

HOW TO APPLY

Instructions for Filling the Online Application Form:-

Keep the following documents handy before applying :-

1. Recent Photograph (20kb to 40kb and Signature (5kb to 10kb) & .jpg format).
2. **For LL.B/ LL.M Passed Applicants** - Final Marksheet/ Gradesheet (**Date of issue on or between 01.06.2020 to 01.06.2022, both dates included**) and Certificate of LL.B/ LL.M (100kb to 200kb & .pdf format) and **Appropriate recommendation** as mentioned in Clause-1 (iv) and (2) of the detailed advertisement (40 kb to 60 kb & .pdf format).
3. **For Law Pursuing (03 years/ 05 years) Applicants** – Marksheet/ Gradesheet attested by Head/ Dean/ Director of institution/ department of 2nd year/ 5th Semester (LL.B 03 years course) and 4th year/ 9th Semester (LL.B 05 years course) (100kb to 200kb & .pdf format).

How to apply:-

- (a) Visit website of Patna High Court (<http://patnahighcourt.gov.in>).
- (b) Click on the link “Apply online for Law Assistant”.
- (c) An applicant who has passed LL.B/LL.M on or between 01.06.2020 to 01.06.2022, both dates included (Date of issue of the Marksheet/ Gradesheet) shall apply as ‘LL.B/LL.M Passed’ applicant.
- (d) Applicants whose final result of LL.B 03 years/ 05 years course, is awaited or the same is published after 01.06.2022, shall apply as ‘LL.B Final Year/ Semester Appearing’ applicants.
- (e) Fill up all the required information and click on ‘Submit Application Form’.
- (f) A Registration Number will appear at the screen. Note down the Registration Number for further processing. No OTP/ Registration Number shall be sent through SMS/ Email.
- (g) Make payment of Rs.250/- on payment page through given link “**click here to proceed for payment**”.
- (h) After payment confirmation from the bank (usually takes 24 to 48 hours), i.e. when status becomes ‘**PAID**’, the SBCollect Reference Number received on registered mobile number of the Applicant is required to be entered by the applicant using given link “**Know Your Status**” for further process.
- (i) Once the payment status becomes ‘**PAID**’, the applicant would be able to upload photograph, signature, required documents and recommendation letter. Once all the documents get uploaded, Online Application Form may finally be submitted by clicking ‘Final Submit’.
- (j) A print-out of the Online Application form finally submitted must be taken and kept for future reference.