

How to Apply Online –(DRIVER-KKR) Online Application

All eligible applicants shall apply **Online** through the link provided in the High Court of Karnataka website www.karnatakajudiciary.kar.nic.in/recruitment.php

Steps for submitting Online Application

Read all the instructions carefully and thoroughly; fill up all the 'Fields' given in online application format as per instructions detailed in the notification and the instructions at the appropriate places.

For Fresh Application

1. Click on the  Button.
2. Next click on OK button

Before applying Online, please read the instructions carefully and be ready with the Digital/Scanned Colour Photo and Signature in JPG Format.

OK

3. In the next screen, read all the instructions and Proceed further by clicking (√) on Acceptance

I Accept that I have gone through all the instructions

Apply

Cancel

- And click on  Button.

4. Applicant shall select post as "Driver".

Notification No. HCRB 3/2023[DRIVER - KKR] Last Date : 06/04/2023

Select Post: *DRIVER - KKR

5. Applicant shall enter the name as mentioned in the **X Std./SSLC** marks card. **[SI.No.1, Maximum characters - 50].**
6. Applicant shall enter his/her Father name as appearing in the **X Std./SSLC** marks card. **[SI.No.2, Maximum characters - 50].**

7. Select the appropriate Gender of the Applicant i.e. Male/ Female/ Others(transgender) – by selecting corresponding Radio Button **[SI.No.3]**. If applicant select Others (transgender), specify sub gender Male /Female.
8. Applicant shall mention his/her date of birth, by selecting the Day, Month & Year as appearing in the **X Std./SSLC** marks card. **[SI.No.4]**
9. Applicant shall select the appropriate Category to which he/she belong and to mention certificate number and date. **[SI.No.5]**.
10. For Applicants belonging to KKR-LC the said section will by default get selected 'Yes' as at **[SI. No.6]**

5. For 371J Hyderabad-Karnataka region (Local Cadre):*

 **Date of Certification**

11. In order to claim the reservations under various quota, applicant shall check (√) at the appropriate place **[SI.No.7]**. The quota displayed are
 - a. Quota
 - a) Rural
 - b) Bench Mark disability (Physically Challenged)
 - c) Kannada Medium
 - d) Displaced from Projects
 - e) Ex-Servicemen

Note:

Applicant claiming reservation under **Ex-Servicemen** shall mention the number of years served in the appropriate text box.

12. Applicant shall indicate his/her Marital Status as "Married" or "Unmarried". If married, select the appropriate sub selection as "Divorced", "Widowed", "Judicially Separated", "Bigamous", "One Spouse" **[SI.No.8]**.
13. Applicant shall select the appropriate Citizenship **[SI.No.9]**.
14. Applicants need to enter last studied institute name, qualification and year of pass / fail as at **[SI.No.10]**.

10. Mention he/she is /was last studied school/college:*

Name of School/College:*	<input type="text"/>	(Max 80 Characters)
Qualification:*	<input type="text"/>	(Max 30 Characters)
Year of passing(YYYY):*	<input type="text"/>	(4 Numbers)

15. Contact Information **[Sl.No.11]**.

- a. Applicant shall mention his/her Present address including the Door number, Street, Place, Area, Taluka, District and State with Pin code.
If the Applicant is not from Karnataka, specify the District and Taluka in the text box **[Maximum characters - 20]**.

Note: If Permanent address is same as Present address, then select **"Yes"**.

- b. If permanent address is different, applicant shall mention his/her Permanent address including the Door number, Street, Place, Area, Taluka, District and State with Pin code.

16. Applicant shall enter valid Mobile number **(Mandatory)**, Landline number. The authority is not responsible for non receipt of communication by **SMS**, if the mobile number furnished is wrong. **[Sl.No.12(a) (b)]**.

17. Applicant shall enter his/her **E-mail ID (Mandatory) [Sl.No.13]**. The authority is not responsible for non receipt of communication, if the Email ID furnished is wrong.

18. Applicant shall enter Driving License details such as

- a. Type HMV (mandatory)
b. Driving license number
c. HMV license date of issue
d. LMV license date of issue (date of issue must be 5 years before from the date of Notification) **[Sl.No.14]**.

Driving License Information:

14. Driving License has obtained:

a). Driving Type:	HMV	▼
b). Driving License No:*	<input type="text"/>	
c). HMV Date of issued:*	<input type="text"/>	(dd/MM/yyyy)
d). LMV Date of issued:*	<input type="text"/>	(dd/MM/yyyy)

19. Applicant shall mention whether he/she is working in the Central Government/State Government, Local Bodies, Public Authorities. If yes, mention the number of years of service **[Sl.No.15]**.

20. Applicant shall mention No. of years and month of service details as at **16. Whether the Applicant is/was in service of**

Union of India / State Government and their Undertaking ? : Yes No

If yes, give details (No. of Years) (Months)

21. Applicant shall select "Yes" or "No" radio button for mentioning whether there is any Enquiry Pending/contemplated against the Applicant before Government Department/Bar Council/any other authority. **[Sl.No.17 Maximum - 80 characters]**.

27. The Applicant shall enter correct **One Time Password** received through **SMS/E-Mail**.

Applicant shall enter the information fields like

- a. Educational information,
- b. Upload Scanned Passport Size Photo & Signature in *.jpg format.

28. **Enter Educational Information:[Sl.No.18]**

By selecting qualification, enter details of SSLC information.

18. Educational Information	
Guidelines for Qualification Details	
X/SSLC Qualification	
In case of Marks in Grade System, Maximum CGPA, Obtain CGPA and Enter percentage in CGPA, Grade points is Compulsory.	
a. X/SSLC Marks should be entered compulsorily..	
Qualification	---Select---
Board	
Roll Number	
Is your qualification marks card issued in grade points (CGPA)? * <input type="radio"/> Yes <input checked="" type="radio"/> No	
Year of Passing	---Select---
Maximum Marks	
Obtained Marks	
	Add

Note: Marks obtained in X/SSLC shall be furnished, Otherwise Application stands rejected..

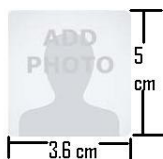


click on button to proceed next.

29. **Photo and Signature Upload: [Sl.No.19]**

On clicking the **Edit** button, the Guidelines for uploading the Photo and Signature will be displayed as below.

Photo Upload –The applicant shall upload their latest passport size photograph with white back ground having (5 cm of length X 3.6 cm of breadth with maximum size 50kb) in *.jpg format



- Select Passport Size Photo from Dropdown list.
- Click of "Choose File" to select the file.
- Click on Upload button to upload the Photograph.

Signature Upload - The Applicant shall scan and upload their signature, signed in black ink on white paper having (2.5 cm of length X 7.5 cm of breadth with maximum size 25 kb) in jpg format.



- Select "Applicant Signature" from Dropdown list.
- Click of "Choose File" to select the file.
- Click on Upload button to upload the Signature.

19. Photo and Signature Upload

Guidelines for scanning and Upload of Photograph and Signature

File Upload Use Browse Mozilla FireFox 16/Google chrome 10* and higher version, Please Note 'Internet Explorer' does not support to upload

Photograph image (JPG Format).

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no 'red-eye'
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

h. Allowed Photo Size \diamond 3.5 cm x 5 cm and stored in (*.jpg) format on local machine only.

i. Size of file should be between 25kb-50kb

j. Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

For Photo Upload: Select 'Photo Passport Size' in the Dropdown, Browse your photo file & Click on Upload button

Signature Image (JPG Format).

- The applicant has to sign on white paper with Black Ball point pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket, attendance sheet and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 7.5 cm x 2.5cm (preferred) and stored in (*.jpg) format on local machine only.
- Size of file should be between (10KB \diamond 25KB)

g. Ensure that the size of the scanned image is not more than 25KB

For Signature Upload: Select 'Applicant Signature' in the Dropdown, Browse your signature file & Click on Upload button

List of the positions of Photograph are not Accepted as shown below. If You uploaded, Your Application will be rejected.

PRESS ctrl+F5 KEY TO REFRESH AND LOAD IMGAES.

Photo Passport Size: No files selected.


(Max. File Size 50KB)

I declare that uploaded Photo image as per the said notification in prescribed format and clearly visible.

Applicant Signature: No files selected.

(Max. File Size 50KB)

I declare that uploaded Signature image as per the said notification in prescribed format and clearly visible.

28. Upon clicking  button, all entered information will be displayed on the screen. Applicant shall verify and rectify any mistakes before final submission.

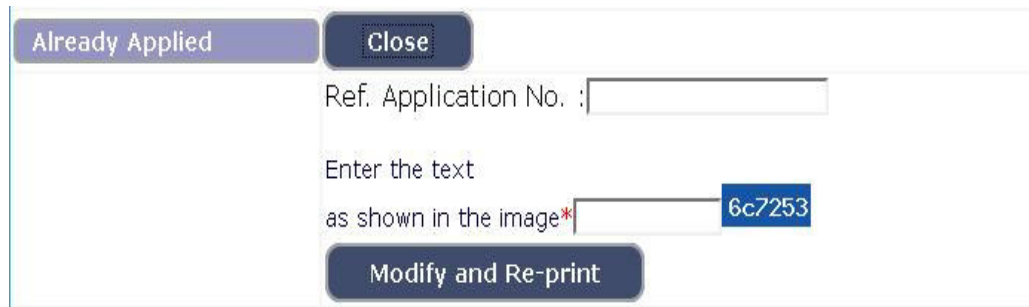
29. On verifying that information is correct, applicant should declare that information is true by checking \checkmark in the check box shown below.

I hereby declare that the above information is true to the best of my knowledge and information.

For Changing S.S.L.C/ Photo and Signature Uploading.

30.If applicant has to make changes in Educational Qualification, Mode of payment and Photo/signature, go to home page.

Click on   Button.



The screenshot shows a web form for modifying an application. It features a header with 'Already Applied' and 'Close' buttons. Below the header, there is a text input field labeled 'Ref. Application No. :'. Underneath, a CAPTCHA prompt reads 'Enter the text as shown in the image*' with a blue box containing the text '6c7253'. At the bottom of the form is a 'Modify and Re-print' button.

Enter your application number, text as shown in image.

Click on  button.

31. An **One Time Password** will be sent by **SMS/E-Mail**.

32. Applicant shall enter correct **One Time Password (OTP)** received through **SMS/E-Mail**. The validity of said password is 30 minutes. Please don't close the window till the process is completed. After entering the OTP, applicant will be allowed to edit information pertaining educational qualification, Mode of payment, photo / signature upload. Applicant should make appropriate changes and resubmit the application.

Click on  Button to submit the application.

After submission of application, Application Number will be generated as

(**EX HCK2316DRK_____**), by clicking on  button, the applicant shall take print the submitted application and **make payment on above said application number** by clicking on **make payment** button. As shown below.

33. Click on **Make Payment** then make payment by using **SBI PAYMENT PORTAL** :

NOTE: Candidates are advised to refer "HOW TO MAKE PAYMENT" article web-hosted in home screen to make payment easily.

NOTE:

1.Payment has to be made on Application Number starts with Ex. (HCKXXXXXXXXXXXXXX) 16 characters at SBI Payment Portal, By clicking on Make Payment button. **Make Payment**

2.Success/ failure in payment has to be confirmed by the candidates themselves with SBI Branch as shown in below link.

3.If the candidate enters wrong/mismatch Application number and also for failure of payments, High Court of Karnataka is not responsible and no further communication is entertained.

Note: POP-UPS Windows must be allowed in your browser settings. **SBI Payment Details**

7 **Payment Confirmation** **Pay-Confirmation**

This completes the application entry and payment of application fee.

34. To Upload Documents:

Post successful payment of fee from the SBI Portal, the candidates can download the E-receipt from SBI Portal in PDF format, thereafter fill up payment/fee details by clicking "**SBI Payment Details**" Button. The PDF E-receipt should be uploaded by clicking on "**To Upload Documents**" Button as shown below:-

8 **To Upload Documents**

NOTE:

1.After final submission of online application, The Candidate shall scan their original documents ie., SSLC Marks Card, 371J-HK Certificate separately and save it in PDF format and upload same scan Original PDF file and also upload with Fee receipt downloaded from SBI Payment portal.

3. POP-UPS Windows must be allowed in your browser settings. **To Upload Documents**

35. After clicking "to upload documents" below screen will display where candidates required to enter their Application number and Date of Birth then click on "SUBMIT" button as showing in below screen:

TO UPLOAD DOCUMENTS FOR THE POST OF DRIVER-KKR			
Sl.no.	Notification No	Name of the post	Last Date
1	HCRB 3/2023[DRIVER - KKR]	Recruitment for the post of DRIVER - KKR (UNDER LOCAL CADRE)	06/04/2023

Application No. : (Enter 16 Characters)

Date of birth: Day /Month /Year

SUBMIT

SUBMIT

36. Finally after clicking on button, further the list of documents has to be uploaded in Pdf format and click on 'Final Submit' button as shown below:-

Reference No : <input type="text"/>			
Application No : <input type="text"/>			
Candidate Name : <input type="text"/>			
Date of Birth : <input type="text"/>			
List of the Documents has Upload in(PDF Format)			
Sl.No	Name of particulars	Filetype	Upload Status
1	Fee receipt:	Fee receipt ▾ Browse... No files selected. Upload (Max. Size 500kB) Fee receipt In PDF format only.	VIEW PDF
2	X Std/S.S.L.C:	X Std/S.S.L.C ▾ Browse... No files selected. Upload (Max. Size 500kB) X Std/S.S.L.C Markscard In PDF format only.	VIEW PDF
3	371J-HK:	371J-HK ▾ Browse... No files selected. Upload (Max. Size 500kB) 371J-HK Markscard In PDF format only.	VIEW PDF
Note: 1] Download Fee e-Receipt From SBI Payment Portal and also scan the X/S.S.L.C Marks card and save in PDF format. 2] The PDF file should be clearly visible and readable. <input type="checkbox"/> I declare that at the time submission of online application required X/S.S.L.C marks card are scan and Fee e-Receipt are uploaded as per said notification in prescribed format.			
final Submit			

Applications which are not in accordance with these **Instructions**, will be summarily rejected.