

## **INSTURCTION FOR FILLING ONLINE APPLICATION –(STENO TYPIST)**

***(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.formflix.org/>***

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1. Click on “Click Here” button (**RECRUITMENT OF STENO TYPIST**) 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 Steno Typist)

### 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/H/2025 dated: 24/02/2025	24-02-2025 (11:59 P.M.)	21-03-2025 (11:59 P.M.)	<a href="#">Click Here</a>
<b>Recruitment for the Post of Reader (Legal)</b> 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>
<b>DIRECT RECRUITMENT FOR THE POST OF PEON (RESIDENTIAL)</b> <small>NEW</small> Employment Notice No.: 03/PEON(R)/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>
<b>RECRUITMENT FOR THE POST OF SENIOR SCALE STENOGRAPHER</b> <small>NEW</small> Advt. Notification No. 2/SSS/HC- dated 17.02.2026	17-02-2026 (11:59 P.M.)	10-03-2026 (11:59 P.M.)	<a href="#">Click Here</a>
<b>RECRUITMENT FOR THE POST OF STENO TYPIST</b> <small>NEW</small> Advt. Notification No. 1/ST/HC- dated 17.02.2026	17-02-2026 (11:59 P.M.)	10-03-2026 (11:59 P.M.)	<a href="#">Click Here</a>

## Step 2 : Click on Apply Online

	HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH							
<a href="#">Home</a>	<a href="#">Fee Details</a>	<a href="#">How to Apply</a>	<a href="#">Advertisement &amp; Annexures</a>	<a href="#">Mode of Selection</a>	<a href="#">General Instructions</a>	<a href="#">Helpdesk</a>	<a href="#">FAQ</a>	<a href="#">Caution Notice</a>


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Advt. Notification No. 1/ST/HC- dated 17.02.2026	Start Date	End Date	Activity	Activity
RECRUITMENT OF STENO TYPIST	17.02.2026	10.03.2026	<a href="#">Apply Online</a>	<a href="#">Applicant Login</a>


#### 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

### Step 3 : Accept Caution Note



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## Home

Advt. Notification No. 1/ST/HC- dated 17.02.2026	Start Date	End Date	Activity	Activity
RECRUITMENT OF STENO TYPIST	17.02.2026	10.03.2026	<a href="#">Apply Online</a>	<a href="#">Applicant Login</a>

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 :

1. Click on Apply Online button to Register yourself. You will receive th
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 submiss
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

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

### Basic Eligibility Details

Name of the post applied for

Applicant Full Name

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

Category

Do you possess graduation degree or its equivalent qualification ?

Gender

E-mail Address

Confirm Email Address

Mobile Number

Confirm Mobile Number

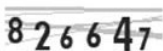
Alternative Mobile Number

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

Age as on 10.03.2026

Captcha



[Refresh](#) to reload the image


Verify Captcha

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



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### Applicant Login

Registration No :

Date of Birth :

Security Code :


267946  
Refresh to reload the image

Enter Security Code :


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



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### Applicant Payment

Application No: 2000037

Candidate Name: TEST

Date of Birth: 01-10-1994

Phone Number: 8240200000

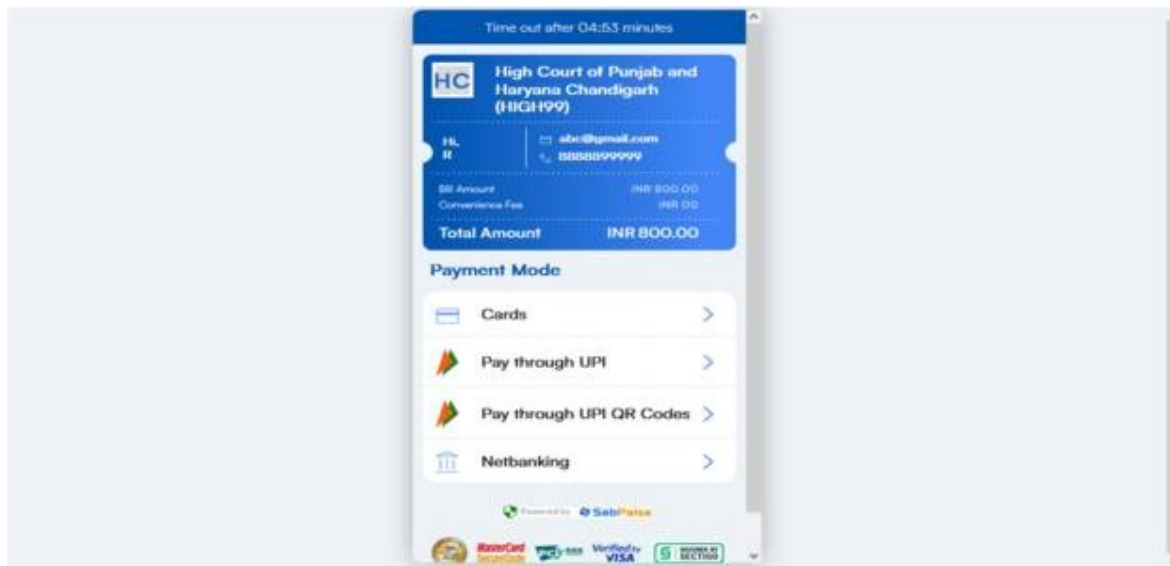
Fee Amount: ₹ 1000.00

Category: GEN

Email Address: V@G.COM

[Logout](#)

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***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

[Logout](#)

Candidate Name	TEST	Name of the post	Steno Typist
Date Of Birth	01-10-1994	Registration No :	2000037
Marital Status:	Unmarried	Category:	GEN

Father's Name

Mother's Name

Nationality

--Select--

### 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)	<input style="width: 90%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;">Select</div>
Bachelor of Technology (BTech)	<input style="width: 90%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;">Select</div>
Other Qualifications	<input style="width: 90%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;">Select</div>
Other Qualifications	<input style="width: 90%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;">Select</div>
Other Qualifications	<input style="width: 90%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;">Select</div>

Please do not put any special characters

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### Address Details

Permanent Address

Address for Communication
☐ (same as permanent)

State
District

State / राज्य / अाज
District

Pincode
Pincode

Do You Have Any Close Relative in Service of High Court or Any Court Subordinates in State of PB/HR/CHD?

--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--

Whether you are ever dismissed or removed from service of any State Govt or any Public sector?



--SELECT--

[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

Candidate's Name: TEST
Name of the post: Steno Typist
[Logout](#)

PHOTO

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

Browse...

No file selected.

Upload

SIGNATURE

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


Browse...

No file selected.


Upload

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

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



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### Applicant Profile Preview

[Logout](#)

Candidate's Name	Name of the post
TEST	Steno Typist
Gender	Category
MALE	GEN


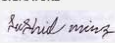
Personal Details

[Edit](#)

Father's Name	Mother's Name
TEST SR	TEST JR

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 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.

**Read and Check the Declaration Box and then proceed**

## Step 10 : Final Confirmation and Submission Page :



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Candidate's Name	Name of the post
TEST	Steno Typist
Gender	Category
MALE	GEN



Personal Details

[Edit](#)

Father's Name	Mother's Name
TEST SR	TEST JR

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 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](#)



**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



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### Applicant Profile

[Logout](#)

Application No:	2000037	Name of the post:	Steno Typist
Candidate's Name:	TEST	Father's Name:	TEST SR
Date of Birth:	01-10-1994	Category:	GEN
Phone Number:	8240200000	Email Address:	V@G.COM

Print Application Form

IT IS COMPULSORY TO TAKE THE PRINT OUT OF THE APPLICATION FORM. IF YOU ARE UNABLE TO PRINT THE APPLICATION FORM, THEN MAIL AT THE HELPDESK EMAIL ID QUOTING YOUR REGISTRATION NUMBER

**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.**