

INSTRUCTION FOR FILLING ONLINE APPLICATION-MALI

(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 MALI**) 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 MALI

Home

EVENT- INDEX PAGE	Start Date	End Date	Activity
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 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 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

Step 2 : Click on Apply Online

Home

EMPLOYMENT NOTICE No. 03/SS/ML/HC/2026 Dated : 09.06.2026	Start Date	End Date	Activity	Activity
RECRUITMENT OF MALI	09.06.2026	30.06.2026	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

Step 3 : Accept Caution Note

The screenshot shows the website header for the High Court of Punjab and Haryana at Chandigarh. The navigation menu includes Home, Fee Details, How to Apply, Advertisement & Annexures, Mode of Selection, General Instructions, Helpdesk, FAQ, and Caution Notice. The main content area is titled 'Home' and features an 'EMPLOYMENT NOTICE No. 09/55/ML/1 IC/2026 Dated : 09.06.2026'. A modal dialog box titled 'Confirmation' is displayed in the center, containing the text: 'I, hereby acknowledge that I have read the "CAUTION NOTICE" carefully and then proceeded with the online application.' The dialog has 'Ok' and 'Close' buttons. Below the dialog, there are buttons for 'Apply Online' and 'Applicant Login'. A section titled 'Steps for Online Registration' lists three steps: 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. Now Click on Applicant Login button to proceed to the next step.

Step 4 : Enter basic eligibility details as provided in Advt

The screenshot shows the 'Basic Eligibility Details' form. The header is identical to the previous screenshot. The form fields are as follows:

- Name of the post applied for: --SELECT--
- Applicant Full Name: [Text Input]
- Are you domiciled/ Permanent resident of Punjab/Haryana / U.T. Chandigarh?: --SELECT--
- Category: SELECT
- Do you possess knowledge of Hindi and Regional Language?: --SELECT--
- Do you have Diploma related to Gardening from any recognized institute?: --SELECT--
- Do you have an experience of three years as Gardner?: --SELECT--
- Are you Dependents of Ex-servicemen (ESM) who are disabled/deceased during active operation?: --SELECT--
- Gender: --SELECT--
- E-mail Address: [Text Input] (Error: Email Address is required)
- Confirm Email Address: [Text Input]

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 [Text Input] Age as on 30-06-2026: [Text Input]

Captcha: 081402 Verify Captcha: [Text Input] [Submit & Proceed to Applicant Login] [Cancel]

Captcha: 826647 Verify Captcha: [Text Input] [Submit & Proceed to Applicant Login] [Cancel]

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

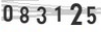
**HIGH COURT OF PUNJAB AND HARYANA
AT CHANDIGARH**

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

Applicant Login

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

Date of Birth:



Security Code: 
Refresh to reload the image

Enter Security Code:

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

Website maintained by PHC

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

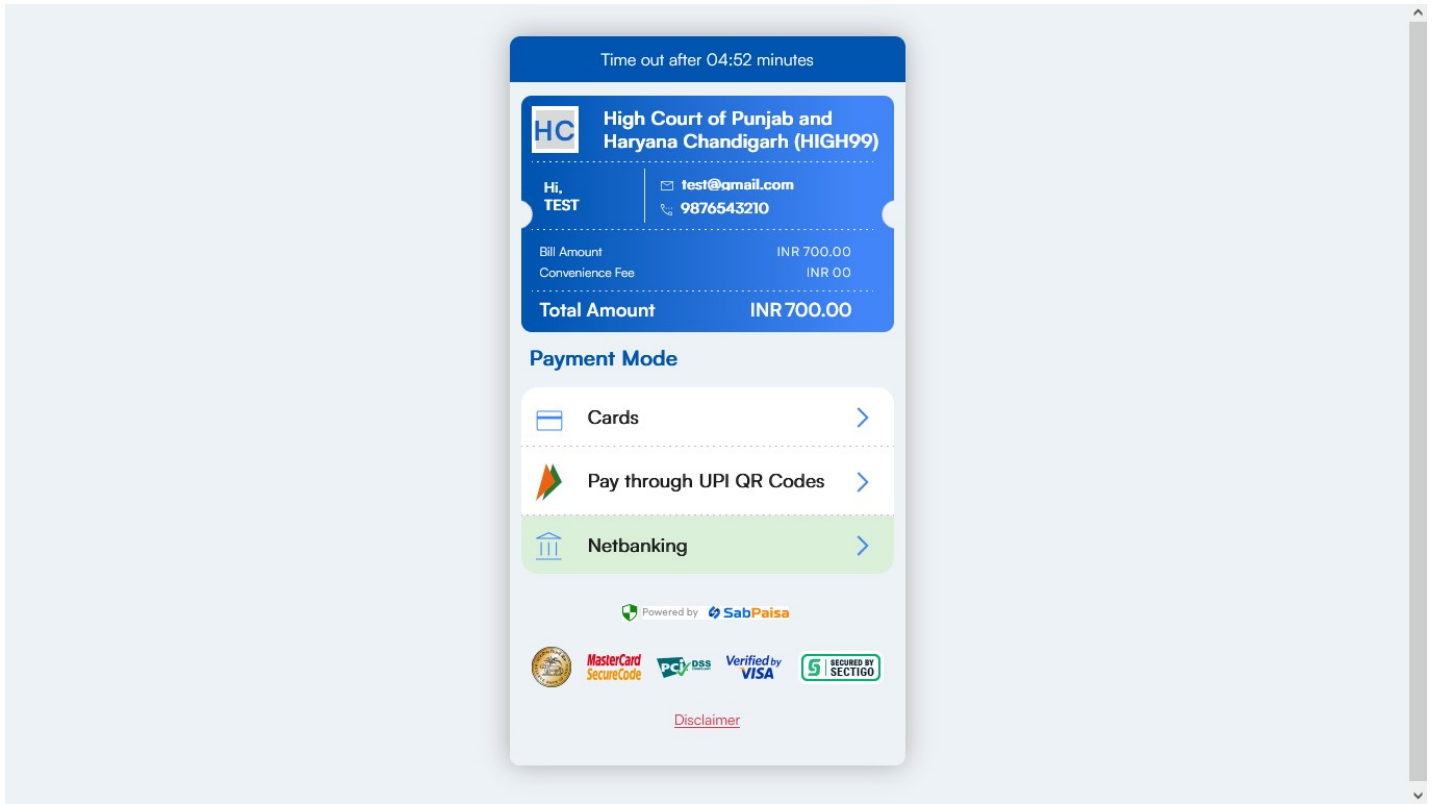
[Logout](#)

Application No:	5000001	Fee Amount:	₹ 700.00
Candidate Name	TEST	Date of Birth	04-01-1999
Phone Number	9876543210	Email Address	test@gmail.com
Name of the post	MALI	Category	GEN

₹ 700.00

[PAY APPLICATION FEES](#)

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)

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	MALI
Date Of Birth	04-01-1999	Registration No:	5000001
Marital Status:	Unmarried	Category:	GEN

Father's Name

Mother's Name

Nationality

Education Details

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

Qualification Level	Year of Passing	School /Board / Institution / University
Metric (10th Class)	<input type="text"/>	Select
HIGHER SECONDARY (10+2 CLASS)	<input type="text"/>	Select
--Select Graduate--	<input type="text"/>	Select
--Select Post Graduate--	<input type="text"/>	Select
Other Qualifications	<input type="text"/>	Select
Other Qualifications	<input type="text"/>	Select

Please do not put any special characters

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

Please do not put any special characters

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 District Court in the State of PBI/HR/CMD?
 NO

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

Whether Any FIR or Criminal Case(s) Has Ever Been Registered Against You?
 NO

Are You Convicted/Acquitted of Any Offence?
 NO

If any false declaration is provided then your candidature is liable to be cancelled at any stage

Whether you have ever been dismissed or removed from service of State Govt./ Central Govt./ public sector?
 NO

Whether you have previously served in any Govt Department(s)/ Semi-Govt Department(s)/ Corporation(s)/ Board(s)?
 NO

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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 & Announcements](#)
[Mode of Selection](#)
[General Instructions](#)
[Helpdesk](#)
[FAQ](#)
[Caution Notice](#)

Documents Upload

[Logout](#)

Candidate's Name:	TEST	Name of the post:	MAJI
PHOTO	<input type="button" value="Browse..."/> No file selected.		<input type="button" value="Upload"/>
<small>File should be in .JPEG/JPEG format with maximum 200KB in size</small>			
SIGNATURE	<input type="button" value="Browse..."/> No file selected.		<input type="button" value="Upload"/>
<small>File should be in .JPEG/JPEG format with maximum 200KB 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>File should be in a single pdf format with a maximum size of 500 kb</small>			
Diploma (Gardening) Certificate	<input type="button" value="Browse..."/> No file selected.	View	<input type="button" value="Upload"/>
<small>File should be in a single pdf format with a maximum size of 500 kb</small>			
FIR COPY	<input type="button" value="Browse..."/> No file selected.		<input type="button" value="Upload"/>
<small>File should be in a single pdf format with a maximum size of 500 kb</small>			

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 & Announcements Mode of Selection General Instructions Helpdesk FAQ Caution Notice

Applicant Profile Preview

Logout

Candidate's Name TEST Gender MALE	Name of the post MALI Category GEN
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Personal Details [Edit](#)

Father's Name TEST II	Mother's Name TEST III
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Documents Details [Edit](#)

PHOTO 	SIGNATURE
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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 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 activity.

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

Website maintained by PHC

Read and Check the Declaration Box and then proceed

Step 10 : Final Confirmation and Submission Page :

High Court of Punjab and Haryana at Chandigarh

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

Applicant Profile Preview

Logout

Candidate's Name TEST Gender MALE	Name of the post MALI Category GEN
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Personal Details [Edit](#)

Father's Name TEST II	Mother's Name TEST III
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Documents Details [Edit](#)

PHOTO 	SIGNATURE
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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!](#)

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 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 activity.

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

Website maintained by PHC

Step 11 : Print Application Form

The screenshot shows the 'Applicant Profile' page on the High Court of Punjab and Haryana website. The page features a navigation menu at the top with links for Home, Fee Details, How to Apply, Advertisement & Announcements, Mode of Selection, General Instructions, Helpdesk, FAQ, and Caution Notice. The profile information is displayed in a table format:

Application No:	5000001	Name of the post:	MAJI
Candidate's Name:	TEST	Father's Name:	TEST II
Date of Birth:	04-01-1999	Category:	GEN
Phone Number:	9876543210	Email Address:	test@gmail.com

At the bottom of the profile section, there is a yellow button labeled 'Print Application Form'. A 'Logout' link is visible in the top right corner of the profile area.

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.