



HIGH COURT OF JUDICATURE AT ALLAHABAD



Advertisement Number – 01/R.O./2016

Important Note : Please fill all the details very carefully. After submission of form candidate will not be able to edit/delete any fields.

HOW TO APPLY

Online Applications are invited from Eligible Indian national Candidates for recruitment of the posts of **Review Officer (RO)** against vacancies in **High Court of Judicature at Allahabad** advertisement no. **01/R.O./2016** and other mode of submission of application is NOT acceptable.

Before filling of the Online Application, for convenience, the Candidate should have scanned images of following documents ready (soft copy) in JPG/JPEG format only.

(a) Scanned copy of recent Colored Photograph (Max size 50KB)

(b) Scanned Signature of the candidate (Max size 20KB)

(c) A valid E-mail id and Mobile Number is mandatory for the submission of Online Application.

(Provided E-Mail id and Mobile number is advised to kept active till the declaration of results.

High Court of Judicature at Allahabad will send important information with regards to application and examination on the registered E-Mail/Mobile number.)

Note:

1. After submission of Application Form the particulars mentioned in the form like **Name of the Candidate, Father's name, Mother's name, Date of Birth, Mobile Number, and Email Id etc.** shall be considered as Final. Candidate will not be able to edit/delete any fields after submission of form.
2. Applications without appropriate Application Fee, required documents & information as per recruitment notifications are liable to be rejected. **High Court of Judicature at Allahabad** however have the right to cancel any of the Examination City, Center and/or add some other cities/centers depending upon the response, administrative feasibility, or any force-major conditions etc.
3. Candidates are advised to fill in the online application form with the utmost care as no correspondence regarding change of details shall be entertained at any later stage.



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STEPS TO BE FOLLOWED TO FILL THE ONLINE APPLICATION

Instructions and Important Links will guide the candidate to fill the Application Form. So the candidates are advised to read them very carefully and follow them strictly.

Step 1: Candidates are first required to go to the **High Court of Judicature at Allahabad** website: <http://www.allahabadhighcourt.in/> and click on the link "Apply Online against Advt. No. 01/R.O./2016" **for the Post of Review Officer.**

Step 2: Candidate will be directed to the web page which have following information as below:

- Detailed Advertisement
- How to Apply
- RO Syllabus
- FAQ
- Fee Deposit Procedure
- Exam City

Step 3: Candidate Registration

Candidate is required to click on hyperlink "Registration for New User" on Index Page. Now the Candidates will fill his/her below mentioned details -

- Name
- DOB
- Gender
- Email ID
- Mobile Number.

by filling respective details, Click on Submit Button.

After submission of form candidate will get SMS/Email on his/her mobile no. /Email id with his/her application number. Please preserve your application no. for future use. Candidate can click on "Continue" or Log out Button.

Step 4: Fill the Application Form

Candidate are asked to click on "**SIGN IN for Existing User**" on index page with User ID (Application sequence number) and Date of birth (DD/MM/YYYY) as password for filling up application form , now the Candidates will fill his/her

- (a) Personal Details
- (b) Qualification Details



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- (c) Document Upload
- (d) Fee Details

Click on respective tabs and fill the mandatory details then click on **Save & Next** button to proceed for next tab. By clicking on "**Preview Application**" Button, A candidate can view the application form as filled by him/her. The candidate can always edit the Application Form before clicking SUBMIT Button.

After confirming and ensuring that the filled form is correct, the candidate will click on SUBMIT button.

Once submission of form is done then candidate will get SMS/Email on his/her mobile no. /Email id with his/her application number about the confirmation of Submission.

Important Note: The candidate are required to fill all the details very carefully. After submission of form **candidate will not be able to edit/delete any fields.**

Step 5: Payment of Application Fee -

1. After clicking on **SUBMIT** button once the application form is complete and verified by the applicant, the candidate will be redirected to another portal.
2. The applicant will be redirected to another portal where he/she may select the appropriate option OFFLINE or ONLINE button to make payment.

Mode of Payment: Debit Card/Credit Card/Net Banking/Challan.

Note: Challan can be generated and submitted to any SBI Bank branch.

- **ONLINE PAYMENT-** If candidate's selects Online then applicant will be redirected to the SBI payment gateway portal where he/she can make online payments using Debit/Credit card, net banking.
- **OFFLINE PAYMENT-** If candidates selects OFFLINE then applicant has to re login in his application form page and download the challan, print it and submit to any SBI branch latest by 16 DEC 2016.

NOTE: Download the challan and make the payment in SBI Bank Branch only.

IMPORTANT NOTES

1. The candidate are advised to fill the application form very carefully.
2. Take care to upload the right documents at right place as mentioned) in the application form.
3. Only latest colored photograph will be uploaded.
4. Make a note of important, dates. The candidates are advised to apply early to get the examination center of their choice/preference and avoid last minute rush/jam/network problems.
5. Candidates are required to keep at least 6 numbers of latest photograph copies reserve for future use, which have been uploaded in the application form.
6. Court of jurisdiction for any dispute shall be at Allahabad.
7. Candidates are required to remain in constant touch with High Court of Judicature at Allahabad website: <http://www.allahabadhighcourt.in/> for important information and guidelines.



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8. High Court of Judicature at Allahabad reserves rights to modify/rectify to correct the error that might have inadvertently crept in. However, High Court of Judicature at Allahabad does not owe any responsibility for error committed by the candidate.
9. Canvassing in any form shall disqualify the candidate.
10. Mobile phones/Communication devices/gadgets, electronic watches & calculators etc. shall not be permitted in the examination Hall.