

INSTRUCTION FOR FILLING ONLINE APPLICATION-CHOWKIDAR

(Please refer Advertisement, Instructions and Frequently Asked Questions FAQs before filling application form) Procedure for Submitting Online Applications through HIGH COURT OF PUNJAB & HARYANA Recruitment Portal: Website link: www.highcourtchd.gov.in and Application Portal: <https://phconapp.formflix.org/>

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1. Click on “**Click Here**” button (**RECRUITMENT OF CHOWKIDAR**) in the online application portal of High Court of Punjab and Haryana.
2. Now Click on “ Apply online “ button in the online application portal of High Court of Punjab and Haryana, after reading carefully the notification/advertisement and caution notice, ensuring that you are eligible to apply.
3. On Clicking “**Apply online**” button, candidates will be taken to the registration page where they need to fill the concerned details.
4. Enter the basic details such as Name, Category, Date of Birth, Gender, Mobile Number, E-mail Id etc. in the respective fields. All SC/ST/BC category candidates of other states/UT shall be treated in General Category.
5. After filling the details on registration page, cross check all the details before clicking on “**Submit & Proceed to Applicant Login**” as no subsequent request for change will be considered or information cannot be edited anymore. On clicking “**Submit & Proceed to Applicant Login**” a unique registration /application number will be generated. Candidate will receive OTP REGAPPL registration number via SMS/E-Mail, which shall be used along with date of birth (DOB) for all further representations and login purpose.
6. After registration, the candidate should click on “**Applicant Login**” button in the portal which will redirect the candidate to the **Payment Stage / Payment Gateway** where candidates need to pay the application fee, as per the notification / advertisement.
7. Upon successful fee payment, candidates will get option to continue and fill other remaining personal details, academic details, upload scanned images (as per the size and format mentioned) etc. and complete the form.
8. After filing all the respective fields and uploading necessary and valid documents, an edit option is provided. Upon clicking this option, the candidate can go through the entire details filled in the form and can edit the same before final submission.
9. A final declaration has to be checked on for making confirmation that the details entered in the form are valid and correct to the best of the candidate’s knowledge.
10. On submission of online application, candidates will get the option to download the filled up application form by clicking on **PRINT APPLICATION** button which can be used for their record and future reference.
11. Candidates should apply carefully. Multiple applications/ registrations will be summarily rejected and only latest application with fee payment will be accepted. Fee once paid shall not be refunded.
12. Upload only recent, not older than 30 days, clear colour photo along with the image of signature. Keep ready the following details before clicking 'Applicant Login' button
 - (i) Latest / recent colour photo (maximum 50 kb) in jpg format only.
 - (ii) Signature (maximum 50 kb) in jpg format only.
 - (iii) Personal details
 - (iv) Valid and Active E-Mail id
 - (v) Valid and Active Mobile No for receiving SMS alerts
 - (vi) Online payment facility such as net banking, debit/credit card/UPI etc.
13. The Steps for Registration are given below with screenshots. For any clarification, please send E-mail to the technical helpdesk for assistance, if required.

STEPS FOR APPLYING

Step 1 : Click on “Click Here” – Recruitment of Chowkidar



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EVENT- INDEX PAGE	Start Date	End Date	Activity
RECRUITMENT OF CHOWKIDAR NEW Employment Notification No.06/ CHK/HC/2026 - dated 31.10.2026	31.10.2026 (11:59 P.M.)	21.11.2026 (11:59 P.M.)	Click Here
RECRUITMENT FOR THE POST OF DRIVER NEW Employment Notification No. 4/DRV/HC- dated 28.08.2026	28.08.2026 (11:59 P.M.)	18.09.2026 (11:59 P.M.)	Click Here
RECRUITMENT OF FRASH NEW EMPLOYMENT NOTICE No.05/FRASH/HC/2026	28.08.2026 (11:59 P.M.)	18.09.2026 (11:59 P.M.)	Click Here
RECRUITMENT OF MALI EMPLOYMENT NOTICE No.03/SS/ML/HC/2026 Dated : 09.06.2026	09-06-2026 (11:59 P.M.)	30-06-2026 (11:59 P.M.)	Click Here
RECRUITMENT OF SAFAI SEWAK EMPLOYMENT NOTICE No.03/SS/ML/HC/2026 Dated : 09.06.2026	09-06-2026 (11:59 P.M.)	30-06-2026 (11:59 P.M.)	Click Here
RECRUITMENT OF TRANSLATOR IN PUNJAB AND HARYANA HIGH COURT AT CHANDIGARH	24-02-2025	21-03-2025	Click Here

Step 2 : Click on Apply Online



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Employment Notice No.:06/ CHK/HC/2026 DATED:31/10/2026	Start Date	End Date	Activity	Activity
RECRUITMENT OF CHOWKIDAR IN THE ESTABLISHMENT OF PUNJAB AND HARYANA HIGH COURT AT CHANDIGARH	31.10.2026 (11:59 P.M.)	21-11-2026 (11:59 P.M.)	Apply Online	Applicant Login
-				

Steps for Online Registration:

1. Click on Apply Online button to Register yourself. You will receive the Online application registration number via SMS/E-Mail.
2. Check your E-Mail Spam Box if message is not received in your Inbox.
3. Next Click on Applicant Login button to complete your form submission.
4. Upload Only Recent, Not older than 30 days, clear coloured photo / signature Images. Keep ready the following details before clicking 'Applicant Login' button
 - i. Personal details
 - ii. Valid and active E-mail address
 - iii. Valid and active mobile number for receiving SMS
 - iv. Online payment facility such as internet banking, debit/credit card etc.
 - v. Scanned recent passport size photograph (not more than 30 days old) against white background
 - vi. Scanned signatures
 - vii. Scanned copy of FIR, Conviction/Acquittal orders etc. (if any).
 - viii. Scanned copy of document to claim fee relaxation being Dependent of Ex-Servicemen (if any)
5. Any Candidate belonging to General or reserved category can submit only one application for a particular category. In case, a candidate submits more than one application, then latest application will be considered only.
6. Candidates are advised to provide correct details in all the columns of online application and to upload correct document in the required fields. No request for correcting details / documents will be entertained after submitting the application.
7. Candidates are advised to retain access of the Mobile number and E-mail as provided in the Online application till completion of selection procedure. No request for changing the mobile number and e-mail will be accepted for whatever reason it may be.
8. Once a candidate uploads all the essential documents and clicks on the " Save " button, then the page will be redirected to " Edit " mode wherein , he / she can edit the personal details & re-upload the documents , if any . However, eligibility criteria details cannot be edited.

Hard copies of application form and supporting documents are not required to be sent to the High Court. Candidates are advised to retain such copies with them for future reference

Step 3 : Accept Caution Note



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Employment Notice No.: 06/ CHK/HC/2026 DATED:31/10/2026	Start Date	End Date	Activity	Activity
RECRUITMENT OF CHOWKIDAR IN THE ESTABLISHMENT OF PUNJAB CHANDIGARH	31-10-2026 (11:59 AM)	31-11-2026 (11:59 AM)	Apply Online	Applicant Login

Steps for Online Registration :

1. Click on Apply Online button to Register yourself. You will receive an online application registration number. Please note it.
2. Check your E-Mail Spam Box if message is not received in your Inbox.
3. Next Click on Applicant Login button to complete your form submission.
4. Upload Only Recent ,Not older than 30 days, clear coloured photo / signature images. Keep ready the following details before clicking 'Applicant Login' button
 - (i) Latest / recent coloured photo (maximum 50 kb) in jpg format only.
 - (ii) Signature (maximum 50 kb) in jpg format only.
 - (iii) Personal details.

Confirmation

I, hereby acknowledge that I have read the "CAUTION NOTICE" carefully and then proceeded with the online application.

[Ok](#)[Close](#)

Step 4 : Enter basic eligibility details as provided in Advt



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Basic / Eligibility Details

Name of the post applied for

--SELECT--

Applicant Full Name

Are you domiciled/ Permanent resident of Punjab/Haryana / U.T. Chandigarh?

--SELECT--

Category

SELECT

Select Your Qualification

--SELECT--

Do You Possess Any Other Higher Qualification Than (10+2)

--SELECT--

Gender

--SELECT--

Mobile Number

Confirm Mobile Number

E-mail Address

Confirm Email Address

All correspondences to the candidates will be made via Mail/SMS/e-mail id provided by the candidate in the application format. No other method of communication will be adopted

Are you dependents of the Ex-servicemen (ESM) who are disabled / deceased during active operation ?

--SELECT--

Alternative Mobile Number

Date of Birth

DD-MM-YYYY

Age as on 21-11-2026

Captcha

202059

Verify Captcha

[Submit & Proceed to Applicant Login](#)[Cancel](#)

Step 5: Submit and Next Proceed to applicant login to complete online fee payment and form fill up



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Applicant Login

Registration No:

Enter the online application Registration No. received in Mobile/Email id for further completion of Application Procedure

Date of Birth:

Security Code:

964069

[Refresh](#) to reload the image

Enter Security Code:

Login

Forgot Registration No

Cancel

Step 6 : Proceed to Online Fee Payment Gateway



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Applicant Profile

Application No:

1000019

Fee Amount:

₹ 700.00

Candidate Name

SUNIL KUMAR

Date of Birth

21-11-2008

Phone Number

9831098310

Email Address

ABCDE@GMAIL.COM

Name of the post

CHOWKIDAR

Category

GEN

₹ 700.00

PAY APPLICATION FEES

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Address Details

Permanent Address

State: District: Pincode:

Address for Communication

☐ (same as permanent)

State: District: Pincode:

Do you have any close relative(s) already working in the High Court of Punjab and Haryana, Chandigarh and/or in the District Courts in the States of Punjab or Haryana or U.T., Chandigarh?

You have to furnish requisite undertaking on format Affidavit / Undertaking (Annexure-III) appended with detailed online advertisement, at the time of testimonials checking.

Are you working in any Govt. Department/Semi Govt. Department/Corporation/Board?

Whether you previously served in any Govt Department(s)/Semi- Govt Department(s)/Corporation(s)/ Board(s)?

Whether Any FIR or Criminal Case(s) Has Ever Been Registered Against You?

Are You Convicted/Acquitted of Any Offence ?

You need to upload a scanned copy of FIR

You need to upload Copy of Court's Judgment regarding conviction/acquittal.

Whether you have ever been dismissed or removed from service of State Govt./Central Govt./Public Sector?

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Once filled,Save and proceed to next step.

Step 8 : Upload Documents page :

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Documents Upload

Candidate's Name:

AMITAVA

Name of the post:

CHOWKIDAR

Logout

<div>PHOTO</div> <div>File should be in JPG format with maximum 50KB in size</div>	<div>Browse...</div> <div>No file selected.</div>		<div>Upload</div>
<div>SIGNATURE</div> <div>File should be in JPG format with maximum 50KB in size</div>	<div>Browse...</div> <div>No file selected.</div>		<div>Upload</div>
<div>Copy of Court's Judgment regarding conviction/acquittal</div> <div>File should in a single pdf format with a maximum size of 500 kb</div>	<div>Browse...</div> <div>No file selected.</div>	<div>View</div>	<div>Upload</div>
<div>Proof of dependency (ESM)</div> <div>File should in a single pdf format with a maximum size of 500 kb</div>	<div>Browse...</div> <div>No file selected.</div>	<div>View</div>	<div>Upload</div>
<div>FIR COPY</div> <div>File should in a single pdf format with a maximum size of 500 kb</div>	<div>Browse...</div> <div>No file selected.</div>	<div>View</div>	<div>Upload</div>

Save

Cancel

Step 9 : Final Profile Preview page for any Edit of details :



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Applicant Profile Preview[Logout](#)

Candidate's Name FINAL TESTING E-mail QWERTY@GMAIL.COM	Name of the post CHOWKIDAR Gender FEMALE	Category ST/SC/BC Marital Status Widow	Mobile Number 9879879870 Qualification HIGHER SECONDARY (10+2 CLASS)
---	---	---	---

Personal Details [Edit](#)

Father's Name REQUIRED	Mother's Name FINAL TESTING	Nationality INDIAN
Education Details		
Qualification Level	Year of Passing	School / Board / Institution
MIDDLE STANDARD (8TH CLASS)	2015	OTHERS
MATRIC (10TH CLASS)	2018	RAMKRISHNA MISSION
HIGHER SECONDARY (10+2 CLASS)	2026	ALIGARH MUSLIM UNIVERSITY BOARD OF SECONDARY & SR. SECONDARY EDUCATION, UTTAR PRADESH
WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION & SKILL DEVELOPMENT, WEST BENGAL		
Are you presently pursuing any course higher than 10+2? YES		Select Name of Course OTHERS MASS COMMUNICATION INFORMATION TECHNOLOGY
		Select Stage of course Others

Documents Details [Edit](#)

Read and Check the Declaration Box and then proceed

Step 10 : Final Confirmation and Submission Page :



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Applicant Profile Preview[Logout](#)

Candidate's Name FINAL TESTING E-mail QWERTY@GMAIL.COM	Name of the post CHOWKIDAR Gender FEMALE	Category ST/SC/BC Marital Status Widow	Mobile Number 9879879870 Qualification HIGHER SECONDARY (10+2 CLASS)
---	---	---	---

Personal Details [Edit](#)

Father's Name REQUIRED	Mother's Name FINAL TESTING	Nationality INDIAN
Education Details		
Qualification Level	Year of Passing	School / Board / Institution
MIDDLE STANDARD (8TH CLASS)	2015	OTHERS
MATRIC (10TH CLASS)	2018	RAMKRISHNA MISSION
HIGHER SECONDARY (10+2 CLASS)	2026	ALIGARH MUSLIM UNIVERSITY BOARD OF SECONDARY & SR. SECONDARY EDUCATION, UTTAR PRADESH
WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION & SKILL DEVELOPMENT, WEST BENGAL		
Are you presently pursuing any course higher than 10+2? YES		Select Name of Course OTHERS MASS COMMUNICATION INFORMATION TECHNOLOGY
		Select Stage of course Others

Documents Details [Edit](#)



SIGNATURE



Declaration:

I certify that particulars information given in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information (particulars) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge even after appointment without any notice. I have read the advertisement related to this recruitment carefully and I hereby undertake to abide by its terms and conditions. I fulfill all the eligibility conditions mentioned in the advertisement and relevant rules. I undertake that I shall not cause any disruption in the Recruitment Process and shall refrain from indulging in any and social, unlawful activities during the entire recruitment process. If I am found indulging in any such activities at any time during the Recruitment Process, my candidature may be cancelled and I shall be liable for any Departmental or legal Proceedings consequent upon such activity.

[Confirm](#) [Logout](#)



Are you sure?

Once submitted, you will not be able to edit any information.
Do you want to proceed?

[No, cancel it](#) [Yes, I am sure!](#)

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Step 11 : Print Application Form

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Applicant Profile

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Application No:	1000010	Name of the post:	CHOWKIDAR
Candidate's Name:	FINAL TESTING	Father's Name:	REQUIRED
Date of Birth:	10-08-1992	Category:	ST/SC/BC
Phone Number:	9879879870	Email Address:	QWERTY@GMAIL.COM

Print Application Form

Note : Your Call Letter / Admit Card will be available in your same applicant login whenever announced with a separate print button here .

Step 12 : Click on Logout Button on top right hand corner and exit.