



**Ministry of Education**  
Government of India



**राष्ट्रीय परीक्षा एजेंसी**  
**National Testing Agency**  
Excellence in Assessment

## **HIGH COURT OF JUDICATURE AT ALLAHABAD**

### **THE UTTAR PRADESH CIVIL COURT STAFF CENTRALIZED RECRUITMENT: 2024-25**

#### **Advertisement for Category 'C' Clerical Cadre Post**

**Conducted by:**

**NATIONAL TESTING AGENCY (NTA)**

**(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)**  
**First Floor, NSIC-MDBP Building, Okhla Industrial Estate**  
**New Delhi-110020**

**GENERAL PROCEDURES / GUIDELINES / INSTRUCTIONS / INFORMATION**

<b>CONTENTS</b>			
S. No	Chapter	Title	Page no.
1.	<b>IMPORTANT INFORMATION AT A GLANCE</b>		<b>1</b>
2.	<b>CHAPTER-1</b>	Introduction	<b>2</b>
3.	<b>CHAPTER-2</b>	Vacancies	<b>3</b>
4.	<b>CHAPTER-3</b>	Reservation	<b>4</b>
5.	<b>CHAPTER-4</b>	Eligibility Criteria	<b>6</b>
6.	<b>CHAPTER-5</b>	Selection Procedure	<b>9</b>
7.	<b>CHAPTER-6</b>	Marking Scheme	<b>11</b>
8.	<b>CHAPTER-7</b>	Answer Key Challenge	<b>12</b>
9.	<b>CHAPTER-8</b>	Declaration of Result	<b>13</b>
10.	<b>CHAPTER-9</b>	General Instructions	<b>14</b>
11.	<b>CHAPTER-10</b>	Registration and Application Process	<b>19</b>
12.	<b>CHAPTER-11</b>	Application Fee and Procedure for payment	<b>25</b>
13.	<b>CHAPTER-12</b>	Admit Card, Instructions And Prohibited Materials	<b>28</b>
14.	<b>CHAPTER-13</b>	Unfair Means Practices and Breach of Examination Rules	<b>32</b>
15.	<b>CHAPTER-14</b>	Miscellaneous Provisions	<b>33</b>
16.	<b>LIST OF ABBREVIATIONS</b>		<b>35</b>
17.	<b>Annexure-I</b>	Replica of Application Form	<b>36</b>

Sd/-  
**Director (Exam),  
National Testing Agency**

Sd/-  
**Registrar General  
Hon'ble High Court of Judicature at Allahabad**

# THE UTTAR PRADESH CIVIL COURT STAFF CENTRALIZED RECRUITMENT: 2024-25

## ADVERTISEMENT

Advertisement No.://01/Dist.Court/Category 'C' Clerical Cadre/2024

Dated: 04.10.2024

<b>IMPORTANT INFORMATION AND DATES AT A GLANCE</b>			
<b>Particulars</b>		<b>Relevant Time Lines</b>	
Online Registration and submission of Application Form (complete in all respects) for the Category 'C' Clerical Cadre posts (Junior Assistant & Paid Apprentices)		04 October 2024 To 24 October 2024	
Last date for successful transaction of application fee prescribed below		25 October 2024	
<b>*Application Forms has to be submitted in ONLINE Mode only. Please refer to Clause 1.3.</b>			
<b>Fee Payable through: State Bank of India</b>			
<b>Name of Post</b>	<b>General (UR) / OBC</b>	<b>EWS of U.P.</b>	<b>SC &amp; ST of U.P.</b>
<b>Junior Assistant &amp; Paid Apprentices Category 'C' (Clerical Cadre) post</b>	Rs. 850/-	Rs. 750/-	Rs. 650/-
Note: Applicable service/processing charges over and above the Application Fee, are payable by the candidate to the Bank concerned. The detailed guidelines regarding fee payment may be seen at Chapter-11.			
<b>Other Activities</b>			
Correction in the particulars of application form by the Candidate, if required <b>(Online only)</b>	26 October 2024 To 27 October 2024		
Downloading of Admit Card by the Candidate <b>(Online only)</b> From - <a href="https://exams.nta.ac.in/AHCRE/">https://exams.nta.ac.in/AHCRE/</a> and <a href="http://www.allahabadhighcourt.in">www.allahabadhighcourt.in</a>	To be announced later through Public Notice on the official website(s).		
Display of provisional answer keys for inviting objections, if any	To be announced later through Public Notice on the official website(s).		
Declaration of Result	To be announced later through Public Notice on the official website(s).		
Scheme & Mode of Examination	Stage-I: - OMR based offline test	Stage-II – For shortlisted candidates only. (Hindi and English Type Test on Computer)	
Date, Time & Examination Centre	To be announced later through Public Notice on official website.		
<b>Relevant Website(s)</b>	<a href="http://www.allahabadhighcourt.in">www.allahabadhighcourt.in</a> & <a href="https://exams.nta.ac.in/AHCRE/">https://exams.nta.ac.in/AHCRE/</a>		

\*The Candidate is advised/required to go through the 'Advertisement and Instructions with Guidelines' carefully before filling up the On-line Application Form.

## Chapter-1

### INTRODUCTION

- 1.1. Online Applications are invited from Indian citizens for filling up of **Category ‘C’ Clerical Cadre posts (Junior Assistant & Paid Apprentices)** in District Courts under **The Uttar Pradesh State District Court Service Rules, 2013, The Uttar Pradesh State District Court Service (First Amendment) Rules, 2017 and Orders as issued by Hon’ble The Chief Justice from time to time in this regard.**
- 1.2 Candidate can apply for the above posts through **“Online” mode only.**
- 1.3 The Application Form in any other mode shall not be accepted.
- 1.4. ONLY ONE APPLICATION** shall be accepted from a candidate for the posts of **Category ‘C’ Clerical Cadre.**
- 1.5 In case more than one Application i.e. multiple Application Forms are submitted for the same post by a single and the same candidate, then the last application form submitted by such candidate with requisite fee shall only be taken into account.**

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## Chapter-2

### VACANCIES

<b>Name of Post</b>	<b>No. of Vacancies</b>	<b>Pay Scale</b>	<b>Essential Qualifications</b>
(i) Junior Assistant (Category 'C') (Various Comparable Posts)	<b>932</b>	<b>Rs. 5200-20200/- Grade Pay Rs. 2000/-</b>	1. Intermediate with special knowledge of Urdu and Hindi along with a CCC certificate issued by NIELIT (DOEACC Society) and 25 w.p.m for Hindi and 30 w.p.m. for English Typewriting on Computer. 2. Arithmetic, mensuration, elementary land surveying and Mapping. Order XXVI of Act No. V of 1908 and Rules (Civil) relating to the work and duties of Junior Assistant
(ii) Paid Apprentices	<b>122</b>	<b>Rs. 5200-20200/- Grade Pay Rs. 1900/- (Fixed)</b>	Intermediate with CCC Certificates issued by NIELIT (DOEACC Society) and 25 w.p.m for Hindi and 30 w.p.m. for English Typewriting on Computer.

**2.1.** Number of Vacancies for the said Posts are determined by the respective District Courts of Uttar Pradesh, which may increase or decrease.

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## Chapter-3

### RESERVATION

**3.1 VERTICAL RESERVATION** for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) & Economically Weaker Section (EWS) of Uttar Pradesh (UP) shall be applicable as may be specified by the Government Orders issued in this behalf from time to time as adopted by the Hon'ble High Court (as amended from time to time), mentioned below: -

Category	Percentage of Reservation
Scheduled Caste	21%
Scheduled Tribe	2%
Other Backward Classes	27%
Economically Weaker Section	10%
General (UR)	----

**3.2 HORIZONTAL RESERVATION** for Women, Dependent of Freedom Fighter (D.F.F.), Ex-servicemen (E.S.M.), Physically Handicapped (P.H.) and Sportsperson (SP) of Uttar Pradesh (UP) shall be applicable as may be specified by the Government Orders issued in this behalf from time to time as adopted by the Hon'ble High Court (as amended from time to time), mentioned below :-

Sub-Category	Percentage of Reservation
Women	20%
Dependent of Freedom Fighter	02%
Ex-servicemen	05%
Physically Handicapped	04%
Sportsperson	01%

- **Reservation shall be implemented by the respective District Judges at their end.**
- **For applicability of rules of reservation every Judgeship shall be treated as one unit.**
- **There shall be 20% horizontal reservation for "WOMEN" subject to final decision of The Hon'ble Court in Special Appeal No. 675 of 2019 and other connected Special Appeal(s), filed against the Order dated 16.01.2019 of this Hon'ble Court passed in Writ Petition No. 11039/2018-Vipin Kumar Maurya and Ors. Versus State of U.P. and Ors. and its connected Writ Petitions, wherein Clause (4) of G.O. dated 09.01.2007 was declared ultra vires.**

**3.3** Benefits of reservation shall be given only to the candidates who are domiciles of U.P. subject to production of Domicile Certificate issued by Competent Authority as recognized by Law or Relevant Rules of State of UP. The candidates who would fail to produce Domicile Certificate shall not be considered eligible for appointment under reserve category. In case of women candidates, caste/domicile certificate issued from father's side only shall be treated as valid.

- 3.4** Horizontal reservation for Sportsperson shall be provided in terms of the Government Orders issued in this behalf from time to time by the Government of Uttar Pradesh and adopted by The High Court for specified games/events and sportsperson claiming reservation has to submit certificate of being skilled player as prescribed in Rule 23-A of the Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules,1976.
- 3.5** Only such persons would be eligible for reservation under Physically Handicapped quota who are having not less than 40% (forty percent) of relevant disability. Applicants claiming benefit of reservation under Physically Handicapped quota shall be required to submit a Disability Certificate issued by the Competent Authority as per relevant rules as and when asked by the Appointing Authority.
- 3.6** No person shall be recruited 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/her official duties. Before a candidate is recruited directly and finally approved for appointment, he/she shall be required to produce a medical certificate of physical fitness issued from Chief Medical Officer, and in absence thereof, concerned Authority equivalent thereto as decided by the Appointing Authority.

- Note:** (i) **It is important to note that only such candidates be considered for selection who participate in all stages of the examination. No exemption shall be granted to any candidate including that of P.H. category from appearing in any stage of examination for reasons whatsoever.**
- (ii) **There is no provision for Scribe or extra time in any part/stage of examination for the Physically Handicapped Candidates. However, visually handicapped candidates may use magnifying glasses which they have to arrange at their own end. No examination material shall be provided in Braille Script.**
- (iii) **Candidate claiming reservation in more than one category will be entitled to only one of the relaxation whichever is more beneficial to him/her.**

## Chapter-4

### ELIGIBILITY CRITERIA

#### 4.1 Essential Qualifications

The applicant must possess essential educational qualifications/Computer Qualifications for the posts on the closing date of submission of the Online Application Form as mentioned below:

<p><b>(i) Junior Assistant</b> (Amin Grade-II Category 'C'/ Copyist (Civil &amp; Police Case diaries/ Assistt. Account Clerk/ Additional Clerk/Court Clerk/Admin Clerk/Writer &amp; Runner/ Typist, etc. Clerk-cum-Typist Category 'C')</p>	<p>Intermediate with special knowledge of Urdu and Hindi along with a CCC Certificate issued by NIELIT (DOEACC Society) ) and 25 w.p.m for Hindi and 30 w.p.m. for English Typewriting on Computer. Arithmetic, mensuration, elementary land Surveying and Mapping, Order XXVI of Act No. V of 1908 and Rules (Civil) relating to the work and duties of the Junior Assistant.</p> <p><b>Note :-</b> Mathematics as a subject in the Intermediate is not compulsory for the post of Junior Assistant but for the post of Amin Grade-II, only those candidates will be considered who have passed their Intermediate examinations with Mathematics as one of the subject.</p>
<p><b>(ii) Paid Apprentices</b></p>	<p>Intermediate with CCC Certificates Issued by NIELIT (DOEACC Society) and 25 w.p.m for Hindi and 30 w.p.m. for English Type writing on Computer.</p>

#### 4.1.1 Preferential Qualification:

A candidate who has:-

- (i) Served in the territorial army for a minimum period of two years, or
- (ii) Obtained A/B certificate of the N.C.C. shall, other thing being equal be given preference in the matter of direct recruitment.

#### 4.2 Age Limit

**4.2.1** A candidate for Direct Recruitment on the posts of Category 'C' (Clerical Cadre) must have attained the minimum age of **18 years** and must not have attained the age of more than **40 years** on the 1<sup>st</sup> day of July of the year in which advertisement is published i.e. 2024.

**4.2.2** The candidate should not be born before **2<sup>nd</sup> July 1984** and not born after **1<sup>st</sup> July, 2006**.

#### 4.3 Relaxation in Upper Age Limit

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

**4.3.2** 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** in accordance with the rules.

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

**4.3.4** 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.**

**4.3.5** **Candidate claiming age relaxation in more than one category will be entitled To Only One Of The Relaxation Whichever Is More Beneficial To Him/Her.**

#### **4.4 Nationality**

As per Rule<sup>#</sup> **6 (1)**, No person shall be eligible for appointment unless he is a citizen of India.

#### **4.5 Character**

As per Rule 15<sup>#</sup>, No person shall be appointed unless the appointing authority is satisfied that he is of good character and is in all respect suitable for appointment to the service. Every candidate selected for direct recruitment shall furnish to the appointing authority certificates issued by the Competent Authority not more than six months prior to the date of selection, by two respectable persons unconnected with his school, college or university, and not related to him, testifying to his character, in addition to the certificate or certificates which may be required to be furnished from the educational institution last attended by the candidate. If any doubt arises regarding the suitability of a candidate for appointment the decision of the High Court shall be final.

**Note:** A person 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 appointment.

#### **4.6 Marital Status**

As per Rule 6 (2) <sup>#</sup>, No man who has more than one wife living and no woman who has married a man already having another wife, shall be eligible for appointment.

#### 4.7 Physical Fitness

As per Rule 16<sup>#</sup>, No candidate selected for appointment shall be appointed to any post unless he satisfies the appointing authority that he is physically fit to discharge the duties that he may be called upon to perform. Appointing authority may, by order, prescribe the physical standards required to be satisfied by a person for appointment and specify the medical authority which may grant the certificate of physical fitness and provide such other incidental matters as may be necessary. The opinion of the Medical Authority, regarding the physical fitness or otherwise of the candidate shall be binding on the candidates.

**Note: Rule<sup>#</sup> refers to The Uttar Pradesh State District Court Service Rules, 2013 and  
The Uttar Pradesh State District Court Service (First Amendment) Rules, 2017.**

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## Chapter-5

### SELECTION PROCEDURE

#### 5.1 Syllabus & Modalities

Syllabus for Stage-I common Offline Written Examination (on O.M.R. sheet) for the posts of Category 'C' Clerical Cadre (Junior Assistant & Paid Apprentices) :-

<b><u>Stage- I : Written Examination</u></b>	<b>Subjects</b>		<b>Maximum marks</b>
(Time 90 Minutes) Examination will carry 100 questions	<b>(A)</b>	Hindi	100 marks
	<b>(B)</b>	English	
	<b>(C)</b>	General Studies	
	<b>(D)</b>	Mathematics	
<b>Stage-II : Hindi &amp; English Type Test on Computer-</b> 25 w.p.m for Hindi and 30 w.p.m. for English Typewriting on Computer.			25 marks <b>(for Hindi Typing)</b>  25 marks <b>(for English Typing)</b>  (Minimum Qualifying marks : 10 out of 25 for both Hindi and English Type Test)

- There shall be no negative marking for incorrect answers.
- The question paper of Stage I (Written Examination) will be available in both English and Hindi languages.
- In case of any discrepancies between the English and Hindi versions of the Question Paper, the English version will be considered final.
- Questions shall be on the areas related to and of the level mentioned in essential qualification.
- The candidate should secure at least 10 marks out of 25 marks in the type Test on Computer for both English and Hindi typing respectively and he must also achieve the net typing speed of 25 w.p.m for Hindi and 30 w.p.m for English on computer to be considered eligible for placing in the merit list.
- The Selection Committee has discretion to fix minimum qualifying marks in any or all parts of papers in both the stages i.e. in Stage-I (Written Examination) and Stage-II (Hindi & English Type Test on Computer).

**Selection Procedure:** The selection procedure shall include the following two stages:-

(i) **Stage-I (Written Examination):** There will be one common offline written examination (objective type on OMR sheet) which consists of 100 objective type questions. Five candidates in order of merit of Written

Examination shall be shortlisted category/sub-category wise against each notified vacancy for appearing in Stage-II Examination i.e. Type Test on Computer at a later date.

**(ii) Stage-II (Type Test on Computer) :** Hindi & English Type Test on Computer for the post of Category 'C' (Clerical cadre) shall be held on the date to be notified after the declaration of the result of Stage-I (Written Examination). The candidate will be provided a passage of approximately 250 words for Hindi Type Test, to be typed within 10 minutes on computer. Similarly, candidates will be provided a passage of approximately 300 words, for English Type Test, to be typed within 10 minutes on computer. Only Inscript Keyboard layout (on Mangal Font) will be used for Hindi Type Test on computer. The test shall be conducted in online mode on Computer and contents shall be provided on the computer screen.

**(iii)** Interview shall not be the part of selection process.

**(iv)** A combined merit list for the post of Category 'C' (Clerical cadre) will be prepared on the basis of marks obtained by the candidates in offline Stage I (written examination) and Stage II (Hindi & English Type Test on Computer). Candidates secured higher marks in merit will be offered the post of Junior Assistant unless vacancies exhaust then remaining selected candidates shall be offered the post of Paid Apprentices in order of merit.

*\*Notwithstanding anything contrary in these rules the Appointing Authority and the Selecting Authority with regard to conduct of examination and selection shall act in accordance with general or special orders issued by Hon'ble the Chief Justice of High Court from time to time.*

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## Chapter-6

### MARKING SCHEME

Stage/Part of Examination	Scheme
<b>Stage-I (Written Test)</b> <b>Multiple Choice Objective Type</b> <b>(Offline mode/ OMR based)</b>	<i>(i) For each Multiple Choice Question, the candidate must select one option as the correct answer.</i>
	<i>(ii) Each correct answer shall carry One (01) Mark.</i>
	<i>(iii) There is no negative marking for incorrect answers.</i>
	<i>(iv) No marks will be given for questions un-answered/un-attempted.</i>
	<i>(v) If a question is found to be incorrect or ambiguous or having more than one answer during the Key Challenge, only those candidates who have attempted the question and chosen one of the correct answers shall be given the mark.</i>
	<i>(vi) In case a Question is dropped due to some technical mistake (error) or any other reason full marks shall be given to all the candidates.</i>

Stage/Part of Examination	Scheme
<b>Stage-II :</b> <b>Hindi and English</b> <b>Typing Test on Computer</b>	<b><i>For English Type Test:</i></b> <i>(i) (a) Marks shall be deducted on each mistake (error)</i> <b><i>(Value of mistake (error): 01 Mistake(error)=0.0833 mark).</i></b>
	<b><i>For Hindi Type Test:</i></b> <i>(i) (b) Marks shall be deducted on each mistake (error)</i> <b><i>(Value of mistake (error): 01 Mistake(error)=0.100 mark).</i></b>
	<i>(ii) Left-out words and spelling mistakes will be treated as full mistake (errors).</i>
	<i>(iii) An error in punctuation shall be full mistake (errors).</i>
	<i>(iv) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error).</i>
	<i>(v) Extra words typed shall be deleted/ignored.</i>
	<i>(vi) Marks for mistakes in spelling and punctuation will be calculated accordingly.</i>
<i>(vii) The speed shall be calculated on the basis of net Correct Words typed and the time taken for submission by the candidate.</i>	

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## Chapter-7

### ANSWER KEY CHALLENGE

- 7.1** The Provisional Answer Keys of the Multiple Choice Questions as asked in **Stage-I (Written Test)** of the Examination shall be displayed online on the Website(s): <https://exams.nta.ac.in/AHCRE/> and [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) giving an opportunity to the interested candidates (after the conduct of the exam) to challenge any answer key of any question online.
- 7.2** The provisional Answer Keys and scanned image of candidate's OMR Answer sheet shall be displayed to the respective candidates on aforesaid websites for a period of 02 (two) to 03(three) days.
- 7.3** The Candidates shall be informed about the process through a Public Notice to be issued on the Website(s): <https://exams.nta.ac.in/AHCRE/> <https://exams.nta.ac.in/AHCRE/> and [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) only.
- 7.4** The Candidates shall be required to pay online an amount of Rs. 500/- (Rupees Five Hundred Only) per answer key challenged, in **Stage-I (Written Test)** of the examination, as processing fee. In case the challenge of a Candidate to any answer key is accepted, such candidate shall be refunded with the processing fee.
- 7.5** The following category of challenges SHALL NOT be entertained:-
- i. Any challenge submitted through email, post or in person;
  - ii. Any challenge submitted without payment of requisite fee;
  - iii. Any challenge submitted before/after specified period mentioned in the public notice to be issued regarding the answer key challenge in due course.
- 7.6** Challenges made by the candidates to any answer key will be verified by the NTA with the help of a panel of subject experts. If the challenge to any Answer Keys is found correct, the Answer Key will be revised accordingly. Based on the revised Final Answer Key, the result of the **Stage-I (Written Test)** of the examination will be prepared and declared.
- 7.7** The Answer Keys after the challenges, as settled by the panel of experts, will be treated as final and no further grievances shall be entertained after the declaration of result.
- 7.8** There shall be no intimation to any candidate in response to his/ her answer key challenge, if the same has been rejected by the Subject Expert(s), as the Final Answer Keys will be published on the website(s) prior to the declaration of the result.

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## Chapter 8

### DECLARATION OF RESULT

- 8.1** The result of examination or any information shall be published only on the official websites <https://exams.nta.ac.in/AHCRE/> or <http://www.allahabadhighcourt.in> and any information whatsoever shall be made available on the official website. Candidates are advised to check the websites regularly for updates.
- 8.2** Merely appearing and passing in **The Uttar Pradesh Civil Court Staff Centralized Recruitment: 2024-25**, does not confer any right to the candidate for appointment on the posts advertised.
- 8.3** The selection is subject to fulfilling the eligibility, rank in merit list, medical fitness, verification of original documents and such other criteria as may be prescribed by the Hon'ble High Court of Judicature at Allahabad.
- 8.4** Normalization of marks will be carried out in case the examination is held over multiple sessions.
- 8.5** A combined merit list for all Category 'C' Clerical Cadre posts shall be prepared based on the marks obtained by the candidates in Stage-I (Written Examination) and Stage-II: Hindi & English Type Test on Computer.
- 8.6** The list shall take into account the reservation rules in force for Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically Weaker Section and other categories.
- 8.7** If the total marks secured in the examination(s) of two or more candidates is equal, the order of the merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of the merit. The number of the candidates to be included in such list shall be equal to the number of the vacancies notified for the recruitment.

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## Chapter-9

### GENERAL INSTRUCTIONS

- 9.1** The Hon'ble Court reserves right to alter the number of vacancies, modify Examination process and fix the minimum cut off marks without assigning any reason thereof. Vacancies calculated and indicated in advertisement are subject to change. All instructions are to be complied with strictly by the candidates in the Examination.
- 9.2** The decision of The Hon'ble Court shall be final in all matters relating to Eligibility, Acceptance or Rejection of the applications/ candidature of any applicant, Penalty for false information, Mode of Examination process, Allotment of Examination Centers, Selection & Appointment to the post etc.
- 9.3** Candidates are advised to go through the website <https://exams.nta.ac.in/AHCRE/> and [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) regularly for latest updated information and other references.
- 9.4** Candidate must carefully read the Instructions for filling Application Form online given in the advertisement. Candidates not complying with the Instructions shall be summarily disqualified.
- 9.5** Information such as his/her Name, Contact details/Address, Email ID, Category, PH Status, Educational Qualification details, Date of Birth, etc. provided by the candidate in the Online Application Form shall be treated as FINAL. The Candidates shall fill their complete postal address with PIN Code for further correspondence.
- 9.6** Any request for change in such particulars after the closure of correction period shall not be considered either by NTA or by The Hon'ble Court, in any manner.
- 9.7** In case it is found at any time in future that the Candidate has used / uploaded the photograph and signature of someone else in his/ her Application Form /Admit Card or he/she has tampered his/her Admit Card /result, these acts of the candidate shall be treated as Unfair Means (UFM).
- 9.8** In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has suppressed/twisted or truncated any material facts, his/her candidature shall stand cancelled without giving any reasons and notice to the candidate concerned. If any discrepancies or false information is detected at any stage, even after appointment, the candidate's service may be terminated immediately without prior notice and he/she may be liable for criminal proceedings as decided by The Hon'ble Court
- 9.9** No request for refund of fee once remitted by the candidate will be entertained either by NTA or by The Hon'ble Court under any circumstances and neither shall the fee be adjusted with any other recruitment. Candidates shall appear in the examination at their own cost at the allotted

Examination Centre on the Date / Shift and time indicated in their respective Admit Cards, which would be issued in due course through official Websites. The High Court shall not be responsible for any loss/ injury caused to the candidates in course of appearing in the examination.

- 9.10** Online Application Form cannot be withdrawn, once it is submitted successfully. 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 08 (eight) colored passport size photograph identical with the photograph uploaded in Online Application Form.
- 9.11** In case of multiple applications submitted by the candidate, the last application with requisite fee shall be accepted and fee deposited with earlier applications shall not be adjusted in any circumstances.
- 9.12** No hard copies of certificates/mark sheets are required to be submitted along with 'On-line Application Form. Candidates shall have to produce all required documents pertaining to eligibility for verification as and when asked for by the Appointing Authority, failing which he/she shall be disqualified.
- 9.13** Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- 9.14** Selection of a candidate in the Examination is provisional, subject to being found otherwise eligible for selection. Candidates are required to keep with them at least one identity proof (Photo-Identity Card viz Adhaar Card, Voter I.D. Card, Driving License, Passport, PAN Card, Bank's Passbook copy with photograph thereon) along with the admit card issued to the candidate and shall produce the same on demand at the time of examination at the center.
- 9.15** **In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate may face penal action as per the law applicable.**
- 9.16** No recommendation for selection either written or oral, other than those for whom required as per Rules applicable 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 shall disqualify him for appointment.
- 9.17** The candidates are required to fill in the Online Application Form correct and complete information carefully. If any incomplete or false information is given, then the candidate will be solely 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 Hon'ble Court may reject the candidature at any stage of the selection and may take all necessary action.

- 9.18** All the candidates who are already employed in Central Government or State Government or in any Central Government or State Government Public Undertaking and/or in any type of other organization established or governed by the Central Government or State Government, shall apply online subject to production of “NO OBJECTION CERTIFICATE (NOC)” from their respective Cadre Controlling Authorities and shall have to compulsorily produce the same (NOC) as and when asked for, failing which his/her selection may be canceled.
- 9.19** The candidates shall produce certificates, issued by competent authority, in 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/discharged 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 in prescribed format issued by the Competent medical authority/Board indicating physical disability not less than 40%. Physically challenged persons shall be provided reservation against the earmarked post in the District Judgeship subject to his suitability for the post. Sport persons claiming reservation in recruitment should submit certificate being skilled player.
- 9.20** Information uploaded on the website shall not be provided to the candidate or any other person under R.T.I. Act, 2005 read with the Allahabad High Court (Right to Information) Rules, 2006. The information uploaded on the website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In due course of recruitment examination or 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 the declaration of final result. Inferential questions or Speculative questions shall not be answered in RTI.
- 9.21** It is to be noted that if a candidate has been allowed to appear in the examination, 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 is subject to final verification by the Competent Authority. The candidate shall 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.
- 9.22** Furnishing of false, wrong or inaccurate information may lead to cancellation of the candidature of the Applicant and/or his/her Result, forfeiture of the certificate and even prosecution in appropriate cases.

- 9.23** The final marks along with category wise/sub-category wise cut off marks of all the candidates appearing in the examination will be uploaded on the official websites after the declaration of final result in due course of time. No application under Right to Information Act with regard to marks scored by the candidates as well as Category /Sub-category wise final cut-off marks shall be entertained as the same shall be made available on the official websites in due course of time after declaration of final result.
- 9.24** Mobile Phones, Pagers, Bluetooth devices or any other communication device is not allowed inside the premises where the examination is being conducted. Any infringement of these instructions may entail suitable actions/restrictions as The Hon'ble Court may deem fit and proper including ban from future examinations.
- 9.25** Canvassing in any form and use of unfair means (U.F.M.) during the examinations shall disqualify the candidature of the applicant.
- 9.26** Selection of the candidates shall be purely on the merit basis in a transparent way. Hence, the Candidate has to be careful of touts, who promise to get them selected unlawfully on illegal considerations/means.
- 9.27** Candidate must disclose the details in the Online Application Form, if any criminal proceeding has been initiated against him/her or First Information Report (FIR) is lodged against him/her. Concealment of any fact(s) may disqualify and entail cancellation of his/her candidature.
- 9.28** The Result of the Candidates who indulge in Unfair Means (UFM) Practices shall not be declared (and may be cancelled).
- 9.29** (i) The Hon'ble Court reserves right to alter the number of vacancies, modify/rectify examination process and fixing the minimum cut off marks at any stage of the examination process without assigning any reason thereof.  
(ii) The decision of the Hon'ble Court 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 appointment on the posts etc.  
(iii) The Hon'ble Court reserves right to correct the error that might have inadvertently crept in. However, it does not owe any responsibility for error committed by the candidate.
- 9.30** The vacancies calculated and indicated in the advertisement are subject to change.
- 9.31** The result shall be displayed on the official website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) and information with regard to the next stage of examination shall be made available on the aforementioned website in due course of time. The Candidates are advised to go through the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) regularly for latest update.

- 9.32** Instructions are to be complied with strictly by the candidates in the examination. No T.A./D.A. shall be given to the candidates for appearing in the examination/test.
- 9.33** The Hon'ble Court shall not be responsible for any loss/injury caused to the candidates during their participation in the examination.
- 9.34** Marks scored by all the candidates appeared in the recruitment examination along with category/sub-category wise cut off marks for the aforementioned post shall be uploaded on the website(s) <https://exams.nta.ac.in/AHCRE/> and [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) after the declaration of final results.
- 9.35** 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 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.
- 9.36** 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. 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.
- 9.37** No person shall be recruited 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 official duties. Before a candidate recruited directly is finally approved for appointment, he shall be required to produce a medical certificate of physical fitness.
- 9.38** No recommendation either written or oral 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.
- 9.39** All the record(s) relating to The Uttar Pradesh Civil Court Staff Centralized Recruitment: 2024-25 would be available at NTA only up to 90 days from the date of declaration of result.

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## Chapter-10

### REGISTRATION AND APPLICATION PROCESS

#### 10.1. Instructions for filling Online Application Form

Candidates have to apply **“ONLINE” only** for The Uttar Pradesh Civil Court Staff Centralized Recruitment: 2024-25 by accessing the website: <https://exams.nta.ac.in/AHCRE/> OR [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in). The Applications other than online mode will not be accepted in anycase. Only one application is to be submitted by a candidate. In case more than one Application i.e. multiple Application Forms are submitted for the same post by a single and the same candidate, then the last Application Form with requisite fee submitted by such candidate shall only be taken into account.

A replica of application form is at Annexure-I.

10.2. It is suggested that the candidate should keep the following ready before filling of the online Application Form:

- A computer/Laptop with proper internet connectivity,
- The particulars of a valid Government ID proof,
- The Date of Birth (as mentioned in Class X Board Certificate),
- Govt. Identity Details like Aadhar Number / Election Card (EPIC No.) / Passport number / Bank Account Number / PAN Number/ Other valid Govt. IDs,
- Educational Qualification details,
- Actual category viz. General (UR) / EWS/ OBC / SC / ST, as the case may be, correctly mentioned in the relevant column,
- Scanned clear passport photograph in JPG/JPEG format (size between 10 kB–200 kB) either in colour or black and white with 80% face (without mask) clearly showing complete face from chin to head having straight eye contact with the camera with both ears visible in appropriate contrast on light shade plain background without any kind of sunglasses/spectacles,
- Scanned clear signature in JPG/JPEG format (size between 10kB–200kB),
- Bank account details for payment of fee,
- A valid e-mail ID as important communications will be made in this e-mail ID,
- A valid mobile number as important information via SMS will be sent to this number.

10.2.1. Advertisement may be downloaded and read carefully by the candidate that to be sure about his/her eligibility and to acquaint with requirements for submission of Online Application Form.

10.2.2. Whether they fulfill the eligibility conditions for the Examinations as prescribed.

10.2.3. In order to avoid correction in the particulars at a later stage, *the candidate, must ensure the accuracy of all details entered in the application form as no changes shall be permitted after submission.*

**10.3.** Following **Steps** maybe followed to Apply Online:

*Step-1: Register for Online Registration using your own Email ID and Mobile No. and note down system generated Registration Number.*

*Step-2: Complete the Online Application Form and note down the system generated RegistrationNumber.*

*Step-3: Upload legible scanned images of:*

- (i) a recent photograph (in jpg/ jpeg file, size 10kB–200kB);*
- (ii) candidate's signature (file size: 10kB-200kB);*
- (iii) Left hand thumb impression (file size:10kB- 200kB);*

*Step-4: Pay prescribed fee online through Net Banking/Debit Card/Credit Card / Unified Payments Interface (UPI) (There is no provision for payment through e-challan/cash).*

All the 4 Steps can be done together or at separate timings.

**10.4.** 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 on the ground of non-payment of examination fee. Fee once deposited in the Bank will not be refunded to the candidate in any condition and it shall not be adjusted in anyway.

**10.5.** After the submission of Online Application Form (i.e. successful completion of Step-4), Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**

**10.6.** In case the Confirmation Page is not generated after payment of Prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in clause 4 of Chapter 11 of this detailed Advertisement), for ensuring the successful payment.

**10.7.** In spite of above, if successful transaction is not reflected on the Portal, it means transaction is not complete and candidate may pay second time and ensure OK status. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded (in the same payment mode through which the duplicate payment is received), after fee reconciliation by NTA.

**Notes:**

- i. The final submission of Online Application Form will remain incomplete if Step - 2 Step-3 and Step-4 are not completed, such Application Forms will stand rejected and no correspondence on this account will be entertained.*
- ii. No request for refund of fee once remitted by the candidate will be entertained.*
- iii. The entire application process is online, including uploading of scanned images, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to*

*send/submit any document(s) including Confirmation page to NTA through Post/Fax/By Hand/E-mail.*

- iv. Candidates are advised to keep visiting the official websites regularly for latest updates and to check their e-mails.*
- v. All the candidates who have submitted the online Application and paid the Examination fee till last date will be allowed to appear for the examination and their admit cards will be uploaded on the website as per schedule.*
- vi. NTA neither verifies the information filled by the candidates in the Application Form nor verifies any certificate of Category/Educational Qualification for deciding the eligibility of candidates.*
- vii. The certificates of educational qualification and category (if applied under reserved category) will be verified by the competent authority at the time of joining the services. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category).*
- viii. Either the Hon'ble Court or NTA will, in no way, be responsible for any wrong/ incorrect information furnished by the candidate(s) in his/her Online Application Form. The letter/ e-mails/ WhatsApp Message/ Public Grievance in this regard will not be entertained by the NTA or the Hon'ble Court.*

**10.8.** The Candidates are not required to send/submit the confirmation page of Online Application Form to the NTA. However, he/she is advised to retain the following documents with them as reference for future correspondence:

- ***At least four print outs of the Confirmation Page of Online Application Form.***
- ***Proof of fee paid.***
- ***Photographs (same as uploaded on the Online Application Form)–6 to 8 passport size photographs need to be kept aside.***
- ***The name on the photo identification card must match with the name as shown in the Admit Card. If the name has been changed due to events such as marriage or etc., candidate must show the relevant document at the time of examination. Marriage Certificate / Divorce / Decree / Legal Name Change Document must be produced in original compulsorily.***

## 10.9. Procedure for Filling Application Form

### **Part I: Registration Page**

**Fill in the basic information and note down the system generated Application No.**

*Candidate's Name/ Mother's Name/ Father's Name:*

*Provide Candidate's Name, Mother's Name, and Father's Name as given in the Secondary School Examination or equivalent Board / University Certificate in CAPITAL letters. No prefix in the name of the candidate is allowed.*

*Date of Birth: dd/mm/yyyy:*

*Provide Candidate's date of birth as recorded in Secondary School Examination (10th) or equivalent Board/ University Certificate.*

*Mobile Number and e-mail Address:*

*Candidates must provide own Mobile Number and e-mail address.*

**Note: Only one e-mail address and one Mobile Number are valid for one application**

### **PART II: Fill in the complete Application Form**

**Fill in the complete Application Form Notes:**

- (i) The High Court of Judicature at Allahabad/NTA shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form. Therefore, the candidate has to ensure that he/she mentions his/her complete correspondence address, including Pin Code, in his/her Online Application Form.*
- (ii) The Candidate must ensure that e-mail address and Mobile Number provided in the Online Application Form are their own (as these cannot be changed later) since communication from NTA may be sent through e-mail or SMS.*
- (iii) The Candidate should not give the postal address, Mobile Number or e-mail ID of any Coaching Centre or of any other third party or institution in the Online Application Form*

### **PART III: Uploading of scanned images**

#### **(i) Candidate's Photograph: to be uploaded**

- *Photograph should not be with cap or goggles. Photograph should cover 80% face (without mask) visible including ears against white background.*
- *Spectacles are allowed if being used regularly.*
- *Polaroid and Computer generated photos are not acceptable.*
- *Applications not complying with these instructions or with unclear photographs are liable to be rejected.*
- *Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de- shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.*
- *Application without photograph shall be rejected. The photograph need not be attested.*
- *Candidates are advised to take 6 to 8 passport size coloured photographs with white background.*

**Note:** *Passport size photograph is to be used for uploading on Online Application Form and also for pasting on Attendance Sheet at the Examination Centre.*

- *The candidate should scan his/her passport size photograph for uploading. File size must be between 10 kB to 200 kB.*

#### **(ii) Candidate's Photograph: to be captured Live**

- *The application module has been designed to capture a Live Photograph of the candidate filling up the application form. For this purpose, the candidate has to stand / sit before the camera when prompted by the application module and follow the following instructions while capturing the photograph:*
  - *Place should be good lighted with a plain background.*
  - *Position yourself in front of Camera (at your level) and look straight towards camera.*
  - *Ensure that your face should not cover with a cap / mask or glasses /spectacles and should come in the rectangular area delineated by the camera.*
  - *The size of captured photograph should be between 10 kB to 200 kB, crop function is also available to resize your photo.*
  - *Incomplete / blur live Photograph is not acceptable.*

#### **(iii) Left Hand Thumb Impression: to be uploaded**

- *In case of any eventuality of left thumb being unavailable, right hand thumb impression may be used.*
- *File size must be between 10 kB to 200 kB.*

**(iv) Candidate's Signature: to be uploaded**

- *The candidates are required to upload the full signature in running hand writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as signature and the Application Form would be rejected. Further, unsigned Online Application Forms will also be rejected.*
- *The candidate should put his full signature on white paper with Blue/Black Pen and scan for uploading.*
- *File size must be between 10 kB to 200 kB.*

**10.11** NTA does not edit/modify/alter any information entered by the candidate under any circumstances. Any request for change in information will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form. **Request for corrections made by any candidates through Post/ Fax/WhatsApp/Email/by hand will not be entertained by NTA/the High Court of Judicature at Allahabad.**

**10.12** NTA disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.

**10.13** The entire application process for the aforementioned post is online including uploading of scanned images, payment of fees and printing of confirmation page, admit card etc.

**10.14** Usage of Data and Information: NTA/High Court of Judicature at Allahabad can use the data provided by the End Users (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use.

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## CHAPTER 11

### APPLICATION FEE AND PROCEDURE FOR PAYMENT

#### 11.1. Application Fee/Procedure for Payment /Service Charges of Banks

<i>Fee Payable (through: State Bank of India)</i>	
<i>Name of Post</i>	<b>Junior Assistant &amp; Paid Apprentices (Category 'C' Clerical Cadre posts)</b>
<i>General (UR)/OBC</i>	Rs. 850/-
<i>EWS of Uttar Pradesh</i>	Rs. 750/-
<i>SC/ST* of Uttar Pradesh</i>	Rs. 650/-
<b>Note:</b> <i>(1) Candidates belonging to reserved category shall have to pay requisite fee according to their respective category. EWS/SC/ST of other than Uttar Pradesh shall have to pay fee as prescribed for General (UR)/OBC category candidates. The candidates seeking horizontal reservation shall have to pay fees according to their Vertical category.</i>  <i>(2) Applicable service/processing charges and other charges over and above the Examination Fee, are payable by the candidate to the concerned Bank.</i>	

#### 11.2 Mode of Payment and Service Charges

<b>SBI ePay Lite Rates</b>			
<b>Payment Modes</b>	<b>Amount</b>	<b>Transaction Charges</b>	<b>Charges to be borne by</b>
<b>SBI INB</b>	Any Amount	Rs. 5/- per Txn+ GST	Candidate
<b>Other Banks INB</b>	Any Amount	Rs. 5/- per Txn+ GST	Candidate
<b>State Bank ATM- Cum - Debit Card</b>	Any Amount	NIL	NA
<b>Other Banks Debit Cards</b>	Any Amount	NIL	NA
<b>Credit Cards</b>	Any Amount	0.80% of Txn value (Min Rs.11/-) + GST	Candidate
<b>RuPay Cards</b>	Any Amount	NIL	NA
<b>UPI</b>	Any Amount	NIL	NA

### 11.3. Procedure to raise payment related Grievance:

**11.3.1** After (successful completion of Step-4, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**

**11.3.2** In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in clause 4 of **Chapter 11** of this detailed Advertisement), for ensuring the successful payment.

**11.3.3** In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.

**11.3.4** However, any duplicate payment received from the candidate in course of said transaction will be refunded (in the same payment mode through which the duplicate payment is received) after fee reconciliation, approximately within 30 (thirty) days from the last date for the submission of application fee online.

**11.3.5** Any grievance/ query relating to payment of application fee or refund of duplicate application fee, as received through QRS/Email/Helplines, could be addressed, if the following information are made available by the candidate concerned in his/her query through QRS /Email/ Call at Helplines:-

- i. Name of the Bank and/or payment Gateway.*
- ii. Date and time of the transaction*
- iii. Transaction Number*
- iv. Bank Reference Number*
- v. Proof of transaction*

#### 11.4 Helpdesks/Helplines for attending the Payment Related Queries/Grievances

State bank of India (SBI)	Helpdesk Number	Email Id
<b>Dedicated Help Desk</b>	022-27560266 022-27560267	<a href="mailto:merchant@sbi.co.in">merchant@sbi.co.in</a> Escalation to:- cm4it.cms@sbi.co.in
<b>General Helpline of SBI</b>	Toll free number: 1800 1234 Toll free number: 1800 2100 Toll free number: 1800 11 2211 Toll free number: 1800 425 3800 Toll number: 080-26599990	<a href="mailto:customercare@sbi.co.in">customercare@sbi.co.in</a> <a href="mailto:contactcentre@sbi.co.in">contactcentre@sbi.co.in</a>
<b>Branch Contact Details</b>	0532-2420475 Escalation to:- Branch Manager, State Bank of India, Allahabad High Court Branch, Prayagraj (U.P.)	<a href="mailto:Sbi.03879@sbi.co.in">Sbi.03879@sbi.co.in</a>
<b>National Testing Agency (NTA)</b> <i>(In case a payment related issue could not be resolved through the above mentioned Helplines of the SBI).</i>	<a href="#">Help/QRS</a>  <i>Phone No .011-40759000 / 69227700</i>	

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## Chapter12

### ADMIT CARD, INSTRUCTIONS AND PROHIBITED MATERIALS

#### 12.1. Admit Card for the Examination

- 12.1.1** City intimation to Candidates will be given 5 to 7 days prior to the Examination.
- 12.1.2** The Admit Card will be issued provisionally to the candidates 2 to 3 days prior to the Examination, subject to their satisfying the eligibility criteria.
- 12.1.3** The candidates may download/print their admit cards from the website <https://exams.nta.ac.in/AHCRE/> or <http://www.allahabadhighcourt.in> and appear for the Examination at the given Centre.
- 12.1.4.** The candidates have to download their Admit Card from the official website of The Hon'ble High Court of Judicature at Allahabad or NTA Recruitment website and appear for the Examination at the given Centre on Date, Time of examination as indicated in their Admit Card.
- 12.1.5.** Candidates are required to keep with them at least one Identity proof (Photo-Identity Card viz U.I.D., Voter I.D. Card, Driving License, Passport, PAN Card, Bank's Passbook copy with attested photograph thereon along with the Admit card issued to the candidate and shall produce the same as and when demanded during the Examination at the Exam Centre.
- 12.1.6.** No candidate will be allowed to appear at the Examination Centre, on Date and Time other than that allotted to him/her in his/her Admit Card.
- 12.1.7.** In case candidates are unable to download Admit Cards from the website, they may approach the Help Line between **10:00 am to 5:00 pm** or **write to NTA through QRS.**
- 12.1.8.** The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the Examination.
- 12.1.9.** In case of any discrepancy in the particulars of the candidate or his/her photograph and signatures shown in the Admit Card and Confirmation Page, the candidate may immediately approach the **Help Line between 10:00 am to 5:00 pm.** In such cases, candidates would appear in the Examination with the already downloaded Admit Card.

## 12.2 Important Instructions for Candidates

**12.2.1** Candidates are advised to go through instruction printed on Admit Card carefully before going for the Examination and follow them strictly.

**12.2.2** The candidates are advised to read the instructions on the Admit Card carefully and follow them strictly.

**12.2.3** Candidates MUST bring the following documents on the day of Examination at the Examination Centre.

### ***Candidates who do not bring these will not be allowed to appear in the examination-***

- i. Legitimate Print copy of Admit Card downloaded from official websites.*
- ii. Two passport size photograph (same as uploaded on the Online Application Form) for pasting on the specific space in the attendance sheet at the Exam Centre during the examination.*
- iii. Anyone of the authorized Govt. photo IDs (must be original, valid and non-expired), viz./ U.I.D., Voter I.D. Card, Driving License, Passport, PAN Card, with photograph thereon.*

**12.2.4** Candidates should not be in possession of any material listed in the list of prohibited material.

**12.2.5** Candidates are not allowed to carry any baggage inside the Examination Centre. NTA will not be responsible for any belongings stolen or lost at the premises.

**12.2.6** Candidates have to reach the Examination Centres on or before the reporting time as mentioned in the Admit Cards.

**12.2.7** Candidates may note that late entry to the Examination premises is not permitted under any circumstances. NTA shall not be responsible for any delayed arrival of the candidate in reaching the centre due to any reason. Candidates are advised to familiarize themselves with the location of test centre and plan travel time accordingly.

**12.2.8 Biometric information of all the candidates shall be captured.** Identity checks will be made upon arrival at the Examination Centre to ensure that there are no unauthorized candidates appearing for the Examination. Candidates are required to cooperate with the security personnel for security checks.

**12.2.9** The candidate must show, on demand, the Admit Card for entry in the Examination room/hall. A candidate who does not possess the valid Admit Card shall not be allowed to enter the Examination Centre.

- 12.2.10** Candidates should take their seats immediately after completing the formalities (frisking, biometric capturing and verification) in their respective Examination Room / Hall on their allotted seat. If not, they are likely to miss some of the general instructions to be announced in the Examination Rooms/Hall. The NTA shall not be responsible for any delay.
- 12.2.11** Any candidate found to have changed room/hall or the seat on his/her own other than allotted may be considered as a case of Unfair Means and the candidature may be canceled.
- 12.2.12** The candidate must sign and paste the photograph on the Attendance Sheet at the appropriate place.
- 12.2.13** The candidate should ensure that the question paper is as per the opted Examination indicated in the Admit Card. In case, the subject of question paper is other than the opted examination, the same may be brought to the notice of the Invigilator concerned.
- 12.2.14** No candidate, without the special permission of the Centre Superintendent or the Invigilator concerned, will leave his/her seat or Examination Room/Hall until the full duration of the Examination is over. Candidates must follow the instructions strictly as instructed by the Centre Superintendent/Invigilators.
- 12.2.15** Please note that only registered candidates will be allowed at the Examination Centre. Friends or relatives accompanying the candidates will not be permitted entry under any circumstances and will not be allowed to contact the candidates during the examination process.
- 12.2.16** Candidate shall appear at their own cost at the Centre on Date and Time as indicated on their Admit Card. No TA, DA or any accommodation facility will be admissible for appearing in the said examination.
- 12.2.17** The candidates are to be governed by the Rules and Regulations/Instruction of the NTA with regard to their conduct in the Examination Hall. All cases of Unfair Means will be dealt with as per rules.
- 12.2.18** Applications of candidates submitting false and fabricated information may be rejected and such candidates may be also further debarred from appearing in future Examinations conducted by The Hon'ble High Court of Judicature at Allahabad/NTA.
- 12.2.19** The Hon'ble High Court of Judicature at Allahabad/NTA reserves the right to withdraw permission, granted inadvertently if any, to any candidate who is not eligible to appear in the examination even though the Admit Card has been issued.
- 12.2.20** In case of any ambiguity in interpretation of any of the instructions/ terms/ rules/criteria regarding determination of Eligibility/Conduct of Examination/ Registration of Candidates/Information contained therein, the interpretation of The Hon'ble High Court of Judicature at Allahabad shall be final and binding

### 12.3. Prohibited Materials

- Candidates are not allowed to carry any textual material, Calculators, DocuPen, Slide Rules, Log Tables and Watches / Electronic Watches with facilities of calculator, printed or written material, bits of papers, mobile phone, Blue-tooth devices, pager or any other electronic gadget/device etc.
- The candidates are prohibited to bring any kind of electronic gadgets/device in the examination room/hall.
- If any candidate is in possession of any of the above item, his/ her candidature will be treated as Unfair Means and lead to cancellation of the current examination and may also debar the candidate for future examination(s) and the material will be seized.
- Smoking, chewing gutka, spitting etc.in the Examination Room/Hall is strictly prohibited.
- Candidates are NOT allowed to carry Instruments, Geometry or Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables (loose or packed), Mobile Phone/ Earphone/ Microphone/ Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item or electronic gadgets/ devices in the Examination Hall/Room.

**Note:** *Diabetic students will be allowed to carry eatables like sugar tablets / fruits (like Banana /Apple /Orange) and transparent water bottle to the examination hall. However, they will not be allowed to carry packed foods like chocolate /candy/sandwich etc. (with Doctor's. Prescription), unless permitted by NTA.*

**12.4.** Possession by a candidate of any of the above-mentioned barred items will be treated as an act of Unfair Means (UFM) and may lead to cancellation of his/her candidature in the Examination and may also involve debarring the candidate for future examination(s), subject to the final decision of The Hon'ble High Court of Judicature at Allahabad.

\*\*\*\*\*

## CHAPTER 13

### UNFAIR MEANS PRACTICES AND BREACH OF EXAMINATION RULES

#### 13.1. Definition

**Unfair Means (UFM) Practice is an activity that allows a candidate to gain an unfair advantage over other candidates. It includes, but is not limited to:**

- i. *Being in possession of any item or article which has been prohibited or can be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the Examination in the paper concerned;*
- ii. *Using someone to write Examination on his/her behalf (impersonation) or preparing material for copying;*
- iii. *Writing the Exam at an Exam Centre other than the one allotted to him/her;*
- iv. *Violating Examination rules or any direction issued by NTA in connection with this exam;*
- v. *Assisting other candidate to engage in malpractices, giving or receiving assistance directly or indirectly of any kind or attempting to do so;*
- vi. *Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the Examination time in the Examination Centre;*
- vii. *Threatening any of the officials connected with the conduct of the Examination or threatening any of the candidates;*
- viii. *Using or attempting to use any other undesirable method or means in connection with the examination;*
- ix. *Manipulation and fabrication of online documents viz. Admit Card, Rank Letter, Self-Declaration, etc.;*
- x. *Forceful entry in/exit from Examination Centre/Hall;*
- xi. *Use or attempted use of any electronic device after entering the Examination Centre;*
- xii. *Affixing/uploading of wrong/morphed photographs/signatures on the Application Form/Admit Card /Proforma;*
- xiii. *Creating obstacles in smooth and fair conduct of examination;*
- i. *Any other malpractices declared as Unfair Means Means as per the relevant provision(s) under Sec-3 of The Public Examinations (Prevention of Unfair Means) Act, 2024 (No. 1 of 2024) and rules /guidelines notified there under from time to time.*

#### 13.2 Punishment for using Unfair means (UFM) Practices

During the course of or before or after the examination, if a candidate is found indulge in any of the practices as defined above, he/she shall be **deemed to have used Unfair means practice(s) and booked under UNFAIR MEANS (U.F.M.) Case. The candidate may be debarred in future and may also be liable for criminal action and /or any other action as decided by competent authority as per Law**

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## Chapter-14

### MISCELLANEOUS PROVISIONS

#### 14.1. Caution Notice

**14.1.1.** Candidates are advised to refer to NTA website: <http://exams.nta.ac.in/AHCRE> in or website of the High Court of Judicature at Allahabad: [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) and the abridged advertisement in the newspaper issued by the High Court of Judicature at Allahabad for authentic information and periodic updates made thereon.

**14.1.2.** Candidates are advised not to be allured by various claims of any party or person for qualifying The Uttar Pradesh Civil Court Staff Centralized Recruitment: 2024–25 of the Hon'ble High Court of Judicature at Allahabad.

Candidates are advised to bring any such information to the notice of AHC / NTA through Help/QRS and/or Helpline number.

#### 14.2. Non-Disclosure Agreement (NDA)

**14.2.1.** The Uttar Pradesh Civil Court Staff Centralized Recruitment: 2024-25 of the Hon'ble High Court of Judicature at Allahabad are proprietary Examination(s). Hence, the contents of these Examination(s) are confidential, proprietary and are owned by NTA/High Court of Judicature at Allahabad and explicitly prohibits any organization/institution/undertaking/entity or any candidate or any other person from publishing, reproducing or transmitting any or some contents of this test, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical or through Handouts, Blogs etc. using either one's own account or proxy account(s), for any purpose.

**14.2.2.** By registering for The Uttar Pradesh Civil Court Staff Centralized Recruitment: 2024-25 of the Hon'ble High Court of Judicature at Allahabad, candidates are covered by Non-Disclosure Agreement (NDA). As per NDA, candidates can not disclose any question or contents of question paper in part or otherwise with any person or party or website or such other media/publication. Any act in breach of the NDA shall be liable for penal action as per law. Kindly note that this is a punishable offence and shall lead to cancellation of candidature.

*\* Violation of any act or breach of the same shall be liable for penal action as per Law and cancellation of the candidature of the applicant for future examinations, subject to the final decision of the Hon'ble High Court of Judicature at Allahabad.*

### 14.3. Anti-Fraud and Biometric Verification Notice

To ensure a fair and transparent selection process, the High Court reserves the right to utilise biometric data collection at all stages of the examination and during the physical verification process post-results. Candidates are required to provide biometric information as part of the examination and verification procedures.

Any attempt to use unfair means or to engage in fraudulent activities during the examination or verification process will be met with strict legal action. The High Court is committed to maintaining the integrity of the recruitment process, and any irregularities detected will result in immediate disqualification and potential legal consequences.

Candidates are advised to adhere to the rules and regulations and to refrain from any actions that could be deemed unfair or deceitful

### 14.4. Correspondence with NTA

**14.4.1.** Relevant correspondences shall be addressed by **Help / QRS module available on the designated official website for this Examination. No other method for correspondence with NTA will be considered.**

**14.4.2.** Any query which is ambiguous, anonymous, frivolous, vague, repetitive and irrelevant shall not be entertained.

**14.4.3.** Any query from any person claiming to be a representative, associate or assignee of the applicant/candidate shall not be entertained.

**14.4.4.** The following information shall not be revealed by phone or email:

- i. Internal documentation/status.
- ii. Internal decision making process of NTA or of The Hon'ble High Court of Judicature at Allahabad. Any claim or counter claim in this respect is not entertainable.
- iii. Date & venue of any Internal Meeting or name of any Officer/Official dealing with it, either of NTA or The Hon'ble High Court of Judicature at Allahabad.
- iv. Any other information which in the opinion of NTA or The Hon'ble High Court of Judicature at Allahabad cannot be revealed.

### 14.5. Legal Jurisdiction

All disputes pertaining to the conduct of the Uttar Pradesh Civil Court Staff Centralized Recruitment: 2024-25 including Results shall fall within the jurisdiction of Allahabad only.

\*\*\*\*\*

## LIST OF ABBREVIATIONS

<b>DFP</b>	<i>Dependent of Freedom Fighter</i>
<b>ESM</b>	<i>Ex-servicemen</i>
<b>EWS</b>	<i>Economically Weaker Section</i>
<b>FIR</b>	<i>First Information Report</i>
<b>INB</b>	<i>Internet Banking</i>
<b>MCQ</b>	<i>Multiple Choice Question</i>
<b>NCC</b>	<i>National Cadet Corps</i>
<b>NIELIT</b>	<i>National Institute of Electronics &amp; Information Technology</i>
<b>NOC</b>	<i>No Objection Certificate</i>
<b>NTA</b>	<i>National Test Agency</i>
<b>OBC</b>	<i>Other Backward Classes</i>
<b>PH</b>	<i>Physically Handicapped</i>
<b>QRS</b>	<i>Query Redressal System</i>
<b>P.H.</b>	<i>Physically Handicapped</i>
<b>RTI</b>	<i>Right To Information</i>
<b>SBI</b>	<i>State Bank of India</i>
<b>SC</b>	<i>Scheduled Castes</i>
<b>SP</b>	<i>Sports person</i>
<b>ST</b>	<i>Scheduled Tribes</i>
<b>UFM</b>	<i>Unfair Means</i>
<b>UP</b>	<i>Uttar Pradesh</i>
<b>UR</b>	<i>Unreserved</i>

\*\*\*\*\*

## Annexure-I

### The Uttar Pradesh Civil Court Staff Centralized Recruitment: 2024-25 for Junior Assistant & Paid Apprentices



High Court of Judicature at Allahabad  
The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25  
Group 'C' Clerical Cadre



Group 'C' Clerical Cadre

[Home](#) [Login Page](#)

#### Steps to Apply Online



Step 1:- Apply for Online Registration.

Step 2:- Fill Online Application Form.

Step 3:- Pay Examination Fee.

If You are a New Candidate Click on Below Link

[New Candidate Register Here](#)

#### Only Registered Candidate Login Here

Application No\*

Password\*

Security PIN as Shown Below\*

Security PIN **817459**

[Login](#)

If you forgot your Password or Application Number, please click on below link

[Forgot your password?](#)

[Forgot Application Number?](#)





Group 'C' Clerical Cadre

[Download Detailed Advertisement](#)

Instructions and Procedure for Submission Online Application Form:

- Candidates can apply for the post of Group 'C' Clerical Cadre in the District Courts under High Court of Judicature at Allahabad for The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25 through "Online" mode only. The Application Form in any other mode will not be accepted.
- Candidates must carefully read the Instructions given in the Detailed Advertisement as well as mentioned below (including how to fill up Application Form online). The Applications of Candidates not complying with the Instructions shall be summarily rejected.
- Candidates should ensure that they are fulfilling the eligibility criteria and other terms & conditions given in the Detailed Advertisement before applying for the post(s).
- Important Notice Regarding Biometric Verification and Fair Conduct  
**Before proceeding with the application, please read the following carefully:**
  - Biometric Data Collection:** The High Court will collect biometric data at various stages of the examination process and during the post-result physical verification. This is to ensure the authenticity of the candidates and the integrity of the examination.
  - Fair Conduct:** Any attempt to use unfair means or engage in fraudulent activities during the examination or verification process will result in immediate disqualification and may lead to action(s) as per Law including relevant provision(s) under The Public Examinations (Prevention of Unfair Means) Act, 2024 (No. 1 of 2024) and Rules / Guidelines notified thereunder from time-to-time.
  - Acknowledgement:** By continuing with this application, you acknowledge and agree to the use of biometric data as described and commit to adhering to the rules of fair conduct.
  - Please ensure you understand and accept these terms before proceeding.
- The following steps / procedure may be followed to Apply Online:
  - Step 1:** Apply for Online Registration using your own Email ID.
  - Step 2:** Login with the Application Number obtained in your registered email after completing the registration process, fill-up the Application Form online, upload photograph, signature, Left Thumb Impression (LTI) and capture your Live photograph.
  - Step 3: Review your Application Form (make changes if any required at this stage), before final submission.**
  - Step 4:** Pay the prescribed fee using the Payment Gateway(s) integrated to the Online Application Form through Net Banking / Debit Card / Credit Card / UPI and keep a proof of the fee paid.

**Note: The final submission of Online Application Form will remain incomplete if Step-4 is not complete.**

Fee Payable for Group 'C' Clerical Cadre 2024-25 Junior Assistant / Paid Apprentice (Group 'C' Clerical Cadre) (through Credit Card / Debit Card / Net-Banking / UPI)			
Name of Post	For UR & OBC Candidates	For EWS Candidates	For SC & ST Candidates
Junior Assistant and / or Paid Apprentice	₹ 850/-	₹ 750/-	₹ 650/-

- After successfully completion of Step-4 (i.e. payment of prescribed Fee), Confirmation Page of the Application Form should be downloaded and a printout of the same may be retained for future reference.  
**Note: No request for refund of fee once remitted by the candidate will be entertained by NTA under any circumstances.**
- In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in Annexure-I of the Detailed Advertisement), for ensuring the successful payment. In spite of above, if successful transaction is not reflected on the Application Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time. However, if duplicate/multiple payments are received from a candidate against same Application for same post in course of said transactions that will be refunded through the same payment mode through which duplicate/ multiple payments are received, after fee reconciliation.
- Information, such as, his/ her name, contact details / address, category, PwD status, eligibility criteria/educational qualifications details, date of birth, etc. provided by the candidates in their respective online Application Forms shall be treated as final. Any request for change in such particulars after the closure of correction period, will not be considered.
- High Court of Judicature at Allahabad / NTA, on its own, does not edit/modify/alter any information/ particular filled by a candidate in his / her online Application Form under any circumstances. Any request for change in the information/ particular filled by the candidate will not be entertained. **Therefore, candidates are advised to exercise utmost caution while filling up correct details in the Application Form.** Any request/ representation for correction in the particular(s) from any Candidate received after the correction period or submitted through Post/ Fax/ WhatsApp / Email / by Hand shall not be entertained.
- NTA disclaims any liability that may cause due to incorrect information provided by the candidate in his/her online Application Form.
- Candidates must ensure that their email address and mobile number to be registered in their online Application Form are their own, as relevant/important information/ communication will be sent through e-mail on the registered e-mail address and / or through SMS on registered mobile number only. High Court of Judicature at Allahabad shall not be responsible for any non- communication / miscommunication with a candidate in the email address or mobile number given by him/her other than his/her own.
- Candidates are advised to regularly visit the official websites of High Court of Judicature at Allahabad & NTA and check their e-mails time to time, for latest updates.
- Candidates shall appear in the exam at their own cost at the Examination Centre on the Date/ Shift and Time that would be indicated on their respective Admit Cards which would be issued online through the websites of High Court of Judicature at Allahabad & NTA in due course.
- Important Instruction about PASSWORD
  - During online form filling, the candidate will be required to choose PASSWORD and Security Question and its Answer. The candidate is advised to record/remember their password for all future logins.
  - For subsequent logins, the candidate will be able to Login directly with their respective system-generated Application Number and the chosen Password.
  - The candidate is advised not to disclose or share their password with anybody. Neither High Court of Judicature at Allahabad nor NTA will be responsible for the violation or misuse of the password of a candidate.
  - Candidate can change his/her passwords after Login, if desired.
  - Candidate should remember to logout at the end of his/her session, so that the particulars of the candidate cannot be tampered with or modified by unauthorized persons**The Password must be as per the following Password policy.**
  - Password must be 8 to 15 characters long.
  - Password must have at least one Upper case alphabet.
  - Password must have at least one Lower case alphabet.
  - Password must have at least one numeric value.
  - Password must have at least one special character eg. !@#%&\*~.
- How to reset your Password:** The following options are available to reset Password
  - Using Security Question and its Answer you have Chosen during Form filling.
  - Using a verification code sent via text message (SMS) to your Registered Mobile No.
  - Using a reset link sent via Email to your Registered Email address.

The Application Number printed on the computer-generated Confirmation Page is required to be mentioned in all correspondence with High Court of Judicature at Allahabad/NTA. It is therefore essential to note down the application number mentioned in the Confirmation Page which has to be downloaded / printed after final submission of the Application with successful payment of requisite fee.

I have read and understood the eligibility criteria, other terms & conditions and instructions given in the Detailed Advertisement for the post(s) as well as the instructions mentioned above and will fill up the online Application Form in the required manner. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared/ my candidature will be cancelled, in case it is found at any point in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Detailed Advertisement, Public Notices and Instructions / Advisories issued by High Court of Judicature at Allahabad /National Testing Agency (NTA) regarding this exam from time-to-time.

[Click here to Proceed](#)



High Court of Judicature at Allahabad  
The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25  
Group 'C' Clerical Cadre



Group 'C' Clerical Cadre

[Home](#) [Login Page](#)

### Login Identification for online submission of Application Form

Please Select:

Dear Candidate, kindly use your own Aadhaar/Identity proof (Do not use your parents/relatives Identity Proof) to create login, as your Aadhaar/Identity proof will be used for verification/authentication purpose at different stages of exam. Using Aadhaar/Identity Proof of any other person may be construed as impersonation resulting in the cancellation of your application/candidature.

- I have an Aadhaar Number and wish to create my Login using Aadhaar Number,also I provide my consent for using Aadhaar data for authentication purposes at various stages of examination.
- I have a Digilocker Account. I wish to login and identify through Digilocker.
- I do not have a Digilocker Account. I wish to create my Digilocker Account and login and identify through Digilocker.
- I have an Academic Bank of Credits ID (ABC ID). I wish to login and identify through ABC ID.
- I do not have Academic Bank of Credits ID (ABC ID). I wish to create my ABC ID and login and identify through ABC ID.
- I have a PAN Card and wish to create my Login using PAN.





**Registration Page**

**Identification Details**

Pan Card Number : AAAAA5555A

**Personal Details**

Candidate's Name \*  ✓

Father's / Guardian's Name \*  ✓

Mother's / Guardian's Name \*  ✓

Candidate's Date of Birth \*  ✓  ✓  ✓

Gender \*  ✓

Nationality \*  ✓

Identity Type \*  ✓

Identification Number \*  ✓

Aadhaar Card \*  ✓

Name (As on Aadhaar Card) \*  ✓

Aadhaar Number \*  ✓

I am willfully sharing my aadhaar number for my registration.

**Present Address**

Premises No./ Name \*  ✓

Locality \*  ✓

Police Station \*  ✓

Country \*  ✓

State \*  ✓

District \*  ✓

Pin Code \*  ✓

Email Address \*  ✓

Confirm Email Address \*  ✓

Mobile Number \*   ✓

Confirm Mobile Number \*   ✓

Alternate Contact No. (Optional)  ✓

**Permanent Address**

Same as present address

Premises No./ Name \*  ✓

Locality \*  ✓

Police Station \*  ✓

Country \*  ✓

State \*  ✓

District \*  ✓

Pin Code \*  ✓

**Choose Password**

Password \*  ✓

Confirm Password \*  ✓

Security Question \*  ✓

Security Answer \*  ✓

**Security Pin**

Enter Security Pin(Case Sensitive) \*  ✓

Review Page - Online Registration Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by clicking **EDIT REGISTRATION FORM** button or press **SUBMIT** and **SEND OTP** button.

Personal Details			
Candidate's Name	LITTLE	Father's / Guardian's Name	STUANT
Mother's / Guardian's Name	SUNIT	Candidate's Date of Birth	21/01/1990
Identity Type	PAN CARD	Identification Number	AAAAA8888A
Gender	MALE	Adhaar Card	YES
Nationality	INDIAN	Adhaar Number	0000 0000 0000
Name (As on Adhaar Card)	LITTLE	Adhaar Number	0000 0000 0000

Present Address			
Post/Office No./Name	1234	Locality	HODA
Police Station	SECTOR 01	Country	INDIA
State	UTTAR PRADESH	District	GAUTAMI BUDDHA NAGAR
Pin Code	100001	Email Address	tanu288@gmail.com
Mobile Number	+91101101010	Alternate Contact No. (Optional)	NA

Permanent Address			
Post/Office No./Name	1234	Locality	HODA
Police Station	SECTOR 01	Country	INDIA
State	UTTAR PRADESH	District	GAUTAMI BUDDHA NAGAR
Pin Code	100001		

Security Details			
Security Question	WHAT IS YOUR BIRTH CITY?	Security Answer	HODA

**Particulars checklist to be verified**

Kindly verify all the particulars given above. Each Check Box below should be ticked after confirming each entry.

Candidate's Name  
  Father's / Guardian's Name  
  Mother's / Guardian's Name  
  Gender  
  Date of Birth  
  Mobile Number  
  Email Address  
  Address

I hereby declare that I have filled up this online application after carefully reading the Detailed Advertisement and fully understanding the provision/procedure mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my request may be withheld/not decided / my candidature will be cancelled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those set down in the Detailed Advertisement, Public Notice and Administrative Instructions issued by Allahabad High Court, /NTA regarding this exam from time to time.

Agree

[EDIT Registration Form](#) [SEND and SEND OTP](#)



**High Court of Judicature at Allahabad**  
 The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25  
 Group 'C' Clerical Cadre



Group 'C' Clerical Cadre
Home Login Page

**Steps to Apply Online**



**Step 1:-** Apply for Online Registration.

**Step 2:-** Fill Online Application Form.

**Step 3:-** Pay Examination Fee.

If You are a New Candidate Click on Below Link

New Candidate Register Here



Your Registration has been verified. Your application number has been sent to your email address. Please login to the application portal using your application number and password to complete your application. If you have not received your application number in your email, please check your spam or junk folder

Ok

Login

If you forgot your Password or Application Number, please click on below link

Forgot your password?

Forgot Application Number?





Steps to Apply Online



**Step 1:-** Apply for Online Registration.

**Step 2:-** Fill Online Application Form.

**Step 3:-** Pay Examination Fee.

If You are a New Candidate Click on Below Link

[New Candidate Register Here](#)

Only Registered Candidate Login Here

Application No\*

Password\*

Security PIN as Shown Below\*

Security PIN **817459**

[Login](#)

If you forgot your Password or Application Number, please click on below link

[Forgot your password?](#)

[Forgot Application Number?](#)



Group 'C' Clerical Cadre

**LITTLE**  
Application Number  
245020000258  
[Logout](#)

[Registration](#)

[Application](#)

[Payment](#)

[Mobile Verify](#)

Registration Status

	<b>Registration</b>	<b>Complete</b>
	<b>Application Form</b>	<b>Incomplete</b>
	<b>Fee Payment</b>	<b>Incomplete</b>

Your registration process for Group 'C' Clerical Cadre IS COMPLETE.  
Your application form will remain incomplete till you fill all the required fields of application and submit documents.  
Please note down your application number for your future reference

**APPLICATION NUMBER : 245020000258**

COMPLETE YOUR APPLICATION FORM BY CLICKING HERE

[Complete Application Form](#)



High Court of Judicature at Allahabad  
The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25  
Group 'C' Clerical Cadre



- Home
- Help/QRS
- Change Password
- Detailed Advertisement
- 0

Group 'C' Clerical Cadre

**LITTLE**  
Application Number  
. 245020000258  
[Logout](#)

[Registration](#)

**Application**

Personal Details

Communication Details

Apply Post Details

Qualification Details

Criminal Proceeding Details

Document Details

Review

Payment

Mobile Verify

Personal Details

Registration

Application

Payment

Candidate's Name\*:

LITTLE

Candidate's Date of Birth\*:

01

January

1990

Father's / Guardian's Name\*:

STUART

Mother's / Guardian's Name\*:

SWIFT

Gender\*:

Male

Nationality\*:

INDIAN

Are you permanent resident with Domicile of Uttar Pradesh\*:

YES

Marital Status\*:

Married

Do you have more than one spouse living\*:

NO

Have you married a person having a living Spouse\*:

NO

Category\*:

UNRESERVED

Are you Dependent of Freedom Fighter (D.F.F.) of U.P.\*:

YES

Are you Sports Person of U.P.\*:

YES

Sports event as listed in Rule 23-A of Service Rules 1976\*:

Cricket

Are you PwD Candidate (As per criteria mentioned in Detailed Advertisement)\*:

YES

PwD Certificate Number\*:

1111111111

PwD Certificate Number Issuing Date\*:

01

January

2000

Are you an Ex-serviceman of U.P. (E.S.M)\*:

YES

Enrollment in Service\*:

01

January

2007

Retirement/Discharge Date\*:

31

Decembe

2015

Ex-service Post Name/Post Held\*:

ABCD

Service Duration\*:

8 YEARS

11 MONTHS

30 DAYS

Are you an employee of Central/State Government/P.S.U.\*:

YES

Have you applied for N.O.C which shall be produced at the time of documents verification\*:

YES

I AGREE

I hereby declare that I have filled up this online application after carefully reading the Detailed Advertisement and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared / my candidature will be cancelled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Detailed Advertisement, Public Notices and Advisories/Instructions issued by Allahabad High Court / NTA regarding this exam from time to time.

Save & Next





High Court of Judicature at Allahabad  
The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25  
Group 'C' Clerical Cadre



- Home
- Help/QRS
- Change Password
- Detailed Advertisement

Group 'C' Clerical Cadre

**LITTLE**  
Application Number  
.245020000258  
[Logout](#)

Registration

Application

Personal Details

Communication Details

Apply Post Details

Qualification Details

Criminal Proceeding Details

Document Details

Review

Payment

Mobile Verify

Communication Details



Present Address

<b>Premises No./ Name *</b>	<input type="text" value="1234"/>	<b>Locality *</b>	<input type="text" value="NOIDA"/>
<b>Police Station *</b>	<input type="text" value="SECTOR 01"/>	<b>Country *</b>	<input type="text" value="INDIA"/>
<b>State *</b>	<input type="text" value="UTTAR PRADESH"/>	<b>District *</b>	<input type="text" value="Gautam Buddha Nagar"/>
<b>Pin Code *</b>	<input type="text" value="100001"/>	<b>Email Address *</b>	<input type="text" value="testu2566@gmail.com"/>
<b>Mobile Number *</b>	<input type="text" value="1010101010"/>	<b>Alternate Contact No. (Optional) :</b>	<input type="text" value="Enter Alternate Mobile Number"/>

Permanent Address

Same As Present Address

<b>Premises No./ Name *</b>	<input type="text" value="1234"/>	<b>Locality *</b>	<input type="text" value="NOIDA"/>
<b>Police Station *</b>	<input type="text" value="SECTOR 01"/>	<b>Country *</b>	<input type="text" value="INDIA"/>
<b>State *</b>	<input type="text" value="UTTAR PRADESH"/>	<b>District *</b>	<input type="text" value="Gautam Buddha Nagar"/>
<b>Pin Code *</b>	<input type="text" value="100001"/>		

Home District

<b>State *</b>	<input type="text" value="UTTAR PRADESH"/>	<b>District *</b>	<input type="text" value="Gautam Buddha Nagar"/>
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I AGREE

I hereby declare that I have filled up this online application after carefully reading the Detailed Advertisement and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared / my candidature will be cancelled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Detailed Advertisement, Public Notices and Advisories/Instructions issued by Allahabad High Court / NTA regarding this exam from time to time.

[Back](#)

[Save & Next](#)





High Court of Judicature at Allahabad  
The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25  
Group 'C' Clerical Cadre



- Home
- Help/QRS
- Change Password
- Detailed Advertisement
- 0

Group 'C' Clerical Cadre

**LITTLE**  
Application Number  
.24502000258  
[Logout](#)

[Registration](#)

**Application**

- Personal Details
- Communication Details
- Apply Post Details**
- Qualification Details
- Criminal Proceeding Details
- Document Details
- Review
- Payment
- Mobile Verify

Apply Post Details Group 'C' Clerical Cadre:



Apply For\*:  ✓

Group C\*:  ✓

Junior Assistant And Paid Apprentice

Do you possess the knowledge of Data Entry, Word Processing and Computer Operation?\*:  ✓

Do you have mathematics as one of the subjects in your Intermediate examination?\*:  ✓

Do you have CCC Certificate issued by NIELIT (DOEACC Society) ?\*:  ✓

Roll No. of CCC Certificate\*:  ✓

Obtained Grade\*:  ✓

Do you have 25 word per minute speed in Hindi Typewriting on Computer ?\*:  ✓

Do you have 30 word per minute speed in English Typewriting on Computer ?\*:  ✓

Have you Served in the Territorial Army for a minimum period of two years?\*:  ✓

Enrollment In Service\*:  ✓  ✓  ✓

Discharge/Retirement Date\*:  ✓  ✓  ✓

Do you possess a Certificate of the National Cadet Corps (N.C.C.)?\*:  ✓

Type Of Certificate\*:  ✓

I AGREE

I hereby declare that I have filled up this online application after carefully reading the Detailed Advertisement and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared / my candidature will be cancelled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Detailed Advertisement, Public Notices and Advisories/Instructions issued by Allahabad High Court / NTA regarding this exam from time to time.





Group 'C' Clerical Cadre

**LITTLE**  
Application Number  
245020000258  
[Logout](#)

[Registration](#)

**Application**

[Personal Details](#)

[Communication Details](#)

[Apply Post Details](#)

**Qualification Details**

[Criminal Proceeding Details](#)

[Document Details](#)

[Review](#)

[Payment](#)

[Mobile Verify](#)

Qualification Details

Registration Application Payment

Do you possess Post Graduation degree in your academic qualification ? \*

Yes

Post Graduation Qualification Details

Result status *	Passed	Year of Passing *	2015
Course Name/Stream Name *	M.A.	Name of University/College *	A.P.J. ABDUL KALAM TECHNOLOGICAL UNIVERSITY (KERALA)
Name of Institution and Address *	XYZ	Roll Number *	A12345
Result Mode *	Percentage	Total Marks *	500
		Obtained Marks *	400
		Percentage (%) *	80.00

Do you possess Graduation degree in your academic qualification ? \*

Yes

Graduation Qualification Details

Result status *	Passed	Year of Passing *	2012
Course Name/Stream Name *	B.A.	Name of University/College *	A.P.J. ABDUL KALAM TECHNOLOGICAL UNIVERSITY (KERALA)
Name of Institution and Address *	XYZ	Roll Number *	B12345
Result Mode *	Percentage	Total Marks *	500
		Obtained Marks *	420
		Percentage (%) *	84.00

12<sup>th</sup>/Higher Secondary or Equivalent Qualification Details

Result status *	Passed	Year of passing *	2010
Course/Stream Name *	OTHERS	Course/Stream Name (Other) *	HOME SCIENCE
Name of Board *	CENTRAL BOARD OF SECONDARY EDUCATION	Roll Number *	C12345
Result Mode *	Percentage	Total Marks *	500
		Obtained Marks *	380
		Percentage (%) *	76.00

10<sup>th</sup>/High School or Equivalent Qualification Details

Result status *	Passed	Year of passing *	2008
Name of Board *	CENTRAL BOARD OF SECONDARY EDUCATION	Roll Number *	D12345
Result Mode *	Percentage	Total Marks *	500
		Obtained Marks *	400
		Percentage (%) *	80.00

I AGREE

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[Back](#)

[Save & Next](#)



Group 'C' Clerical Cadre

**LITTLE**  
Application Number : 245020000258  
[Logout](#)

[Registration](#)

**Application**

- Personal Details
- Communication Details
- Apply Post Details
- Qualification Details
- Criminal Proceeding Details**
- Document Details
- Review
- Payment
- Mobile Verify

### Criminal Proceeding Details

Registration Application Payment

Whether any criminal complaint / case has ever been registered against you?\*:  
 ✓

Have you ever been tried, convicted or acquitted by Court of law?\*:  
 ✓

Stage of Proceedings\*:  
 ✓

Case Reference\* :  
 ✓

Share Details\* :  
 ✓

I AGREE

I hereby declare that I have filled up this online application after carefully reading the Detailed Advertisement and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared / my candidature will be cancelled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Detailed Advertisement, Public Notices and Advisories/Instructions issued by Allahabad High Court / NTA regarding this exam from time to time.

[Back](#) [Save & Next](#)



Group 'C' Clerical Cadre

LITTLE  
Application Number  
.245020000258  
Logout

Registration

Application

Personal Details

Communication Details

Apply Post Details

Qualification Details

Criminal Proceeding Details

Document Details

Review

Payment

Mobile Verify

Document Details

Registration Application Payment

S.No.	Required Document	Document Specifications	Upload	View
1	Photo *	Image Format:JPG,JPEG Min Size(KB):10 Max Size(KB):200 <small>*The photograph must be taken on or after 01.07.2024. Photograph should not be with cap or goggles. The focus needs to be on the face (80% face coverage, ears clearly visible &amp; white background).</small>	Click To Upload Photo	
2	Capture Image *	Image Format:JPG,JPEG Min Size(KB):10 Max Size(KB):200 <small>*Place should be well lit with a plain background. Ensure that your face should not be covered with a cap / mask or glasses /spectacles and should come in the rectangular area delineated by the camera. Incomplete / blurred / live Photograph will not be accepted.</small>	Click To Capture Image	
3	Signature *	Signature Format:JPG,JPEG Min Size(KB):10 Max Size(KB):100	Select File D0002_24...._7830.jpg	
4	Left Hand Thumb Impression *	Thumb Impression Format:JPG,JPEG Min Size(KB):10 Max Size(KB):200	Select File D0004_24...._5618.jpg	

Back

Save & Next

Review Page

X

Please review the following information before 'FINAL Submission'

If you would like to change any information, Please use the links provided on the Left Menu Bar

Particulars checklist to be verified

Kindly verify all the particulars given below in the Application Form and ensure you have filled the same correctly. Tick the check Box given below. No change will be permitted once the Application form is submitted.

- My Name
- Date of Birth
- Education Qualifications
- Father's Name
- Gender
- Communication Details
- Mother's Name
- Category

I Agree

Final Submit

Close



GROUP-C

KEVIN CLEMONS  
Application Number  
245020000251  
Logout

Registration

Application

Payment

Mobile Verify

Mobile Verify

Mobile Number \* 122222222

Captcha \* 548111 548111

SEND OTP



GROUP-C

KEVIN CLEMONS  
Application Number  
245020000251  
Logout

Registration

Application

Payment

Mobile Verify

Mobile Verify

Mobile OTP \* 889115

Captcha \* 4646354 4646354

Verify OTP

Resend OTP



Home Help/ORS Change Password Detailed Advertisement

Group 'C' Clerical Cadre

- LN TLE Application Number Registration Logout
- Registration
- Application
- Personal Details
- Communication Details
- Apply Post Details
- Qualification Details
- Criminal Proceeding Details
- Document Details
- Review
- Examint
- Mobile Verify

Review Application Form

Registration Application Payment

Please review the following information before FINAL Submission  
If you would like to change any information, Please use the links provided on the Left Menu Bar  
Your Mobile Number is Verified.

EXAM FEE: ₹850

Personal Details

Candidate's Name	LITTLE	Candidate's Date of Birth	01-01-1990
Father's / Guardian's Name	STUART	Mother's / Guardian's Name	SWIFT
Gender	MALE	Nationality	INDIAN
Identity Type	PAN CARD	Identification Number	AAAAA5555A
Aadhaar Card	YES	Aadhaar Number	XXXX XXXX 0000
Name (As on Aadhaar Card)	LITTLE	Marital Status	MARRIED
Are you permanent resident with domicile of Uttar Pradesh?	YES	Have you married a person having a living Spouse?	NO
Do you have more than one spouse living?	NO	Sports event as listed in Rule 23-A of Service Rules 1976.	CRICKET
Category	UNRESERVED		
Are you Dependent of Freedom Fighter (D.F.F.) of U.P.?	YES		
Are you Sports Person of U.P.?	YES		
Are you PwD Candidate (As per criteria mentioned in Detailed Advertisement)?	YES		
PwD Certificate Number	11111111111		
PwD Certificate Number Issuing Date	01-01-2000		
Are you an Ex-serviceman of U.P. (E.S.M)?	YES		
Enrollment in Service	01-01-2007	Retirement/Discharge Date	31-12-2015
Service Duration	8 YEARS 11 MONTHS 29 DAYS	Ex-service Post Name/Post Held	ABCD
Are you an employee of Central/State Government/P.S.U?	YES	Have you applied for N.O.C which shall be produced at the time of documents verification?	YES

Communication Details

Present Address		Locality	
Premises No./ Name	1234		NOIDA
Police Station	SECTOR 01	Country	INDIA
State	UTTAR PRADESH	District	GAUTAM BUDDHA NAGAR
Pin Code	100001	Email Address	TEST123456@GMAIL.COM
Mobile Number	1010101010	Alternate Contact No. (Optional)	NA
Permanent Address		Locality	
Premises No./ Name	1234		NOIDA
Police Station	SECTOR 01	Country	INDIA
State	UTTAR PRADESH	District	GAUTAM BUDDHA NAGAR
Pin Code	100001		
Home District		District	GAUTAM BUDDHA NAGAR

Qualification Details

Do you possess Post Graduation degree in your academic qualification ? : YES			
Post Graduation Qualification Details			
Result status	PASSED	Year of Passing	2018
Course Name/Stream Name	M.A.	Name of University/College	A.P.J. ABDUL KALAM TECHNOLOGICAL UNIVERSITY (GOREGAON) A12345
Name of Institution and Address	XYZ	Roll Number	812345
Result Mode	PERCENTAGE	Total Marks	500.00
Obtained Marks	400.00	Percentage (%)	80.00
Do you possess Graduation degree in your academic qualification ? : YES			
Graduation Qualification Details			
Result status	PASSED	Year of Passing	2013
Course Name/Stream Name	B.A.	Name of University/College	A.P.J. ABDUL KALAM TECHNOLOGICAL UNIVERSITY (GOREGAON) A12345
Name of Institution and Address	XYZ	Roll Number	812345
Result Mode	PERCENTAGE	Total Marks	500.00
Obtained Marks	420.00	Percentage (%)	84.00
12 <sup>th</sup> /Higher Secondary or Equivalent Qualification Details			
Result status	PASSED	Year of passing	2010
Course/Stream Name	OTHERS	Course/Stream Name (Other)	HOME SCIENCE
Name of Board	CENTRAL BOARD OF SECONDARY EDUCATION		
Roll Number	012345		
Result Mode	PERCENTAGE	Total Marks	500.00
Obtained Marks	380.00	Percentage (%)	76.00
10 <sup>th</sup> /High School or Equivalent Qualification Details			
Result status	PASSED	Year of passing	2008
Name of Board	CENTRAL BOARD OF SECONDARY EDUCATION	Roll Number	012345
Result Mode	PERCENTAGE	Total Marks	500.00
Obtained Marks	400.00	Percentage (%)	80.00

Criminal Proceeding Details

Whether any criminal complaint / case has ever been registered against you?	YES	Have you ever been tried, convicted or acquitted by Court of law?	YES
Stages of Proceedings	UNDER TRIAL		
Case Reference	XYZ		
Share Details	ABCD		

Applied Post Details

Apply For	GROUP 'C' CLERICAL CADRE	Group C	JUNIOR ASSISTANT/PAID APPRENTICE (BOTH)
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Junior Assistant And Paid Apprentice

Do you possess the knowledge of Data Entry, Word Processing and Computer Operation?	YES	Do you have mathematics as one of the subjects in your Intermediate examination?	YES
Do you have COC Certificate issued by NIELIT (DOEACC Society) ?	YES	Obtained Grade	A
Roll No. of COC Certificate	12345	Do you have 30 word per minute speed in Hindi Typewriting on Computer ?	YES
Do you have 25 word per minute speed in Hindi Typewriting on Computer ?	YES	Have you Served in the Territorial Army for a minimum period of two years?	YES
Enrollment in Service	01-01-2010	Discharge/Retirement Date	01-01-2015
Do you possess a Certificate of the National Cadet Corps (N.C.C.)?	YES	Type Of Certificate	A CERTIFICATE

Document Details

S.NO.	DOCUMENT	VIEW
1.	PHOTO	
2.	CAPTURE IMAGE	
3.	SIGNATURE	
4.	LEFT HAND THUMB IMPRESSION	

Back

Final Submit



High Court of Judicature at Allahabad  
The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25  
Group 'C' Clerical Cadre



- Home
- Help/QRS
- Change Password
- Detailed Advertisement
- 0

Group 'C' Clerical Cadre

**LITTLE**  
Application Number  
.245020000258  
[Logout](#)

[Registration](#)

[Application](#)

**Payment**

[Mobile Verify](#)

Payment

Registration Application Payment

Name	LITTLE
Application Number	245020000258
Amount	₹ 850
<a href="#">Pay now</a>	

Sr. No.	Order ID	Transaction ID	Exam Fee	Paid Amount	Payment Gateway	Payment Submit Date	Payment Response Date	Payment Status	Check Payment Status
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High Court of Judicature at Allahabad  
The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25  
Group 'C' Clerical Cadre



- Home
- Help/QRS
- Change Password
- Detailed Advertisement
- 0

Group 'C' Clerical Cadre

**LITTLE**  
Application Number  
.245020000258  
[Logout](#)

[Registration](#)

[Application](#)

**Payment**

[Mobile Verify](#)

Payment

Registration Application Payment

NAME - Little Application Number - 245020000258 Payment - ₹ 850

1	<a href="#">SBI</a>
---	---------------------



## Welcome to SBlePay Lite (formerly SBMOPS)

Best Practices to be followed for e-Commerce transaction:

- ✓ Account should have sufficient balance
- ✓ e-Commerce flag should be enabled for Debit / Credit Card
- ✓ Correct Card No, CVV, expiry date to be entered
- ✓ Valid OTP to be entered
- ✓ Ensure to complete the payment transaction well within time limit

### Net Banking



**SBI Net Banking**  
Bank Charges(₹): 5.9



**Other Bank Net Banking**  
Bank Charges(₹): 5.9

### Card Payments



**Other Bank Debit Cards**  
Bank Charges(₹): 0.0



**Credit Cards**  
Bank Charges(₹): 12.98

### Other Payment Modes



**UPI**  
Bank Charges(₹): 0.0

Cancel



## High Court of Judicature at Allahabad The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25 Group 'C' Clerical Cadre



### Group 'C' Clerical Cadre

**LITTLE**  
Application Number  
.245020000258  
[Logout](#)

[Registration](#)

[Application](#)

**Payment**

[Mobile Verify](#)

### Payment



Sr. No.	Order ID	Transaction ID	Exam Fee	Paid Amount	Payment Gateway	Payment Submit Date	Payment Response Date	Payment Status	Check Payment Status
1.	AHCGROUPC_61307524087271_245020000258	CPAEHIDCU4	1.0	1.0	SBI	01-10-2024 23:07 PM	01-10-2024 23:09 PM	Success	Success
2.	AHCGROUPC_51136193087271_245020000258	CPAEHICYV8	1.0	1.0	SBI	01-10-2024 23:01 PM	01-10-2024 23:03 PM	Failure	Update Status



Group 'C' Clerical Cadre

LITTLE  
Application Number  
. 245020000258  
Logout

Registration

Application

Payment

Mobile Verify

Registration Status

Registration	Complete	<input checked="" type="checkbox"/>
Application Form	Complete	<input checked="" type="checkbox"/>
Fee Payment	Complete	<input checked="" type="checkbox"/>

Download Confirmation Page

## HELP / QRS (Query Redressal System)



High Court of Judicature at Allahabad  
The Uttar Pradesh Civil Court Staff Centralized Recruitment 2024-25  
Group 'C' Clerical Cadre



राष्ट्रीय परीक्षा एजेंसी  
National Testing Agency  
Excellence in Assessment

Home Help/QRS Change Password Detailed Advertisement

Group 'C' Clerical Cadre

**LITTLE**  
Application Number  
.245020000258  
Logout

Registration

Application

Payment

Mobile Verify

### QRS

**Subject/Issue\***  
Requisite fee deducted from Bank Account but Confirmation Page not generated ✓

**Description\***  
Test ✓

Character Count: 4/100

**Upload File**  
Choose File No file chosen ✓

**Note:-** The file cannot accept exceed 1MB

Submit

Sr. No.	Token Number	Subject	Other Subject	Description	Status	Created Date	Action
No record found							

