

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

N O T I F I C A T I O N

3rd September, 2015

Junior Administrative Assistant (Jr. A.A.) Recruitment Examination, 2015

IMPORTANT DATES

Starting of Online Form Submission	11th September, 2015
Closing of Online Form Submission	21st September, 2015
Date of Written Examination	11th October, 2015
Date of Computer Typing Test	15th October, 2015
Date of Viva voce	18th October, 2015

No. HCM/A-28/80-Estt(V)/ 9050 The High Court of Manipur invites online application for recruitment to the post of Junior Administrative Assistant (Jr. A.A.) in the High Court of Manipur. The details of the post are given here below: -

1. **Pay Scale** : Rs. 5200-20200 + Grade Pay: Rs. 3000/- per month and other allowances
2. **Vacancy** : 10 vacant posts (**which may increase**)
3. **Reservation** : 5 for UR, 3 for ST, 1 for OBC(Meitei), 1 for OBC(Meitei Pangal).
4. **Nationality** : A candidate must be a citizen of India
5. **Age Limit** : Not exceeding 38 years as on the last date of form submission i.e. **21st September, 2015** 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.

6. Educational Qualification:

Must have passed Graduate/B.A./B.Sc. or equivalent examination from a recognized University as on the last date of form submission, i.e. **21st September, 2015**. 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.

7. How to apply:

Things to be kept ready before Online Form Submission:

- a. Your own valid **E-mail ID**.
- b. Scan Copy of **Matriculation Certificate**.
- c. Scan Copy of **Graduation Certificate**.
- d. Scan Copy of **SC/ST/OBC Certificate** if applicable.
- e. Scan Copy of **Recent Colour Passport Photograph**. (Size – 10-20 KB, Dimension 4.5 cm x 3.5 cm).
- f. Scan Copy of your **Signature**. (Size – 5-10KB, Dimension 5 cm x 3 cm).
- g. Scan Copy of **No Objection Certificate** issued by concern authority if applicable. (for Government employee only)

