

**THE HIGH COURT OF MANIPUR  
AT IMPHAL**

**ADVERTISEMENT**

*Imphal, the 4<sup>th</sup> May, 2018*

No.HCM/A-72/2015-Estt/

Applications are invited for filling up 5(Five) posts of **Law Assistant** on contract basis for a period of 1 (one) year which may be extended in the following pay scales as sanctioned vide Post creation orders indicated against the pay scales.

Sl. No.	Name of post	No. of Posts	Pay Scale	Post Creation Order No.
1	Law Assistant	3	Rs. 15000/- (fixed)	16/4/2012-Law(GHC) dated 26-03-2015
2	Law Assistant	2	Rs.13700/- (Rs.9300+G.P. Rs.4400)	16/11/2016-Law(MHC) dated 12-01-2018

(Note:- Selected candidates in order of merit shall be given the better pay Scale)

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

Last date for the submission of application form is on **21-05-2018**.

Sd/-

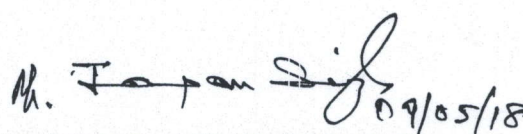
( PH. JAPAN SINGH )  
JT. REGISTRAR (ADMN. / PM & P)  
HIGH COURT OF MANIPUR

Endt. No. HCM/A-72/2015-Estt / 7121-22

*Imphal, the 4<sup>th</sup> May, 2018*

Copy to:-

1. The Editor, i) Poknapham (Manipuri Edition) ii) The Sangai Express (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.
2. System Analyst, High Court of Manipur.  
- he is requested to upload the same in the Official Website of this Registry.

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



## DETAILS FOR THE POST OF LAW ASSISTANT (ON CONTRACT BASIS)

1.	Total No. of Vacant Post	3 (Three) in the pay scale of Rs. 15000/- (fixed) 2 (two) in the pay scale of Rs.13700/- (Rs.9300+G.P. Rs.4400) <b>(Note:- Selected candidates in order of merit shall be given the better pay Scale)</b>
2.	Eligibility Criteria	Graduates in Law with minimum of 55% marks (or equivalent in cumulative Grade Point system of Marking) from any Institution recognized by Bar Council of India/University Grants Commission.
3.	Age	Every candidate must have attained the age of 18 (Eighteen) Years and not more than: a) 38 (Thirty Eight) Years as on <b>the last date of form submission</b> in case of person belonging <b>General Category</b> b) 41(Forty one) Years as on <b>the last date of form submission</b> in case of persons belonging <b>to OBC</b> c) 43(Forty three) Years as on <b>the last date of form submission</b> in case of person belonging <b>to SC &amp; ST</b>
4.	Examination fees	Rs. 800/- for UR/OBC Candidates Rs. 600/- for ST/SC Candidates

## IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE, WHICH IS ALSO AVAILABLE ON THE WEBSITE OF THE HIGH COURT OF MANIPUR: <a href="http://hcmimphal.nic.in">http://hcmimphal.nic.in</a>
2.	Candidates seeking benefits for SC/ST/OBC must ensure that they are entitled to such benefits as per eligibility prescribed in the Advertisement. They should also be in possession of the required certificates in support of their claim. OBC candidates should ensure that they are in possession of valid OBC certificate.
3.	Applicants are advised to go through the steps in " <b>HOW TO APPLY</b> " ( <i>All steps are mandatory</i> ) and fill up their application form correctly, properly and completely otherwise their application will not be accepted.
4.	<b>Mode of Selection</b> i) A committee of High Court Judges constituted by the Chief Justice shall make the selection. ii) Selection shall be made on the basis of Academic Record, Achievements in co-curricular activities, proficiency in research skills, requisite knowledge of Computer Applications and performance at the Interview. Candidates may be shortlisted for Interview on the basis of Academic Records, and /or Marks obtained in the Written Test, in case the Committee decides to conduct a Written Test. iii) Personality, Aptitude and Orientation of a candidate shall also be given due weight at the interview.
5.	Last date for the submission of Application Form is on <b>21-05-2018</b> .
6.	The date of issue of admit card will be notified later.
7.	Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter ID Card, Aadhaar Card, Income Tax PAN Card to the examination centre, failing which <b>THEY SHALL NOT BE ALLOWED TO APPEAR THE EXAMINATION</b> .
8.	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
9.	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.



## HOW TO APPLY

1. Download the Application Form from the website of the High Court of Manipur ([www.hcmimphal.nic.in](http://www.hcmimphal.nic.in))
2. Duly filled in Application Form along with the challan (in a sealed envelope superscribed as "**LAW ASSISTANT (ON CONTRACT BASIS)**") to be submitted in person or by post on or before **21-05-2018**.
  - a. In person - to be submitted to the receipt and Dispatch Section, High Court of Manipur.
  - b. By post – to be sent at the address below  
"The Registrar General  
High Court of Manipur  
Mantripukhri, Imphal  
Manipur – 795002"

Note: No documents Except the Challan are to be enclosed. Documents are to be produced only at the time of the interview.

3. **Date of Examinations** and **Centre of Examinations** will be indicated on the Admit Card issued.
4. The Registry reserves the right to reject any application which are not in proper form / incomplete. Rejection of applications will be after proper screening and not at the time of submission of the form.
5. Candidates already in Government services should apply **through proper channel**.
6. Any further changes to the notifications shall be published only on our official website (<http://hcmimphal.nic.in>)







8. Qualification:

Sl. No.	Particulars	Year of passing	Division/ Grade	University
1				
2				
3				
4				
5				

(Certificate to be produced at the time of interview.)

9. Other Qualification(s) if any:

Sl. No.	Particulars	Year of passing	Division/ Grade	University
1				
2				
3				

(Certificate to be produced at the time of interview.)

10. If you are a government employee, have you informed the employer?

Yes  No  Not Applicable

(If yes, NOC issued on or before 21-05-2018 be produced at the time of interview.)

11. Category: (Please tick in the appropriate box)

UR                       OBC (M)  
 ST                         OBC(MP)  
 SC                          OTHERS Please specify

(OBC/ST/SC certificate issued on or before 21-05-2018 to be produced at the time of interview.)

12. Nationality :

13. Religion :

**DECLARATION**

I, hereby, declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled.

Date:

Place:

Left Thumb Impression  
of the Candidate

Signature of the candidate in full



**ANNEXURE 'A'**  
*(To be accepted by all the Branches of State Bank of India through Core Banking Network)*

**CHALLAN FORM SHOULD BE FILLED BY THE CANDIDATE IN THEIR OWN HANDWRITING**

**First copy for Bank**  
(This part to be retained by the Bank for its record)  
**STATE BANK OF INDIA**  
Payment details

**Recruitment for the post of LAW ASSISTANT (ON CONTRACT BASIS)**

Name & Complete Address of the applicant as per application form  
(IN BLOCK LETTERS)

.....

Branch Name & Code: .....

Transaction ID: .....

Date of Deposit: .....

Category: .....

SC/ST (Only for CG domicile)	UR/OBC
Rs. 600/-	Rs. 800/-
(Bank charge of Rs. 50/- is to be recovered from the candidate separately).	

Amount paid Rs. .... /- (Rupees.....)  
Amount paid by Cash deposited in  
**SBI High Court Branch A/C No. 35168566124 of Registrar General, Examination, High Court of Manipur, Imphal**

**BANK STAMP & SIGNATURE** .....

Sign of Candidate

Note:

1. Each candidate is to be given separate Transaction ID.
2. Fee receiving branch is requested to write the Name of Candidate, Transaction ID & Branch Code above invariably.

**Second copy for Candidate**  
(This part to be retained by the Candidate for its record)  
**STATE BANK OF INDIA**  
Payment details

**Recruitment for the post of LAW ASSISTANT (ON CONTRACT BASIS)**

Name & Complete Address of the applicant as per application form  
(IN BLOCK LETTERS)

.....

Branch Name & Code: .....

Transaction ID: .....

Date of Deposit: .....

Category: .....

SC/ST (Only for CG domicile)	UR/OBC
Rs. 600/-	Rs. 800/-
(Bank charge of Rs. 50/- is to be recovered from the candidate separately).	

Amount paid Rs. .... /- (Rupees.....)  
Amount paid by Cash deposited in  
**SBI High Court Branch A/C No. 35168566124 of Registrar General, Examination, High Court of Manipur, Imphal**

**BANK STAMP & SIGNATURE** .....

Sign of Candidate

Note:

1. Each candidate is to be given separate Transaction ID.
2. Fee receiving branch is requested to write the Name of Candidate, Transaction ID & Branch Code above invariably.

**Third copy for High Court**  
(This part to be submitted to the High Court of Manipur for record)  
**STATE BANK OF INDIA**  
Payment details

**Recruitment for the post of LAW ASSISTANT (ON CONTRACT BASIS)**

Name & Complete Address of the applicant as per application form  
(IN BLOCK LETTERS)

.....

Branch Name & Code: .....

Transaction ID: .....

Date of Deposit: .....

Category: .....

SC/ST (Only for CG domicile)	UR/OBC
Rs. 600/-	Rs. 800/-
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Amount paid Rs. .... /- (Rupees.....)  
Amount paid by Cash deposited in  
**SBI High Court Branch A/C No. 35168566124 of Registrar General, Examination, High Court of Manipur, Imphal**

**BANK STAMP & SIGNATURE** .....

Sign of Candidate

Note:

1. Each candidate is to be given separate Transaction ID
2. Fee receiving branch is requested to write the Name of Candidate, Transaction ID & Branch Code above invariably.