

How to apply online application

All eligible Applicants shall apply 'Online', through the link provided in the High Court of Karnataka website.

www.karnatakajudiciary.kar.nic.in/recruitment.asp

Steps for submitting On-line Application

Read all the instructions carefully and thoroughly and Fill up all the 'Fields' given in online application format carefully, as per the **Instructions**, detailed in the advertisement and the instructions given at the appropriate places.

For Fresh Application

1. Click on the  Button with respect to the Notification details display on screen and then read all instructions before applying online application, By Checking on Acceptance
 I Accept that I have gone through all the instructions
  and click on  Button.

2. The Applicant shall select post as "Assistant Court Secretary".

Select Post: * ASSISTANT COURT SECRETARIES ▾

3. The Applicant shall enter the name as mentioned in the Xth /SSLC marks card. **[Column 1, Maximum of entering characters should be 50].**
4. Select Father / Husband/ Guardian and fill up with the name of father as appearing in the Xth /SSLC marks card. If married women, she has to mention the name of the Husband.
[Column 2, Maximum of entering characters should be 50].
5. Select the gender of the Applicant i.e. whether male/female/others shall be mentioned by select the option (*) at the appropriate place.**[Column 3].**
6. The Applicant shall mention date of birth, by selecting the Day, Month & Year as appearing in the Xth /SSLC marks card. **[Column 4].**
7. The Applicant shall select "Yes" or "No" radio button for applying the post under residual parent cadre and Local Cadre **[Column 5]**
 - a. Applying for Residual-Parent Cadre of Karnataka post

- b. Applying for 371J Hyderabad-Karnataka region (Local Cadre) posts.
8. The Applicant shall select the appropriate Category belongs, **[Column 6]**.
9. In order claiming the reservation under various quota Applicant shall check (✓) at the appropriate place **[Column 7]**. The quota displayed are
- a. Quota
- i. Rural
 - ii. Physically Handicapped
 - iii. Kannada Medium
 - iv. Displaced from Projects
 - v. Ex servicemen

Note:

- ◆ Applicant claiming the **Ex-Serviceman** shall mention the number of years serviced in the appropriate text box .
 - ◆ Applicant claiming the **371J –Hyderabad Karnataka Local** shall mention the date of certification.
10. The Applicant shall select the option by select (*) at the appropriate place for married or unmarried, if selected as unmarried, please select the appropriate sub selection as Single, Diverse, Widowed, Separated **[Column 8]**.
11. The Applicant shall select the appropriate citizenship **[Column 9]**.
12. Contact Information **[Column 10]**.
- a. Present address to be clearly mentioned including the Door number, Street, Place, Area, Taluka, District and State with Pin code.
- Note:** If Permanent addresses as same Present address, then select **yes**.
- b. Permanent address to be clearly mentioned including the Door number, Street, Place, Area, Taluka, District and State with Pin code, as all written communication will be sent to this Address only.
13. The Applicant shall be entered Mobile number **[Column 11]**, it is mandatory. The Authority is not responsible for non receipt of communication by **SMS**, if the mobile number furnished is wrong.
14. The Applicant shall also enter the correct **E-mail ID [Column 12]**, for any further communication, if any. The Authority is not responsible for non receipt of communication, if the email id furnished is wrong.

15. The Applicant shall mention whether the Applicant is Employed in Government Department, If Yes, The period of service that he/she has served in Union of India /State Government/ public / private sectors, shall be entered [**Column 13**].
16. The Applicant shall mention, whether he/she has already applied for the post of Assistant Court Secretary (earlier Stenographer) vide Notification No. HCE 6 / 2009, dated 21.12.2011 and 27.06.2013, if Yes, details of Fee Paid ie, DD no or IPO no or Fee exempted should be entered [**Column 14**].
17. The Applicant shall mention details, whether the applicant is /was a party to any Civil /Criminal Proceedings, if yes, gives details [**Column 15**].
18. By checking


I do hereby solemnly and sincerely affirm that the statement made and the information furnished above is true. Should it however be found that any information furnished herein is untrue in material particulars, I realise that I am liable to criminal prosecution and I am also agreeable to forego the claim for public services under the State Government.


Click **Edit** button, Otherwise click on **Save & Continue** button to proceed next level. Further no changes are made in above columns [1 to 14].

19. A 'Ref. Application Number' (Eg. **HCK1401AA000001**) will be generated. Kindly note down the "Ref. Application Number" and a one **Time Password** will be sent by **SMS/E-Mail**.
20. The Applicant shall enter correct **One Time Password** received through **SMS/E-Mail**. Thereafter, Applicant shall enter the information fields like
 - a. Educational information,
 - b. Computer knowledge,
 - c. Mode of payment details
 - d. Upload (Digital/scanned)passport photo size and signature in .jpg format.

◆ **Educational Information: [Column 16]**, by click on  button.

By Selecting **Xth /SSLC**, and fill the details of Board, select Year of passing, maximum marks and obtained marks,


15. Educational Information				Close
Qualification	X Std/S.S.L.C			
Board				
Is your qualification marks card issued in grade points? * <input type="radio"/> Yes <input checked="" type="radio"/> No				
Year of Passing	Maximum Marks	Obtained Marks	Click to Add	
-Select-				

Click on  button.

Then if the Applicant has completed **Senior Grade English Short Hand, Senior Grade English Typing and Proficiency Grade English Short Hand**, then he/she shall fill in the details of

Select **Senior Grade English Short Hand** to fill the marks obtained and other detail in **Senior Grade English Short Hand**. Click on  button.

Select **Senior Grade English Typing** to fill the marks obtained and other detail in **Senior Grade English Typing**. Click on  button

Select **Proficiency Grade English Short Hand** to fill the marks obtained and other detail in **Proficiency Grade English Short Hand**. Click on  button

OR

Otherwise, If the Applicant have completed **Diploma in Commercial Practice**, then he/she shall fill in the details of Marks scored in the two papers i.e., **English Short Hand (V and VI Semester/Third Year Marks)** and **English Type writing (III and IV semester/Second Year marks) examinations.**

Qualification	Discipline		
Diploma	Commercial Practice		
<input type="checkbox"/> Others Qualification	Discipline		
University			
Is your qualification marks card issued in grade points? * <input type="radio"/> Yes <input checked="" type="radio"/> No			
Year of Passing (Sem/Year) (Subject)	Maximum Marks	Obtained Marks	click to Add
-Select- V sem Eng. Shorthand			Add

It will be saved to your Ref. Application number and education detail will be displayed on screen.

- ◆ **Computer Knowledge Information: [Column 17],** by click on

Edit button.

Enter the details of Discipline/Certification/Skill, Course, Institute and duration and Completion of year.

16. Computer Knowledge Information				Close
Discipline	Course	Institute	No. of months	Click to Add
Basics Knowledge	MS-office XP 2000			Add

Click on **Add** button. It will saves to your Ref. Application no. and all the detailed information will be displayed on screen.

- ◆ **Mode of Payment: [Column 18],**

17. Mode of Payment		Edit
Mode of Payment.	Online Payment	GO

- Online Payment** -On selection of Mode of Payment as Online Payment page will be re-directed to:
<https://www.onlinesbi.com/prelogin/icollecthome.htm>

DISCLAIMER CLAUSE

डिस्क्लेमर क्लॉज हिंदी में देखने हेतु [यहां क्लिक करें](#).

[Click here](#) to view the disclaimer clause in Hindi.

Terms Used:

- ▶ **Corporate Customer:** Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
- ▶ **User:** The beneficiary making a payment to F/C/I for the services/goods availed.
- ▶ Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
- ▶ Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
- ▶ The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
- ▶ In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment.)

Proceed

Click Check Box to proceed for the payment.

State Bank Collect

Select State and Type of Corporate / Institution

State of Corporate/Institution *

Type of Corporate/Institution *

Select State of Corporate/Institution as **Karnataka**.
Select Type of Corporate/Institution as **Govt. Department**.

State Bank Collect

Select from Govt Department *

Govt Department Name

Select Govt Department Name as **High Court of Karnataka**.

HIGH COURT OF KARNATAKA

REGISTRAR GENERAL HIGH OF COURT OF KARNATAKA AMBEDKAR VEEDHI BANAGLORE, ,
BANGALORE-560001

Provide details of payment

Select Payment Category *

Ref. Application No *

Applicant Name *

Date of Birth (ddmmyyyy) *

Application Fee *

Remarks

Please enter your Name, Date of Birth & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.

Name *

Date of Birth *

Mobile Number *

Enter the text as shown in the image *

Select Payment Category as **Online Recruitment**.

Enter all the fields, amount shall be entering as mention in Notification and click on submit, Confirmation is asked. Verify details and confirm this transaction.

Bank online Account

Accountable cards like Debit /Credit

NET BANKING

- State Bank of India Bank Charges: 11.24
- State Bank of Bikaner and Jaipur Bank Charges: 10.0
- State Bank of Hyderabad Bank Charges: 10.0
- State Bank of Mysore Bank Charges: 10.0
- State Bank of Patiala Bank Charges: 0.0
- State Bank of Travancore Bank Charges: 10.0
- Other Banks Internet Banking Bank Charges: 16.85

CARD PAYMENTS

This payment mode is not available between 23:30 hours IST a

- State Bank ATM-cum-Debit Card Bank Charges: Rs 11.24
- Other Banks Debit Cards Bank Charges: Rs 12.36
- Credit Cards Bank Charges: Rs 12.36

OTHER PAYMENT MODES

- SBI BRANCH Bank Charges: Rs 56.0
- NEFT Bank Charges: Rs 11.24

Challan Payment

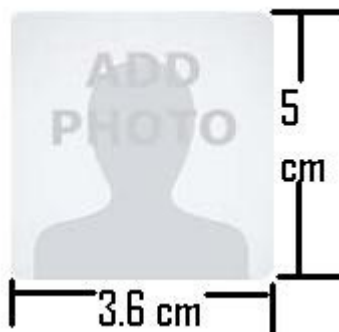
On confirmation link is directed to choice of Net Banking / Card Payment.
Upon successful completion of transaction, write down the transaction number.
For any further reference on payment.

OR

Challan Form – Download Challan Form through the link provided and remit the amount in any Branch of the State Bank of India.

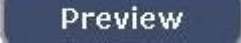
◆ **Photo, Signature Upload: [Column 19]**

Photo Upload –The applicant shall upload their latest passport size **photograph** with white back ground having **(5 cm of length X 3.6 cm of breadth with max. size 25kb)** in **jpg format**





Signature Upload - The Applicant shall scan and upload their signature, signed in black ink on white paper having **(2.5cm of length X 7.5 cm of breadth with max. size 20kb)** in **jpg format**.





21. On clicking  button, all updated information will be displayed on the screen. Applicant shall verify and rectify any mistakes before final submit.

22. By checking confirmation shown below he/she certifies that information is correct

I hereby declare that the above information is true to the best of my knowledge and information.

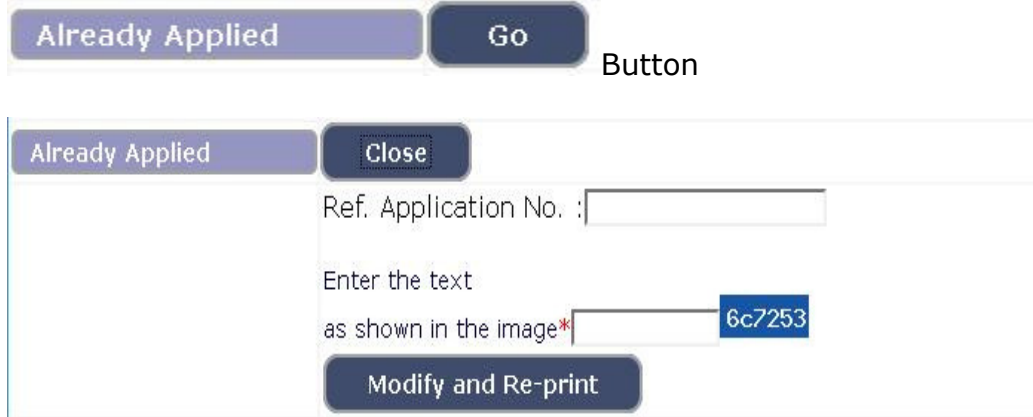
 


then click on  Button. Application will be submitted and no

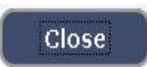
further changes can be made. At the end of the process, the Applicant shall take '**Print out**' of his/her confirmed application on clicking  button.

For Already Applied Application

23. If the Applicant have to make changes in Educational, Computer knowledge, Mode of the payment and Upload Photo & signature, then click




Already Applied  Button

Already Applied 

Ref. Application No. :

Enter the text
as shown in the image*



Then click on  button.

24. Applications which are not in accordance with these '**Instructions**', shall be summarily rejected.
25. Take of note the above general procedure for applying '**Online**'. Except online **No other mode** of application will be entertained/accepted. All the incomplete information or application will be rejected.

Decision of the High Court of Karnataka, in respect of all matters pertaining to this recruitment would be final and binding on all Applicant.

Sd /-
(K. NATARAJAN)
REGISTRAR RECRUITMENT.

High Court of Karnataka
Bangalore.
Date: 07.11.2014