

HIGH COURT OF JUDICATURE AT ALLAHABAD

REVIEW OFFICER RECRUITMENT EXAMINATION – 2016

Advertisement No. :-01/R.O./2016

Dated: 08.11.2016

IMPORTANT DATES:

Opening date for Submission of On-Line Application	18.11.2016
Opening date for submission of fees in the Bank	18.11.2016
Last date for Submission of On-Line Application	15.12.2016
Last date for submission of fee	15.12.2016
Last date for submission of fee for off-line payment through e-challan	16.12.2016

1. On-line Applications are invited from the Indian citizens and the candidates of other categories recognized by the Government of India for filling up the following post in the Establishment of High Court, Allahabad under THE ALLAHABAD HIGH COURT OFFICERS AND STAFF (CONDITIONS OF SERVICE AND CONDUCT) RULES, 1976 and orders issued by Hon'ble The Chief Justice from time to time in this regard.

Name of Post	No. of Vacancies	Pay Scale	Minimum Essential Qualification
Review Officer	343	Pay Band II, Rs.9300-34800/- Grade Pay- Rs.4800/-	Bachelor's Degree of a University established by law in India or qualification recognized as equivalent thereto having required qualification in computer science.

The number of vacancies may increase or decrease. Vertical reservation for SC of U.P., S.T. Of U.P., O.B.C. of U.P. and Horizontal reservation for Women of U.P./ Dependants of Freedom Fighter of U.P./ **Ex-servicemen of U.P.**/Physically Handicapped (**Differently Abled**) of U.P./ Sportsmen of U.P. shall be applicable as per rule.

Category-wise bifurcation of Posts :-

Vertical Reservation :-

Category	Percentage of Reservation	No. of Posts for Review Officer
Scheduled Caste	21%	72
Scheduled Tribe	02%	7
Other Backward Classes	27%	92
Unreserved	----	172
Total		343

Horizontal reservation-

Class	Percentage of Reservation
Women	20%
Dependants of Freedom Fighter	02%
Ex-servicemen	05%
Physically Handicapped.	03%
Sportsmen	01%

Note:

(I) The number of vacancies may increase or decrease.

(II) Benefits of reservation will be given only to the candidates who are originally domiciled of U.P. The candidates who are not originally domiciled of U.P. are not entitled to the benefits of reservation. Such candidates will be treated as General (Unreserved) category candidates. In case of women candidates, caste/domicile certificate issued from father side only shall be treated as valid.

(III) Horizontal reservation for sportsmen shall be provided in terms of the following Rule 23 A of the Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1976-

"One per cent of vacancies in all Class II (Non-Gazetted) & Class III posts on the establishment of the Court shall be reserved at the stage of direct recruitment for such skilled players and sportsperson as have represented in National or International games on behalf of any State in India or India as a whole at least for two years and in International competitions for one year or who have represented their Universities at least for three years in Inter Universities Tournaments organized by the Inter Universities Sports Board or who have represented their Schools in International Sports Meets organized by the all India Schools Sports Board in Badminton, Basket Ball, Cricket, Football, Hockey, Table Tennis, Volley Ball, Tennis, Weight Lifting, Wrestling, Boxing, Judo, Gymnastics and Rifle Shooting."

(IV) Only such persons would be eligible for reservation under physically handicapped (P.H.) quota who suffer from not less than 40% (forty percent) of relevant disability. Applicants claiming benefit of reservation under physically handicapped quota will be required to submit a Disability Certificate issued by the Competent Authority as per relevant rules as and when asked by the selecting authority. No person shall be recruited to the establishment unless he/she is in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment to the establishment he shall be required to produce a medical certificate of physical fitness from whom the appointing authority specifies.

(V) It is important to note that only such candidates shall be considered for selection who participate in all the stages of the examination including computer knowledge test and no exemption shall be granted to any candidate including that of P.H. Category from appearing in any stage of the examination for reasons whatsoever. Use of scribe or extra time to P.H. candidates in the Examinations/Tests shall not be admissible. No examination material shall be provided in Braille Script.

2. ESSENTIAL EDUCATIONAL QUALIFICATIONS & OTHER QUALIFICATIONS:

The applicant must possess following educational qualification/Computer Qualifications for the post of Review Officer on the closing date of submission of the on-line application form:

I. Bachelor's Degree of a University established by law in India or qualification recognized as equivalent thereto.

II. Diploma/Degree in Computer Science from a recognized institution / University, or 'O' Level Certificate awarded by NIELIT/DOEACC Society, or CCC Certificate in Computer Science from recognized institute established by law in India.

III. Computer Knowledge i.e., Data Entry, Word Processing and Computer Operation etc.

3. Preferential Qualification:- A candidate (i) who has served in the Territorial Army for a minimum period of two years or (ii) who has obtained a 'B' certificate of the National Cadet Corps

shall, other thing being equal be given preference.

4. AGE:

The age limit for the post of Review Officer as on 01.07.2016 will be as under:-

A candidate for Direct Recruitment on the post of **Review Officer** must have attained the minimum age of **21** years and must not have attained the age of more than **35** years on the first day of July of the year in which advertisement is published i.e. **01.07.2016**. The candidate should not be born before 2nd July, 1981 and not born after 1st July, 1995.

Relaxation in upper age limit:-

(i) The upper age limit shall be relaxable upto a maximum limit of **05** years only for the candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Classes and **Dependents of Freedom Fighter (D.F.F.)** as notified in relation to **the State of Uttar Pradesh**.

(ii) The upper age limit shall be relaxable upto a maximum limit of **05** years only to the skilled sports person of **the State of Uttar Pradesh**.

(iii) The upper age limit for Ex Servicemen of **State of Uttar Pradesh** shall be relaxable by **03** years after deduction of the military service rendered in Army/Airforce/Navy. Ex-Servicemen (E.S.M) candidates shall have to mention their enrollment/appointment date and retirement/discharged date of the Service in view to calculate resultant age.

(iv) The upper age limit shall be relaxable upto a maximum limit of **15** years only for the candidates belonging to physically handicapped (P.H.) category of the **State of Uttar Pradesh**.

Note: Candidates should make sure that relevant certificate is issued by the competent authority for relaxation in upper age limit as mentioned in above paragraph and they will have to produce the same as and when called for. In case of women candidates, caste/domicile certificate issued from father side only shall be treated as valid.

Candidates claiming reservation/age relaxation in more than one category will be entitled to only one concession whichever is more beneficial to them.

5- Nationality – A candidate for recruitment to the above post shall be

- (a) a citizen of India, or
- (b) a subject of Sikkim, or
- (c) a Tibetan refugee who came over to India before 1st January, 1972, with the intention of permanently settling in India, or
- (d) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African Countries of Tanzania (formerly Tanganaykika and Zanzibar) with the intention of permanently settling in India.

Provided that a candidate belonging to category (c) or (d) above must be a person in whose favour a certificate of eligibility has been issued by the State Government:

Provided further that a Candidate belonging to category (c) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police, Intelligence Branch, Uttar Pradesh.

Provided also that if a candidate belongs to category (d) above, no certificate of eligibility will

be issued for a period of more than one year and such a candidate can be retained in service after a period of one year only if he/she has acquired Indian citizenship.

Note: A Candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and he/she may also be provisionally appointed subject to the necessary certificate being obtained by him/her or issued in his/her favour.

6- SELECTION PROCEDURE :-

There will be two stages of examination :-

Stage-I– The Stage-I Examination shall be objective type test on OMR Sheet (offline) comprising of 200 Questions with maximum marks as 200. The duration of the objective type test shall be of 150 Minutes (Two and half hour). There shall be no Negative marking in objective type test.

Stage-II– The Stage-II Examination (Computer Knowledge Test) shall be of 50 marks and the time duration shall be 15 minutes. Candidates shall be provided a text **in english** of approximately 500 words which they shall be required to reproduce on the computer in the same format within 15 minutes for adjudging performance of the candidates on computers.

Five candidates against every vacancy, in each category in order of merit prepared on the basis of written examination/Objective Type Test (Stage-I) shall be called to participate in Computer Knowledge test i.e. Stage-II. The Computer Knowledge Test will include Data Entry, Word Processing and Computer Operation etc. The minimum marks to be obtained in Stage-II for being eligible for final selection shall be 17 (seventeen) marks.

Schedule of Computer Knowledge Test shall be uploaded on the website www.allahabadhighcourt.in in due course of the process.

No interview shall be held for selection.

Syllabus for written examination (Stage-I) shall be as follows:

Stage-I	Written Examination (200 MCQ Type Questions) Time : 02 Hours & 30 Minutes (Objective Type Test on O.M.R. Answer Sheet)	Syllabus		Maximum Marks
		(A)	General Science	
(B)	History of India			
(C)	Indian National Movement			
(D)	Indian Polity, Economy and Culture			
(E)	Indian Agriculture, Commerce and Trade			
(F)	Population, Ecology and Urbanisation (in India Context)			
(G)	World Geography & Geography and Resources of India			
(H)	Current National and International Important Events			
(I)	General Intelligentsia			
(J)	Special Knowledge regarding Education, Culture, Agriculture, Industry, Trade, Living and Social Traditions of Uttar Pradesh			
(K)	Knowledge of General English and General Hindi of Graduation Level			
(L)	Elementary Knowledge of Computers.			
Stage-II	Time : 15 minutes	Computer Knowledge Test	50	
GRAND TOTAL			250	

The level of the paper will be consistent with the educational qualification prescribed for examination. The question paper will be printed in both English and Hindi languages. It is mandatory for the candidates to appear in both the stages of Examinations.

The Selection Committee has discretion to fix minimum qualifying marks in any or all parts of papers for written examination (Stage-I) and Computer Knowledge Test (Stage-II). Decision of the Selection Committee shall be final in this regard.

7. Final merit list for the post of Review Officer shall be prepared on the basis of total marks obtained by the candidates in the **written examination (Objective Type Test) (Stage-I) and Computer Knowledge Test (Stage-II)** which will determine their position. If two or more candidates secure equal marks, the candidate older in age shall be placed above. The Merit List/ Select list shall hold good for the period of one year or until the next selection whichever is earlier.

8. General Instructions:-

- i.** Hon'ble Selection Committee reserves right to alter the number of vacancies, modify examination process and fixing the minimum cut off marks without assigning any reasons thereof. Vacancies calculated and indicated in advertisement are subject to change. Instructions are to be complied with strictly by the candidates in the examination.
- ii.** Selection Committee decision shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and allotment of posts etc.
- iii.** The answer keys shall be uploaded after examination on the website of High Court i.e. www.allahabadhighcourt.in. The result of examination shall be displayed only on the website www.allahabadhighcourt.in and information with regard to the next stage of examination shall be made available on the website. **Candidates are advised to go through the website www.allahabadhighcourt.in regularly for latest updated information.**
- iv.** In case it is detected at any stage of recruitment that the candidates don't fulfill the eligibility norms and/or that they have suppressed/twisted or truncated any material facts, their candidature shall stand cancelled without giving any reasons and notice to the candidate. If any of these shortcomings is detected even after appointment, their services shall be liable to be terminated and he/she shall be liable for criminal proceedings.
- v.** The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or state Government will be deemed to be ineligible for the appointment.
- vi.** No person shall be recruited to the establishment unless he/she is in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment to the establishment he shall be required to produce a medical certificate of physical fitness from whom the appointing authority specifies.
- vii.** No recommendation for selection either written or oral other than those required will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.
- viii.** The candidates are required to fill in the online application form with correct and

complete information carefully. If any incomplete or false information is given, then the candidate will be responsible for the same and on the basis of false and incomplete information, the application form shall be rejected at any stage of the selection without giving any reasons/notice. On furnishing any false certificates or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, the High Court, Allahabad shall reject the candidature at any stage of the selection and shall take all necessary action.

ix. All the candidates who are already employed in Central/State Government/Public Sector Undertakings Service or in any Central/State Government undertaking or in any type of other organization established and governed by the Central/State Government, **should apply sending their application through proper channel** and shall have to produce NOC as and when called for failing which his/her selection shall be cancelled.

x. A Male candidate who has more than one wife living or a female candidate who has married a person having a wife living shall not be eligible for recruitment to the establishment.

xi. The candidates shall produce certificates, issued by competent authority, in the support of claiming reservation, categories and caste on prescribed proforma as per rules applicable thereto. The candidates belonging to Ex-Servicemen (E.S.M.) category have to submit his/her certificate mentioned thereon date of enrollment/appointment in service and date of retirement/discharge from the service. The Ex- Servicemen (E.S.M.) candidate will also have to give undertaking to the effect that he has not availed the benefits of reservation provided under Ex-Servicemen (E.S.M.) category for any post established and run by the Central/State Government. Physically challenged candidates shall have to submit certificate issued by the Competent authority/Board indicating physical disability not less than 40%. Sportsmen claiming reservation in recruitment should submit certificate being skilled player as prescribed in Rule 23-A of The Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1976. Horizontal reservation for sports person shall be provided in terms of the provisions of G.Os. issued by the State Govt. in this regard and adopted by the High Court for specified games/events.

xii. Information uploaded on the website shall not be provided to the candidate under R.T.I. Act, 2005 read with Allahabad High Court (Right to Information) Rules, 2006. The uploaded information on the website shall be remained for a specific period. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In due course of recruitment examination, in midway of process neither any application under Right To Information Act, 2005 shall be entertained nor information shall be provided. Factual information under R.T.I., Act shall be provided only after declaration of final result. Reply of inferential (speculative) question shall not be provided.

xiii. It is to be noted that if a candidate has been allowed to appear in the test, it does not imply that the candidate's eligibility has been verified. It does not vest any right with a candidate for appointment. The eligibility shall be finally verified by the concerned Recruiting Agency/Appointing Authority. The candidate should satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria on the last date for submission of application form.

xiv. Furnishing of false, wrong or inaccurate information may lead to cancellation of the test result, forfeiture of the certificate and even prosecution in appropriate cases.

xv. Marks scored by all the candidates appeared in the recruitment examination along with

category wise/sub-category wise cut off marks for the aforementioned post shall be uploaded on the official website of High Court after the declaration of final results.

xvi. Mobile phones, pagers, bluetooth or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

xvii. Canvassing in any form and use of unfair means during the examinations will disqualify the candidature of the applicant.

xviii. Selection of the candidates shall be purely on merit base in transparent way. Beware of touts, who promise to get selected candidate on illegal consideration.

xix. For all practical purpose or in case of any discrepancy in the context of text of the advertisement in Hindi language, the English version of the advertisement will prevail.

9. IMPORTANT INSTRUCTIONS FOR THE CANDIDATES

- 1.** Candidates admission in examination is purely provisional.
- 2.** The candidate must retain his/her Confirmation Page and Candidate Copy of Challan (if fee paid through E-Challan) for record and future reference.
- 3.** The candidate should mention their own mobile number and valid E-Mail id while submitting their on-line application as the examination alerts will be sent to the candidates on their registered mobile number and E-Mail Id. (See Application Format)
- 4.** Applications will be accepted only when fee is deposited in the Bank upto prescribed last date for fee submission. If the fee is deposited in Bank after prescribed last date for fee submission, the candidature of the candidate will be rejected and application will not be accepted. Fee once deposited in the Bank will not be refunded to the candidate in any condition and it shall not be adjusted.
- 5.** No certificates/mark sheets are required to be submitted along with 'On-line application forms'. Candidates shall have to produce all required documents pertaining to eligibility for verification before appearing in Stage-II Examination and/or as and when called for by the Hon'ble Recruitment Committee failing which he/she shall be disqualified.
- 6.** A candidate can apply on prescribed application form and has to pay fee as given in Examination Fee table at Para **10**. The candidate is required to deposit the prescribed fee through e-challan in any S.B.I. Branch on **Account No. 36249146281** or I-collect (through net banking).
- 7.** The Confirmation Page is not required to be sent. However, candidates must keep print out of Confirmation Page, on-line Application Form, E-Admit Card and at least 02 coloured passport size photograph identical with the photograph uploaded in On-line application Form.
- 8.** In case of multiple applications submitted by the candidates, the last applications correct in all respect shall be accepted and fee deposited with earlier applications shall not be adjusted at any circumstances.
- 9.** The candidates must fill up his/her all necessary information correctly in the answer sheet with black/blue ball point pen. The information filled in the answer sheet must not be erased by blade or rubber and use of whitener is also prohibited etc. Candidates declared successful in written examination (objective type) Stage-I shall be called for Computer Knowledge Test (Stage-II)
- 10.** Candidates appearing in the examination shall not be entitled for any T.A./ D.A.

11. High Court shall not be responsible for any loss/ injury caused to the candidates in course of appearing in the examination.

12. Candidate should mention his/her name, father name and Date of Birth in the Application Form as per the High School Examination Certificate or Equivalent Examination Certificate. No subsequent request for its change will be considered or granted.

13. Candidates are required to keep with them at least one identity proof (Photo-Identity Card viz U.I.D., Identity-card issued by College/University, Voter I.D. Card, Driving License, Passport, PAN Card, Bank's Passbook copy with photograph thereon) and shall produce the same on demand at the time of examination at center.

14. The venue, date and time of the examination/test along with Roll Number will be intimated through E-Admit cards.

15. Candidates are advised to go through the official website of High Court, Allahabad www.allahabadhighcourt.in regularly.

16. The Candidate is required to go through the 'General Instructions', 'Important Notes' and 'How to Apply' before filling the on-line Application Form.

17. The Candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions

18. For any Technical support for query related filling up of on-line application, contact following Help Lines during working days (Monday to Saturday) from 18 November 2016 between 10.00 AM to 6.00 PM :

Toll Free NO.	18002109510
Help Desk Email	ahcro2016@gmail.com

10. Candidates should pay the following fee (Non-refundable):

CATEGORY	Fee
General/OBC	750/-
SC/ST* of Uttar Pradesh	500/-

Service Charges & Service Taxes will be charged extra by the Bank.

Note: Candidates belonging to reserved category shall have to pay requisite fee according to their respective category. SC/ST of other than Uttar Pradesh shall have to pay fee as prescribed for General/OBC category candidates. The candidates seeking horizontal reservation shall have to pay fees according to their original (Vertical) category.

For **Mode of Payment** of fee see "How to apply" section.

11. DATE, TIME AND VENUE OF EXAMINATION:- Date, time and venue of examination shall be intimated to the candidates through Notice uploaded on the official website in due course of recruitment process as well as E-Admit Cards which can be downloaded from the website (www.allahabadhighcourt.in).

12. ADMIT CARD:-

The candidates may download/print their admit cards from the website www.allahabadhighcourt.in and appear for the examination at the given Centre. In case of any discrepancy in the particulars of the candidate or his/her photograph and signature shown in the

admit card and confirmation page the candidate may immediately contact the helpline for necessary correction.

13. CHARACTER:- The character of a person for direct recruitment to the service must be such as to render him suitable in all respect for appointment to the service. It will be the duty of the appointing authority to satisfy himself on this point.

Note- Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment under these rules.

14. MARITAL STATUS:- A male candidate who has more than one wife living or a female candidate who has married a person already having a wife living shall not be eligible for recruitment to the establishment.

Provided that the Chief Justice may, if satisfied that there are any special grounds for doing so, exempt any person from the operation of this rule.

15. PHYSICAL FITNESS:- No person shall be recruited to the establishment unless he/she be in good mental and bodily health and free from any physical defect, likely to interfere with the efficient performance of his/her official duties. Before a candidate recruited directly is finally approved for appointment to the establishment and he shall be required to produce a medical certificate of physical fitness.

16. LANGUAGE OF THE QUESTION PAPER:

The medium of question paper shall be English and Hindi.

17. EXAMINATION CENTRES :

List of Examination Cities where the Examination will be conducted is given below:

List of Examination Cities				
Agra	Basti	Ghaziabad	Lakhimpur Kheri	Muzaffarnagar
Aligarh	Bijnor	Gonda	Lucknow	Raebareilly
Allahabad	Bulandshahar	Gorakhpur	Mathura	Sitapur
Azamgarh	Chitrakoot	Jhansi	Meerut	Unnao
Barabanki	Faizabad	Kanpur	Mirzapur	Varanasi
Bareilly	Gautam Buddha Nagar	Kaushambi	Moradabad	

Candidates are required to give **THREE DIFFERENT OPTIONS** in order of their preference. While every effort will be made to allot a Centre in one of the places opted by the candidate, the Competent Authority reserves its discretion to allot a Centre other than that of Candidate's choice anywhere in following notified cities of Uttar Pradesh. **Under no circumstances, the Centre once allotted shall be changed by the Competent Authority. Candidates are required to keep with them at least one photo Identity Proof in view to easy entrance in the Examination Hall at Examination Centre.**

In case the number of candidates in any of the notified City is very less for running the Examination Centre, the Competent Authority at its discretion may not conduct the Examination in that City and the Candidate who opted that city as 1st Choice may be allotted Examination Centres in other city opted as 2nd or 3rd choice.

18. HOW TO APPLY:-

A candidate will have to apply on-line only through the link available on the website www.allahabadhighcourt.in. Candidates must go through the instructions mentioned below before filling up the on-line application form and also the General Instructions uploaded along with advertisement.

To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit on -line application without waiting for the last date.

The candidates will take print out of filled Page and keep a print-out of the same for future reference. He/she shall be required to produce the print-out of the application form with attested copies of documents in support of qualification and claim to caste categories etc. at the time of Test or as and when asked. No request for withdrawal of candidature after submission of on-line application form will be entertained under any circumstances.

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

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.

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.:

1. Detailed Advertisement
2. How to Apply
3. RO Syllabus
4. FAQ
5. Fee Deposit Procedure
6. 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 Registered 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
- (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 -

- I. After clicking on **SUBMIT** button once the application form is complete and verified by the applicant, the candidate will be redirected to another portal.
- II. 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.

- a) **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.
- b) **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.
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.

D.K. Singh-I
Registrar General