HOW TO APPLY OLINE

1. All eligible candidates shall visit the below mentioned websites to apply online application for All the posts.

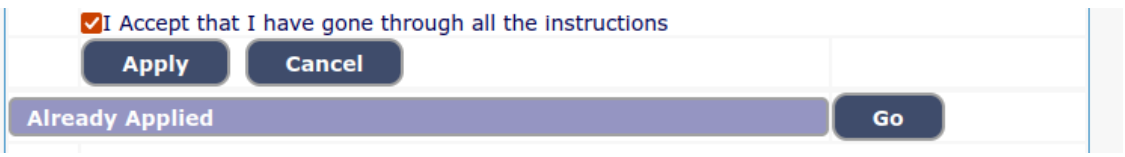
   https://shivamogga.dcourts.gov.in/notice-category/recruitments/

2. Click on “Online Application” button.

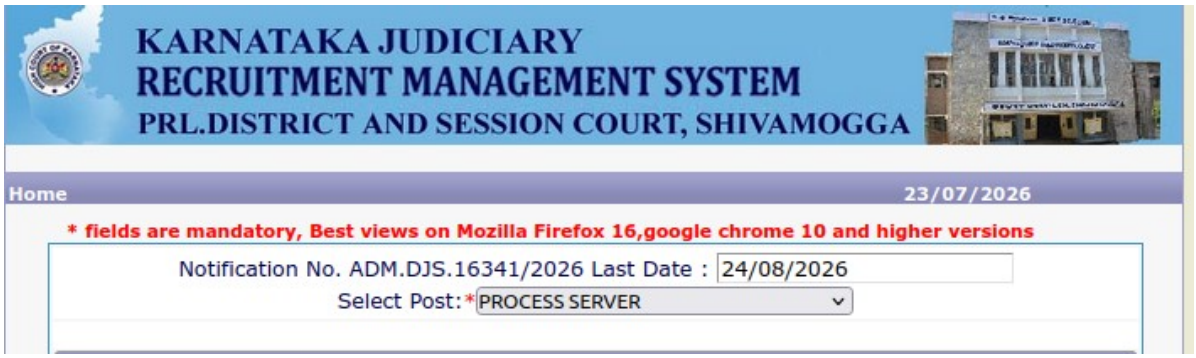


3. Candidates shall read the “GENERAL INSTRUCTIONS” carefully before submitting the online application so as to avoid mistakes or rejection of application.

4. Candidates shall confirm that the “General Instructions” have been read by clicking the check box “ I Accept that I have gone through all the instructions ” and click “ Apply” Button to proceed for online application.



5. Candidates shall ensure that they are submitting online application for correct post.



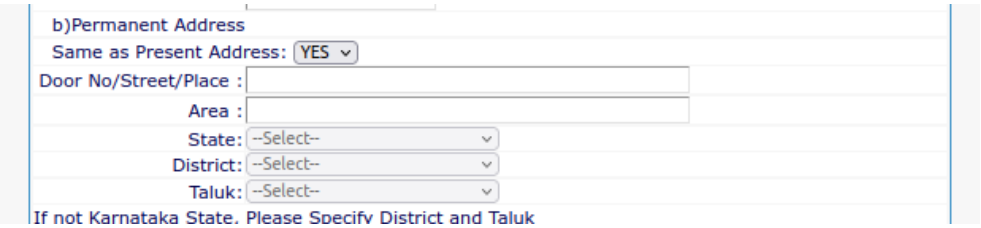
6. Candidates shall submit the correct “Personal Information”.

Fields marked with “*” mark are compulsory fields.

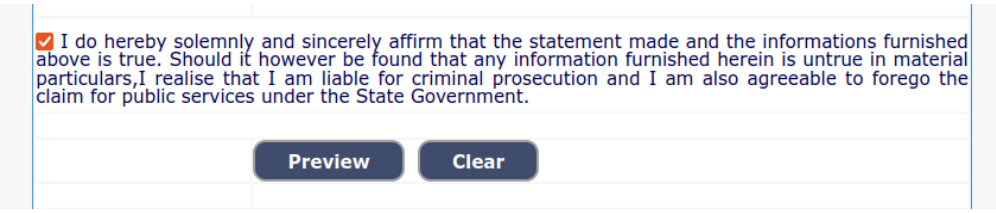
- The Candidates shall enter the name as mentioned in “X/S.S.L.C” marks card.
- The Candidates shall enter the name of Father, Husband or Guardian as applicable.
- The Candidates shall select “Gender” correctly i.e., Male, Female or Others.
- Enter correct “Date of Birth”.
- The Candidates shall check the required ‘Quota’ under “Reservation” Rural, Physically Challenged, , Kannada Medium, Displacement and Ex-Serviceman.
- The Candidates shall enter correct “Marital Status” i.e., Married or Unmarried and further whether the Candidate is Single, Divorced, Widowed or Judicially-Separated if applicable.
- The Candidates shall enter correct Citizenship details.

CONTACT INFORMATION

- The Candidates shall enter correct “Contact Information”.
- The Candidates shall enter correct Present and Permanent Address i.e., Door No. / Street, Area, State, District, Taluk and Pincode. If Present address is same as Permanent Address select Yes



- The Candidates shall enter correct and valid e-Mail ID.
- The Candidates shall enter Driving License details if present.
- If the Candidate is in service of Union of India or State Government or any undertaking, Click “Yes” and submit the service details as sought.
- The Candidates shall enter the details of Departmental Enquiry if any.
- If the Candidate is a party to any Civil or Criminal Proceedings in any of the Court, details shall be submitted.
- The Candidates shall confirm the information submitted by checking the Acceptance clause as shown in below screen. The candidates shall click on “Preview” button to proceed further.

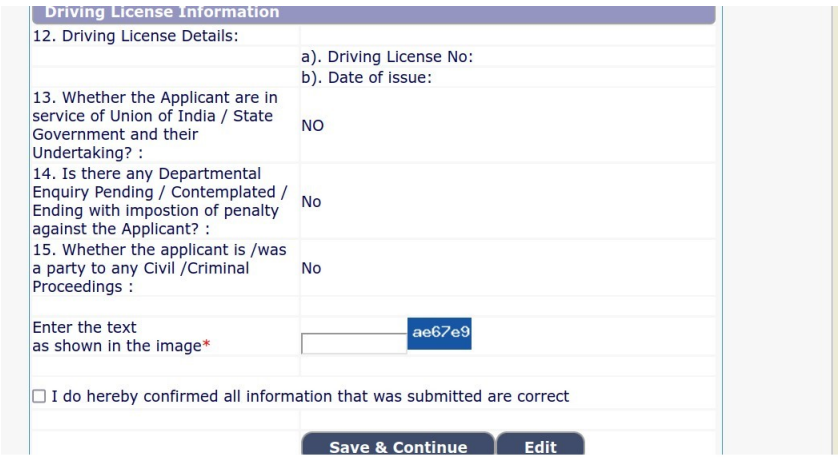


- After clicking “Preview” button, the screen showing the candidate details would be displayed. Confirm the information submitted by checking the

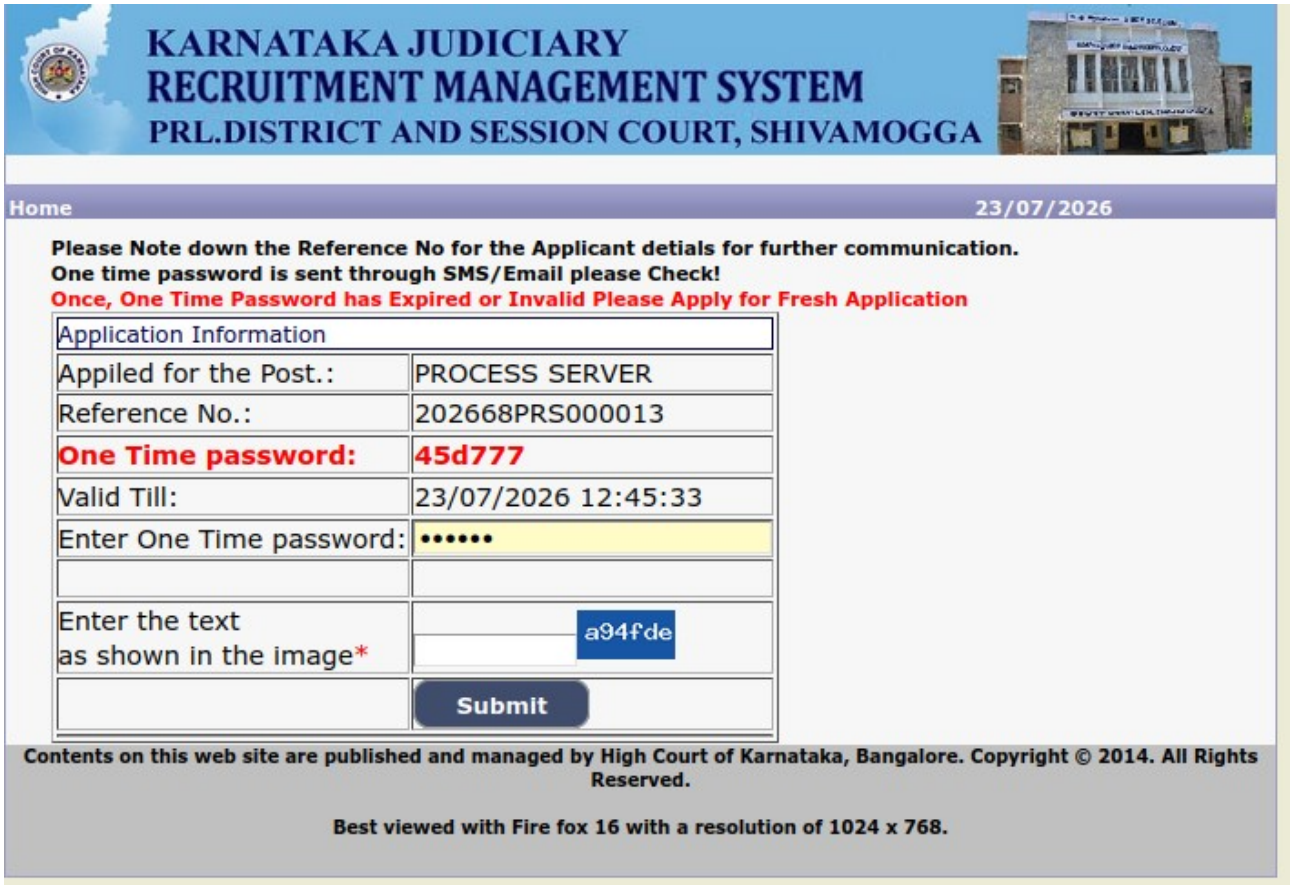
acceptance clause as shown in below screenEnter The text asshown in the image.



- Further the Candidates shall enter the captcha and shall confirm the details. Click on “Save & Continue” button to proceed further or click or “Edit” button to modify the details as shown in above screen. Further changes / modifications cannot be done once the ‘OK’ button is clicked.



- The Candidates shall note down the “Reference Number” generated and enter the OTP (One Time password) received. After entering OTP click on “Submit” button to proceed further. Reference number



EDUCATIONAL INFORMATION

- Candidates shall enter correct Educational Information
- Candidates shall enter the S.S.L.C or equivalent mark details, Shorthand & Typing Marks details as applicable .
- Click on “ADD” button to add next education details. Click on “DELETE” button toremove the education details
- Click on “Save & Continue” button to proceed further.

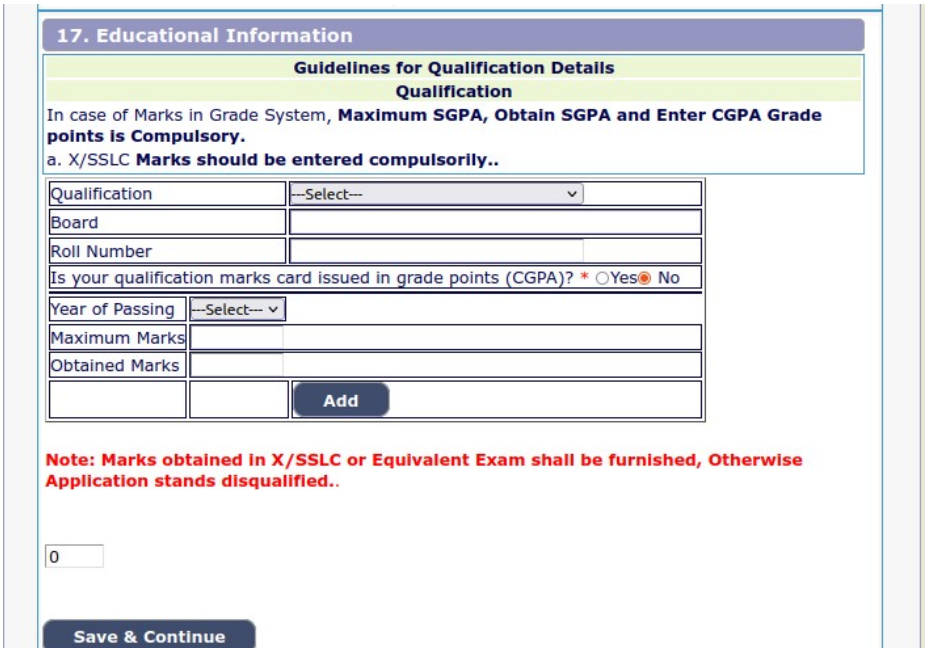
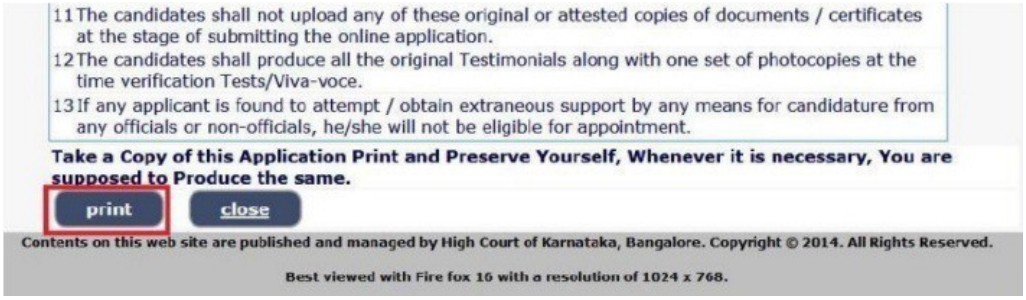


PHOTO AND SIGNATURE UPLOAD

- Candidates shall confirm that the Passport size Photo and Signature does not exceed 50kb. Click on “Browse...” button to select the photo and signature and click on “Upload” button to upload the photo and signature.



- The Candidates shall declare that the information submitted is correct by clicking as shown in the above screen. Click on “Submit” button to complete the online application process.
- Candidates shall note down the “APPLICATION NUMBER”



- Click on “Print” button to print the application submitted.

NOTE:- Candidates shall secure and produce the printed application to the authority on verification.