement & Announcements](#)
[General Instructions](#)
[Helpdesk](#)
[FAQ](#)

Address Details

Permanent Address

State **District**
Pincode

Address for Communication
 (same as permanent)

State **District**
Pincode

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

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

Whether Any FIR or Criminal Case(s) Has Ever Been Registered Against You?

Are You Convicted/Requitted of Any Offence?

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

[How to Apply](#)
[Home](#)
[Fee Details](#)
[Caution Notice](#)
[Mode of Selection](#)
[Advertisement & Announcements](#)
[General Instructions](#)
[Helpdesk](#)
[FAQ](#)

State **District**
Pincode

State **District**
Pincode

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

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

Whether Any FIR or Criminal Case(s) Has Ever Been Registered Against You?

Are You Convicted/Requitted of Any Offence?

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

Website maintained by PHC.

Once filled, Save and proceed to next step.
 Step 8 : Upload Documents page :

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

[How to Apply](#)
[Home](#)
[Fee Details](#)
[Caution Notice](#)
[Mode of Selection](#)
[Advertisement & Announcements](#)
[General Instructions](#)
[Helpdesk](#)
[FAQ](#)

Documents Upload

[Logout](#)

Candidate's Name	Name of the post:	Translator (Punjab)
AMITAJAR		
PHOTO	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
<small>The should be in JPG/JPEG format with maximum 30KB in size</small>		
SIGNATURE	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
<small>The should be in JPG/JPEG format with maximum 30KB in size</small>		
Copy of Court's Judgment regarding conviction/acquittal	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
<small>The should be in single pdf format with a maximum size of 300 kb</small>		
FIR COPY	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
<small>The should be in single pdf format with a maximum size of 300 kb</small>		

Website maintained by PHC.

Step 9 : Final Profile Preview page for any Edit of details :

Applicant Profile Preview

Logout

Candidate's Name	AMITAWA	Name of the post	Translator (Punjab)
Post Applied For	Direct	Category	GEN

Personal Details [Edit](#)

Father's Name	Mother's Name
D/D/F	D/D/F

Documents Details [Edit](#)

PHOTO:

SIGNATURE:

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.

Read and Check the Declaration Box and then proceed

Step 10 : Final Confirmation and Submission Page :

Applicant Profile Preview | PH: X

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

Step 11 : Print Application Form

Applicant Profile

Logout

Application No.	3000047	Name of the post	Translator (Punjab)
Candidate's Name	AMITAWA	Father's Name	D/D/F
Date of Birth	28-12-1995	Post Applied For	Direct
Category	GEN	Email Address	amit@pomb.com
Phone Number	9900000000		

[Print Application Form](#)

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

Step 12 : Click on Logout Button on top right hand corner and exit.