

Annexure- II**HOW TO APPLY****Instructions for Filling the Online Application Form:-**

1. Candidates are advised to read the detailed advertisement carefully prior to filling the online application form. The candidate must ensure that he/she has an active e-mail ID and Mobile number. The e-mail ID and the Mobile number are required to be preserved till publication of final result. The candidate must also ensure the availability of all the relevant documents/ certificates at the time of filling the online application form.
2. For Applying Online, visit the “Recruitments” tab in the column on the left hand menu of official website of Patna High Court (<http://patnahighcourt.gov.in>).
3. Click on the link “Translator and Translator-Cum-Proof Reader (For SUVAS Cell) Recruitment Examination, 2024”.
4. Click on “Apply online”.
5. Click on the link “New Registration” to register.
6. On the registration page, a candidate is required to fill in his/ her Full Name, Father’s Name, Mother’s Name, Gender, Reservation Category, Date of Birth, Mobile Number, E-mail ID etc. **Fields marked with asterisk (*) are mandatory. Prior to submission, the candidate must ensure that all the details filled in are correct in all aspect, as the data once submitted cannot be changed.** After verification of data, registration number and password will be generated and the same will be communicated by SMS/E-mail.
7. Candidates are advised to print the Registration Page for future reference.
8. Thereafter, the candidate will have to Login by using Registration Number and Password shared via SMS/Email.
9. After login, form for detailed application will open where the data provided at the time of registration shall be visible in prefilled format and it cannot be altered.
10. At first, a candidate is required to fill in his/ her Personal Details and then click “submit”.
11. Thereafter, the candidate is required to fill in Education Details and then click “submit”.
12. Thereafter, the candidate is required to upload the following documents :-
 - a) Scanned copy of recent passport size colour photograph

- b) Scanned signature
- c) Matriculation (10th) Certificate
- d) Matriculation (10th) Marksheet
- e) Graduation Certificate
- f) Graduation Marksheet
- g) Diploma/Certificate of at least six months course in Computer Application from recognised Institution
- h) Valid Identity Proof
- i) Domicile Certificate, if applicable
- j) Caste/ Non Creamy Layer/ EWS Certificate, if applicable
- k) Certificate of Disability, if applicable
- l) Identity Card of Patna High Court or Courts Subordinate to this Court, if applicable
- m) Other relevant documents, if any

Note:- A candidate must select only one document at a time and upload the same, then proceed for uploading the next document.

13. Instructions to upload photograph and Signature:

- a) Size of the Photograph should be minimum of 50 KB and maximum 100 KB.
- b) Size of the Signature should be minimum of 10 KB and maximum 20 KB.
- c) Image should be in JPG/ JPEG/ PNG format.

14. Instructions to upload required Documents/Certificates:

- a) Size of the document should be minimum of 50 KB and maximum 100 KB.
- b) Document should be only in JPG/ JPEG/ PNG format.

15. Uploaded photograph and signature (in running hand) must be clearly identifiable / visible, otherwise application of the candidate is liable to be rejected by the High Court and no representation from the candidate will be entertained by the High Court in this regard.

16. The photograph of the candidate must contain his/ her full face, both ears, neck in frontal view with a neutral, non-smiling expression and with open eyes directed at the camera. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background. If the picture is taken on a sunny day, the Sun should be behind the candidate, or the candidate should place himself in the shade, so that the candidate is not squinting and there are no harsh shadows. If flash is used, it must be ensured that there is no "red-eye". Caps, hats, sunglasses and dark glasses are not acceptable.

Religious headwear is allowed but it must not cover the face. If candidates wear power glasses, it must be ensured that there are no reflections and the eyes can be clearly seen.

17. The applicant has to sign on white paper with Black pen in running hand. The signature must be signed only by the candidate and not by any other person. The Signature will be used for the purpose of verification during the recruitment process. If at any stage of recruitment process, the Candidate's signature does not match the signature on the Admit Card, the candidate will not be permitted to take the examination and his candidature shall be cancelled.
18. After all details are filled in the Application Form, candidate has to verify all the details on the Print Preview page and after clicking the check box, the "Payment" button shall be visible. Prior to proceeding for payment, candidate must preview the application form and ensure that all the details filled in are correct in all aspect and then proceed further. **After making payment, the application form shall be finally submitted and no change/ alteration shall be allowed and any deviation from the data appearing in the certificates/ documents, noticed at later stage shall lead to disqualification.**
19. The candidates must take printout of the finally submitted online application form reflecting therein the payment details and retain the same along with relevant uploaded documents for producing the same at the time of document verification.
20. Candidates are advised to apply much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on the High Court's website on account of heavy load on Internet/Website/Server. The High Court shall not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Court.
21. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be summarily rejected.