

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

No. HCM/ A-49/92-A&E IV (Pt 2)/

Dated The 1st September, 2017

ADVERTISEMENT

Applications are invited for recruitment by selection to the following post on Adhoc Basis for a period of 6 (six) months which may be extended till the posts are filled on regular basis or until further order in the High Court of Manipur:

Sl. No.	Name of Post	Scale of Pay	Class/ Group	No. of Post	UR	ST	SC	OBC(M)
1	Stenographer Grade – I / PS	12000-40000 + GP 5900 PM	A	7	4	2	0	1

2. Centre of Examination: Imphal

3. Eligibility Conditions:

- i. The candidate should be a citizen of India.
- ii. **Age Limit:** On the last date of form submission (i.e. 18-09-2017)

Not less than 18 years and not more than 38 Years for Unreserved (UR)

Not less than 18 years and not more than 41 Years for OBC(M) / OBC(MP)
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Not less than 18 years and not more than 43 Years for ST/SC

iii. **Educational Qualification:**

- a) The candidate must be a Graduate from a recognized University.
- b) The candidate must have completed Diploma in Stenography in English with Minimum speed of 120 words per minute in short hand and typing speed of 50 words per minute on computer.

4. Nature of Examination:

(i) **Preliminary Examination:**

(a) **Written examination** to test English for 50 marks with 1 hr 30 mins duration consisting of Multiple Choice Questions (MCQs).

(b) **Computer Typing Test:** Minimum Speed of **50 wpm** on computer.

(c) **Stenography Test:** Minimum **60 wpm in short hand**.

(ii) Mains:

Candidates selected from the Preliminary Examination will undergo Stenography Skill Tests for 75 marks.

(iii) Oral Interview:

Oral Interview for 25 Marks will be conducted for the candidates who got through the Main Examination.

5. Mode of Submitting Applications:

- I. Download the **Application Form** from the website of the High Court of Manipur (www.hcmimphal.nic.in).
- II. Duly filled in Application Form along with the *challan* (in a sealed envelope superscribed as "**STENOGRAPHER – IPS on Adhoc Basis** may only be submitted in person or by post on or before **18-09-2017**.
 - a. *In person – to be submitted in person to the Receipt and Dispatch Section, High Court of Manipur.*
 - b. *By post – To be sent at the address below*
"The Registrar (Admn./PM&P)
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.

6. Last Date of Form Submission: 18-09-2017.

7. Fees:

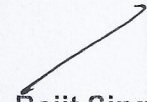
Stenographer Grade –/IPS (Use Challan in Annexure 'A')	I. Rs. 800/- for UR/OBC(M)/OBC(MP) candidates.
	II. Rs. 600/- for ST/SC candidates.

9. Mode of Payment:

To be deposited only in the form of challan (**annexed as Annexure 'A' alongwith the Application form**) with SBI Branches through core banking network all over India on or before **18-09-2017**. Original copy of challan must be attached alongwith the application form.

10. Applicants in Govt. service other than casual or muster roll will be required to state in the application form that they have informed in writing their employer/controlling authority that they are applying for the examination. In case the employer or the controlling authority withholds permission to the candidate for appearing in the examination, such applications will be rejected.

11. The **Admit Card** will be available in the High Court of Manipur website and the date for downloading the same will be notified later.
12. The decision of the High Court of Manipur as to the eligibility or otherwise of a candidate for admission to the Examination shall be final. If on verification at any time before or after the Written Examination and Interview, it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature for the Examination will be cancelled by the High Court of Manipur.
13. **Mobile Phones Banned:**
- (a) 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.
- (b) 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.


N. Rojit Singh

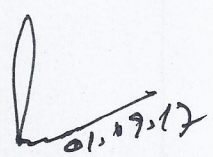
Registrar (Admn./PM&P)
High Court of Manipur

Endt. : No. HCM/ A-49/92-A&E IV (Pt 2)/6 8904-909

Dated The 1st September 2017

Copy to:

1. The Central Project Coordinator (CPC), High Court of Manipur.
- He is requested to upload the same in the Official Website.
2. Concerned File/Guard File.


Registrar (Admn./PM&P)
High Court of Manipur

HIGH COURT OF MANIPUR AT IMPHAL

APPLICATION FORM FOR THE POST OF Stenographer Grade-I on Adhoc Basis

*Affix here
your recent
passport size
photograph*

1. Name (in block letters) :

2. Father's/Husband's Name :

3. Date of Birth (According to Matriculation/High School/Hr. Sec. leaving certificate):

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

4. Age as on the date of form submission :

Years		Months		Days	

5. Gender : (Please tick in the appropriate box)

Male
 Female
 Others

6. Permanent Address

<i>District</i>																											
<i>State</i>														<i>PIN</i>													
<i>Mobile No.</i>																											

7. Postal Address (if same as permanent address please tick here)

<i>District</i>																											
<i>State</i>														<i>PIN</i>													

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.	Name of Institution	From	To	No. Of years
1				
2				
3				

(Certificate issued on or before 18th September, 2017 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 18th September, 2017 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 18th September, 2017 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 Stenographer Grade-I/PS on Adhoc 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 Stenographer Grade-I/PS on Adhoc 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	
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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.

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 Stenographer Grade-I/PS on Adhoc Basis

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

Branch Name & Code:

Transaction ID:

Date of Deposit:

Category:

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