

## **INSTRUCTION FOR FILLING ONLINE APPLICATION-READER (LEGAL)**

(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](http://www.highcourtchd.gov.in) and Application Portal: <https://phconapp.formflick.org/>

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1. Click on “**Click Here**” button (**Recruitment for the Post of Reader (Legal)**) 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 filling 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 for the Post of Reader (Legal)



# HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH



Home

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 P.M.)	21-03-2025 (11:59 P.M.)	<a href="#">Click Here</a>
Recruitment for the Post of Reader (Legal) EMPLOYMENT NOTICE No.: 02/READER (LEGAL)/HC/2025 DATED: 14.07.2025	14-07-2025(11:59 P.M.)	04-08-2025(11:59 P.M.)	<a href="#">Click Here</a>
DIRECT RECRUITMENT FOR THE POST OF PEON (RESIDENTIAL) Employment Notice No.: 03/PEON(R)/HC/2025	14-07-2025(11:59 P.M.)	04-08-2025(11:59 P.M.)	<a href="#">Click Here</a>

### Step 2 : Click on Apply Online

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Employment Notice No. 02/READER (LEGAL)/HC/2025	Start Date	End Date	Activity	Activity
Recruitment for the Post of Reader (Legal)	14-07-2025	04-08-2025	<a href="#">Apply Online</a>	<a href="#">Applicant Login</a>

**Steps for Online Registration :**

1. Kindly go through the advertisement thoroughly before proceeding for filling up the application form.
2. Click on 'Apply Online' button to Register yourself. You will receive application registration number via SMS /E-Mail
3. Check your E-Mail Spam Box, if message is not received in your Inbox.
4. Next Click on 'Applicant Login' button to fill up your application form. After submission of application form, requisite payment should be made through online mode only.
5. Keep ready the documents as mentioned in the advertisement before proceeding to 'Applicant Login' button.
6. Candidates should apply carefully. Any candidate belonging to General or Reserved category can submit only one application for a particular category. In case,

### Step 3 : Accept Caution Note

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Employment Notice No. 02/READER (LEGAL)/HC/2025	Start Date	End Date	Activity	Activity
Recruitment for the Post of Reader (Legal)			<a href="#">Apply Online</a>	<a href="#">Applicant Login</a>

**Confirmation**

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

[Ok](#) [Close](#)

**Steps for Online Registration :**

1. Kindly go through the advertisement thoroughly before proceeding for filling up the application form.
2. Click on 'Apply Online' button to Register yourself. You will receive application registration number via SMS /E-Mail
3. Check your E-Mail Spam Box, if message is not received in your Inbox.
4. Next Click on 'Applicant Login' button to fill up your application form. After submission of application form, requisite payment should be made through online mode only.
5. Keep ready the documents as mentioned in the advertisement before proceeding to 'Applicant Login' button.
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**HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH**

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**Basic Eligibility Details**

Name of the post applied for: <input type="text" value="-SELECT-"/>	Applicant Full Name <input type="text"/>	Post <input type="text" value="-SELECT-"/>
Have you passed 10+2 examination by securing atleast 60% marks in English ? <input type="text" value="-SELECT-"/>		
Do You possess degree in LL.B.? <input type="text" value="-SELECT-"/>		
Are you proficient in operation of computers (Word processing and Spread sheets) ? <input type="text" value="-SELECT-"/>		
Date of Birth <input type="text" value="DD-MM/YYYY"/>	Age as on 04-08-2025 <input type="text"/>	
Gender <input type="text" value="-SELECT-"/>	E-mail Address <input type="text"/>	Confirm Email Address <input type="text"/>
Mobile Number <input type="text"/>	Confirm Mobile Number <input type="text"/>	

All correspondence 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  

  
Refresh to reload the image

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

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

Website maintained by PHC

Once application Fees is submitted successfully, continue to complete form

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

HOME

Fee Details

Advertisement

How to Apply

Helpdesk

FAQ

Caution Notice

Personal Details

Logout

Candidate Name: VA

Date Of Birth: 25-05-1992

Marital Status: Unmarried

Name of the post: READER (LEGAL)

Registration No.: 4000004

Post Applied For: Departmental

Father's Name: FF

Mother's Name: FF

Nationality: INDIAN

Education Details

Details of Educational Qualification possessed at the time of submission of Application

Qualification Level

Year of Passing

School / Board / Institution / University

INTERMEDIATE CLASS

2001

BOARD OF SECONDARY EDUCATION, KARNAL

HIGHER SECONDARY (10+2 CLASS)

2003

BOARD OF SECONDARY EDUCATION, HARYANA

UG Qualification

2007

Chaudhary Charan Singh University

Other Qualifications

None

Other Qualifications

None

Other Qualifications

None

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Fee Details

Advertisement

How to Apply

Helpdesk

FAQ

Caution Notice

Address Details

Permanent Address

Address for Communication

DD

DD

DD

State: HARYANA

District: AMBALA

Pincode: 134003

☐ (same as permanent)

DD

DD

DD

State: HARYANA

District: AMBALA

Pincode: 134003

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?

YES

You have to furnish requisite undertaking on format Affidavit / Undertaking (Annexure IV) appended with detailed employment notice/ advertisement, at the time of testimonials checking.

Have you previously worked in any Govt Department/Semi- Govt Department/Corporation/ Board etc?

YES

You have to furnish requisite undertaking on format Affidavit / Undertaking (Annexure V) appended with detailed employment notice/ advertisement, at the time of testimonials checking.

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Fee Details

Advertisement

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FAQ

Caution Notice

You have to furnish requisite undertaking on format Affidavit / Undertaking (Annexure IV) appended with detailed employment notice/ advertisement, at the time of testimonials checking.

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You have to furnish requisite undertaking on format Affidavit / Undertaking (Annexure V) appended with detailed employment notice/ advertisement, at the time of testimonials checking.

Are You Convicted/Acquitted of Any Offence ?

YES

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

Have you ever been dismissed or removed from service by any Central/State Government or Public Sector Organization?

YES

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

YES

You need to upload a scanned copy of FIR

Save

Cancel

Logout

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Once filled, Save and proceed to next step.

Step 8: Upload Documents page :

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### Documents Upload

[Logout](#)

Candidate's Name:	VA	Name of the post:	READER (LEGAL)
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PHOTO

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

[Browse...](#) CATEGORY.jpg



[Upload](#)

SIGNATURE

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

[Browse...](#) download.jpg



[Upload](#)

Copy of Court's Judgment regarding conviction/acquittal

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

[Browse...](#) No file selected.

[View](#)

[Upload](#)

FIR COPY

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

[Browse...](#) No file selected.

[View](#)

[Upload](#)

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

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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:	VA	Name of the post:	READER (LEGAL)
Post Applied for:	Departmental		

Personal Details [Edit](#)

Father's Name	Mother's Name
EE	EE

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 particularly herein found to be false, fabricated, misrepresented, exaggerated 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 them. I fulfil all the conditions of eligibility regarding age limit, educational qualification etc. prescribed in the advertisement and rules and Rules.

I undertake that I shall not cause any obstruction in the Recruitment Process and shall refrain from indulging in any anti-social, unlawful activities during the entire recruitment process. If 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 activities.

[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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EE


EE

### Documents Details [Edit](#)

PHOTO



SIGNATURE



**Declaration**

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

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[Confirm](#) [Logout](#)



**Are you sure?**

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

[No, I cannot do](#) [Yes, I am sure!](#)

## Step 11: Print Application Form

HOME COURT OF PUNJAB AND HARYANA AT CHANDIGARH

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Applicant Profile

Logout

Application No:	4000005	Name of the post:	READER (LEGAL)
Candidate's Name:	VA	Father's Name:	FF
Date of Birth:	15-05-1992	Post Applied For:	Departmental
Phone Number:	8855899999	Email Address:	456@gmail.com

Print Application Form

Website maintained by PHC

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.