

INSTRUCTIONS FOR FILLING UP ONLINE
APPLICATION FORM

1. Open Internet Browser (Mozilla Firefox version 17 or higher / Google Chrome version 39 or higher/Internet Explorer version 9 or higher).
2. Go to Address Bar and type url: **https://bhc.gov.in/bhcrecruitment** and press enter to open the Online Recruitment Portal of the High Court of Bombay.
3. Candidate shall first **Register** by providing his Name, Email, Mobile No., Date of Birth etc... along with setting up of password. Mobile number is mandatory for Registration.
4. After successful Registration of candidate, the Mobile number and password provided should be used for Login. The Mobile number and password so created can be used for retrieval of application.
5. After Login of candidate, he shall first create his profile by clicking the **Profile** option in the Menu Bar. Profile creation is one time activity.
6. IMPORTANT : One candidate shall Register only once and create only one Profile.
7. Candidate shall provide his True and Correct Personal Information, Educational Information, Work Experience (if any).
8. Candidate shall first enter his Personal Information and then press **Save Personal Details** button. Thereafter, candidate will be directed to fill his Educational Information. After pressing **Save Education Details** candidate will be required to fill his Work Experience, if any.
9. Candidate shall thereafter upload his latest photograph and scanned signature in .jpeg or .jpg format having size not more than 40kb.
10. Candidate can add and save multiple Educational Qualifications.
11. While mentioning Typing/Short-hand Qualification candidate shall select the speed from the speed drop box against the Typing and Shorthand options.
12. Candidate can add and save multiple computer courses, if any, multiple work experience details, if any and multiple information of relatives working in Judicial Department, if any.
13. Fields having asterisk mark (*) in red colour are mandatory fields. Without filling these fields, submission of the form will not be proceeded to next stage.

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14. After successfully creating Profile, candidate can fill application by pressing **Apply** button.
15. Candidate can update/delete/change his Personal Information, Educational Information and Work Experience before finally submitting the application.
16. Candidate shall provide at least one or maximum 10 preferences for desired post and different Court Locations as per his educational and professional qualifications.
17. After filling the application i.e. giving preferences for Post and Court Location the candidate shall press '**Submit Application**' button. Thereafter no changes in the Application Form can be made.
18. After submitting the application, the Acknowledgement Receipt will be generated and candidates can get printout of Acknowledgement Receipt as well as Application Form.
19. Use only A to Z character while entering **Name**.
20. Use only A to Z, a to z, 0 to 9 alphanumeric characters while entering information in **Address**. Do not use special characters such as dash (-), underscore (_), percentage (%), etc...
21. Do not prefix '0' (Zero) to mobile number.
22. Prefix STD Code while entering Residence Phone Number e.g. 02212345678.
23. Mention the appropriate category and enter caste in the text box.
24. For Category and Caste option in Personal Information, the Text Box of Caste shall appear only for Category other than General. For General Category No Text Box shall appear.
25. While mentioning Marital Status chose the correct option from (1)Married (2) Unmarried and (3) Other from the drop box. On Choosing Option – Other – a Text Box would appear where the desired marital status is to be mentioned.
26. Use only A to Z, a to z for entering information of Stream, Board/University in the Educational Information. Use only Digits for entering information of Marks Obtained out of Total Marks.
27. Mention either Marks or Grades or Both.

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28. Use only A to Z, a to z for entering information of Name of the Computer Course and Grade. Use only Digits for entering information of Percentage. Only integer part to be entered eg. 67.13 as 67; 67.76 as 68.
29. Use only A to Z, a to z for entering information of Organization. Use only Digits (0-9) for entering Periods in Months and Salary.
30. Use only A to Z, a to z for entering information Name, Designation and Relationship with candidate.
31. Use only A to Z, a to z for entering Name & Occupation and only A to Z, a to z, 0 to 9 alphanumeric for Address while entering information of respectable person.
32. Do not enter dash (-) for the fields which are not applicable and are to be left blank.
33. Candidate in his own interest are advised to apply & submit application promptly and not to wait till the last date/time for applying on-line. Bombay High Court shall not be responsible if candidate is not able to submit his application on account of the last minute rush.
34. Candidate to note that while applying he is required to furnish information about his relatives, if any, working in Judicial Department, and also he is required to give references of two respectable persons who knows the candidate.
