

INSTRUCTION FOR FILLING ONLINE APPLICATION FRASH)

(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/>

1. Click on “Click Here” button (**RECRUITMENT OF FRASH**) 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 FRASH



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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



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EMPLOYMENT NOTICE No. 05/frash/HC/2026	Start Date	End Date	Activity	Activity
RECRUITMENT OF FRASH	28.08.2026 (11:59 PM)	18.09.2026 (11:59 PM)	Apply Online	Applicant Login

Steps for Online Registration :

- Click on Apply Online button to Register yourself. You will receive the Online application registration number via SMS/E-Mail.
- Check your E-Mail Spam Box if message is not received in your Inbox.
- Next Click on Applicant Login button to complete your form submission.
- Upload Only Recent, Not older than 30 days, clear coloured photo / signature images. Keep ready the following details before clicking 'Applicant Login' button
 - Latest / recent coloured photo (maximum 50 kb) in jpg format only.
 - Signature (maximum 50 kb) in jpg format only.
 - Personal details
 - Valid and Active E-Mail id
 - Valid and Active Mobile No for receiving SMS alerts
 - Online payment facility such as net banking, debit/credit card/UPI, etc.
- 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.
- 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.
- 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.
- 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.
- 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.

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Step 3 : Accept Caution Note



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EMPLOYMENT NOTICE No.05/frash/HC/2026	Start Date	End Date	Activity	Activity
RECRUITMENT OF FRASH	05-09-2026 (11:59 PM)	05-09-2026 (11:59 PM)	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](#)

Steps for Online Registration :

- Click on Apply Online button to Register yourself. You will receive the Online application Registration number via SMS/E-Mail.
- Check your E-Mail Spam Box if message is not received in your Inbox.
- Next Click on Applicant Login button to complete your form submission.
- Upload Only Recent, Not older than 30 days, clear coloured photo / signature images. Keep ready the following details before clicking 'Applicant Login' button
 - Latest / recent coloured photo (maximum 50 kb) in jpg format only.

Step 4 : Enter basic eligibility details as provided in Advt



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Basic Eligibility Details

Name of the post applied for

--SELECT--

Applicant Full Name

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

--SELECT--

Category

SELECT

Do you possess knowledge of Hindi and Regional Language?

--SELECT--

Are you Dependents of Ex-servicemen (ESM) who are disabled/deceased during active operation?

--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.

Date of Birth

DD-MM-YYYY

Age as on 18-09-2026

Captcha

548565

Verify Captcha

[Refresh to reload the image](#)

[Submit & Proceed to Applicant Login](#)[Cancel](#)

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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



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Applicant Login

Registration No :

Date of Birth :

Security Code : 

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

Refresh to reload the image

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Step 6 : Proceed to Online Fee Payment Gateway



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Applicant Profile

[Logout](#)

Application No:	4000001	Fee Amount:	₹ 600.00
Candidate Name	TEST RECORD	Date of Birth	01-01-2000
Phone Number	9831098310	Email Address	test@gmail.com
Name of the post	FRASH	Category	Ex-Servicemen

₹ 600.00

[PAY APPLICATION FEES](#)

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English

4:53
Session expires

High Court of Punjab and Haryana Chandigarh
SabPaisha Trusted

Order Amount ₹600
Convenience Charges ₹11.8
Total Amount ₹611.8

TEST RECORD *8310

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
₹611.8

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)

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Personal Details

Candidate Name
TEST RECORD

Date Of Birth
30-09-2000

Marital Status
Married

Name of the post
FRASH

Registration No :
2000004

Category:
GEN

Father's Name
FINAL TESTING SENIOR

Mother's Name
FINAL TESTING JUNIOR

Spouse's Name
MID LEVEL

Nationality
INDIAN

Logout

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)

NA

Higher Secondary (10+2 Class)

NA

--Select Graduate--

Select

--Select Post Graduate--

Select

Other Qualifications

Select

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Please do not put any special characters

Address Details

Permanent Address

SHOVANA MANSION

16 KABI NABIN SEN ROAD

KAZIPARA

State: WEST BENGAL District: 24 PARAGANAS NORTH

Pincode: 700028

Address for Communication

☐ (same as permanent)

DIAMOND PLAZA NORTH

17/1/2 RAFI AHMED KIDWAI ROAD

RODKOL

State: RAJASTHAN District: GANGANAGAR

Pincode: 700055

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 U.T., Chandigarh?

NO

Are you working in any Government Department(s)/ Semi Government Department(s) / Corporation(s) / Board(s)?

NO

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

YES

Are You Convicted/Acquitted of Any Offence?

YES

You need to upload a scanned copy of FIR

You need to upload a scanned copy of Court's order-convicted/acquitted

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

YES

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

Once filled,Save and proceed to next step.

Step 8 : Upload Documents page :



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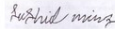


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Documents Upload

Candidate's Name: TEST RECORD
Name of the post: FRASH

Logout

PHOTO File should be in JPG/JPEG format with maximum 50KB in size	Browse No file selected.		Upload
SIGNATURE File should be in JPG/JPEG format with maximum 50KB in size	Browse No file selected.		Upload
Copy of Court's Judgment regarding conviction/acquittal File should in a single pdf format with a maximum size of 500 kb	Browse No file selected.	View	Upload
FIR COPY File should in a single pdf format with a maximum size of 500 kb	Browse No file selected.	View	Upload

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



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Applicant Profile Preview

Logout

Candidate's Name TEST RECORD	Name of the post FRASH
Gender MALE	Category GEN

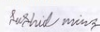
Personal Details

Edit

Father's Name FINAL TESTING SENIOR	Mother's Name FINAL TESTING JUNIOR
---------------------------------------	---------------------------------------

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 related to this recruitment carefully and I hereby undertake to abide by its terms/conditions. I fulfill all the eligibility conditions mentioned 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

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Read and Check the Declaration Box and then proceed

Step 10 : Final Confirmation and Submission Page :



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Applicant Profile Preview

Logout

Candidate's Name TEST RECORD	Name of the post FRASH
Gender MALE	Category GEN

Personal Details

Edit

Father's Name FINAL TESTING SENIOR	Mother's Name FINAL TESTING JUNIOR
---------------------------------------	---------------------------------------

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 related to this recruitment carefully and I hereby undertake to abide by its terms/conditions. I fulfill all the eligibility conditions mentioned 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

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!

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!

Step 11 : Print Application Form



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Applicant Profile

[Logout](#)

Application No:	2000004	Name of the post:	FRASH
Candidate's Name:	TEST RECORD	Father's Name:	FINAL TESTING SENIOR
Date of Birth:	30-09-2000	Category:	GEN
Phone Number:	8240293200	Email Address:	vimalsurana@gmail.co

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.