

## **INSTRUCTION FOR FILLING ONLINE APPLICATION-PEON(RESIDENTIAL)**

(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/>

1. Click on "**Click Here**" button (DIRECT RECRUITMENT FOR THE POST OF PEON (RESIDENTIAL)) 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" – Direct Recruitment for the post of "Peon Residential"

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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**Home**

Employment Notice No: 03/PEON(R)/HC/2025	Start Date	End Date	Activity	Activity
DIRECT RECRUITMENT FOR THE POST OF PEON (RESIDENTIAL)	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, a candidate submits more than one application, then latest application will be considered.

### Step 3 : Accept Caution Note

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Employment Notice No: 03/PEON(R)/HC/2025	Start Date	End Date	Activity	Activity
DIRECT RECRUITMENT FOR THE POST OF PEON (RESIDENTIAL)	14-07-2025	04-08-2025	<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.
6. Candidates should apply carefully. 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.

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

The screenshot shows the 'Basic Eligibility Details' form on the High Court of Punjab and Haryana website. The form includes fields for Name of the applicant, Applicant Full Name, Are you domiciled? (Permanent resident of Punjab/Haryana/UT, Chandigarh?), Category, Are you presently working in any Government/Non-Government/PSO/Corporation/Boards etc?, Are you currently working on establishment of Punjab and Haryana High Court or on the establishment of the District Courts of the State of Punjab, Haryana, and the Union Territory of Chandigarh and have minimum 3 years of service?, Date of Birth, Age as on 04-08-2022, Have you passed Particulars examination conducted by any Board/Institution recognized by Central/State Government?, Do you possess one year full time diploma course in banking/financial etc from a recognized institute?, Do you possess three years of working experience from a prestigious firm, restaurant or government department/undertaking etc?, Are you dependent of the Ex-Servicemen, who are disabled/Deceased during active operation?, Gender, E-mail Address, Confirm Email Address, Mobile Number, Confirm Mobile Number, and a CAPTCHA verification section.

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

The screenshot shows the 'Applicant Login' form on the High Court of Punjab and Haryana website. The form includes fields for Registration No., Date of Birth, Security Code, and Enter Security Code. A red message states: 'Enter the online application Registration No. received in Mobile/Email id for further completion of Application Procedure'. There are 'Login' and 'Cancel' buttons. The footer of the page states 'Website maintained by PHC'.

Step 6: Proceed to Online Fee Payment Gateway

The screenshot shows the Online Fee Payment Gateway interface on a mobile device. The interface displays the High Court of Punjab and Haryana Chandigarh (HHCH991) logo, the user's name (H. HITESH), email (h@h.com), and phone number (9896009800). It shows the Bill Amount (INR 600.00) and Convenience Fee (INR 0.00), resulting in a Total Amount of INR 600.00. The Payment Mode section lists options: Cards, Pay through UPI, Pay through UPI QR Codes, and Netbanking. The interface is powered by SabPay and includes logos for MasterCard, Visa, and other payment methods.

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

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### Personal Details

[Logout](#)

Candidate Name	AABHISEK	Name of the post	PEON (Residential)
Date Of Birth	04-08-2007	Registration No :	5000001
Marital Status:	Married	Category:	Ex-Serviceman

Father's Name

Mother's Name

Spouse's Name

Nationality

--Select--

### Education Details

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

Qualification Level Year of Passing Board / Institution

MATRIC (10TH CLASS)

Select

### Education Details

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

Qualification Level Year of Passing Board / Institution

MATRIC (10TH CLASS)

Diploma course in Cooking/Culinary arts

Select

Please do not put any special characters such as @ \* % # etc.

### Address Details

Permanent Address

Address for Communication

☐ (same as permanent)

State

District

State

District

Pincode

TRANSLATOR 2025 - virtual... Personal Details | PHC Databases for formfba.org - PHC server1.formfba.org:8443 / ...

Are you suffering from any serious ailment, infectious disease etc?

--SELECT--

Do you have any health issues relating to eye sight or hearing?

--SELECT--

Have you been operated for any disease in the last 10 years?

--SELECT--

Are you presently taking any medicine for any serious disease?

--SELECT--

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--

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

--SELECT--

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

--SELECT--

Are You Convicted/Requitted of Any Offense?

--SELECT--

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

--SELECT--

Save Cancel Logout

Once filled, Save and proceed to next step.

## Step 8 : Upload Documents page :

TRANSLATOR 2025 - virtual... X Documents Upload | PHC X Databases for formfix.org - P... X server1.formfix.org3443 / loc... X

← → ↻ 🔒 https://phconapp.formfix.org/peon/documents-upload 67% ☆ ⬇ ⬆ ⋮

HIGH COURT OF PUNJAB AND HARYANA  
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### Documents Upload

[Logout](#)

Candidate's Name:	AABHISHEK	Name of the post:	PEON (Residential)
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PHOTO

File should be in JPG/JPEG format with maximum 500K in size

No file selected.

SIGNATURE

File should be in JPG/JPEG format with maximum 500K in size

No file selected.

Diploma Certificate

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

No file selected.

Three years of cooking experience Certificate

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

No file selected.

Website maintained by PHC

16:38  
11-07-2025

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

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### Applicant Profile Preview

[Logout](#)

Candidate Name	AABHISHEK	Name of the post	PEON (Residential)
Date of Birth	04-08-2007	Registration No.	0000000
Marital Status	Married	Category	SC - Other SC

Personal Details

[Edit](#)

Documents Details

[Edit](#)

PHOTO

SIGNATURE

Declaration

I certify that all the 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 given is 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 Recruitment Process and I hereby undertake to abide by them, I shall be liable for any legal action in case of any violation of the advertisement and related 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 and activity.

Website maintained by PHC

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 Name:	AABHISHEK	Name of the post:	PEON (Residential)
Date Of Birth:	04-08-2007	Registration No.:	5000001
Marital Status:	Married	Category:	Ex-Serviceman

!

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

### Personal Details

[Edit](#)

Father's Name:	Mother's Name:
AMIT	ANITA

### Documents Details

[Edit](#)

PHOTO

SIGNATURE

*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 (particulars) 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 them. I shall fulfill all the conditions of eligibility regarding age limit, educational qualification etc. prescribed in the advertisement and relevant Rules.

## Step 11: Print Application Form

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### Applicant Profile

[Logout](#)

Application No.:	5000001	Name of the post:	PEON (Residential)
Candidate's Name:	AABHISHEK	Father's Name:	AMIT
Date of Birth:	04-01-2005	Category:	Ex-Serviceman
Phone Number:	9888880000	Email Address:	ava@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.