

## Instructions for filling up of online application for the post of Civil Judge in Puducherry Judicial Service

The online application for the examination consists of two parts:

- A. Registration
- B. Filling up of Application

**A. For Registration :** The Applicants are required to visit <https://www.mhc.tn.gov.in> and click on “**REGISTER YOURSELF**” and enter the following details:

1. E-mail ID
2. Mobile No.
3. Name (Initial and Name as in the Secondary School Leaving Certificate - SSLC)
4. Create Password
5. Retype Password and
6. Enter Captcha Code

After entering all the details the applicants shall click on “**SUBMIT**”, a link will be sent to the applicants registered E-mail ID for activation. The applicants shall click on the link and activate the same. Once activated, the applicants can login to apply by using his/her E-mail ID as the User ID and the Password created by him/her during registration.

### **B. Steps for Applying:**

1. After Registration, the applicants shall login with the User ID and Password created by the applicants.
2. The online application form consists of 5 Steps.
3. After completion of Step-1 to Step-5, the applicants should check the details entered by them. Once the “**SUBMIT**” button is clicked, the applicants will not be able to change any of the details submitted in the application.

(i) **Step One (Personal Information):** The applicants shall fill their personal information as required in the application form. They shall upload their scanned copy of passport size photograph of high contrast (**i.e. not more than three months old from the date of publication of the notification**) and their full signature. After submitting the personal information, the applicants shall select the “**SAVE/NEXT STEP**” button to proceed to Step-2.

**Note:-**

**Photograph, shall be in JPEG format in size between 20 KB and 50 KB with dimensions of 230 pixels and 200 pixels, height and width respectively. Signature, shall be in JPEG format with size less than 20 KB with dimensions of 60 pixels and 140 pixels, height and width respectively**

(ii) **Step Two (Educational Qualification Details):** The applicants shall fill the particulars relating to Educational Qualification, Language Proficiency, Enrollment & Service Details as required in the application form. After submitting

the required particulars, the applicants shall select the “SAVE/NEXT STEP” button and proceed to Step-3.

- (iii) **Step Three (Additional Information):** The applicants shall fill the Additional information as required in the application form. They shall upload their scanned copies of Educational Qualification and other particulars in PDF file format. After submitting the requisite particulars, they shall select the “SAVE/NEXT STEP” button and proceed to Step-4.

**Note:-**

**Educational qualification (SSLC or its equivalent, HSC or its equivalent and Degree Certificate / Law Degree Certificate / Provisional Certificate) shall be scanned and uploaded as a single PDF file of size below 2 MB and other scanned copies shall be in size below 200 KB.**

**The applicants shall upload the following relevant documents:**

**A. For Practicing Advocate / Pleaders and Assistant Public Prosecutors.**

1. Educational qualification – SSLC or its equivalent, HSC or its equivalent, Degree Certificate / Law Degree Certificate / Provisional Degree Certificate, etc.,
2. Proof for Date of Birth and Age (Birth Certificate, SSLC, Transfer Certificate, etc.,)
3. Address and Photo ID Proof (Aadhaar Card, Driving Licence, etc.,)
4. Community Certificate [OBC / SC / ST].
5. EWS Certificate, if applicable.
6. Person with Disability Certificate, if applicable.
7. Enrollment Certificate from the Bar Council.
8. Experience Certificate (as per Annexure – B).
9. Character and Conduct Certificate should be obtained on or after 01.03.2023 (as per Annexure – A).
10. No Objection Certificate / Service Certificate (as per Annexure – C), if applicable.

**B. For Fresh Law Graduates.**

1. Educational qualification – SSLC or its equivalent, HSC or its equivalent, Degree Certificate / Law Degree Certificate / Provisional Degree Certificate, etc.,
2. Proof for Date of Birth and Age (Birth Certificate, SSLC, Transfer Certificate, etc.,)
3. Address and Photo ID Proof (Aadhaar Card, Driving Licence, etc.,)
4. Community Certificate [OBC / SC / ST].
5. EWS Certificate, if applicable.
6. Person with Disability Certificate, if applicable.
7. Character and conduct certificate obtained from a responsible person on or after 01.03.2023. (as per Annexure – A).
8. Enrollment Certificate (if any);
9. Consolidated Mark Sheet

- (iv) **Step Four (Declaration):** The applicants shall fill the declaration as required in the application form. After completing the declaration form, they shall select the “**NEXT STEP**” button and proceed to Step-5.
- (v) **Step Five (Confirm Your Details):** All the details submitted by the applicants from Step-1 to Step-4 will appear on the screen as preview. The applicants shall carefully peruse the details furnished by them and confirm the same by selecting the “**SUBMIT**” button.

Before submitting, the applicants shall ensure all the details furnished from Step-1 to Step-5 are correct, if the applicants finds it necessary to make any correction or modification in the details furnished previously, the applicants shall click the “**PREVIOUS STEP**” button and make necessary modification.

When the applicants select the “**SUBMIT**” button, a pop up dialog box will appear stating that, “**Once the Application is submitted it cannot be modified again.**” If the applicants wants to edit the information provided by them, they shall select the “**CLOSE**” option to cancel and go back to the previous steps or select “**OK**” to submit the application.

#### **PAYMENT DETAILS:**

After successful completion of online application, the applicants shall select the “**Download Challan**” option. A challan containing the required details of the applicants will be generated automatically. The applicants shall take the printout of the challan and shall make the payment, following the procedure mentioned in ‘Mode of Payment of examination fees’ below.

#### **MODE OF PAYMENT OF EXAMINATION FEES:**

After submission of application, the applicant shall take printout of ‘Challan’ that is generated and remit the requisite fees along with service charges levied by the “**Indian Bank**” before the last date prescribed for remittance of fee, at any branch of Indian Bank. The branch concerned will retain the Bank Copy of the ‘Challan’ and return the “**Applicant Copy and High Court’s Copy**” to the applicants, which shall be retained by the applicants and cited for all future references/disputes regarding the payment of fee and produce the same as and when required.

After making payment, the applicants shall select the Upload challan option and fill the particulars of the challan and upload the **High Court’s copy** (in JPEG format) (**size: below 150 KB**) to complete the process. On completion, a message will appear on the screen that “**The application has been successfully submitted**”.

The applicants who wish to peruse and take printout of their filled-in application form shall select the view option and download their application in PDF form.

The applicants need not send the print out of the application form to the undersigned or to the Judicial Recruitment Cell, High Court, Madras.