

## **HOW TO FILL THE ONLINE APPLICATION FORM**

### **Online Registration for Engagement of Law Clerk-cum-Research Assistant on short-term contractual basis in Supreme Court of India**

#### **GENERAL INSTRUCTIONS**

- 1) Candidates are required to apply online through Supreme Court's website <http://sci.gov.in/> OR <https://jobapply.in/supremecourt2021feb>
- 2) Entries in the application form shall be required to be filled only in English.

#### **STEP BY STEP PROCESS TO FILL ONLINE APPLICATIONFORM**

**STEP 1: New Candidate to Create Log In**

**STEP 2: Essential documents to be made ready**

**STEP 3: Already Logged in candidate to complete the process of filling online application form**

**Action 1: Fill application form**  
**Action 2: Upload Photo & Signature image**  
**Action 3: Make Payment and Submit Application**  
**Action 4: Print application**

**STEP 4: Download the Admit Card / Call Letter for Written Test and Interview**

#### **STEP 1: New Candidate to Create Log In**

- ➔ New Candidate to visit the website: <https://jobapply.in/supremecourt2021feb> and click : **Fresh Candidate (Click Here) to Create Log In**
- ➔ You must have a valid email ID for applying online. Remember the password filled here for creating Log In. Press the button "Submit".
- ➔ Remember the password filled here for creating Log In.
- ➔ Press the button "Submit". Information once filled here will not be changed.
- ➔ The confirmation for the registration will also be sent on your email entered.

**Note: Kindly note that the Email-ID and Date of birth as filled by you will be used to login to the website to fill the online application form.**

#### **STEP 2: Essential documents to be made ready**

- ➔ Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
  - a) Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.)
  - b) Personal details
  - c) Educational qualification details
  - d) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB
  - e) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB
  - f) Debit / Credit Card/Internet Banking details for online payment.

**STEP 3: Already Logged in candidate to Login to perform following actions to complete the process of filling online application form**

Action 1	→	Fill application form
Action 2	→	Upload Photo & Signature image
Action 3	→	Make Payment and Submit Application
Action 4	→	Print final application form

➡ Logged in Candidate to visit the website: <https://jobapply.in/supremecourt2021feb> and login by clicking **Already Logged In Candidate(CLICKHERE) to Complete Process**

➡ **On clicking Already Logged In Candidate (CLICK HERE) to Complete Process** page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:

- Action1 : Fill Application
- Action 2 : Upload Photo & Signature image
- Action 3 : Make Payment and Submit Application
- Action 4 : Print Application Form

▶ **Action 1: Fill Application (Click on the button to fill application form)**

- Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the details of your Qualification, etc.
- While filling the application form online, please save the information by clicking the button "SAVE".
- In case you wish to edit any information you can do so by logging again using Email-ID and Date of birth. After editing the information, make sure to save the information by clicking the button "SAVE".

▶ **Action 2 : Upload Photo & Signature image**

- **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**
- **Upload Scanned Signature image**- Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would be saved with your information, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature may be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**

▶ **Action 3 : Make Payment and Submit Application**

**Candidate is required to make the payment through Credit/Debit Card and Internet Banking only. Keep the Debit Card / Credit Card / Internet Banking details handy.**

On submitting application online, the candidate will get a preview of application with Application Number. Candidates are advised to get a printout of the filled up application for record.

The candidate should retain his/her Application Number carefully for generation of call letter and for any other information regarding Screening Test/Interview etc.

**NOTE: Once the payment has been made; you will not be allowed to change/modify any information.**

► **Action 4: Print Application**

- Take the print out of Online application form for record.
- Candidates can take re- print of the Online application form by clicking **Already Logged In Candidate (Click Here) to Complete Process**

*Candidates should keep one set of application for record*

**STEP 4: Download the admit card for the Written Test**

On the basis of information given in the Application Form, Admit Card of provisionally eligible candidates will be available for download from website: <https://jobapply.in/supremecourt2021feb> as per the schedule to be available on the website.

**Download Admit Card** - On the due date for Admit Card, re-login to the website: <https://jobapply.in/supremecourt2021feb> Feb A link for downloading Admit Card for written test, containing the details of the centre/venue for the examination, etc., will be available. Download the Admit Card.

**Print Admit Card** - Take a printout of the admit card. Candidates will not be allowed to enter the Written Test Venue without a valid Admit Card.

**NOTE: The admit card for written test will NOT be sent by post or email. Candidates are advised to regularly check Supreme Court website <https://jobapply.in/supremecourt2021feb> for updates.**