

1. Instructions to the candidates “How to Apply” through online

(a) SEPARATE REGISTRATION FOR BOTH THE NOTIFICATION ISSUED:

STEP 1:

Before filling the online application, candidates are advised to completely go through the ‘Common Instructions to the Candidates’ and “How to apply online”. In the Landing page, click “Click here to apply”. On clicking the same, Notification 1 and Notification 2 link will be displayed. Candidates shall select the Notification which he/she needs to apply.

STEP 2:

On clicking the required Notification 1 or 2, the following page opens.

NAME OF THE JUDICIAL DISTRICTS


Click the name of the districts for Notifications, Registration and Online application - (Candidate cannot apply for more than one District).

<input type="checkbox"/> Ariyalur	<input type="checkbox"/> Chennai
<input type="checkbox"/> Coimbatore	<input type="checkbox"/> Cuddalore
<input type="checkbox"/> Dharmapuri	<input type="checkbox"/> Dindigul
<input type="checkbox"/> Erode	<input type="checkbox"/> Kancheepuram(including Chengalpattu district)
<input type="checkbox"/> Kanniyakumari	<input type="checkbox"/> Karur
<input type="checkbox"/> Krishnagiri	<input type="checkbox"/> Madurai
<input type="checkbox"/> Nagapattinam (including Mayiladuthurai district)	<input type="checkbox"/> Namakkal
<input type="checkbox"/> Perambalur	<input type="checkbox"/> Pudukkottai
<input type="checkbox"/> Ramanathapuram	<input type="checkbox"/> Salem
<input type="checkbox"/> Sivagangai	<input type="checkbox"/> Thanjavur
<input type="checkbox"/> The Nilgiris	<input type="checkbox"/> Theni
<input type="checkbox"/> Tirunelveli(including Tenkasi district)	<input type="checkbox"/> Tiruvallur
<input type="checkbox"/> Tiruvarur	<input type="checkbox"/> Theothukudi
<input type="checkbox"/> Tiruchirappalli	<input type="checkbox"/> Tiruppur
<input type="checkbox"/> Tiruvannamalai	<input type="checkbox"/> Vellore(including Ranipet & Tirupattur districts)
<input type="checkbox"/> Villupuram(including Kallakurichi district)	<input type="checkbox"/> Virudhunagar

Select the Judicial District which the candidates need to apply.(Candidates should be careful while selecting the Districts,as candidates cannot apply for more than one District).

STEP 3:

After clicking the Judicial District a new page opens “Common Instructions to the Candidates” where the candidates can view/download the Notification in the English Version and Tamil Version separately.

 Common instructions to the Candidates

Notification 1:

For the posts of Reader / Examiner / Scribe / Bahi / Junior Bahi / Process Writer / Process Server / Xerox Operator / L. It Operator
(Qualification : SSLC)

English version

Tamil version

Registration/New users!

Apply Online
(Already Registered Candidates)

- 1) For New users Click “Registration (New Users)”.
- 2) For already registered candidates click “Apply Online (Already Registered Candidates)”.
- 3) On clicking “Registration (New Users)” Signup form will be displayed.

The Candidates have to register their basic details in the signup form. For applying, the candidates have to register themselves by providing the details in respect of their Name, Aadhar No., Gender, email ID and Mobile No., etc., after entering all the requisite details and upon submission, a User ID and Password will be generated.

The applicant has to login to the application form using the User ID and Password, where the applicant has to pay a sum of Rs. 60/- + applicable tax as Registration fee irrespective of their Communal Category (including the fee exemption category) they belong to complete their basic Registration.

After the successful payment of Registration fee, the Applicant shall proceed further to the detailed Application Form, where certain fields will be prefilled in respect of the details submitted by the applicant in the “sign up form” which cannot be edited.

Important Note: Candidates should fill all the mandatory fields which are marked with red star mark (*).

APPLICATION FORM CONSISTS OF THE FOLLOWING SECTIONS:

1. Personal Details
2. Educational and Technical Qualification
3. Additional Information
4. Upload Photo
5. Upload Signature
6. Upload Documents
7. Preview
8. Declaration
9. Payment section
10. Downloading of application forms

(b) (i) PERSONAL DETAILS:

- i. In the personal details page, candidate should enter his/her Nativity and Gender. Upon selecting the Gender, a confirmation box will pop up. Click OK to confirm the candidate's gender. The candidate should fill his/her Permanent Address and Communication Address in the respective fields.
- ii. If the candidate clicks "Yes" against the question "Do you possess community certificate issued by Tamil Nadu Govt.?", then the community list will appear in the Community drop down box and, the candidate has to select his /her community.
- iii. If he/she clicks "No" against the question "Do you possess community certificate issued by Tamil Nadu Govt.?" then OC will appear in the Community field by default.
- iv. The candidate should fill his/her Nationality and Religion details.
- v. Once all the mandatory fields of the 'Personal Details page' are entered, click the "Save & Continue" button to proceed further and to fill the "EDUCATIONAL QUALIFICATION".

(ii) EDUCATIONAL QUALIFICATION:

- i. Here the candidate should fill his/her educational qualification details in the table provided and also provide the details with reference to the PSTM eligibility and Qualification Category under which candidate is applying.
- ii. Then click "SAVE & CONTINUE" button and then "ADDITIONAL INFORMATION" tab will appear on the screen.

(iii) ADDITIONAL INFORMATION:

- i. Here, the candidate shall input regarding the employment of blood relations in High Court.
- ii. If "Yes" is selected, then mention their Name, Designation, Address and their relationship with the candidate.
- iii. The candidate further enters the input about the disciplinary questions.

(iv) UPLOAD PHOTO:

- i. Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.
- ii. The candidate should upload his / her scanned image of recently taken passport size photograph (allowed size 20 kb to 50 kb; allowed format JPG, JPEG).
- iii. Then the candidate should click the "CHOOSE FILE" button and upload the photograph.
- iv. After uploading the photo, the candidate should click the "CONTINUE" button. Then the "UPLOAD SIGNATURE" section will appear.

(v) UPLOAD SIGNATURE:

- i. Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.
- ii. The candidate should upload his / her scanned signature image (allowed size 10 kb to 20 kb; allowed format JPG, JPEG, or PNG).

- iii. Then the candidate should click the "CHOOSE FILE" button and upload the signature.
- iv. After uploading the signature, the candidate should click the "CONTINUE" button. After completing all the process, "Uploading Documents" section will appear.

(vi)UPLOAD DOCUMENTS:

- i. Here, his/her User ID, Name, Gender and DOB will appear automatically on the screen.
- ii. The candidate should upload his / her scanned documents / certificates in PDF.
- iii. Then the candidate should click the "CHOOSE FILE" button and upload the documents/ certificates. (allowed size 60KB to 1MB; allowed format PDF)
- iv. After uploading the certificates, the candidate should click the "CONTINUE" button. After completing all the process, "Preview" section will appear.

(vii)PREVIEW:

- i. In this section, all the details filled in the application form will be displayed in a single page with "Edit" options for the respective sections. If the candidate wants to edit his/her application, he / she can click the "Edit" link against the particular section and 'modify or update' the details.
- ii. Now the Application Form will be displayed in a single page with "PROCEED TO SUBMIT FORM" button at the end.
- iii. On clicking the "SUBMIT APPLICATION FORM" button, the "Declaration" pop up box will open. After enabling the checkbox, Click "SUBMIT" button to complete the application process.
- iv. Once the "SUBMIT" button was clicked, the candidate will not be able to change any of the details in the submitted application.
- v. Finally, the page moves to the payment section.

(viii)PAYMENT SECTION (VIA PAYMENT GATEWAY):

- i. A page mentioning the Post applied and the amount of Fee Rs. 550/- for Notification I & 500/- for Notification II with exemption, updated as per the notification for candidates will appear on the screen. On clicking the "Proceed to Pay" button, system will be redirected to the Payment Gateway page. In the redirected page, candidate has to select the payment mode to initiate the payment.
- ii. In the Payment Gateway page, the following payment mode options are available
a)Net banking b)Credit Card c)Debit card
The candidate is allowed to Pay the Fee through Online (Net banking /Debit card/Credit Card) mode only.
- iii. If the transaction gets failed after initiating the payment process for unknown reasons, the candidate can initiate payment transaction again.
- iv. After successfully paid the payment through internet, candidate can check the details of the payment in the home page. Then they can download the application form and payment receipt.
- v. Refund and Cancellation policy

Any request for cancellation or refund for fees paid on the website shall not be entertained under any circumstances. However, if the amount is debited more than once due to technical issues, excess amount will be refunded within the TAT as specified by Banks.

(ix) DOWNLOADING APPLICATION FORM:

The candidate needs to click the "APPLICATION FORM" link in the candidate's dashboard to download the filled-in application form.

APPLY POST

Once the candidate has submitted the application and in later stage, if he/she wants to apply for some other post(s) [other than the post(s) already applied for] notified in the same District applied, then Click "APPLY POST" in the dash board.

(c) DECLARATION:

I have fully read and understood the notification and instructions for online application of Direct Recruitment for the Post of Examiner/ Reader/ Senior Bailiff/ Junior Bailiff/ Process Server/ Process Writer/ Xerox Operator/ Lift Operator/ Driver before filling the application form and I hereby accept all the rules and norms prescribed for the same.

"I have read and understood the notifications, instructions to candidates and agree to abide by the above instructions".