

How to Apply Online – Second Division Assistant 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  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.



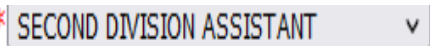
3. In the next screen, read all the instructions and Proceed further by clicking (√) on Acceptance

I Accept that I have gone through all the instructions



And click on  Button.

4. Applicant shall select post as "SECOND DIVISION ASSISTANT".

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 appearing 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(transgender) – by selecting corresponding Radio Button **[SI.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 **[SI.No.4, Maximum characters - 20].**
9. Applicant shall select if claiming reservation under Residual Parent Cadre or Local Cadre if he/she belongs to Residual Parent Cadre or Local Cadre, select the relevant radio button **[SI.No.5].**

5. Are you applying for Residual-Parent Cadre of Karnataka?: * Yes No

10. Applicant shall select the reservation, if he/she claiming under 371J Hyderabad-Karnataka Local Cadre and to mention certificate number and date. **[SI.No.6].**

6. Are you applying for 371J Hyderabad-Karnataka region (Local Cadre)?: * Yes No

If yes,

Date of Certification

FIRST Preference

Hyderabad-Karnataka Local Cadre

Residual-Parent Cadre

11. Applicant shall select the appropriate Category to which he/she belong 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
 - a. Quota
 - i. Rural
 - ii. Bench Mark disability (Physically Challenged)
 - iii. Kannada Medium
 - iv. Displaced from Projects
 - v. Ex-Servicemen

Note:

Applicant claiming reservation under **Ex-Servicemen** 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, 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.
16. 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. **[SI.No.12(a) (b)]**.
17. Applicant shall enter his/her **E-mail ID (Mandatory) [SI.No.13]**. The authority is not responsible for non receipt of communication, if the Email ID furnished is wrong.
18. Applicant shall mention whether he/she is working in the Central Government/State Government, Local Bodies, Public Authorities. If yes, mention the number of years of service **[SI.No.14]**.
19. 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. **[SI.No.15 Maximum - 80 characters]**.
20. 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 **[SI.No.16, Maximum - 100 characters]**.
21. After SI.No. 16 of the application click on 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 Government.

Preview
Clear

22. Click on the **Preview** button to see the applicant's personal information and contact information.

Enter the text as shown in the image*

Save & Continue **Edit**

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

Otherwise click on **Save & Continue** button to proceed next.

23. A 'Reference Number' (Eg. **202108SDA**_____) 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.

24. 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.

25. **Enter Educational Information:[Sl.No.17]**
 By selecting qualification, enter details of SSLC and Degree information.

17. 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	X Std/S.S.L.C
Board	KSEEB
Roll Number	200G05485311
Is your qualification marks card issued in grade points (CGPA)? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
Year of Passing	2006
Maximum Marks	625
Obtained Marks	460
Add	

- By selecting Qualification, enter details of Graduation information:

Degree Details:

- ◆ Applicant shall select qualification – 3 Years.
- ◆ Enter the name of University from where the degree is awarded.
- ◆ 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.

Degree details

1]. Qualification			
B.A			
2]. University		BENGALURU UNIVERSITY	
3]. Roll Number		20110244221	
4]. Total No. of semesters or years		6	
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
2004 6 sem	200	100	Add

Degree in B.A/B.Sc/BBM/B.COM/BCA of Marks should enter of All(semesters/years) wise.(Mandatory).

- ◆ If, he/she studied Diploma, before obtaining Degree must be entered in the marks of all semester /years of diploma by selecting Lateral entry

If You are Lateral Entry : Enter the marks of all Semesters/Years of Diploma.

1]. Qualification			
Diploma			
2]. University			
3]. Roll Number			
4]. Total No. of semesters or years			
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--- ---Select---			Add

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

26. Computer Knowledge Information:

The Applicant shall enter the details with regard to discipline, Course, Institute, Number of Months **[Sl.No.18]**.

18. Computer Knowledge Information				
Discipline	Course	Institute	No. of months	Click to Add
--select--	--select--			Add

Note: Convert years into months for the course completion.
 Knowledge of operation of computers means possessing a certificate in Computer basics issued by an Institute imparting computer education.

Save & Continue Preview

click on  button to proceed next.

27. Photo and Signature Upload: [Sl.No.19]


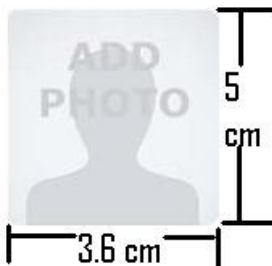
On clicking the  button, the Guidelines for uploading the Photo and Signature will be displayed as below.

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 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.

19. 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).

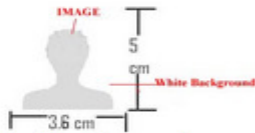
- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself 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 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 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 - 25KB)
- Ensure that the size of the scanned image is not more than 25KB


For Signature Upload: Select 'Applicant Signature' in 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.

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

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



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

For Changing S.S.L.C/Degree marks and Photo/Signature Uploading.


30.If applicant has to make changes in Educational Qualification, Mode of payment and Photo/signature, go to home page.

Click on   Button.

Ref. Application No. :

Enter the text as shown in the image*



Enter your application number, text as shown in image.

Click on  button.

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

32. 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.



Click on **Submit** Button to submit the application.

After submission of application, Application Number will be generated as



(**EX HCK2108SDA000001**), by clicking on **print** button, the applicant shall take print the submitted application and **make payment on above said application number** by clicking on **make payment** button. As shown below.

33. SBI PAYMENT PORTAL (Sl. No.20):

NOTE:	
1.Payment has to be made on Application Number starts with Ex. (HCKXXXXXXXXXXXXX) 16 characters at SBI Payment Portal, By clicking on Make Payment button.	
2.Success/ failure in payment has to be confirmed by the candidates themselves with SBI Branch as shown in below link.	
3.If the candidate enters wrong/mismatch Application number and also for failure of payments, High Court of Karnataka is not responsible and no further communication is entertained.	
Note: POP-UPS Windows must be allowed in your browser settings.	Make Payment
7 Payment Confirmation	Pay-Confirmation

This completes the application entry and payment of application fee.

34. To Upload Documents:

Documents should be uploaded after the payment itself, otherwise, documents cannot be uploaded.

8 To Upload Documents	
NOTE:	
1.After final submission of online application, The Candidate shall scan their original documents ie., SSLC, DEGREE Marks card and Caste Certificate separately and save it in PDF format and upload same scan Original PDF file.	
2. If any Claim under Reservation all certificate ie, benchmark disability(PH), Kannada Medium from 1st to 10th Std, Displaced from Projects, Ex-servicemen, are scanned separately and save in PDF file format separately and same has to be uploaded.	
3. POP-UPS Windows must be allowed in your browser settings.	To Upload Documents

After clicking "to upload documents" further the list of documents has to be uploaded in Pdf format as shown below:-

List of the Documents has Upload in(PDF Format)			
Sl.No	Name of particulars	Filetype	Upload Status
1	Fee receipt:	Fee receipt ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. Size 500kB)	<input type="button" value="VIEW PDF"/>
			Fee
2	X Std/S.S.L.C:	X Std/S.S.L.C ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. Size 500kB)	<input type="button" value="VIEW PDF"/>
			DF format only.
3	Degree:	Degree ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. Size 500kB)	<input type="button" value="VIEW PDF"/>
			Degree Markscard In PDF format only.
4	Transgender:	Transgender ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. File Size 500kB)	<input type="button" value="VIEW PDF"/>
5	Caste and Income:	Caste and Income ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. Size 500kB)	<input type="button" value="VIEW PDF"/>
			Caste and Income Certificate In PDF format only.
6	371J HK:	371J HK ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. Size 500kB)	<input type="button" value="VIEW PDF"/>
			371J HK Certificate In PDF format only.
7	Rural:	Rural ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. Size 500kB)	<input type="button" value="VIEW PDF"/>
			Rural Certificate In PDF format only.
8	Benchmark disability(PH):	Benchmark disability(PH) ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. Size 500kB)	<input type="button" value="VIEW PDF"/>
			Benchmark disability(PH) Certificate In PDF format only.
9	Kannada Medium:	Kannada Medium ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. Size 500kB)	<input type="button" value="VIEW PDF"/>
			Kannada Medium Certificate In PDF format only.

10	Displaced for Project:	Displaced for Project ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. Size 500kB)	<input type="button" value="VIEW PDF"/>
Displaced for Project Certificate In PDF format only.			
11	Ex-Servicemen:	Ex-Servicemen ▾ Browse... No files selected. <input type="button" value="Upload"/> (Max. Size 500kB)	<input type="button" value="VIEW PDF"/>
Ex-Servicemen Certificate In PDF format only.			
Note:			
1] Scan the All documents and save in PDF format.			
2] If any Claim under Reservation scan separately documents ie, physically challenged, Kannada Medium from 1st to 10th Std, Displaced from Projects, Ex-servicemen, and save it in Single PDF file and same has to uploaded.			
2] The PDF file should be clearly visible and readable.			
<input checked="" type="checkbox"/> I declare that at the time submission of online application required list of all document are scan and uploaded as per said notification in prescribed format.			
<input type="button" value="final Submit"/>			

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