

INSTRUCTIONS TO CANDIDATES

(For applying to the posts in the cadre of District Judge)

1. Scan the following documents in (JPG/JPEG/PNG/PDF) format as specified below:

Sl. No.	Description	Type	Size
I	Aadhaar Card (Front side)	JPG/JPEG	300 KB -500 KB
II	Matriculation (HSC) or equivalent certificate in support of Name & proof of age.	JPG/JPEG	300 KB -500 KB
III	Certificate of Bachelor's Degree in Law from a recognised University or such other qualification equivalent thereto.	JPG/JPEG/ PNG/PDF	500 KB (Max)
IV	Certificate of Bar Experience issued by District Judge or any Judicial Officer in charge of District Judge.	JPG/JPEG/ PNG/PDF	500 KB (Max)
V	Appointment letter if the applicant is posted in the cadre of Odisha State Prosecution Service.	JPG/JPEG/ PNG/PDF	500 KB (Max)
VI	Recent passport size colour photograph.	JPG/JPEG	100 KB (Max)
VII	Full signature of the candidate.	JPG/JPEG	100 KB (Max)
VIII	Certificate of good character from two Gazetted Officer (Must have been issued within 3 Months from the last Date of submission of Application.)	JPG/JPEG/ PNG/PDF	500 KB (Max)
IX	Certificate from the competent authority indicating the category of the caste or the tribe or the class of the applicant, in case he or she belongs to Scheduled Caste, Scheduled Tribe or SEBC and claims reservation under such category.	JPG/JPEG/ PNG/PDF	500 KB (Max)
X	Medical Certificate or Disability Certificate from the competent Medical Board or Authority indicating the nature of disability in case of PwD.	JPG/JPEG/ PNG/PDF	500 KB (Max)
XI	Certificate from the Board of Secondary Education, Odisha or from any other Board or		

	Council of Secondary Education approved by the Government in support of passing of Odia Language Test equivalent to M.E. School standard or a Certificate from a recognized School showing that he or she had taken Odia as a subject in Class-VII or Standard-VII and has passed the said Examination.	JPG/JPEG/ PNG/PDF	500 KB (Max)
XII	Gazette Notification in support of change/difference/ discrepancy of name/ surname in the academic certificates	JPG/JPEG/ PNG/PDF	500 KB (Max)
XIII	NOC from Competent Authority, in case of Government Employee	JPG/JPEG/ PNG/PDF	500 KB (Max)

2. Examination fee: Candidates are required to pay a non-refundable and non-adjustable fee of Rs. 750/- online through Debit Card/ Credit Card/ Net Banking system. Candidates belonging to Schedule Caste and Schedule Tribe and Persons with Disability are exempted from payment of examination fee.
3. (a) *Only the application of applicant fulfilling eligibility conditions will be accepted by system.*
(b) *Applicants must ensure all relevant fields in the application are filled properly and relevant documents are uploaded in the respective space provided before final submission since editing after final submission will not be possible.*
4. On successful submission of online application form, a unique Acknowledgement Number will be displayed on the screen as well as on the top of the Application form.
5. The Candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last minute rush.
6. Applicant must go through the details of the Advertisement available in the website of High Court of Orissa before filling up the online application form.
7. Applicant is required to apply **online only** through the website of High Court of Orissa. No other means/mode of application will be accepted.
8. The applicant has to register himself or herself by giving his/her Name (which should be same as mentioned in Matriculation (HSC or Equivalent Certificate), valid Mobile Number and E-Mail address (All future communication from High Court is to be made in the given Mobile no. & E-Mail ID).
9. After creating login credentials, applicant needs to login with these credentials and requires to fill his/her complete information as required.

10. Applicants can use this Log in credentials to View the status of application or take print out of submitted application form, or to check the uploaded documents or to download admit card etc.
11. Detailed step by step process for registration and application enumeration is given below.

PROCESS FLOW FOR FILLING-UP OF ONLINE-APPLICATION FORM

The process of filling online application for the examination consists of two parts:

- Part-I: One Time Registration
- Part-II: Filling- up of online Application Form

Part-I

(One-Time Registration)

- (i) Read the Advertisement carefully before filling up the online ' One-time Registration Form' and 'Application Form'.
- (ii) For One-Time Registration, click on **REGISTER (NEW USER)** tab.

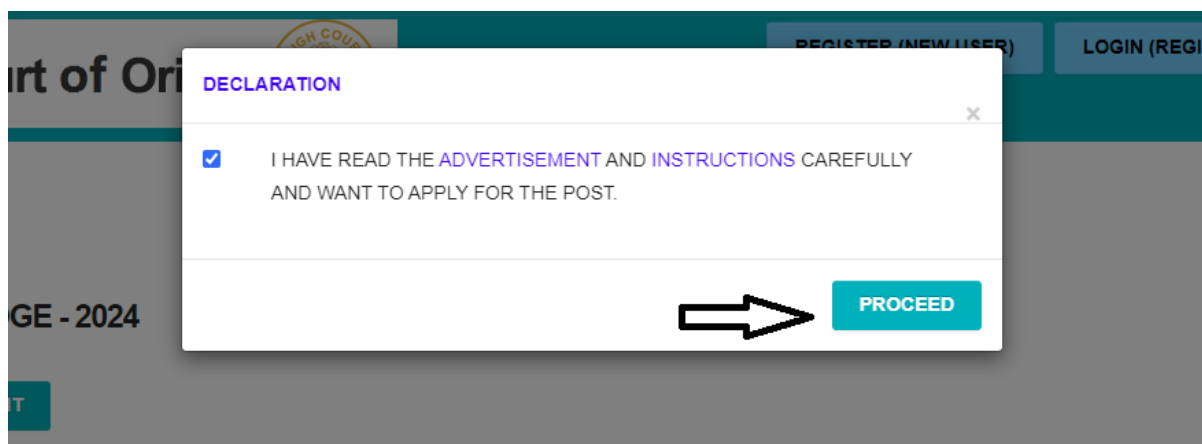


DISTRICT JUDGE - 2024



- (iii) After Clicking on 'REGISTER (NEW USER)' tab, a declaration window will pop-up which contains "ADVERTISEMENT" and "INSTRUCTIONS". Candidate must go through the advertisement and Instructions containing document specifications, and be ready with **clear and legible** scanned copies to upload

in the application form. After this candidate is to click on check box button and then click on “**PROCEED**” button.



(iv) The One-Time Registration process requires filling up of following information:

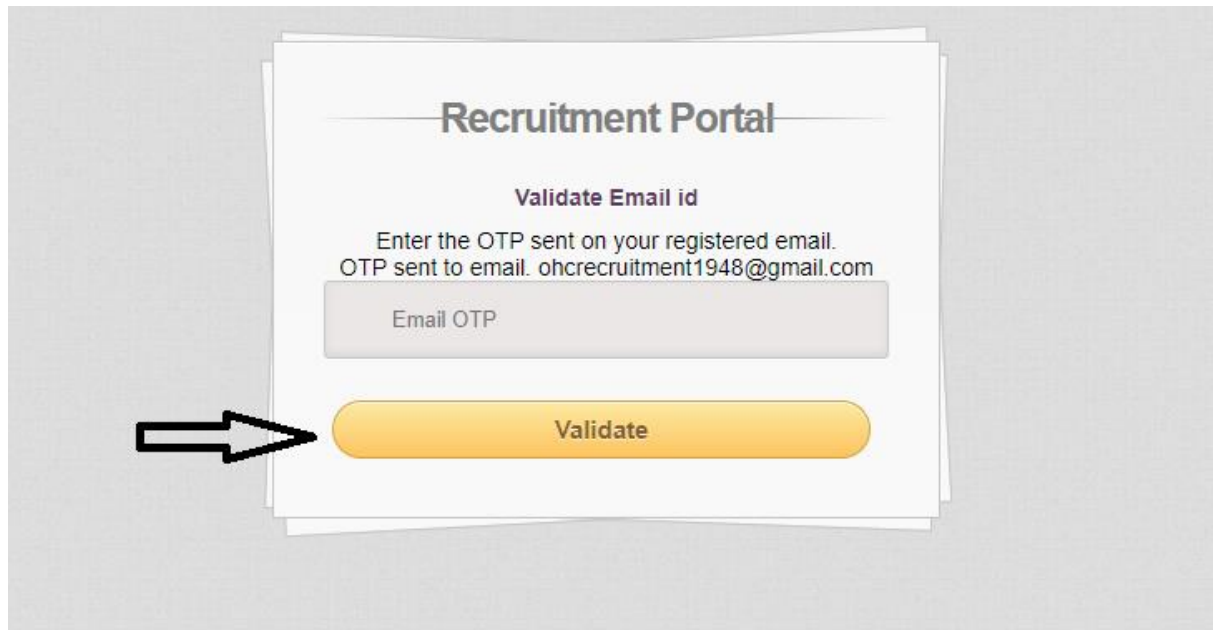
- a. **Name (as per Matriculation)**
- b. **Mobile Number**
- c. **E-Mail**

Please Note: *This is the place where details to be entered with utmost care keeping in mind the spelling and space (if there any). Candidates can **no way** be able to correct the details in the application form later on as the data mentioned here will be carried forward in the application form.*

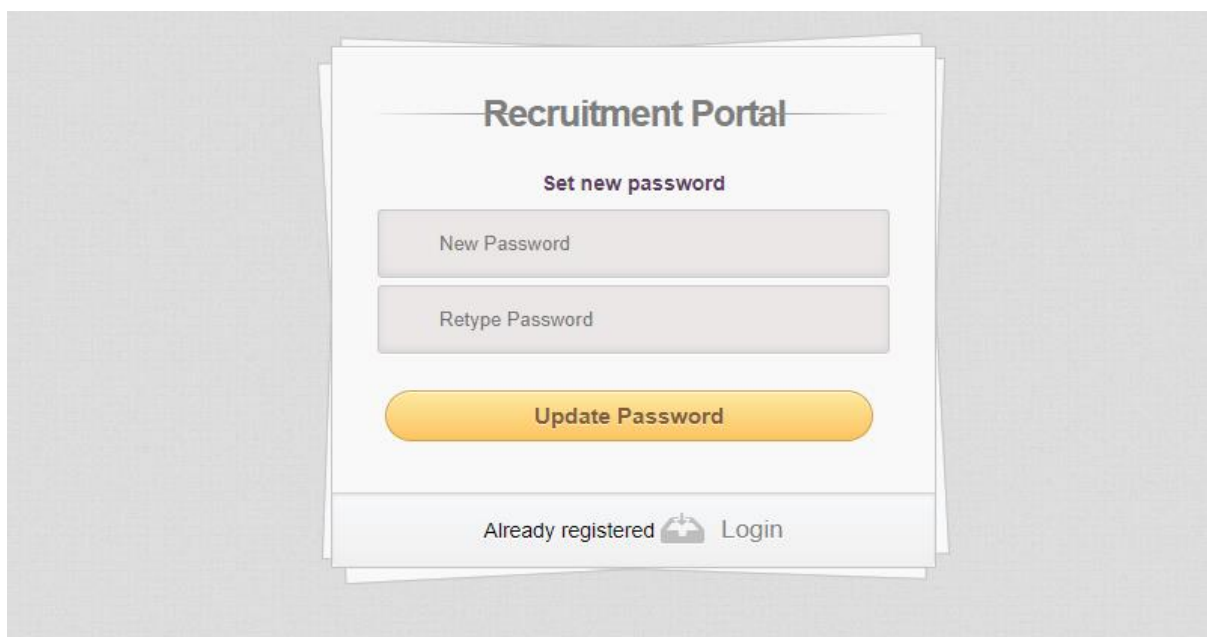
Candidate must enter the Name exactly as mentioned in the Matriculation Certificate.

Any deviation/alteration in the name to be supported by necessary documents mentioned in the advertisement.

- (v) After entering the details, candidate is to click on “**Register**” button. After clicking on the button a page asking “E-mail OTP” will open. Candidate to check their E-mail **Inbox/Spam/Trash** for the OTP sent from the system. Enter that OTP in the box provided and click on “**Validate**” button.



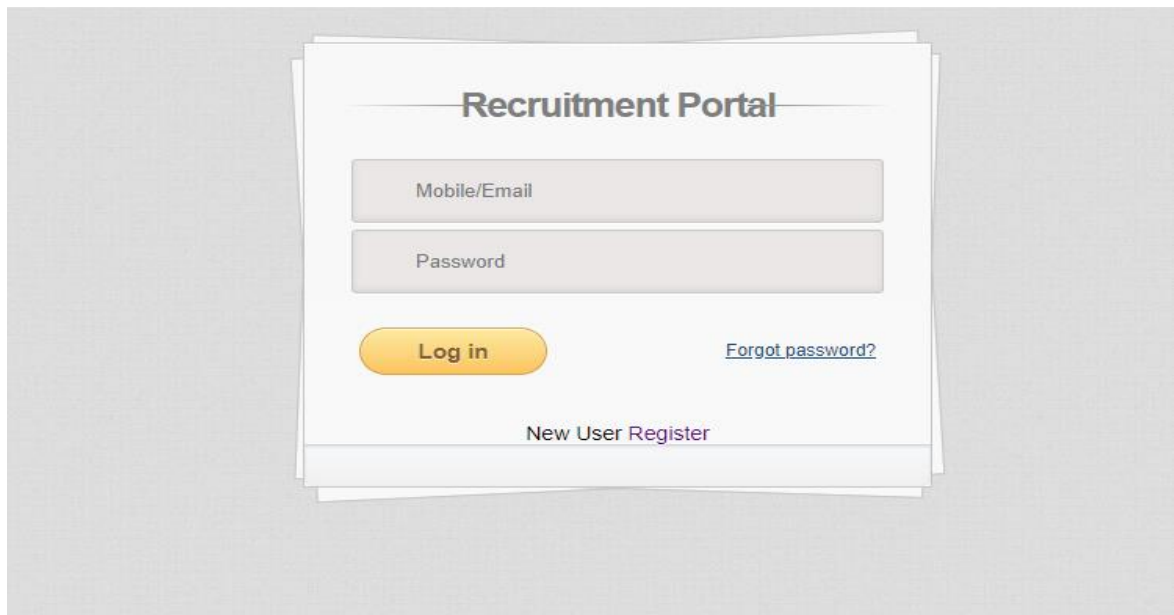
- (vi) After clicking on “Validate” button the page will be redirected to set new Password.



Set the “New Password” & Retype the New Password and click on the “**Update Password**” button.

Note: Keep/Remember the password for further login.

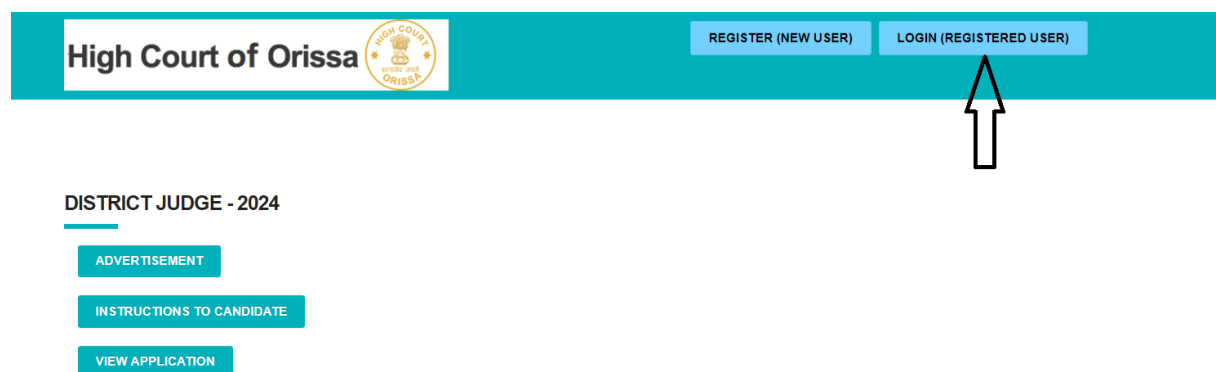
- (vii) After clicking on “Update Password” button the page will be redirected to login page.



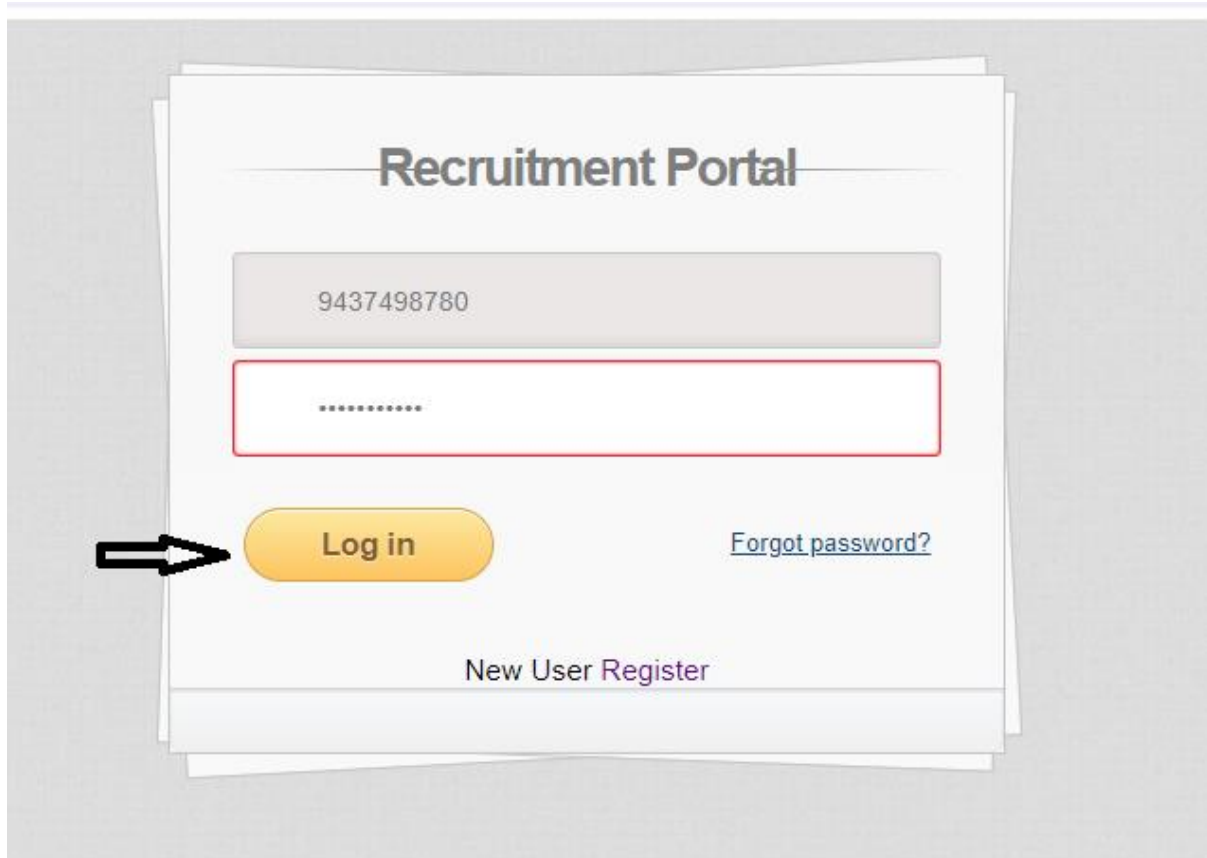
Part-II

(Filling- up of online Application Form)

- (i) Having been registered, Candidate is to use the credentials to log-in to the system.
- (ii) Click on “**LOGIN (REGISTERED USER)**” for further process.



- (iii) Login to online system through your ‘**Mobile Number or E-Mail id**’ and “**password**” (Which have been set by the candidate during registration).



After login into the interface page, candidate is to click on **“APPLY/ VIEW APPLICATION”** tab for further process.



DISTRICT JUDGE - 2024

- ADVERTISEMENT
- INSTRUCTIONS TO CANDIDATE
- VIEW APPLICATION ←

- (iv) After clicking on **“APPLY/VIEW APPLICATION”** tab, an interface page will show the registered details along with a dropdown option to select whether the candidate is applying from Bar (For Law Practitioners – Advocates/ Public Prosecutors/ Assistant Public Prosecutors) or through Limited Competitive Examinations (For Judicial Officers).



Name of the Post: **District Judge - 2024**
Registered Email ID: **ohcrecruitment1948@gmail.com**
Registered Mobile No.: **9437498780**

I am a candidate:

For Direct Recruitment from BAR
For Recruitment through L.C.E.

Copyright - High Court of Orissa

- (v) After selecting the required channel i.e. “**For Direct Recruitment from BAR**”, candidate is to click on “**Proceed**” button. A table with form stages will be shown.

Candidates to proceed with the application by clicking on “**Continue Apply**” tab.



Name of the Post: **District Judge - 2024**
Registered Email ID: **ohcrecruitment1948@gmail.com**
Registered Mobile No.: **9437498780**

I am a candidate **For Direct Recruitment from BAR**

1. Form Submission	DRAFT <input type="button" value="Continue Apply"/>
2. Document Upload	PENDING
3. Fee Payment	PENDING
4. Acknowledgement No	NOT GENERATED

Copyright - High Court of Orissa

- (vi) After clicking on the “**Continue Apply**” tab, candidates to fill required details such as
- Personal Details
 - Contact Details
 - Education
 - Bar Experience
 - Declaration
- (vii) After completion of the form candidates are to review the application for its correctness by clicking on “**Review & Submit**” button.

Candidates are advised to review the application thoroughly before submission and going for payment.

- (viii) After reviewing the data, the candidates to upload the **clear and legible** requisite documents as per the specification mentioned in **POINT No. 1**.
- (ix) After uploading the documents candidates will pay the application fee. (Wherever applicable).
- (x) Applicants from exempted category, to click on “Submit”
- (xi) After payment of the application fee or clicking on submit button (for the applicant from exempted category), an Acknowledgement Number will be generated as “**DJB2024XXXX**”.

After generation of Acknowledgement Number, form is considered to be submitted.

- (xii) Applicants are advised to take the print out of the Application Acknowledgement Form and keep it for future use.

Helpdesk for Candidates

E-mail Id – ohcrecruitment1948@gmail.com

Contact No. – 9437498780

On Court’s Working Day Between 10.30 A.M. to 04.30 P.M