

## **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	Recent passport size colour photograph.	JPG/JPEG	100 KB (Max)
II	Full signature of the candidate.	JPG/JPEG	100 KB (Max)

2. *(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.*
3. 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.
4. The Candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last minute rush.
5. 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.
6. Applicant is required to apply **online only** through the website of High Court of Orissa. No other means/mode of application will be accepted.
7. 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).
8. After creating login credentials, applicant needs to login with these credentials and requires to fill his/her complete information as required.
9. 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.
10. 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 for the Examination

## Part-I

### (One-Time Registration)

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



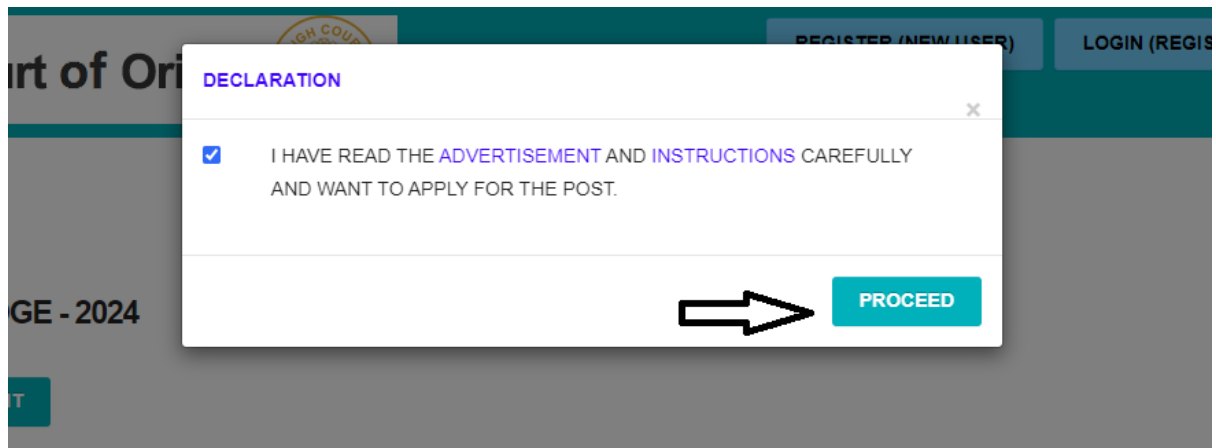
#### DISTRICT JUDGE - 2024

ADVERTISEMENT

INSTRUCTIONS TO CANDIDATE

VIEW APPLICATION

3. 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 (Photo & Signature) to upload in the application form. After this candidate to click on check box button and then click on **PROCEED** button.

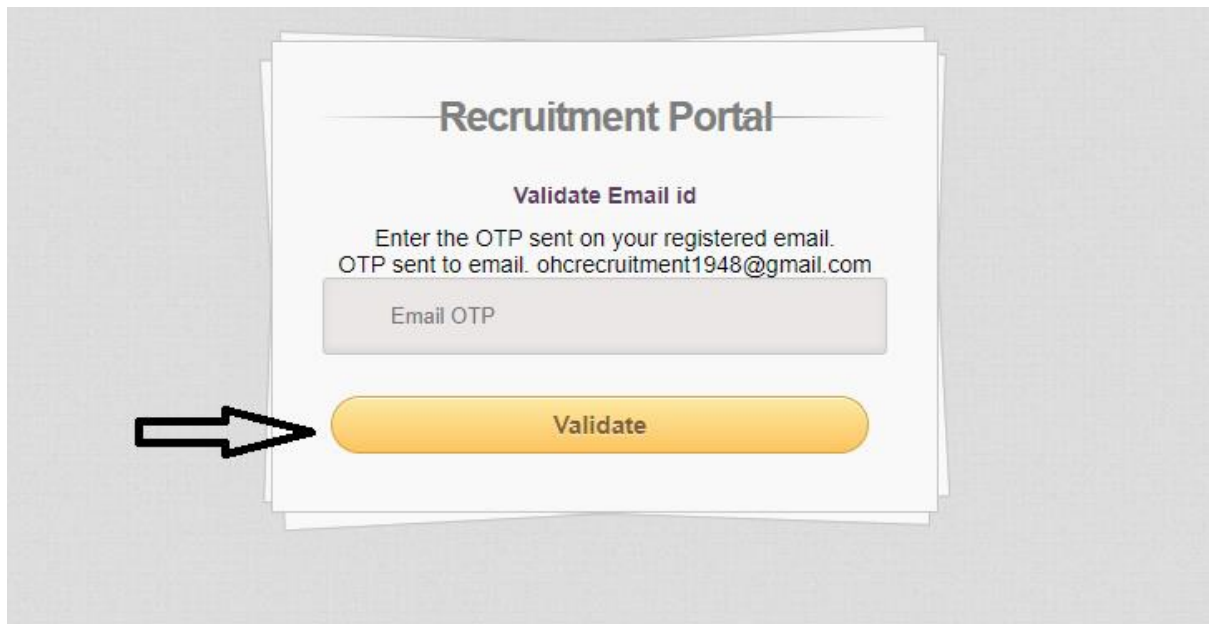


4. The One-Time Registration process requires filling up of following information:

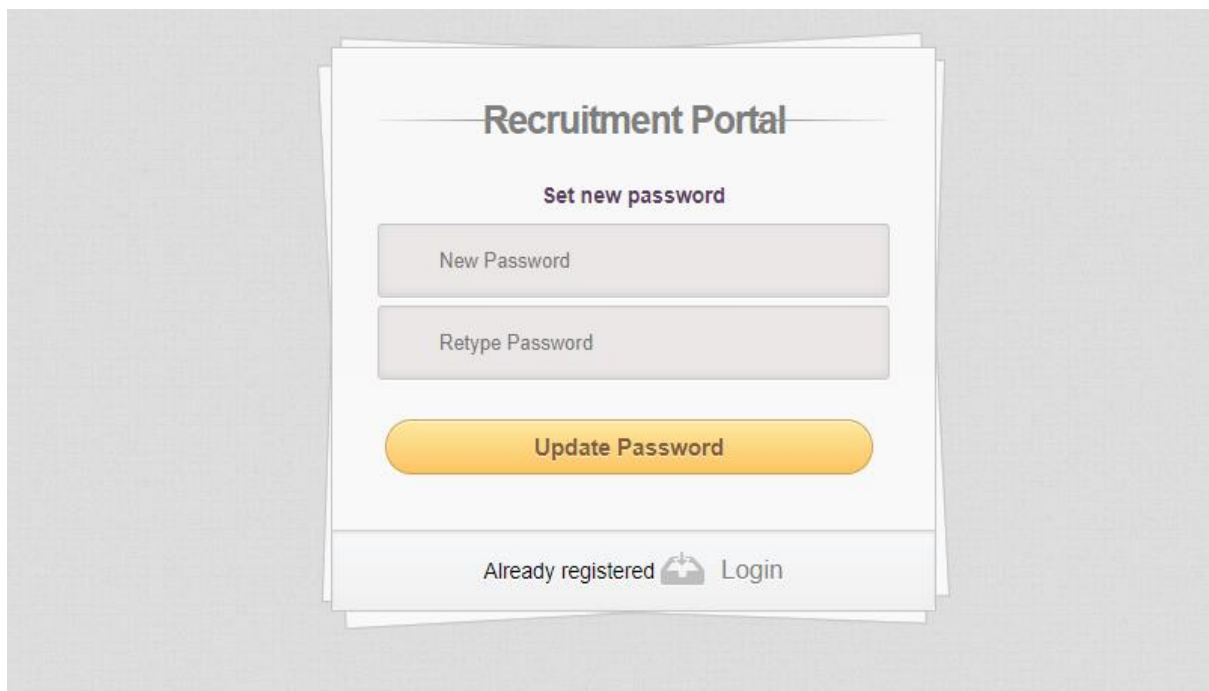
- a. Name (as per Matriculation)
- b. E-Mail
- c. Mobile Number

**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.

5. After entering the details, candidate 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.



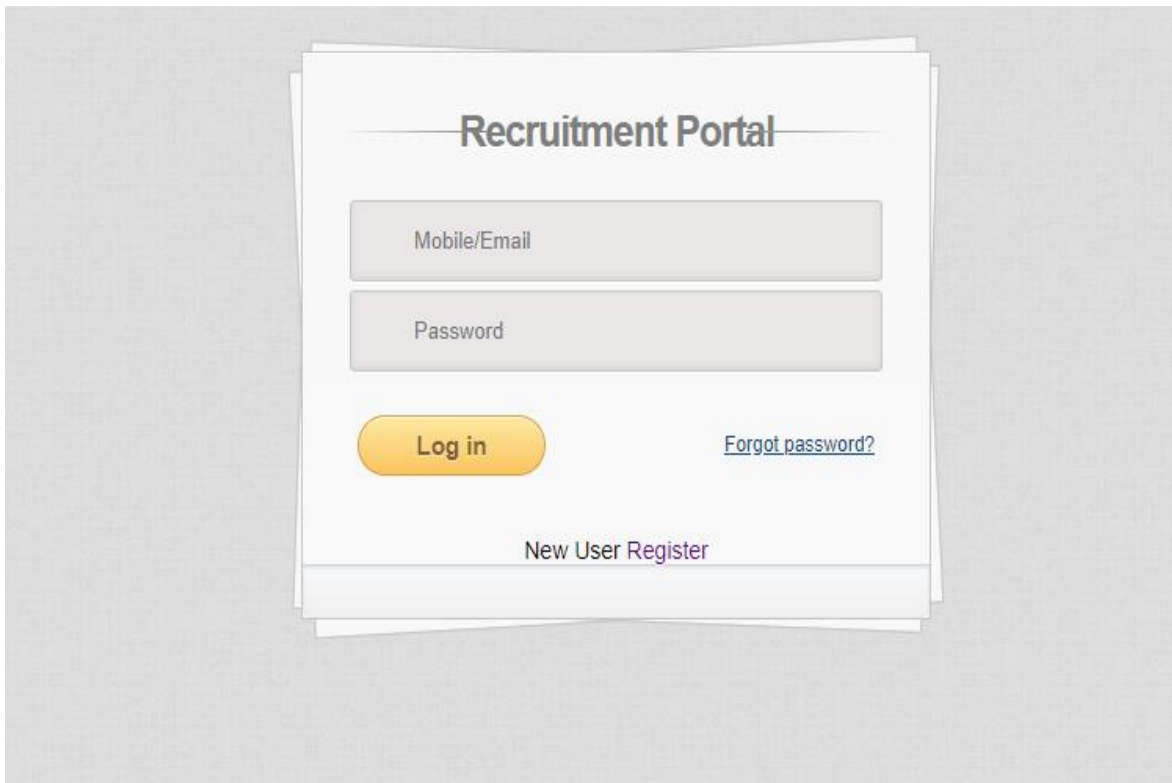
6. After clicking on “Validate” button the page will redirected to set new Password.



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

**Note: Keep the password for further login.**

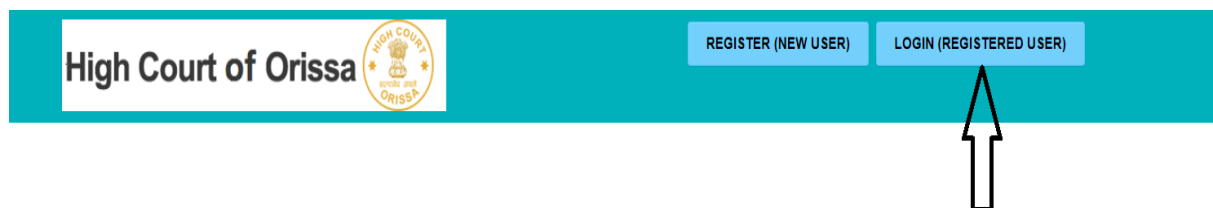
7. After clicking on “Update Password” button the page will redirected to login page.



## **Part-II**

### **(Filling- up of online Application Form)**

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



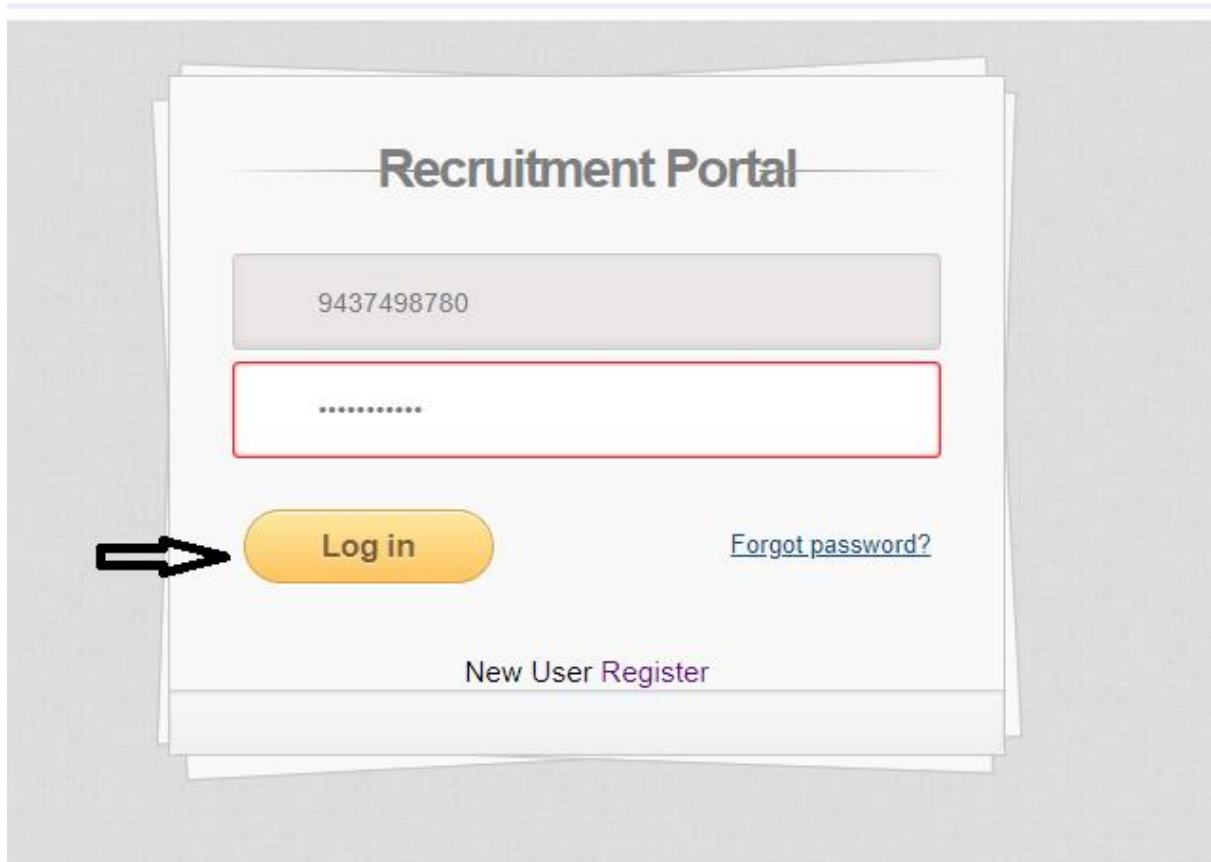
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**INSTRUCTIONS TO CANDIDATE**

**VIEW APPLICATION**

3. Login to online system through your **'Mobile Number or E-Mail id'** and **"password"** (Which have been set by the candidate during registration).





4. After login, into the interface page candidates to click on **"VIEW APPLICATION"** tab for further process.



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- ADVERTISEMENT
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- VIEW APPLICATION ←

5. After clicking on “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).

High Court of Orissa  Home | Welcome AJAY KUMAR ROUT 

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



I am a candidate:

- Please Select
- For Direct Recruitment from BAR
- For Recruitment through L.C.E.

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6. After selecting the required channel, candidates 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.

High Court of Orissa  Home | Welcome AJAY KUMAR ROUT 

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


I am a candidate **For Recruitment through L.C.E.**

1. Form Submission	DRAFT <input type="button" value="Continue Apply"/>
2. Acknowledgement No	NOT GENERATED

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7. After clicking on the “Continue Apply” tab, candidate is to fill required details and upload the documents.

- Candidate has to select his/her Authority from the drop down box provided.

**High Court of Orissa**  Home | Status | Welcome AJAR KUMAR ROUT

Applying For **District Judge - 2024** [Save Draft](#) [Review & Submit](#)

\* Name of the Applicant: AJAR KUMAR ROUT

\* Present Place of Posting: Designation:   
Designation:

Place of Posting:

Place of Posting:  


- DJ Keonjhar
- DJ Khurda
- DJ Koraput
- DJ Malkangiri
- DJ Mayurbhanj
- DJ Nabarangpur
- DJ Nayagarh
- DJ Nuapada
- DJ Puri
- DJ Rayagada
- DJ Sambalpur
- DJ Sonepur
- DJ Sundargarh
- Secretary General, Supreme Court of India
- Director, Odisha Judicial Academy
- Home Secretary, Odisha
- Secretary, Food Supplies & Consumer Welfare Department
- Secretary of Law, Odisha
- Orissa State Legal Services Authority Orissa
- Director, Directorate of Public Prosecutions, Odisha

\* Date of Notification of promotion:

\* Service in the cadre of Civil Judge (Senior Division) as on 01.04.2024 from the date of Notification of Promotion:

\* Registered Email:

\* Registered Mobile:



\* Select the Authority:

Sl.No	Document Type	Browse	Action	Status
1 *	Passport size Photograph	<input type="button" value="Choose File"/> No file chosen File-Type: jpg, jpeg File-Size: 100 KB Max	<input type="button" value="Upload"/>	Not Uploaded
2 *	Scanned copy of Signature	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	Not Uploaded



- Before moving to upload your photo and signature, save the information entered in the application by clicking on **Save Draft**.
- After completion of the form candidate can save the application by clicking on **Save Draft** and then click on **Review & Submit** button.
- Go through the form to review and then click on the checkbox for declaration and then click **Submit**. In case any correction required in your application form, click on **Back to Edit** to edit your application form and repeat the step no. 9.

REVIEW & SUBMIT

**Personal Information**

Name	RAJA RAMMOHAN RAY
Present Place of Posting	Designation CJM
	Place of Posting sunabeda
Date of continuous appointment to the cadre of Civil Judge (Senior Division)	01-03-2018
Whether date of appointment is same as date of notification of promotion	Y
Service in the cadre of Civil Judge (Senior Division) as on 01.04.2024 from the date of Notification of Promotion	6 years, 1 months, 3 days
Registered Email	manasviniswain@yahoo.co.in
Registered Mobile	7008547744
Forwarding Authority	OHC Test
Photo	
Signature	

I do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature /appointment is liable to be cancelled / terminated without any notice to me.



12. After you clicked the “Submit”, a pop-up will be appeared suggesting click on the **Cancel** button to review the application form or click on **OK** button for Final submission. Once you click the “OK”, the application form cannot be modified.

onrecruitment.in says  
Are you sure you want to proceed to document upload section? Click "Cancel" if you want to review this section else click on "OK" to proceed to upload documents.

OK Cancel

REVIEW & SUBMIT

NAME: PARESH KUMAR SARANGI

Present Place of Posting: C.J.M.

Place of Posting: CUTTACK

Date of continuous appointment to the cadre of Civil Judge (Senior Division): 01-04-2019

Whether date of appointment is same as date of notification of promotion: Y

Service in the cadre of Civil Judge (Senior Division) as on 01.04.2024 from the date of Notification of Promotion: 5 years, 0 months, 0 days

Registered Email: pareshkumarsarangi@gmail.com

Registered Mobile: 7008574329

Forwarding Authority: OHC Test

Photo: [Image of Paresh Kumar Sarangi]

Signature: [Handwritten Signature]

I do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature /appointment is liable to be cancelled / terminated without any notice to me.

CONTINUE APPLY SUBMIT

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13. After final submission an Acknowledgement number as “DJL2024XXXX” will be generated. **However, mere receipt of Acknowledgement number doesn’t imply final submission.**
14. After generation of Acknowledgement number, application form will be forwarded to the Controlling Authority and the status of application will be shown as “**PENDING**”.

High Court of Orissa

Home | Welcome ABINASH PRASAD BEHERA

Name of the Post: **District Judge - 2024**

Registered Email ID: abinashbehera119@gmail.com

Registered Mobile No.: 7077135032

I am a candidate For Recruitment through L.C.E.

1. Form Submission	✓ SUBMITTED	View Application
2. Acknowledgement No	✓ DJL202400002	Download Application
3. Forwarded by District Judge/ Controlling Officer	PENDING	

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15. Post Approval/Forwarding by the concerned authority, the status will be changed & reflected as “**FORWARDED**” and the form will be considered as **Submitted**.



Name of the Post: **District Judge - 2024**  
Registered Email ID: **abinashbehera119@gmail.com**  
Registered Mobile No.: **7077135032**  
I am a candidate For Recruitment through L.C.E.

1. Form Submission	✓ SUBMITTED	<a href="#">View Application</a>
2. Acknowledgement No	✓ DJL202400002	<a href="#">Download Application</a>
3. Forwarded by District Judge/ Controlling Officer	✓ FORWARDED	

16. After the status reflected as “**Forwarded**”, applicants are advised to take the printout of the Application Form and keep it for future use.
17. In case the applicant found any differences/ discrepancy/ error in the application form and it is suggested to apply afresh by new registration using a new Mobile No. and a new E-mail Id.

### ***Helpdesk for Candidates***

E-mail Id – [ohcrecruitment1948@gmail.com](mailto:ohcrecruitment1948@gmail.com)

Contact No. – 9437498780

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