# **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: <u>https://phconapp.formflix.org/</u>

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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"

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Step 2 : Click on Apply Online

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### Step 3 : Accept Caution Note

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

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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

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Step 6 : Proceed to Online Fee Payment Gateway

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

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Opartment[i]/Corporation(i)/ Board(i)?

-SELECT

Whether Any Offence ?

-SELECT-

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

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

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Read and Check the Declaration Box and then proceed

### Step 10 : Final Confirmation and Submission Page :

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### Step 11 : Print Application Form

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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.