

Frequently asked questions (FAQs) with regard to applying online for the various vacancies of HP High Court & District Judiciary.

SN	Steps	Frequently asked questions. (FAQs)	Reply
1.	Registration	Not able to find the link to apply online.	Go to High Court Website. hphighcourt.nic.in or go to the recruitment portal link provided on high court website https://www.hphcrecruitment.in
2.	Login	How to Login or How to create ID to login or Who will give the ID to login?	<p>On visiting the aforesaid links the candidates have to register themselves on the login page, if not already registered on the recruitment portal.</p> <p>Candidates are required to fill Name, Mobile Number & Email ID.</p> <p>The login ID and Password will be auto-generated on starting of the creation of the Login ID and will be sent to the registered Mobile number and Email ID in Inbox/Spam folder.</p>
3.	OTP	Not receiving the OTP on my Mobile/Email ID.	<ul style="list-style-type: none">• Try twice if still OTP is not received by you then try again after half an hour.• The OTP will be sent to the registered Mobile number and Email ID in Inbox/Spam folder.• If the issue still persists, please call on help desk Number.
4.	Captcha code	Application Not Accepting the Captcha code.	Please enter the Captcha as it is arithmetic so it is to be entered accordingly. Also, check the captcha entered before clicking on the Log in option.
5.	Login Issue	Not able to login by using even the correct User ID and Password.	<ul style="list-style-type: none">• You are required to recheck the user ID and Password.• Try to reset the password by using Forget password option.• Try to refresh the browser or login by using another browser.• Try to login by using another Device/PC.• If issue still persists, please call on help desk Number to reset the password etc.
6.	Aadhar No	Not Accepting Aadhar no.	It is only possible in case you are entering an incorrect Aadhar number.
7.	DOB	I have entered incorrect DOB and how I can correct the same?	The 10 th Certificate is mandatorily required to be uploaded as DOB proof & if the DOB is entered incorrect the same can be

			corrected by sending request on the OTR update in your profile.
8.	Mobile No.	I am not able to create login ID by using my mobile number and it shows error "Exception: Oops! Email/Mobile already exist in database. Please try with login."	The error message is displayed when your mobile/Email is already available in our Database or earlier already used for creating login ID. You are required to enter new mobile/email for the creation of new login ID or you can click on Forget Password/Forget Email ID to retrieve your login credentials.
9.	Change Request	How to change my Name, Father's Name & and DOB?	Candidates can change Aadhaar Number, Name, Father's Name & DOB by uploading proof in the OTR update at Login Homepage. However, other changes can be made without uploading any proof before final submission. Once final submission is made no changes can be made in the online application form.
10.	Documents Uploading	Not able to upload the document.	Before filling up the Online Application, a candidate must have their photograph, signature & Other Certificates/ Documents duly scanned only in the "JPG/JPEG/PNG" format as per following size: <ul style="list-style-type: none"> • Photo of candidate : 20 to 50 KB (White Background) • Sign of candidates : 10 to 20 KB (White Paper) • Birth Certificate (10th) of Candidates : 100 to 500 KB • Other Certificates/ Documents : 200 to 1 MB
11.	Category	I belong to general category and this category is no there in the application.	UR (Unreserved) itself is a General Category. Please Select the from the category option. If the post is advertised for reserved categories the candidates of UR/General category cannot apply for the post.
12.	Correspondence Address	What is "Correspondence Address"?	A correspondence address is an address that is used by the High Court for any communication with the candidates. However, Roll Number/ Admit Cards, etc. are issued through SMS/Email alerts on Registered Mobile No./Email IDs.
13.	Qualification	Option to enter one qualification. How do I enter all my qualification details?	Please enter your qualifications starting from Matric --> Add the details after entering >The details you enter will be shown in the grid below. Likewise, please enter Other Qualification details also. Also keep in mind to save the details after adding it.

14.	Board/ University	When entering my 10 th or 12 th Details, HP Board of School Education, Dharamshala is not there in the field Board/ University.	Please choose State Board for that it means the same.
15.	Experience	Option to enter one Experience. How do I enter all my experience details.	Please enter you experience starting from past experience-> Add the details after entering >The details you enter will be shown in the grid below. Likewise, please enter other past experiences if any and in the last you can add your present experience details also keep in mind to save the details after adding it.
16.	Editing Profile & Qualifications	Can I edit my Profile if I have entered anything incorrectly?	Yes, you can. Only thing to keep in mind is please save the profile after editing it. Only then the changes made by you will get updated. But once your have submitted application you can not make any changes in the online application. However, changes made in Profile only and can be used for future applications.
17.	Review	I have entered and saved the complete profile now where can I check it.	Please Confirm The Details Entered By You and click on Pay now button for payment of Fee.
18.	Fee Payment	From where can I apply or Pay fee for the Post?	Before submitting final application Form you are required review the application detail and click on Pay now button to pay requisite fee by using UPI/Debit Card/Credit Card and Internet Banking etc.
19.	Fee Unpaid status	I have paid the Fee and the amount is also deducted from my account but the status in front of My application is still unpaid.	<ul style="list-style-type: none"> • Please check your payment status from the bank concerned and also to check whether your payment instrument ATM cards are enabled for UPI payment/online transactions etc. • To avoid the last date, you are required to pay the fee afresh and settle the payment issue with the bank account later on as the High Court will not be responsible if the payment is not received before the last date of application.
20.	Admit Card etc.	I am not able to download the admit card.	<ul style="list-style-type: none"> • The Admit card will be generated at the time of Screening/Written/ Proficiency Test etc. • You can download your admit card by login with your Login IDs and Password. • You can also download the admit card by using your registered Mobile Number.