

HOW TO APPLY ONLINE – DISTRICT JUDGES ONLINE APPLICATION

All eligible applicants shall apply **Online** through the link provided on the High Court of Karnataka website: <http://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  Button.
2. Next click on OK button

Before clicking online application button, ready with Digital/Scanned Colour Photo and Signature photographs in JPG format and Read instructions carefully.



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

I Accept that I have gone through all the instructions



And click on  Button.

4. Applicant shall select the post as "DISTRICT JUDGE".

Select Post: *

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

6. Applicant shall enter his/her Father name as mentioned in the **X Std./SSLC** marks card. **[SI.No.2, Maximum characters - 50]**.
7. Select the appropriate Gender of the Applicant i.e. Male/ Female/ Others – by selecting corresponding Radio Button **[SI.No.3]**
8. Applicant shall mention his/her date of birth, by selecting the Day, Month & Year as mentioned in the **X Std./SSLC** marks card. The Applicant shall also mention other birth details such as Place of birth, Taluk, District & State. If the Applicant is not from Karnataka State, specify the District and Taluk in the text box **[SI.No.4, Maximum characters - 20]**.
9. Applicant shall mention the occupation of Father/Husband/Guardian **[SI.No.5, Maximum characters - 30]**.
10. Applicant shall mention his/her Mother Tongue **[SI.No.6, Maximum characters - 20]**.
11. Applicant shall select the appropriate Category to which he/she belongs and to mention certificate number and date. **[SI.No.7]**.
12. In order to claim the reservations under various quota, applicant shall check (✓) at the appropriate place **[SI.No.8]**. The quota displayed are

- i. Rural
- ii. Person with benchmark disability

Applicant claiming under "Person 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** quota shall mention the number of years served in the appropriate text box.

13. 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" **[SI.No.9]**.

14. Applicant shall select the appropriate Citizenship **[SI.No.10]**.
15. Contact Information **[SI.No.11]**.
- a. Applicant shall mention his/her Present address including the Door number, Street, Place, Area, Taluk, 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, Taluk, District and State with Pin code.
16. Applicant shall enter **valid Mobile number (Mandatory) and Landline number [SI.No.12(a) and 12(b)]**. The High Court is not responsible for non-receipt of communication by **SMS**, if the mobile number furnished is wrong. The applicant has to provide information with regard to income tax assessment and if so, the pan number shall be furnished **[SI.No.12(c)]**.
17. Applicant shall enter his/her **E-mail ID (Mandatory) [SI.No.13]**. The High Court is not responsible for non-receipt of communication, if the Email ID furnished is wrong.
18. **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 **[SI.No.14]**.
19. Applicant shall mention whether he/she is working in the Department of Prosecutions and Government Litigation. If yes, mention the Date of Joining and number of years practiced as an Advocate before joining the service as Public Prosecutor/Assistant Public Prosecutor-cum-Assistant Government Pleader **[SI.No.15]**.
20. Applicant shall mention the details as to whether he/she is compulsorily retired, removed or dismissed from Judicial Service or from service in Government or Statutory or Local Authority or if a candidate after being selected as a Judicial Officer has been discharged from service during probationary period. If yes, the applicant shall enter appropriate details **[SI.No.16, maximum - 200 characters]**.
21. Applicant shall select "Yes" or "No" Radio button for mentioning whether the applicant is a practicing Advocate. If applicant selects "Yes", then the applicant shall select whether practicing in High Court/Subordinate Court and has to submit details regarding the Designation of the Presiding Officer issuing the Practicing Certificate and the date of the Practicing Certificate **[SI.No.17]**.

22. Applicant shall select "Yes" or "No" radio button for mentioning whether the applicant had earlier applied for any other Judicial Post. If "Yes", then applicant shall enter the details of the date of the notification and result thereof. **[SI.No.18, Maximum - 200 characters]**.
23. Applicant shall mention the details as to whether the applicant is/was involved in any Civil/Criminal/Quasi Judicial Proceedings in any capacity. If yes, give details **[SI.No.19, Maximum - 200 characters]**.
24. If applicant is married, he/she shall mention the details as to whether his/her spouse was/is involved in any Civil/Criminal/Quasi Judicial Proceedings in any capacity. If yes, give details **[SI.No.20, Maximum - 150 characters]**.
25. Applicant shall mention the details as to whether any of his/her family member/relative is in the legal profession. If yes, give details of occupation and relationship with the applicant **[SI.No.21]**.
26. Applicant shall mention the details as to why he/she wants to be a Judge **[SI.No.22, Maximum - 150 characters]**.
27. After checking the following 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 Government.

Click on the **Preview** button to see the personal information and contact information which are filled up by the applicant.

After that, if any modifications/corrections are required, Click on **Edit** button. Otherwise, enter the text as shown in the image, check the check box and click on **Save & Continue** button to proceed next.

28. At this stage, a 'Reference Number' consisting of 15 characters (Eg. 2023XXXXXXXXXX) will be generated. Kindly note down the said Reference Number as the same is required for payment of fee and for future reference.

This is only a 'Reference Number' and not an 'Application Number'. Further, a **One-Time Password (OTP)** will be sent to the applicants by **SMS/E-mail** which is required to proceed further. The validity of the said **OTP** is 30 minutes. Please don't close the window till the process is completed.

29. The Applicant shall enter the correct **One-Time Password (OTP)** received through **SMS/E-mail** and click on 'Submit' button.

Thereafter, the Applicant shall enter the following information in the next screen:

- a. Educational information;
- b. Practice information;
- c. Upload Scanned Passport Size Photo & Signature in *.jpg format;
- d. Payment of fee through SBI e-pay payment gateway.

30. **Enter Educational Information: [Sl.No.23].**

- Firstly, the applicant shall enter the qualification details of X Std/SSLC and XII Std/PUC by selecting the appropriate from drop down box.
- Secondly, the applicant shall enter the qualification details of Law Degree.

Law Graduation Information:

- ◆ 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 box.
- ◆ Enter the Year of passing, Maximum Marks and obtained Marks.
- ◆ Click on Add
- ◆ Repeat the above steps till the details of all the Semesters/Years are entered.

23. 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)? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
Year of Passing	---Select---
Maximum Marks	
Obtained Marks	
	<input type="button" value="Add"/>

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

Degree details

1]. Qualification	---Select---		
2]. University			
3]. Roll Number			
4]. Total No. of semesters or years <input checked="" type="radio"/> SEM <input type="radio"/> YEAR			
5]. Is your qualification marks card issued in grade points? * <input type="radio"/> Yes <input checked="" type="radio"/> No			
Year of Passing (Sem/Year)	Maximum Marks	Obtained Marks	click to Add
---Select--- v	---Select--- v		<input type="button" value="Add"/>

Degree in L.L.B Marks should enter of All(semesters/years) wise.(Mandatory).

The educational details entered by the applicant will be saved and the same will be displayed on the screen.

31. Practice Information:

The Applicant shall enter the details with regard to Name of the Place in which he/she is practicing or practiced, nature of practice and period of practice.
[Sl.No.24]

24. Practice Information

Place of Practice	Nature/Type of Practice	From Date (dd/mm/yyyy)	To Date (dd/mm/yyyy)	Click to Add
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Practice Description and Information about discontinuation of Practice if any: <input type="text"/>				Add

Save & Continue

Preview

32. Photo and Signature Upload: [Sl.No.25]

25. Photo and Signature Upload

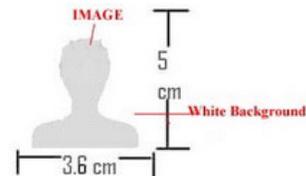
Guidelines for scanning and Upload of Photograph and Signature

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).

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- 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
- If you have to use flash, ensure there's no 'red-eye'
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

h. Allowed Photo Size \blacklozenge 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

Signature Image (JPG Format).

- The applicant has to sign on white paper with Black Ball point pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket, attendance sheet and wherever necessary.
- 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.
- Dimensions 7.5 cm x 2.5cm (preferred) and stored in (*.jpg) format on local machine only.
- Size of file should be between (10KB \blacklozenge 25KB)
- Ensure that the size of the scanned image is not more than 25KB



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.

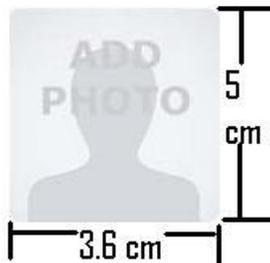


PRESS ctrl+F5 KEY TO REFRESH AND LOAD IMGAEs.

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

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

Photo Upload –The applicant shall upload his/her latest passport size photograph with white background having **5 cm of length X 3.6 cm of breadth with maximum size of 50 kb 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 Upload - The Applicant shall scan and upload his/her signature which is required to be signed in black ink on white paper having **2.5 cm of length X 7.5 cm of breadth with maximum size of 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.

After uploading the Photograph/Signature, the applicant has to click on 'Submit' button.

33. SBI e-pay Payment Portal [SI.No.26]:

26. SBIEpay-payment Portal

Guidelines for SBI e-Pay.

1. Application fee has mention as per in the Notification.

By SBI e-pay payment gateway

a. Netbanking, If you have account login credentials.

b. Debit/Credit Cards.

c. UPI IP or UPI QRcode.

d. Once Payment has done, Then verify the SBIE-pay payment Receipt.

3. If payment failure more than 5 times, Please apply Fresh online Application to generate new reference no.

SBI e-pay payment verification.

a. If Already Payment has done, Then click e-Pay Verify button.

Application Fee Information:

Candidate Name:	DEVARAJ HCK
Date of Birth:	1979-01-01(DD/MM/YYYY)
Claimed in Quota/Category:	CAT-I
Application Fee:	500 (In Word Rs.Five Hundreds Only)

I do accept to pay Application Fee has been mention in the Notification.

Click to SBI e-Pay

I have to verify payment Application Fee.

Verify e-Pay

Preview

Back

At this stage, the applicant has to pay the prescribed fee. To pay the prescribed fee, the applicant has to click on '**Click to SBI e-pay**' button. Payment of fee can be made only through Online Payment i.e., Net Banking/Debit Card/Credit Card/UPI. No payment by any other mode (challan payment) will be accepted. The applicant shall make payment of prescribed fee on the 'Reference Number' (consisting of 15 characters – Eg. 2023XXXXXXXXXX) which is already generated. The applicant shall take note of the fact that if the process of payment of fee has failed for 5 times, he/she cannot make payment on the same 'Reference Number'. **Then, he/she has to apply fresh online application from the beginning to generate a new 'Reference Number'**. Further, the applicant may verify the status of his/her fee payment by clicking on '**Verify e-pay**' button. After verification of payment, the applicant shall click on 'Preview' button.

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

35. On satisfying that the information furnished in the application is complete and correct in all respects and payment of fee has also been made successfully,

click on  Button to submit the application. The applicant may take note that the submission of application process will be completed only if he/she remits the prescribed fee successfully and thereafter submits the application by clicking the 'Final Submit' button. Otherwise, those applications will be treated as incomplete and they will not be taken into consideration.

After final submission of application, the System will automatically generate his/her application by assigning Application Number. The applicant should take

printout of his/her application by clicking on  button and keep it for future reference. This completes the application submission process.

For editing Information of submitted Applications and payment of fee:

36. If the applicant has to make changes in Educational Qualification, Uploading Photo/signature and to make payment of fee, he/she may go to webpage - <https://karnatakajudiciary.kar.nic.in/distJudges2023.php> and click on 'Online application' button.

  click on 'Go button'

The screenshot shows a web form with a header bar containing two buttons: 'Already Applied' and 'Close'. Below the header, there is a text input field labeled 'Ref. Application No. :'. Underneath this field is a prompt: 'Enter the text as shown in the image*'. To the right of this prompt is a small blue box containing the text '6c7253'. At the bottom of the form is a large blue button labeled 'Modify and Re-print'.

Enter your Reference Number and also text as shown in the image.

Click on  button.

After that, a One-Time Password (OTP) will be sent to the applicants by SMS/E-mail. Thereafter, the applicant may follow/repeat the instructions as already stated above at **Sl.Nos.29 to 35**.

37. If payment has not done as on the last date fixed for submission of online application, then he/she has to make payment within the last date fixed for payment of fee by clicking on 'e-pay' button and to follow/repeat the instructions as already stated above at Sl.Nos.29 to 35. Further, the payment of fee made through any other gateways/challans/cash/postal order will not be accepted.
38. Applications which are not in accordance with these **instructions**, will be summarily rejected.

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