# Research Associates – 2024

## ADV. No. 01/Research Associates/2024

### HOW TO FILL THE APPLICATION FORM

Steps involved in filling of the application form of Research Associates - 2024 engagement includes registration, candidate login, uploading of photograph and signature, updating additional academic/extra curricular details, payment of fees and updating the payment details etc.

The steps involved are mentioned below:

- Registration
- Candidate Login
- Uploading of photograph & signature of required size
- Updating additional academic/extra curricular details
- Payment of Fee
- Update the fee payment details (Transaction number and payment date)
- Print Confirmation page

The detailed process of filling the application form for engagement of Research Associates - 2024 is as follows:

**Step 1**: **Registration:** The application process begins with the candidates filling up their personal, communication, educational details etc on the registration page, which can be accessed by clicking on the **Register** button on visiting the URL **https://apps2.allahabadhighcourt.in/recruit/LawClerk2024/index.jsp**

For the purpose of registration, candidates are required to follow the steps below:

- Candidates shall go through the notification, which can be accessed by clicking on the **View Notification** button by visiting the URL **apps2.allahabadhighcourt.in/recruit/LawClerk2024/index.jsp**
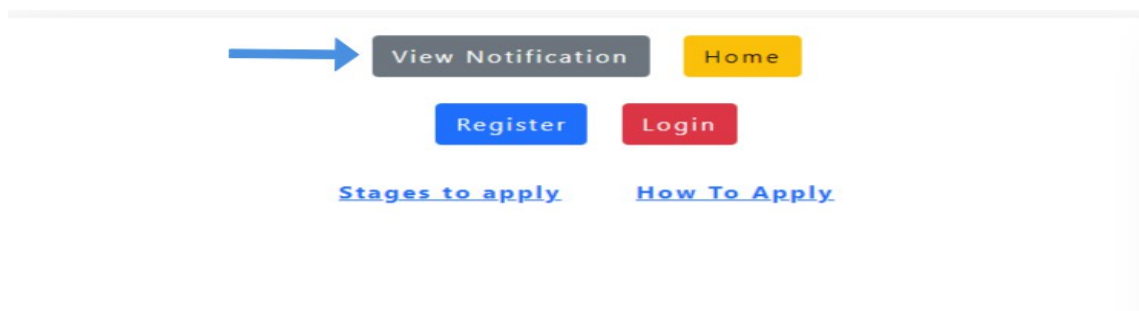
- Interested candidates must thoroughly go through the vacancy notification first to know the eligibility, age criteria, etc. Only after ensuring their eligibility, they may proceed for applying online.

- Candidates are required to visit the URL i.e. **https://apps2.allahabadhighcourt.in/recruit/LawClerk2024/index.jsp** and click on the **Register** button, they will be directed to registration form page. No other means/mode of application will be accepted and there will be no need to submit any hard copies for the supporting documents. Once the registration form is successfully submitted and registration number is generated, no data submitted can be changed afterwards. No request for any such changes will be entertained. Thus, candidates are required to ensure to enter the information as required in the registration form correctly and diligently.

- Candidates are required to have a valid personal e-mail ID and a valid mobile number. No two candidates will be allowed to share the same email ID and mobile number. Both email Id and mobile number should be kept active during the recruitment process.

- On Successful Completion of registration, a registration No. and password will be generated. Same shall be communicated to candidates on e-mail and mobile number as provided by the candidate at the time of registration.

- Candidates should fill up the application form having all the details relating to, personal details, educational qualification etc. online in the application form.

**Step 2** '**Candidate Login**'– Once registration number is generated, click on the **Login** button by visiting the link mentioned above.
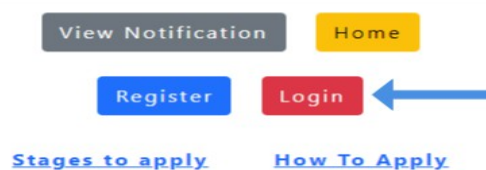


- Login to the portal to complete the following required actions:
- Upload scanned image of: -
    a) Recent passport size color photo (maximum of 40 KB and minimum 20 KB Size in JPEG/JPG format)
    b) Recent scanned signature (maximum of 10-20 KB Size in JPEG/JPG format)

- Update your additional curricular and extra curricular details.
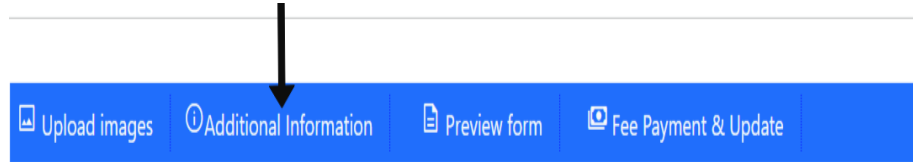


- Preview the application form. Check for the correctness/accuracy of the data submitted. Thereafter, click on the checkbox and submit the form.



- Once the form is submitted in the previous step, candidates will be required to proceed for payment.



By proceeding to pay the fees you confirm that you have met the minimum eligibility criteria as defined in the notification.

You further confirm that the data submitted by you is your own data.

Discrepancy, if any, found at any stage will lead to cessation of your candidature. Fees paid will be forefeited.

Further, any change in data will not be permissible and you will have to register youself again to submit the correct data. The fees paid will be forefeited in this situation as well.

Payment of fees will not guarantee your candidature. If at any stage during the entire recruitment process, you are found to have not met the minimum eligibility criteria your candidature will be rejected. fees paid by you will be forefeited.

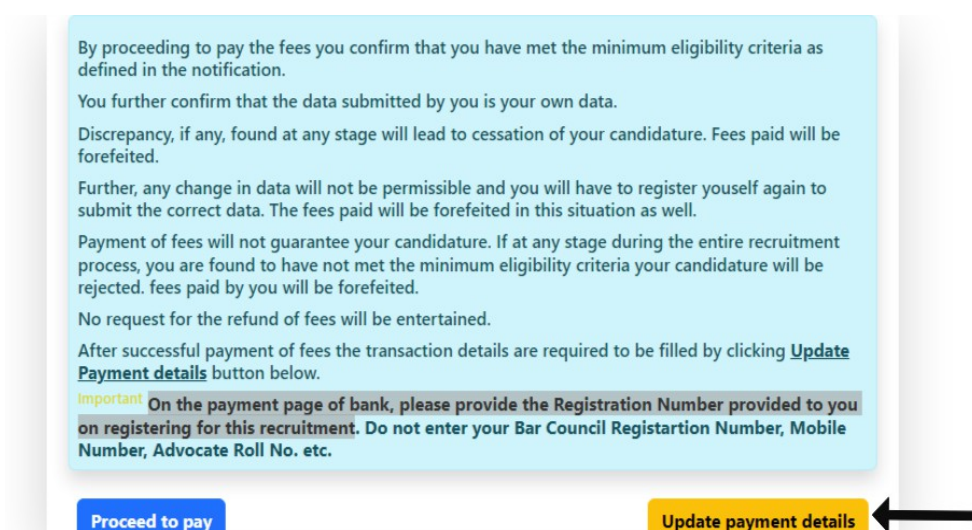No request for the refund of fees will be entertained.

After successful payment of fees the transaction details are required to be filled by clicking **Update Payment details** button below.

Important On the payment page of bank, please provide the Registration Number provided to you on registering for this recruitment. Do not enter your Bar Council Registartion Number, Mobile Number, Advocate Roll No. etc.

Proceed to pay                    Update payment details

- On clicking proceed to pay, you will be redirected to SBI portal for making payment. Fill the required details therein and complete payment. After successfully making the payment of requisite application fee, payment acknowledgment window with transaction ID will be generated. This acknowledgment should be printed/downloaded and preserved for any future communication regarding payment.
- After making payment on the SBI portal using any of the  available    mode as mentioned on SBI portal, candidates must update their payment details

viz Transaction Number, Payment Date at the High Court's portal.



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After successful payment of fees the transaction details are required to be filled by clicking **Update Payment details** button below.

**Important** **On the payment page of bank, please provide the Registration Number provided to you on registering for this recruitment. Do not enter your Bar Council Registartion Number, Mobile Number, Advocate Roll No. etc.**

Proceed to pay                    Update payment details

Candidates must take special care while filling the transaction details. Any mismatch of the transaction details submitted by the candidate with transaction details provided by the bank, will be treated as non payment of fees. Under no circumstance admit card of such candidates will be issued. Fee paid in such scenario will also be forfeited and no request with regard to refund of the fee will be entertained. Such candidates will be required to re register and follow all the above mentioned steps including the payment of application fee again to apply for the post.

- Candidates shall take a printout of the completely filled form clearly mentioning all the details submitted by them viz. Personal details, educational qualifications, payment details etc. for future reference.

**Important Notes:**–

- **Name of Candidate:** This should be the same as mentioned in High School certificate.
- **Date of Birth:** Click on the box to select the correct date. This should be the same as mentioned in High School mark sheet/certificate.
- **Gender:** Select your gender (Male/Female/other)
- Enter educational details in the respective boxes.
- Candidates who have done 5 years integrated Law Course shall select the option "Yes" in box asking "***Have you done Five years integrated Law Course?***".
- **Marks awarded in CGPA** – Candidates whose marks in LL.B. are awarded in CGPA format, are required to convert the CGPA marks in the percentage. They may be asked to show the authenticated proof of formulae used to calculate such percentage.
- **Mobile Number**: Should be valid and unique. You will receive your

registration number and password as SMS on this number only.

- **Email Id**: Should be valid and unique. You will receive your User ID and Password on this email address.

- Most of the text boxes will suggest a list of values which candidate can select, in case your data is not displayed in the suggestion shown by the system, you can type your own data.

- System will calculate the percentage of marks obtained by the candidates in various examinations, in case there is any discrepancy candidates are required to mention their accurate percentage in the field.

- **Captcha:** The Captcha box is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program.

- By clicking on the '**Submit**' button, you are committing to be honest and fair in all your actions and information provided in the Registration Form.

- On submitting the Registration Form, you will receive a User ID and password on the registered email address. Ensure that you check your mailbox immediately and that it is not considered as spam mail.

- You will also receive the User ID and Password as an SMS* on the registered mobile number. Using these credentials, you may proceed to complete your application. (*Please note SMS will not be sent to international numbers).

- **Payment of fee** – Until the payment is successfully made and the correct payment details are submitted, the candidate will not be considered to have completed their application for the recruitment process. Special care should be taken while making payment as well as while submitting the payment details, as fee for application form is non-refundable under any circumstances. Fee will only be accepted through Net Banking/Credit Card/Debit Card/UPI.

- **Photograph and Signature upload** – Candidates have to upload their recent scanned colour photograph and signature as per specifications. The photograph and signature should not appear blurry after upload.

- **Forgot Password** – In case a candidate forgets his/her password, the same may be regenerated by clicking on the "Forgot Password" button on the login page. Candidate will be redirected to a new page. After submitting the correct required details, a new password will be sent to the candidate's registered email ID, after confirming the veracity of the

details provided.

- **Communication to candidates** – Candidates are requested to keep visiting the above mentioned link, as any update with regard to the recruitment process will be updated here only. Any communication that is required to be made to the candidates in future will be through updating the same on this portal and/or email or SMS only. No individual communication through post will be made.