

INSTRUCTION FOR FILLING ONLINE APPLICATION-DRIVER

(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.formflix.org/>

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1. Click on “**Click Here**” button (**RECRUITMENT OF DRIVER**) 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” – Recruitment of DRIVER



HIGH COURT OF PUNJAB AND HARYANA
AT CHANDIGARH



Home

EVENT- INDEX PAGE	Start Date	End Date	Activity
RECRUITMENT FOR THE POST OF DRIVER NEW Employment Notification No. 4/DRV/HC- dated 28.08.2026	28.08.2026 (11:59 P.M.)	18.09.2026 (11:59 P.M.)	Click Here
RECRUITMENT OF FRASH NEW EMPLOYMENT NOTICE No.05/FRASH/HC/2026	28.08.2026 (11:59 P.M.)	18.09.2026 (11:59 P.M.)	Click Here
RECRUITMENT OF MALI NEW EMPLOYMENT NOTICE No.03/SS/ML/HC/2026 Dated : 09.06.2026	09-06-2026 (11:59 P.M.)	30-06-2026 (11:59 P.M.)	Click Here
RECRUITMENT OF SAFAI SEWAK NEW EMPLOYMENT NOTICE No.03/SS/ML/HC/2026 Dated : 09.06.2026	09-06-2026 (11:59 P.M.)	30-06-2026 (11:59 P.M.)	Click Here
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 P.M.)	21-03-2025 (11:59 P.M.)	Click Here
Recruitment for the Post of Reader (Legal)	14-07-2025	04-08-2025	Click Here

Step 2 : Click on Apply Online



HIGH COURT OF PUNJAB AND HARYANA

AT CHANDIGARH



Home

Fee Details

How to Apply

Advertisement & Annexures

Mode of Selection

General Instructions

Helpdesk

FAQ

Caution Notice

Home

Employment Notification No. 4/DRV/HC- dated 28.08.2026	Start Date	End Date	Activity	Activity
RECRUITMENT FOR THE POST OF DRIVER	28.08.2026	18.09.2026	Apply Online	Applicant Login

Steps for Online Registration :

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 changing the mobile number and e-mail will be accepted for whatever reason it may be.
8. Once a candidate uploads all the essential documents and clicks on the " Save" button, then the page will be redirected to " Edit" mode wherein , he / she can edit the personal details and re-upload the documents , if any .However, eligibility criteria details cannot be edited.
9. Hard copies of application form and supporting documents are not required to be sent to the High Court. Candidates are advised to retain such copies with them for future reference.

Step 3 : Accept Caution Note



HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH



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

Home

Employment Notification No. 4/DRV/HC- dated 28.08.2026	Start Date	End Date	Activity	Activity
RECRUITMENT FOR THE POST OF DRIVER	28.08.2026	18.09.2026	Apply Online	Applicant Login

NEW Confirmation

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

Ok

Close

login' button

Steps for Online Registration :

1. Click on Apply Online button to Register yourself. You will receive the On
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 / signa
 - (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.

Step 4 : Enter basic eligibility details as provided in Advt


**HIGH COURT OF PUNJAB AND HARYANA
AT CHANDIGARH**


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

Basic Eligibility Details

Name of the post applied for

--SELECT--

Do you posses at least 12th pass qualification ?

--SELECT--

Do you possess a valid Driving License of 'Light Motor Vehicle (LMV)'?

--SELECT--

Are you domiciled/ Permanent resident of Punjab/Haryana / U.T.Chandigarh ?

--SELECT--

Category

SELECT

Gender

--SELECT--

Mobile Number

Date of Birth

DD-MM-YYYY

Captcha

184348

Applicant Full Name

Have you studied Punjabi / Hindi as one of the subjects in matriculation examination ?

--SELECT--

Have you ever been convicted of any offence for negligent driving ?

--SELECT--

Do you possess minimum of two years experience of driving of car?

--SELECT--

E-mail Address

Confirm Email Address

Confirm Mobile Number

Alternative Mobile Number

Age as on 18-09-2026

Verify Captcha

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.

2

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

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



**HIGH COURT OF PUNJAB AND HARYANA
AT CHANDIGARH**



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

Applicant Login

Registration No :

Date of Birth :

Security Code :

074741

[Refresh](#) to reload the image

Enter Security Code :

[Login](#)[Cancel](#)[Forgot Registration No](#)

Enter the online application Registration No. received in Mobile/Email id for further completion of Application Procedure

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Step 6 : Proceed to Online Fee Payment Gateway



**HIGH COURT OF PUNJAB AND HARYANA
AT CHANDIGARH**



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

Applicant Profile

Application No: 9000001

Candidate Name: TEST

Phone Number: 9876543210

Name of the post: DRIVER

Fee Amount: ₹ 800.00

Date of Birth: 20-04-1968

Email Address: abc@gmail.com

Category: Ex-Servicemen

₹ 800.00

[PAY APPLICATION FEES](#)

[Logout](#)

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English

4:41
Session expires

High Court of Punjab and Haryana Chandigarh
SabPaisha Trusted

Order Amount ₹800
Convenience Charges ₹11.8
Total Amount ₹811.8

TEST *3210

Payment Methods

UPI Popular
QR Code & Apps

Cards
Debit, Credit & Prepaid Cards

Netbanking
All Indian banks supported

Wallets
Paytm, PhonePe, and more

Offline Payment
Cash, NEFT, RTGS, IMPS

UPI

Generate QR

Pay to High Court of Punjab and Haryana Chandigarh
₹811.8

Payments secured by SabPaisha 256-bit SSL

PCI DSS VISA MasterCard RuPay UPI

Terms Privacy Help

Once application Fees is submitted successfully, continue to complete form

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

HIGH COURT OF PUNJAB AND HARYANA
AT CHANDIGARH

Home Fee Details How to Apply Advertisement & Annexures Mode of Selection General Instructions Helpdesk FAQ Caution Notice

Personal Details

Logout

Candidate Name	TEST	Name of the post	DRIVER
Date Of Birth	20-04-1968	Registration No :	9000001
Marital Status:	Married	Category:	Ex-Servicemen

Father's Name

Mother's Name

Spouse's Name

Nationality

--Select--

Education Details

Candidate must enter the percentage of marks obtained, computed on the basis of total marks, strictly in numerical form and rounded off to not more than two decimal places. Where results are declared in the form of CGPA, the same shall be converted into percentage using the prescribed conversion formula, and only thereafter entered in the online application form.

Qualification Level	Year of Passing	School /Board / Institution / University	Percentage of Marks obtained (%age only)
Matric (10th Class)		Select	
HIGHER SECONDARY (10+2 CLASS)		Select	
--Select Graduation--		Select	
--Select Post Graduate--		Select	
Other Qualifications		Select	
Other Qualifications		Select	

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

Other Qualifications
Other Qualifications
Select
Select

Please do not put any special characters

Address Details

Permanent Address

Address for Communication

☐ (same as permanent)

State

District

Pincode

State

District

Pincode

Do you have any close relative(s) already working in the High Court of Punjab and Haryana, Chandigarh and/or in the Subordinate Courts in the States of Punjab, Haryana and UT, Chandigarh?

--SELECT--

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

--SELECT--

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

--SELECT--

Are You Convicted/Acquitted of Any Offence ?

--SELECT--

Have you ever been dismissed from any Government Service or Public Sector Undertaking?

--SELECT--

[Save](#)
[Cancel](#)
[Logout](#)

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Once filled,Save and proceed to next step.

Step 8 : Upload Documents page :

HIGH COURT OF PUNJAB AND HARYANA
AT CHANDIGARH

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

Documents Upload

Candidate's Name: TEST
Name of the post: DRIVER

PHOTO

File should be in JPG format with maximum 50KB in size

 No file selected.

SIGNATURE

File should be in JPG format with maximum 50KB in size

 No file selected.

Copy of Court's Judgment regarding conviction/acquittal

File should in a single pdf format with a maximum size of 500 kb

 No file selected.
[View](#)

FIR COPY

File should in a single pdf format with a maximum size of 500 kb

 No file selected.
[View](#)

[Save](#)
[Cancel](#)

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



HIGH COURT OF PUNJAB AND HARYANA
AT CHANDIGARH



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

Applicant Profile Preview

Logout

Candidate's Name
TEST
Gender
MALE

Name of the post
DRIVER
Category
Ex-Servicemen

Personal Details

Edit

Father's Name
DFDFD

Mother's Name
DFDF

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.

I have read the terms of advertisement relates to this recruitment carefully and I hereby undertake to abide by them. I fulfill all the conditions of eligibility regarding age limit, educational qualification etc. prescribed in the advertisement and relevant Rules.

I undertake that I shall not cause any disruption in the Recruitment Process and shall refrain from indulging in any anti-social, unlawful activities during the entire recruitment process. If I am found indulging in any such activities at any time during the Recruitment Process, my candidature may be cancelled and I shall be liable for any Departmental or legal Proceedings consequent upon such act/activity.

Confirm

Logout

Read and Check the Declaration Box and then proceed

Step 10 : Final Confirmation and Submission Page :

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

Applicant Profile Preview

Logout

Candidate's Name
TEST
Gender
MALE

Name of the post
DRIVER
Category
Ex-Servicemen

Personal Details

Edit

Father's Name
DFDFD

Mother's Name
DFDF

Documents Details

Edit

PHOTO


SIGNATURE


☒

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Confirm

Logout

Are you sure?

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

No, cancel it!

Yes, I am sure!

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Step 11 : Print Application Form



**HIGH COURT OF PUNJAB AND HARYANA
AT CHANDIGARH**



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

Applicant Profile

[Logout](#)

Application No:	9000001	Name of the post:	DRIVER
Candidate's Name:	TEST	Father's Name:	DFDFD
Date of Birth:	20-04-1968	Category:	Ex-Servicemen
Phone Number:	9876543210	Email Address:	abc@gmail.com

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.