INSTRUCTIONS TO CANDIDATES

(For applying to the posts in the cadre of Civil Judge (Senior Division) through Limited Departmental Competitive Examination)

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 like **CJSD2026XXXXX** 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:

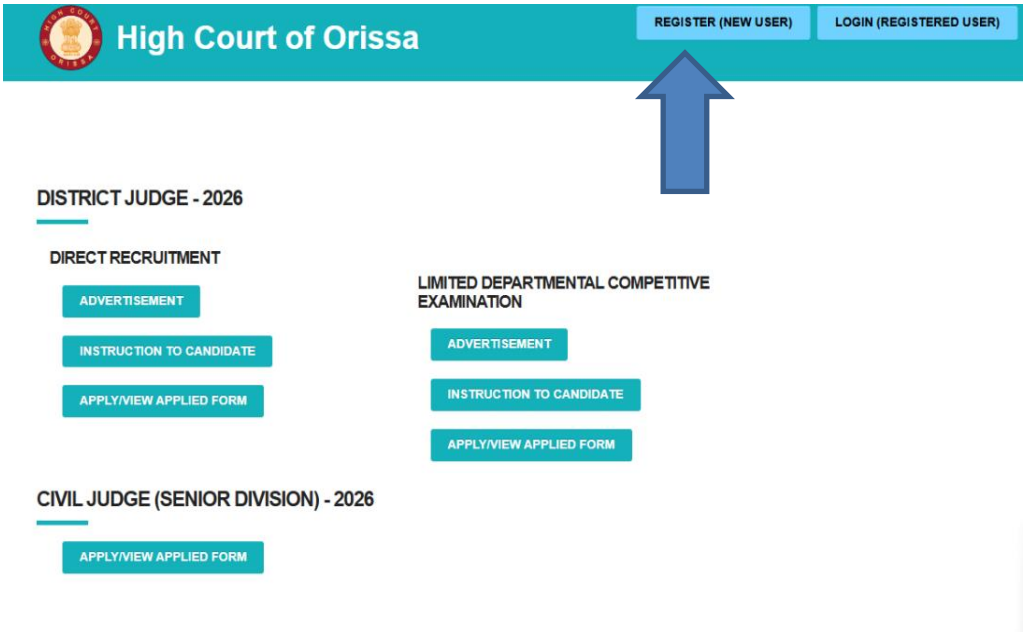
Part-I: One Time Registration

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.

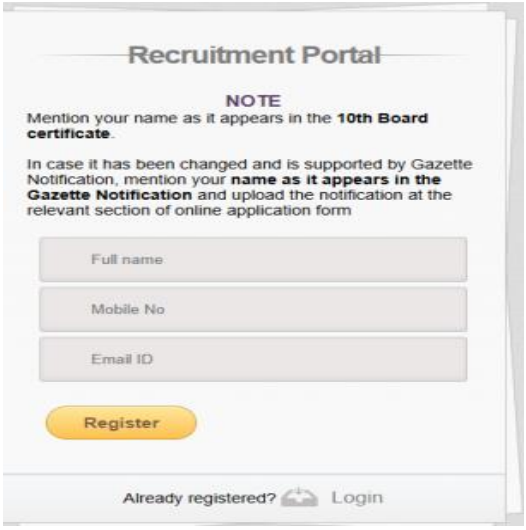


3. After Clicking on '**REGISTER (NEW USER)**' tab, a declaration window will pop-up which contains "ADVERTISEMENT" and "INSTRUCTIONS". Candidate must go through the Advertisement and Instructions containing document specifications and be ready with **clear and legible** scanned copies (Photo & Signature)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

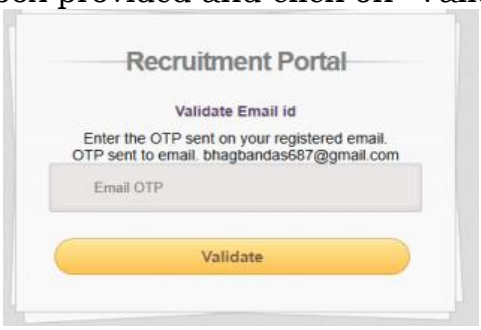
   a. **Name (as per Matriculation)**
   b. **Mobile Number**
   c. **E- Mail ID**



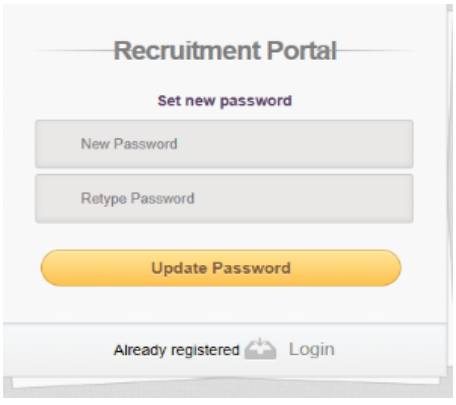
Please note: *This is the place where details to be entered with utmost care keeping in mind the spelling and space (if there any) in your name keeping it consistent with the matriculation certificate and Email-ID. Candidates can no way be able to correct the details in the application form later on 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.



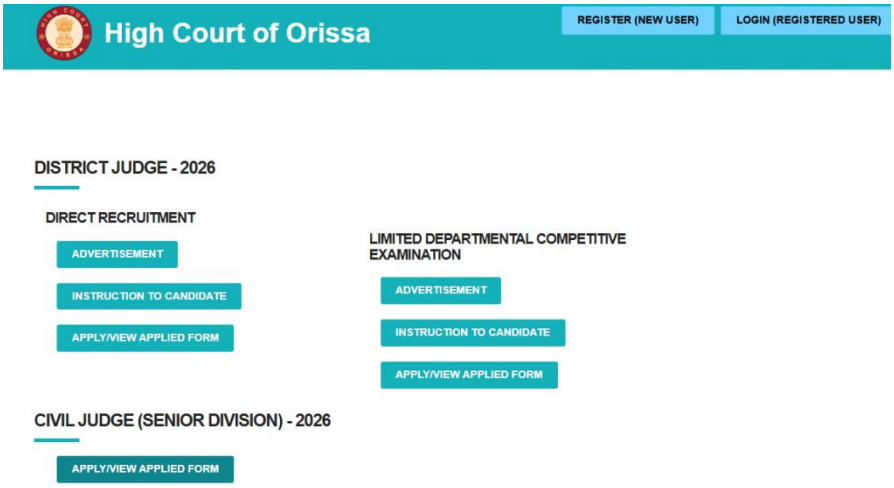
6. After clicking on "Validate" button the page will redirected to set new Password**.**



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

Note: Keep/ Remember the password for further login.

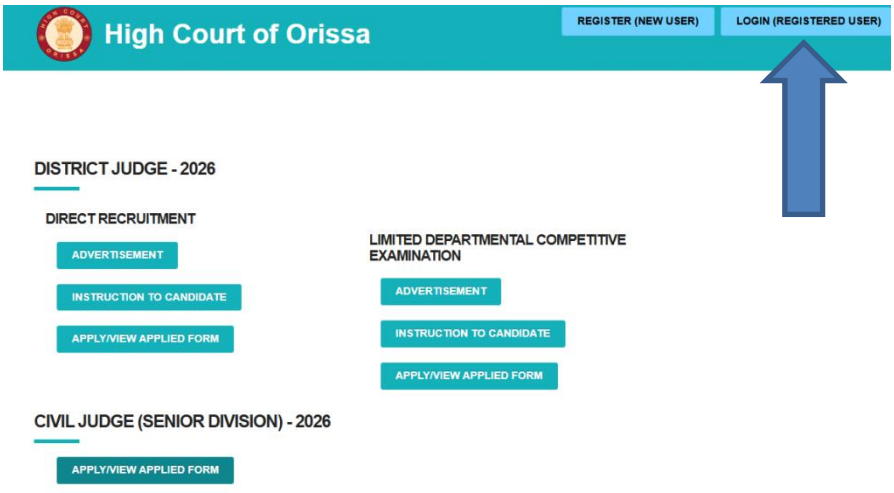
7. After clicking on "Update Password" button the page will redirected to login page.



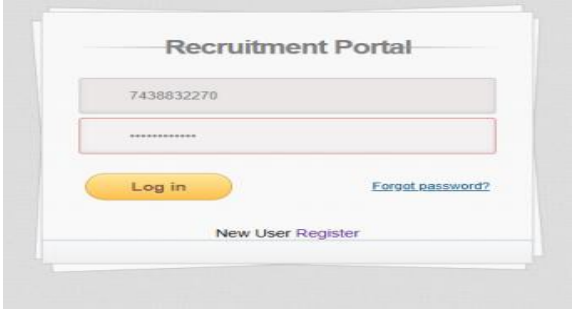
Part-II

(Filling- up of online Application Form)

1. Click on "LOGIN (REGISTERED USER)" for further process.



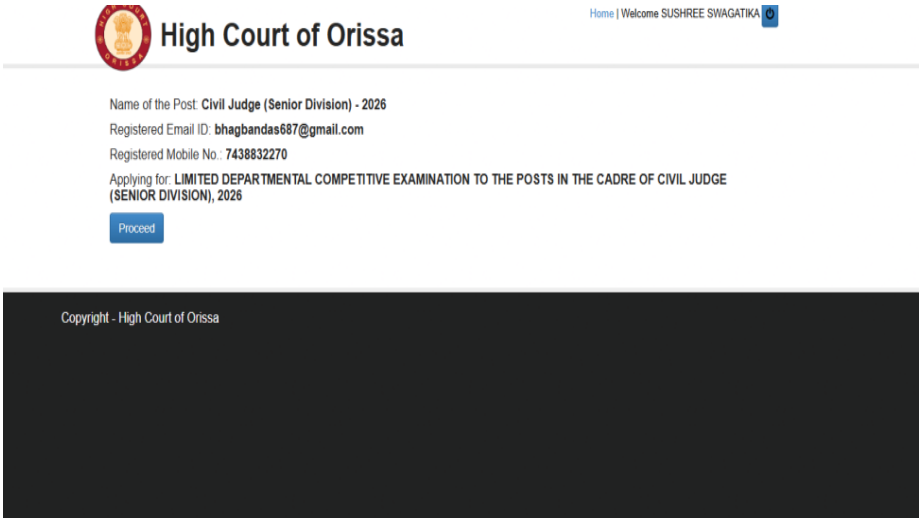
2. Having been registered, Candidate is to use '**Mobile Number or E-Mail id**' and "**password**" (Which have been set by the candidate during registration) to Login to online system.



3. After login, into the interface page candidates to click on “VIEW APPLICATION” tab for further process.

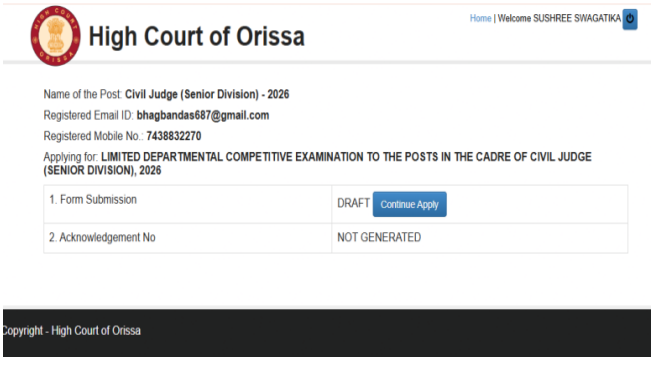


4. After clicking on “VIEW APPLICATION” tab an interface page will show the registered details, along with a dropdown option to select whether the candidate is applying for the posts in the cadre of District Judge by Direct Recruitment or through Limited Departmental Competitive Examination or in the cadre of Civil Judge (Senior Division)

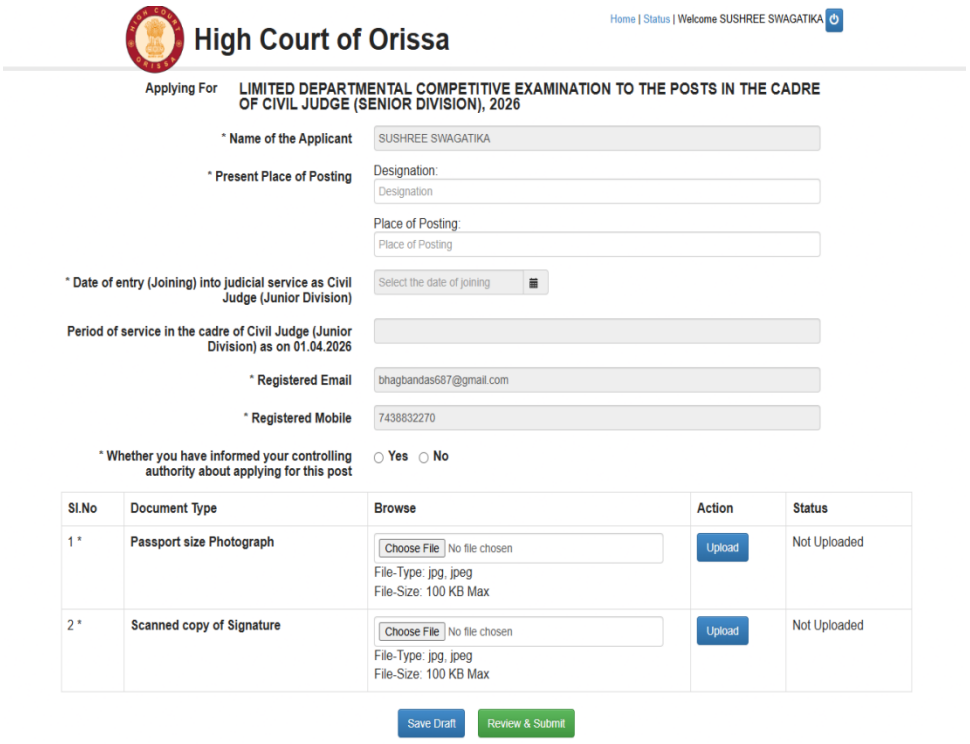


5. After selecting the required channel, candidates to click on “Proceed” button. A table with form stages will be shown.

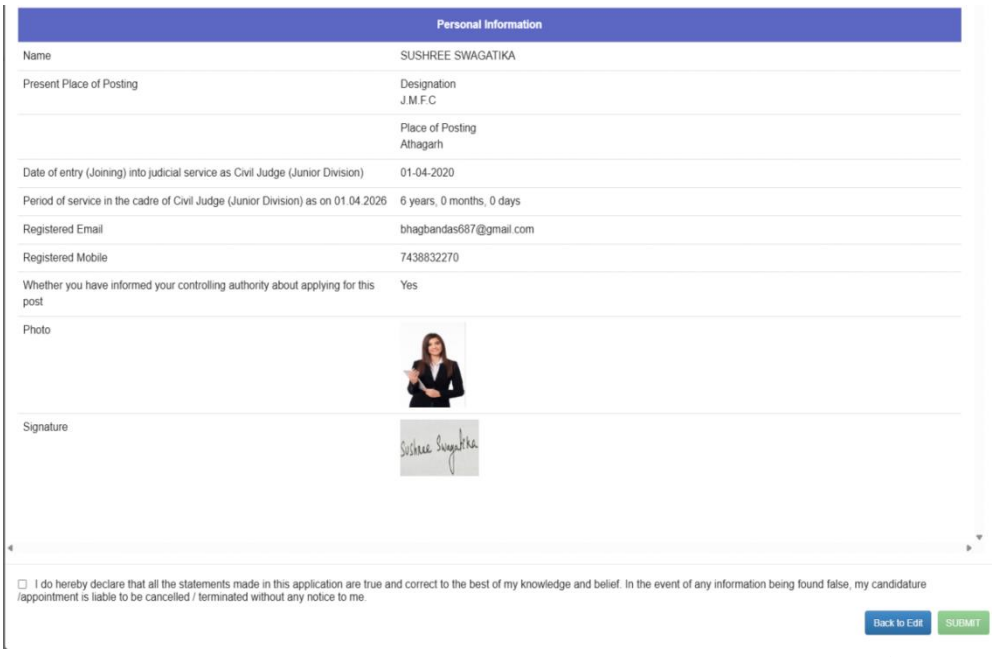
Candidates to proceed with the application by clicking on “Continue Apply” tab.



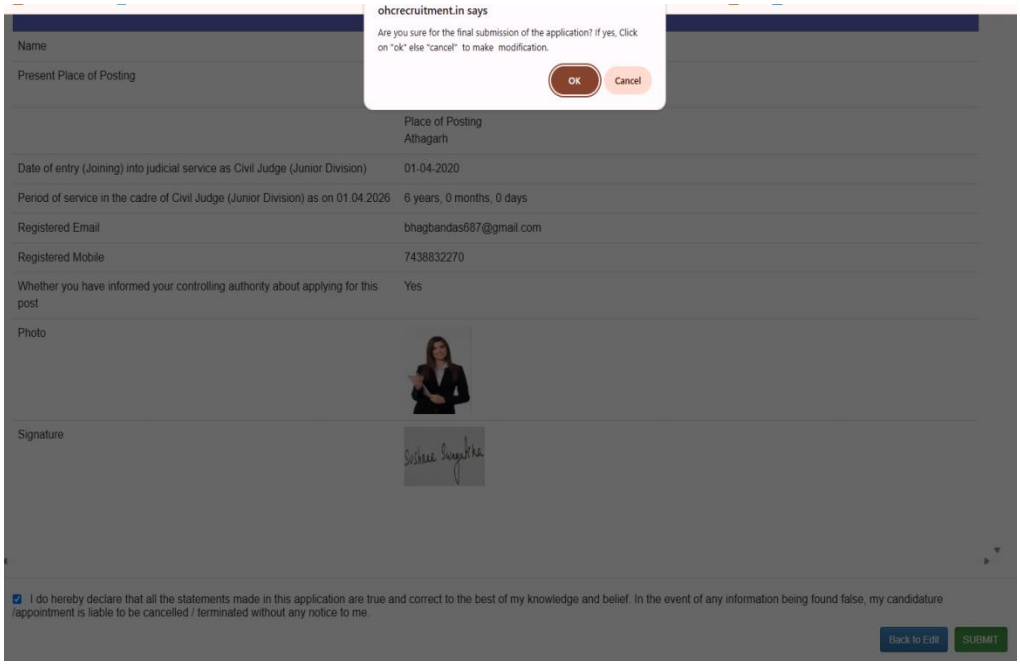
6. After clicking on the "Continue Apply" tab, candidate is to fill required the following details and upload the documents.



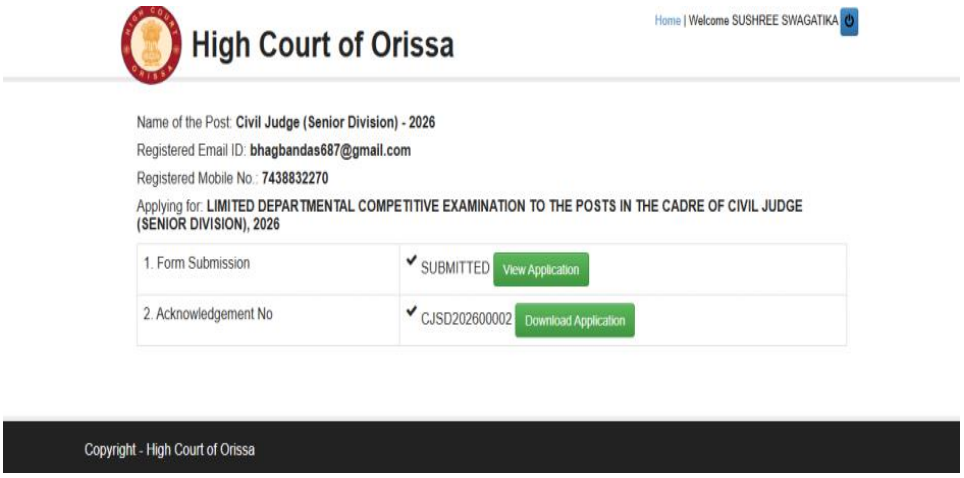
7. Before moving to upload your photo and signature, save the information entered in the application by clicking on "Save Draft".
8. After completion of the form candidate can save the application by clicking on "Save Draft" and then click on "Review & Submit" button.
9. Go through the form to review 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.



10. After you clicked the "Submit" button, 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.



11. After final submission an Acknowledgement number as "CJSD2026XXXXX" will be generated.



12. 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

Contact No. – 9437498780

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