

**Instructions regarding how to Apply/fill Online Application Form for Non-official
Oath Commissioner-2022**

1. The applicant (who is eligible as per the Notice) may apply through online mode only through the link provided on the official website of the Allahabad High Court i.e. www.allahabadhighcourt.in.
2. The Application form has two (02) stages, In Ist stage the applicant needs to submit their **Personal details, Communication details, Practising detail, Bank detail and Details of Mode of Swearing** through the link provided on the official website. In IInd stage the applicant needs to upload requisite documents.
3. While filling the above-mentioned details in Ist stage applicant must follow the following instructions;
 - (I) The name of Applicant/Father's Name/ Husband's Name must be filled carefully and correctly.
 - (II) The Mobile number and Email Id of the applicant must be valid.
 - (III) The Enrolment Number of Bar Council of Uttar Pradesh must be filled by the applicant in following patterns (as the case may be):
 - (a) UP/XXXXX/YYYY, where 'XXXXX' denotes the five (05) numeric digit Enrolment Number and 'YYYY' denotes the year of Enrolment (eg. If an advocate has Uttar Pradesh Bar Council Registration no. UP01234/21, he/she must fill in the format of UP/01234/2021 in the application form).
 - (b) UP/XXXXXZ/YYYY, where 'XXXXX' denotes the five (05) numeric digit Enrolment Number, 'Z' denotes the alphabet and 'YYYY' denotes the year of Enrolment (eg. If an advocate has Uttar Pradesh Bar Council Registration no. UP01234A/21, he/she must fill in the format of UP/01234A/2021 in the application form).
 - (IV) The Advocate Roll Number must be filled in the pattern of A/ZXXXX/YYYY in case of Allahabad & B/ZXXXX/YYYY in case of Lucknow, where 'Z' denotes the alphabet, 'XXXX' denotes the four (04) numeric digit number of Advocate Roll Number (as 0123) & 'YYYY' denotes the year of allotment of Advocate Roll Number. (eg. If an advocate has Advocate Roll Number A/P0123/2022 for Allahabad or B/P0123/2022 for Lucknow, he/she must fill Advocate Roll Number in the format of A/P0123/2022 for Allahabad and B/P0123/2022 for Lucknow Bench, Lucknow, without skipping any alphabet or number).
 - (V) The applicant must fill their Bank details i.e. Bank Account Number, IFSC Code, Name of the Bank, Branch name & District name carefully.
 - (VD) The applicant opting for Mode of swearing as 'Manual and E-swearing Both' must declare that he/she possess or is ready to procure the requisite hardware in the form of laptop/computer & finger print scanner for taking thumb impressions.
4. By clicking on the 'Preview' button the applicant can see the filled particulars and if applicant finds that any of the filled entries/particulars are incorrect, he/she can correct the same by clicking the 'Back' button. Only after ensuring that the details entered are correct, he/she shall proceed by clicking on the "Submit" button, as no changes in any particulars will be allowed. In case of any ambiguity applicant has to fill the form again.
5. On clicking the Submit button at Step 4, the applicant will receive separate OTPs (One Time Password) on their provided Mobile Number and Email Id both. After entering the correct OTPs the Registration number and Password will be generated and the same will be sent to the applicant on their registered E-mail Id. These shall be preserved for future use.

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6. After completing the Ist stage, the applicant may login through the link provided on the official website using Registration Number & Password to complete the IInd stage of application form by filling the required information & uploading the requisite documents.
7. The Candidate has to upload only his/ her own photograph, signature, and certificate(s) (and not of anybody else) in following manner, as the facility for correction will not be given after final submission of application form. Before uploading the documents the applicant must ensure that the document is clear and legible. **Illegible/unclear/blurry uploaded documents shall lead to rejection of application form.**
 - (I) The latest passport size photograph and signature (upto 100Kb in jpg./jpeg.) of the applicant.
 - (II) Copy of the Advocate Enrolment Certificate/Certificate of Practice/ Identity Card issued by the Bar Council of Uttar Pradesh (upto 800Kb in pdf.). **Any other document (except any of the above-said three documents) shall not be accepted.**
 - (III) If the applicant was previously enrolled in any other Bar Council and later on transferred to Bar Council of Uttar Pradesh, he/she must mention the enrolment number & date of enrolment of previous Bar Council in the application form and upload the copy of the Advocate Enrolment Certificate/Certificate of Practice/Identity Card issued by the previous Bar Council (upto 800Kb in pdf.).
 - (IV) Copy of the Identity Card issued by the concerned Bar Association (upto 800Kb in pdf.) i.e. High Court Bar Association, High Court Allahabad/ Advocates' Association, High Court, Allahabad/ Oudh Bar Association, High Court Lucknow Bench, Lucknow whichever is applicable. In case of opting, 'I have Applied for membership' applicant need not to upload any document.
 - (V) Differently Abled (Physically disabled) applicant must upload copy of the Disability Certificate/ Unique Disability Identity Card issued by the Chief Medical Officer / Competent Authority (upto 800Kb in pdf.) certifying that the applicant is Differently Abled (Physically disabled) to the extent of 40% or more. **Any other document (except Disability Certificate/ Unique Disability Identity Card issued by the Competent Authority) shall not be accepted.**
 - (VI) Senior Citizen applicant must upload copy of the Matriculation Certificate/Marksheet (upto 800Kb in pdf.) in support of his/her Date of Birth.
 - (VII) The divorced lady advocates must upload the affidavit in support thereof (upto 800Kb in pdf.).
8. Before Final Submission, the applicant can view the uploaded documents and modify the blurry/illegible/unclear document, if any, by clicking the given button.
9. **No modification will be allowed in the uploaded documents, after the final submission of application form.**
10. By clicking on the 'Preview the application form', a Declaration page will be shown. The Applicant must read the Declaration carefully before submitting the application form by clicking the 'Final Submission' button.
11. After final submission, the complete application form containing the **Part-A (Application Form)** and **Part-B (Declaration Form)** will be generated.
12. The duly signed printout/ hardcopy of **Part-A (Application Form)** containing the verification/ forwarding of the President/ Secretary (with Seal and Signature) of the concerned Bar must be submitted in the Chamber of the Joint Registrar (Admin. E-1), 5th Chamber, 8th Floor, Administrative Annexe Building, High Court, Allahabad (in case of Allahabad) and in the office of the Senior Registrar, High Court, Lucknow Bench, Lucknow (in case of Lucknow Bench, Lucknow).

13. After receiving the hardcopy/ printout of **Part-A (Application Form)** by the chamber of Joint Registrar (Admin. E-I), an Application Id will be generated and simultaneously the same will be sent to the applicant via Email on his/her registered E-mail Id as well as through SMS on the registered Mobile Number.
14. The applicant will be solely responsible for the particulars/details submitted in the application form.
15. No Communication shall be made regarding any discrepancy found in the application form.
16. In case of any query or problem facing while filling online application form for Non-official Oath Commissioner-2027, the applicant may contact in the Chamber of the Joint Registrar (Admin. E-I), 5th Chamber, 8th Floor, Administrative Annexe Building, High Court, Allahabad (in case of Allahabad) and in the office of the Senior Registrar, High Court, Lucknow Bench, Lucknow (in case of Lucknow Bench, Lucknow) during office hours.

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