How to Apply Online – Civil Judges 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.php**

Steps for submitting Online Application

Read all the instructions carefully and thoroughly; fill up all the 'Fields' given in online application format as per instructions detailed in the notification and the instructions at the appropriate places.

For Fresh Application

1. Click on the [online Application] Button.
2. Next click on OK button

_____

Before applying Online, please read the instructions carefully and be ready with the Digital/Scanned Colour Photo and Signature in JPG Format.

OK

3. In the next screen, read all the instructions and check Proceed further by clicking (√) on Acceptance

☐ I Accept that I have gone through all the instructions

[Apply] [Cancel]

And click on [Apply] Button.

4. Applicant shall select post as "CIVIL JUDGE".

Select Post:* [CIVIL JUDGE ▼]

5. Applicant shall enter the name as mentioned in the **X Std.**/**SSLC** marks card. **[Sl.No.1, Maximum characters - 50].**

6. Applicant shall enter his/her Father name as appearing in the **X Std.**/**SSLC** marks card. **[Sl.No.2, Maximum characters - 50].**

7. Select the appropriate Gender of the Applicant i.e. Male/ Female/ Others (transgender) by selecting corresponding Radio Button **[Sl.No.3].** If applicant select Others (transgender), specify sub gender Male/Female**.**

8. Applicant shall mention his/her date of birth, by selecting the Day, Month & Year as appearing in the **X Std.**/**SSLC** marks card. The Applicant shall also mention other birth details such as Place of birth, Taluka, District & State.
   If the Applicant is not from Karnataka, specify the District and Taluka in the text box **[Sl.No.4, Maximum characters - 20].**

9. Applicant shall select the appropriate Category to which he/she belongs and to mention certificate number and date. **[Sl.No.5].**

10. In order to claim the reservations under various quota, applicant shall check (√) at the appropriate place **[Sl.No.6]**. The quota displayed are
    a. Quota
       i. Rural
       ii. Persons with Benchmark disability
               Applicant claiming under "Persons with Benchmark disability Category" shall select the appropriate among the following options.
               a) One Arm(OA)
               b) One Leg (OL)
               c) Both Legs (BL)

       iii. Kannada Medium
       iv. Ex-Servicemen

    Note:
    Applicant claiming reservation under **Ex-Servicemen** shall mention the number of years served in the appropriate text box.

11. Applicant shall indicate his/her Marital Status as "Married" or "Unmarried". If married, select the appropriate sub selection as "Divorced", "Widowed", "Judicially Separated", "Bigamous", "One Spouse" **[Sl.No.7].**

12. Applicant shall select the appropriate Citizenship **[Sl.No.8].**

13. Applicant shall mention his/her annual income **[Sl.No.9].**

14**.** Contact Information **[Sl.No.10].**

    a. Applicant shall mention his/her Present address including the Door number, Street, Place, Area, Taluka, District and State with Pin code.

Note: If Permanent address is same as Present address, then select **"Yes"**.

b. If permanent address is different, applicant shall mention his/her Permanent address including the Door number, Street, Place, Area, Taluka, District and State with Pin code.

15. Applicant shall enter valid Mobile number **(Mandatory),** Landline number. The authority is not responsible for non receipt of communication by **SMS**, if the mobile number furnished is wrong. **[Sl.No.11(a) (b)].**

16. Applicant shall enter his/her **E-mail ID (Mandatory)** [**Sl.No.12].** The authority is not responsible for non receipt of communication, if the Email ID furnished is wrong.

17. **Enrolment Information** - Applicant shall mention his/her Enrolment details including the Enrolment Number, Year, Date of Enrolment, Date of Commencement of Practice, Place of Practice, Nature of Practice **[Sl.No.13].**

18. Applicant shall select "Yes" or "No" radio button for mentioning whether the applicant is a practicing Advocate. [**Sl.No.14].** If yes, then applicant shall select "High Court or District Judiciary", as practicing in as on the date of application.

19, In-service candidates shall mention 'Yes' or 'No' while submitting online application and if the candidate is selected, he/she shall produce "No Objection Certificate" from the concerned department, where he/she is working as per amended Rule 11 of Karnataka Civil Service (General Recruitment) Rules, 1977. **[Sl.No.15].**

20. Applicant shall select "Yes" or "No" radio button for mentioning whether there is any Enquiry Pending/contemplated against the Applicant before Government Department/Bar Council/any other authority. **[Sl.No.16, Maximum - 80 characters].**

21.Applicant shall select "Yes" or "No" radio button for mentioning whether the applicant had earlier applied for the post of Civil Judge or any other Judicial post. If "Yes", then applicant shall enter the details **[Sl.No.17, Maximum - 80 characters].**

22. Applicant shall mention details as to whether the applicant is/was involved in any Civil/Criminal/Quasi Judicial Proceedings in any capacity. If Yes, give details **[Sl.No.18, Maximum - 150 characters].**

23. If applicant is married, shall mention his/her spouse was/is involved in any Civil/Criminal/Quasi Judicial Proceedings in any capacity. If Yes, give details **[Sl.No.19, Maximum - 150 characters].**

24. Applicant shall mention details, whether any of the family member/relative of the applicant is in the legal profession. If Yes, give details of occupation and relationship with the applicant.**[Sl.No.20].**

25. Applicant shall mention details as why he/she want to be a Judge. **[Sl.No.21, Maximum - 150 characters].**

26. After Checking the check box,

☐ 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 Goverment.

Preview   Clear

Click on the ⟨Preview⟩ button to see the applicant's personal information and contact information.

Enter the text as shown in the image* | [   ] b3ed50

Save & Continue   Edit

If any further modifications / corrections are required, Click ⟨Edit⟩ button.

Otherwise click on ⟨Save & Continue⟩ button to proceed next.

27. A 'Reference Number' (Eg. **HCK23xxxx_____**) will be generated. Kindly note down the said Reference Number for future reference. Also a **one Time Password** will be sent by **SMS/E-Mail** – which is required to proceed further. The validity of said password is 30 minutes. Please don't close the window till the process is completed.

28. The Applicant shall enter correct **One Time Password** received through **SMS/E-Mail**.
Applicant shall enter the information fields like

a. Educational information,
b. Upload Scanned Passport Size Photo & Signature in *.jpg format.

♦ **Enter Educational Information: [Sl.No.22]**.
♦ By selecting qualification, enter details of SSLC and PUC information

22. Educational Information

Guidelines for Qualification Details	
X/SSLC Qualification	

In case of Marks in Grade System, **Maximum SGPA, Obtain SGPA and Enter CGPA Grade points is Compulsory.**
a. X/SSLC **Marks should be entered compulsorily..**

Qualification	---Select---
Board	
Roll Number	
Is your qualification marks card issued in grade points (CGPA)? * ○Yes ◉ No	
Year of Passing	---Select---
Maximum Marks	
Obtained Marks	
	Add

Note: Marks obtained in X/SSLC shall be furnished, Otherwise Application stands disqualified..

By selecting Qualification, enter details of Law Graduation information:

Law Graduation Information: [Sl.No.22],

♦ Applicant shall select qualification – Law 3 Years/Law 5 Years.
♦ Enter the name of University awarding the degree.
♦ Indicate Yes in Radio Button if marks card is issued in Grade Points.
♦ Applicant has to make separate marks entry for each Semester / Year.
♦ Select appropriate year / semester from drop down.
♦ Enter Year of passing that semester/ year, Maximum Marks and obtained Marks.
♦ Click on Add
♦ Repeat above steps till details of all the Semesters / Years are entered.

Details entered will be saved and education details will be displayed on screen.

29. **Practice Information:**

   The Applicant shall enter the details with regard to Name of the Place in which he/she is practicing or practiced, nature/type of practice and period of practice from and to and also Practice Description and Information about discontinuation of Practice, if any. **[Sl.No.23].**

30. **Photo and Signature Upload**: **[Sl.No.24]**

On click of **Edit** button the Guidelines for Photo and Signature upload will be displayed as below.

24. Photo and Signature Upload

Guidelines for scanning and Upload of Photograph and Signature

File Upload Use Browse 'Mozilla FireFox 16'/'Google chrome 10' and higher version, Please Note 'Internet Explorer' does not support to upload

Photograph Image (JPG Format).

a. Photograph must be a recent passport style colour picture.

b. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.

c. Look straight at the camera with a relaxed face.

d. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows

e. If you have to use flash, ensure there's no 'red-eye'

f. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

g. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

h. Allowed Photo Size ◆ 3.5 cm x 5 cm and stored in (*.jpg) format on local machine only.

i. Size of file should be between 25kb-50kb

j. Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

For Photo Upload: Select 'Photo Passport Size' in the the Dropdown, Browse your photo file & Click on Upload button
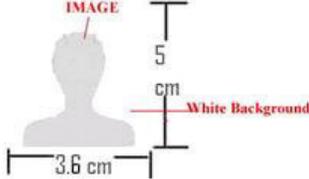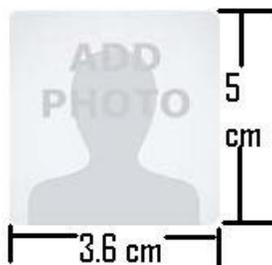
Photo Upload –The applicant shall upload their latest passport size photograph with white back ground having (5 cm of length X 3.6 cm of breadth with maximum size 50kb)   in *.jpg format

- Select Passport Size Photo from Dropdown list.
- Click of "Choose File" to select the file.
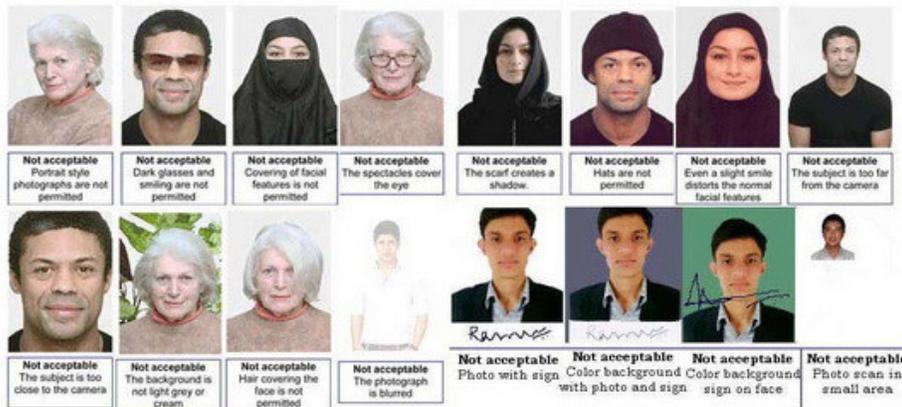- Click on Upload button to upload the Photograph.

Signature Image (JPG Format).

a. The applicant has to sign on white paper with Black Ball point pen.
b. The signature must be signed only by the applicant and not by any other person.
c. The signature will be used to put on the Hall Ticket, attendance sheet and wherever necessary.
d. If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
e. Dimensions 7.5 cm x 2.5cm (preferred) and stored in (*.jpg) format on local machine only.
f. Size of file should be between (10KB � 25KB)
g. Ensure that the size of the scanned image is not more than 25KB

Full Signature — **2.5 cm** — **7.5 cm**

Full Sign with Black ball point pen
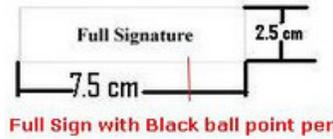
For Signature Upload: Select 'Applicant Signature' in the the Dropdown, Browse your signature file & Click on Upload button

List of the positions of Photograph are not Accepted as shown below. If You uploaded, Your Application will be rejected.

| Not acceptable Portrait style photographs are not permitted | Not acceptable Dark glasses and smiling are not permitted | Not acceptable Covering of facial features is not permitted | Not acceptable The spectacles cover the eye | Not acceptable The scarf creates a shadow. | Not acceptable Hats are not permitted | Not acceptable Even a slight smile distorts the normal facial features | Not acceptable The subject is too far from the camera |

| Not acceptable The subject is too close to the camera | Not acceptable The background is not light grey or cream | Not acceptable Hair covering the face is not permitted | Not acceptable The photograph is blurred | Not acceptable Photo with sign | Not acceptable Color background with photo and sign | Not acceptable Color background sign on face | Not acceptable Photo scan in small area |

PRESS ctrl+F5 KEY TO REFRESH AND LOAD IMGAES.

Photo Passport Size: [Photo Passport Size ▾] [Browse...] No files selected. [**Upload**]
(Max. File Size 50kB)
☐ I declare that uploaded Photo image as per the said notification in prescribed format and clearly visible.

Applicant Signature: [Applicant Signature ▾] [Browse...] No files selected. [**Upload**]
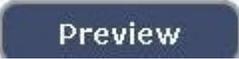(Max. File Size 50kB)
☐ I declare that uploaded Signature image as per the said notification in prescribed format and clearly visible.

Signature Upload - The Applicant shall scan and upload their signature, signed in black ink on white paper having (2.5 cm of length X 7.5 cm of breadth with maximum size 25 kb) in jpg format.

- Select "Applicant Signature" from Dropdown list.
- Click of "Choose File" to select the file.
- Click on Upload button to upload the Signature.

31. Upon clicking button, all entered information will be displayed on the screen. Applicant shall verify and rectify any mistakes before final submission.

32. On verifying that information is correct, applicant should declare that information is true by checking √ in the check box shown below.

Click on Button to submit the application.

After submission of application, Application Number will be generated as

(**EX HCK22xxxx_____),** by clicking on button, the applicant shall take print the submitted application and **make payment on above said application number** by clicking on **make payment** button.

This completes the application entry and payment of application fee.

For Editing Information of Submitted Applications

33. If applicant has to make changes in Educational Qualification, Mode of payment and Photo/signature, go to webpage
 - **www.karnatakajudiciary.kar.nic.in/recruitment.php**

Click on Button.

- Select "Applicant Signature" from Dropdown list.
- Click of "Choose File" to select the file.
- Click on Upload button to upload the Signature.

31. Upon clicking button, all entered information will be displayed on the screen. Applicant shall verify and rectify any mistakes before final submission.

32. On verifying that information is correct, applicant should declare that information is true by checking √ in the check box shown below.

Click on Button to submit the application.

After submission of application, Application Number will be generated as

(**EX HCK23xxxx_____),** by clicking on button, the applicant shall take print the submitted application and **make payment on above said application number** by clicking on **make payment** button.

This completes the application entry and payment of application fee.

For Editing Information of Submitted Applications

33. If applicant has to make changes in Educational Qualification, Mode of payment and Photo/signature, go to webpage
 - **www.karnatakajudiciary.kar.nic.in/recruitment.php**

Click on Button.

Enter your application number, text as shown in image.

Click on **Modify and Re-print** button.

34. An **One Time Password** will be sent by **SMS/E-Mail**.

35. Applicant shall enter correct **One Time Password (OTP)** received through **SMS/E-Mail**. The validity of said password is 30 minutes. Please don't close the window till the process is completed. After entering the OTP, applicant will be allowed to edit information pertaining educational qualification, Mode of payment, photo / signature upload. Applicant should make appropriate changes and resubmit the application.

36. Applications which are not in accordance with these **Instructions**, will be summarily rejected.