IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. THE SUPREME COURT OF INDIA SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO THE LAST-MINUTE RUSH.

2. PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.

3. PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF THE SUPREME COURT OF INDIA.

Important Dates		
S. No.	**Activity**	**Date**
1.	Commencement of Online Registration of Application	03rd November, 2026
2.	Last date of Online Registration, Submission of Online Application and Submission of Online Application Fee	24th November, 2026, at 11.55 p.m.

INSTRUCTIONS FOR SUBMITTING ONLINE APPLICATION

General Instructions:	
1.	Read the Instructions carefully and click the **"Click here"** Hyper Link button in front of the **"To Register"** bullet item for registration of Online Application for the post of Court Assistant (Technical Assistant-cum-Programmer) in THE SUPREME COURT OF INDIA.
2.	For detailed Advertisement, please click the **"Click here"** Hyperlink button in front of the **"To read Advertisement"** bullet item. Please read it carefully before filling the on-line application form.
3.	The number of vacancies is tentative and may increase or decrease at sole discretion of THE SUPREME COURT OF INDIA.
4.	Category once filled in by a candidate in the online application form will not be changed. Regarding the upper age limit and relaxation in age please refer to the

	detailed Advertisement.
5.	Before starting to fill up the on-line application, the candidate should keep in hand the following details/documents: - a. Details/ documents regarding his/her educational qualifications as per the eligibility criteria (from class 10th/Matriculation onwards) with percentage of marks or CGPA obtained. b. His/ Her personal details. c. His/Her Scanned certificates like experience certificates, caste/community certificate in case of reserved category candidate, and disability certificate, if applicable, along with Class Xth, Class XIIth and Graduation Certificates. All certificates which are to be uploaded should be of minimum 100 KB and maximum of 1000 KB in PDF/JPG/JPEG format. d. His/ Her scanned recent passport size photograph with white background and signature (in blue/ black ink only), in JPG/JPEG format only. Digital size of scanned Photograph should be of 3.5 cm (width) x 4.5 cm (height) of minimum 100 KB and maximum of 200 KB size. Digital size of scanned Signature (with black / blue ink only) should be of minimum 80 KB and maximum of 150 KB size.
How to Apply:	
I.	Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form must remain valid for at least next one year from the date of filling up of application form. Application Sequence Number, password and all other important communication will be sent on the same registered e-mail ID & Mobile No. (Please ensure that email sent to the mailbox of registered E-mail ID is not redirected to junk /spam folder).
II.	Candidates should take utmost care to furnish correct details while filling in the on-line application. YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF APPLICATION FORM. **ONCE THE FORM IS SUBMITTED, IT CAN'T BE EDITED.**
III.	The step-by-step process for submitting the application form for recruitment to the post of Court Assistant (Technical Assistant-cum-Programmer) is given below: - **Step-I:** Registration of Personal Details and Contact details. User-Id and password will be sent through e-mail / SMS on registered E-Mail Address and Mobile Number.

	Step-II: Re-Login to complete the fields of Personal Details, Additional Details, Communication Details, Qualification Details, Experience Details, Test City, Declaration, upload relevant Documents (photo/signature, relevant certificates, etc.) and to submit Application Fee online via Billdesk Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.
IV.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case / circumstances.
STEP-I Registration / Sign-Up	
a.	The candidate should fill up all the required information, i.e., **Personal Details, Contact Details,** etc. correctly and press **Generate OTP** button.
b.	OTP will be sent to the candidate's Mobile No. & E-mail ID. The candidate has to enter OTPs to verify Mobile No. & E-mail ID.
c.	Candidates agreeing to the terms & conditions may apply by clicking **'I Agree Check box'** given after the Declaration and then re-verify the selected/entered values by clicking the **"Re-verify"** button and then ticking the **Check Boxes**, if the entered values are displayed correctly press the **"Submit"** button.
d.	After clicking **SUBMIT** button/ tab, the candidates will receive **Application Sequence No.** (User ID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click **"Go To Application"** button (given on top right corner) to reach to Step-II.
STEP-II – Filling up of Application	
a.	After signing-up, candidate can either go to Step-II (for filling up application details) by clicking the **"Go To Application"** button OR if the candidate has logged out after registration then the candidate can re-login by entering the User Id and Password on Login page and then clicking on **"LOGIN" button** for login. Then the candidate has to Click on **"Go To Application"** button at top right corner for filling-up **Personal Details, Additional Details, Communication Details, Qualification Details, Experience Details, Test City, Declaration, Upload relevant Documents (photo/ signature, relevant certificates etc.).** After filling all required details, Candidate has to submit the application and pay applicable Application Fee online **via Billdesk Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.**

b.	Instructions regarding scanning of Photograph/ Signature and certificate: - Candidates should upload the scanned (digital) image of their Photograph, Signature, and relevant Certificates as per the process given below: - **i. Photograph image:** 1. Photograph must be a recent passport size COLOUR picture on WHITE background (not older than 03 weeks from the date of application). 2. The photograph should be taken while looking straight at the camera with a relaxed face. 3. The size of the scanned image of the photograph should be **3.5 cm (width) x 4.5 cm (height)** and **of minimum 100 KB and maximum of 200 KB size in JPG/ JPEG format only.** **ii. Signature image:** 1. The applicant has to take his/her signature by signing on a white paper with **Black / Blue ink pen only**. 2. The signature must be signed only by the applicant and not by any other person. 3. Please scan the signature only and not the entire page. 4. Size of the scanned image file of the signature should be of **minimum 80 KB and maximum of 150 KB size** in **JPG / JPEG format only.** **iii. Certificates/Documents:** • Scanned copies of caste/community certificates in respect of reserved category candidates [SC/ST/OBC-NCL] and disability certificate, if applicable. • Scanned copies of required qualification certificates such as, Class X^{th}, Class XII^{th} and Graduation Certificates. • Scanned copies of required Experience Certificates. • Size of the respective scanned file should be of minimum 100 KB and maximum of 1000 KB size in PDF/JPG/JPEG format only.
c.	After uploading Photograph, Signature and required Certificates/ Documents, click on **"Preview"** tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on **"Submit"** tab. Once the application is submitted, candidates automatically will be redirected to **Billdesk payment gateway** to deposit **Application Fee online through Net Banking, Debit Cards, Credit Cards, UPI, etc.**
d.	Guidelines for remittance of Application Fee are as under: 1. After filling in the application details, the candidate will be re-directed to Billdesk payment gateway to make the online payment of Application Fee.

	2. Please verify the details and make the payment for Application Fee via different payment modes available on the application portal. 3. After successful payment of Application Fee, the candidate will be redirected to his/her application form. **Candidate may keep the payment transaction number safe with him/ her for future use.**
e.	**Printing of the submitted Application Form: -** On successful submission of the Application Form, after payment of the Application Fee, the candidate should print his/her Application Form, containing the details submitted by the candidate, by pressing **"PRINT"** button and he/she can save his/her Application Form in PDF format. **PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.**
f.	More than one application should not be submitted by any candidate for the post. In case of multiple applications by any candidate, only the lastly valid (completed) application of that candidate (his/her last eligible application) will be considered and retained as his/her final application and the Application Fee & other charges paid by him /her for the other multiple application(s) will stand forfeited. No correspondence requesting to accept previous Application Form(s) will be entertained by the Registry.
g.	**HELP DESK: -** Please feel free to raise technical queries/ask for clarifications relating to the filling up of ONLINE APPLICATION, via **Helpdesk Tab** integrated in the application portal **OR** on **Helpline Number +917996335552.**
PLEASE REFER THE DETAILED ADVERTISEMENT ON THE WEBSITE OF SUPREME COURT OF INDIA AND ENSURE YOUR ELIGIBILITY FOR THE POST OF COURT ASSISTANT (TECHNICAL ASSISTANT-CUM-PROGRAMMER)	