

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

ADVERTISEMENT

Imphal, the 1st March, 2019

No. HCM/A-85/2018-Estt/

Applications are invited online for filling up of the following posts in the Scale of pay as given against the posts

Sl. No.	Name of Posts	Scale of Pay	No. of Posts (<i>Which may increase</i>)					
			UR	ST	SC	OBC (M)	OBC (MP)	TOTAL
1	Junior Administrative Assistant (Jr.AA) (High Court of Manipur)	5200-20200+Grade Pay of Rs. 3000/-PM plus other allowances as admissible under the Rules	2	1	0	1	0	4
2	Office Assistant (OA) (Manipur State Legal Services Authority)	5200-20200+Grade Pay of Rs. 1900/-PM plus other allowances as admissible under the Rules	2	2	0	1	0	5

Details along with the mode of application are available in the High Court website – <http://hcmimphal.nic.in>.

Important Dates:

- Opening of Online Registration and Submission of Application Forms: 05-03-2019 (11:00 A.M.)
- Closing of Online Registration and Submission of Application Forms: 18-03-2019 (04:00 P.M.)
- Download of Admit Cards: 05-04-2019

Sd/-

(PH. JAPAN SINGH)

JT. REGISTRAR (ADMN./PM&P)
HIGH COURT OF MANIPUR

Endt. No. HCM/A-85/2018-Estt/ 2876-81

Imphal, the 1st March, 2019

Copy to:-

1. The Director, DIPR, Government of Manipur for favour of wide publicity.
2. The Director Doordarshan Kendra, Imphal- for favour of wide announcement.
3. The News Editor, AIR, Imphal- for favour of wide announcement.
4. The News Editor, ISTV/Impact TV, Imphal- for favour of wide announcement
5. The Editor, i) Poknapham (Manipuri Edition) ii) The Sangai Express (English Edition) iii) Huiyen Lanpao (Manipuri Edition) iii) Imphal Free Press (English Edition)
- with a request to publish the above advertisement in the esteemed daily in a print area of not more than **10 cm x 25 cm** for **2(two)** alternate days at the earliest possible and to submit the bill in "triplicate" for early payment.
- ✓ 6. System Analyst, High Court of Manipur.
- he is requested to upload the same in the Official Website of this Registry.

Ph. Japan Singh 01/03/19
JT. REGISTRAR (ADMN./PM&P)
HIGH COURT OF MANIPUR

DETAILS FOR THE POSTS OF JUNIOR ADMINISTRATIVE ASSISTANT (JR.A.A.) IN THE HIGH COURT OF MANIPUR AND OFFICE ASSISTANT (OA) IN MANIPUR STATE LEGAL SERVICES AUTHORITY (MASLSA)

	Posts	No. of posts (<i>Which may increase</i>)					
		UR	ST	SC	OBC (M)	OBC(MP)	TOTAL
1.	Junior Administrative Assistant (Jr.AA) (<i>High Court of Manipur</i>)	2	1	0	1	0	4
	Office Assistant (OA) (<i>Manipur State Legal Services Authority</i>)	2	2	0	1	0	5
2.	Pay Scale	5200-20200+ Grade Pay-3000/- per month (High Court of Manipur) 5200-20200+ Grade Pay-1900/- per month (Manipur State Legal Services Authority)					
3.	Educational Qualification	Graduate/B.A./B.Sc. or equivalent examination from a recognized University as on the last date of form submission, i.e. 18-03-2019 . The Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council (erstwhile)/Distance Education Bureau. Accordingly, unless such Degrees had been recognized for the period when candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.					
4.	Age	Not exceeding 38 years as on the last date of form submission, i.e. 18-03-2019 relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates. Candidates who wish to be considered against vacancies reserved and seek age relaxation must submit requisite certificate issued by competent authority in the prescribed format along with the duly filled up form.					
5.	Mode of Application	Only through Online by using the website www.hcmimphal.nic.in N.B. Apply once for both the posts of the High Court of Manipur & State Legal Services Authority (MASLSA) by giving his/her preference to be considered for appointment (Refer Sl. No. 7 of Details of the post of Jr. A.A./Office Assistant)					
6.	Examination fees (<i>online payment only</i>)	Rs. 800/- for UR/OBC Candidates Rs. 600/- for ST/SC Candidates					
7.	Mode of Selection	<p>Final Select list will be prepared on the basis of total marks secured in the Written Test and Viva Voce/interview.</p> <p>Provided that SC, ST and OBC candidates who are selected on their own merit without relaxed standards, along with the candidates belonging to UR categories, will not be adjusted against reserved share of vacancies, but be accommodated against unreserved posts. The reserved vacancies will be filled up separately from amongst the eligible SC, ST or OBC candidates who are lower in merit than the last general candidate on merit list of UR category.</p> <p>N.B. (a) Candidates are required to specify clearly in the respective column of Online Application the Posts for which he/she wishes to be considered in order of his/her preference, so that having regard to his rank in the order of merit due consideration can be given to his/her preferences when making appointment. (b) A candidate who declines the offer on his/her first preference will not be considered for the second preference. (c) Any changes in the preferences will not be considered once the online form is submitted.</p>					

IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE.
2.	Candidates seeking for reservation benefits for SC/ST/OBC must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice.
3.	<p>List of Documents: The following documents in original and self attested photocopies in support of the candidate's eligibility and identity are to be produced invariably at the time of Typing Test failing which the candidate may not be permitted to appear in further examinations. Non submission of requisite documents by the candidate at the time of Typing Test will debar his candidature from further participation in the recruitment process.</p> <ol style="list-style-type: none"> a) Printout of Admit Card b) Class X Certificate (as proof of Date of Birth) c) Photo bearing IDENTITY PROOF as indicated in Para No. 8 of the <i>Important Instructions to Candidates</i> given below. d) Certificate of Graduation (as proof of Minimum Qualification) e) Certificates of other Qualification(s) f) 2 (two) passport sized photographs (as uploaded at the time of online application form submission). g) SC/ST/OBC Certificates issued by competent authority for those candidates seeking reservation. h) No objection Certificate issued before the last date of Online Application Form Submission for those candidates who are in Government Service.

4.	<p>Applicants are advised to go through the steps in "HOW TO APPLY" (<i>All steps are mandatory</i>) and fill up their application form correctly, properly and completely, otherwise their applications will not be accepted.</p> <p>Things to be kept ready before applying online</p> <ol style="list-style-type: none"> i. Candidate's own valid email ID ii. Scanned Copy of recent passport photograph (Size – 25KB to 100KB) (Dimension – 3.5 cm x 4.5 cm) iii. Scanned Copy of signature in plain white paper (Size – 10KB to 50KB) (Dimension – 3.5 cm x 1.15 cm) iv. Scanned Copy Left thumb impression in plain white paper (Size – 10KB to 50KB) (Dimension – 3.5 cm x 1.15 cm)
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5.	<p>Scheme of Examination</p> <p>The recruitment process will consist of the following stages -</p> <p>(i) Written Test: 150 marks</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Subject</th> <th style="width: 20%;">Maximum Mark</th> <th style="width: 20%;">Duration</th> </tr> </thead> <tbody> <tr> <td>➤ English Language (50 multiple choice questions to be answered on OMR Sheets)</td> <td style="text-align: center;">50</td> <td rowspan="3" style="text-align: center; vertical-align: middle;">150 minutes</td> </tr> <tr> <td>➤ General Awareness (50 multiple choice questions to be answered on OMR Sheets)</td> <td style="text-align: center;">50</td> </tr> <tr> <td>➤ Quantitative Aptitude (50 multiple choice questions to be answered on OMR Sheets)</td> <td style="text-align: center;">50</td> </tr> </tbody> </table> <p>(ii) Computer Typing Test:</p> <p>The Computer Typing Test will be conducted for those candidates who qualify in the Written Examination. The maximum number of candidates, who will be declared qualified for computer typing test, will be at the ratio 1:5 of the total number of vacancies. Candidates should have net typing speed of 35 words per minute as minimum speed. Computer typing test is only of qualifying nature.</p>	Subject	Maximum Mark	Duration	➤ English Language (50 multiple choice questions to be answered on OMR Sheets)	50	150 minutes	➤ General Awareness (50 multiple choice questions to be answered on OMR Sheets)	50	➤ Quantitative Aptitude (50 multiple choice questions to be answered on OMR Sheets)	50
Subject	Maximum Mark	Duration									
➤ English Language (50 multiple choice questions to be answered on OMR Sheets)	50	150 minutes									
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➤ Quantitative Aptitude (50 multiple choice questions to be answered on OMR Sheets)	50										

	<p>(iii) Viva Voce/interview: 30 marks</p> <p>Those candidates who qualify in the Computer Typing Test will be called for viva voce/interview.</p> <p>Provided that the maximum number of candidates, who will be called for interview, will be at the ratio of 1:3 of the total number of vacancies.</p>
6.	<p>Important Dates:</p> <p>➤ Opening of Online Registration and Submission of Application Forms: 05-03-2019 (11:00 A.M.)</p> <p>➤ Closing of Online Registration and Submission of Application Forms: 18-03-2019 (04:00 P.M.)</p> <p>➤ Download of Admit Cards: 05-04-2019 onwards</p>
7.	The date of Examination(s), Centre of Examination will be indicated in the Admit Card.
8.	Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter ID Card, Aadhaar Card, Identity Card issued by University/College, Income Tax PAN Card to the examination centre, failing which THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.
9.	All types of electronic gadgets including mobile phones, pagers etc. are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations
10.	Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers etc. to the venue of examination as arrangement for safe-keeping of the same cannot be assured. The High Court of Manipur will not be responsible for any loss in this regard.
11.	In case of any dispute, decision of the High Court will be final.
12.	Any further changes to the notifications shall be published only on our official website (http://hcmimphal.nic.in)

HOW TO APPLY

1. Go to **“Apply here for the Post of Jr.A.A./Office Assistant”** in the website of the High Court of Manipur (www.hcmimphal.nic.in)
2. Register yourself by clicking on **“New Registration”**. (Candidates have to use only their own valid **MOBILE NUMBER/email ID**. All future communication will be done through this **MOBILE NUMBER/email ID** only)
3. After successful registration, **Login ID** and **Password** will be sent to your registered **MOBILE NUMBER/email ID**.
4. For Applying click on **“Login Here”**
5. After Logging in click on **“Apply Now”** against the post you want to apply for.
6. Fill up the necessary details in the online application form.
7. Upload your Scanned Photograph, Signature and Left Thumb Impression. (As described in Para No. 4 of the **“IMPORTANT INSTRUCTIONS TO CANDIDATE”**)
8. Make online payment for the examination fees through Net banking/ Debit Card / Credit Card. (No other form of payments will be accepted)

N.B.- Application without payment of Examination fees will not be accepted.