

THE HIGH COURT OF MANIPUR
AT IMPHAL

ADVERTISEMENT

Imphal, the 10th February, 2015

No. HCM/A-49/92-A&E(V)/ Applications are invited for filling up 5 (five) posts of **Stenographer Grade-II** in the Scale of Rs. 8000 – 35000 + Grade Pay of Rs. 4300/- PM plus other allowances as admissible under the Rules to fill up the vacancies in the High Court of Manipur.

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 **13-03-2015**.

Sd/-

(**N. ROJIT SINGH**)
JOINT REGISTRAR (ADMN./PM & P)
HIGH COURT OF MANIPUR

Endt. No. HCM/A-49/92-A&E(V)/ 23994-4000

Imphal, 10th February, 2015

Copy to:-

1. The Secretary (Law), Government of Manipur.
2. The Director of Information & Public Relations, Government of Manipur for favour of wide publicity.
3. Central Project Coordinator (CPC)
- He is requested to upload this advertisement, details and the excel format application form in the Official website of this Registry.
4. The Director, Doordarshan Kendra, Imphal for favour of wide announcement.
5. The News Editor, ISTV, Imphal for favour of wide announcement.
6. The Editor : 1) Sangai Express (English) ; 2) Hueiyen Lanpao (Manipuri)
- 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.
7. Notice Board/Guard File/Concerned File.



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

DETAILS FOR THE POST OF STENOGRAPHER GRADE-II

1.	Total No. of Vacant Post	5 (Five) (which may increase)
		Unreserved - 4
		OBC - 0
		SC - 0
		ST - 1
	Pay Scale	Rs. 8000 – 35000 + Grade Pay of Rs. 4300/- PM
2.	Eligibility criteria	The Candidate should be a graduate from a recognised University along with Diploma in Stenography in English with a minimum speed of 100 words per minute in short hand and 40 words per minute on a computer.
3.	Age	Not less than 18 years and not more than 38 years of age on the last date of submission of application. The upper age limit will be relaxable by 5 years in case of candidates belonging to SC and ST category and 3 years in case of candidates belonging to OBC.
4.	Examination fees	Rs. 700/- (Rupees Seven Hundred) only for General and OBC candidates and Rs. 500/- (Rupees Five Hundred) only for candidates belonging to SC/ST by Banker's Cheque/Demand Draft drawn from any branch of SBI (payable at Imphal) in favour of Registrar General, High Court of Manipur
5	Last Date of submission of Application	13-03-2015

IMPORTANT INSTRUCTIONS TO CANDIDATES FOR THE POST OF STENOGRAPHER GRADE - II

1.	The High Court of Manipur will be holding a competitive Examination for recruitment to the Post of Stenographer Grade-II.
2.	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: http://hcmimphal.nic.in
3.	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. They should also be in possession of the required certificates in support of their claim as stipulated in this Notice. OBC candidates should ensure that they are in possession of valid OBC certificate.
4.	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 application will not be accepted.
5.	Nature of Examination: (i) Preliminary- (a) Written examination to test English for 50 Marks – 1.30 hrs. (b) Stenography Skill Test for 50 Marks (ii) Main - Candidates selected by the Appointing Authority from the preliminary competitive examination will go for Stenography Skill Tests for 75 Marks (iii) Oral Interview – 25 Marks
6.	Last date for the submission of application form is on 13-03-2015 .
7.	The date of issue of admit card will be notified later.
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.	MOBILE PHONE AND ACCESSORIES AND OTHER ELECTRONIC GADGETS ARE BANNED WITHIN THE PREMISES OF THE EXAMINATION CENTRES. POSSESSION OF SUCH EQUIPMENT WHETHER IN USE OR IN SWITCH OFF MODE, DURING THE EXAMINATION WILL BE CONSIDERED AS USE OF UNFAIR MEANS. CANDIDATURE OF SUCH CANDIDATES WILL BE CANCELLED.

HOW TO APPLY

Step 1:-

Download the application form (MS excel format) from the website <http://hcmimphal.nic.in>

Step 2:-

Type-in the necessary details in the application form.

Step 3:-

Send a soft copy of the filled in application form (MS excel format) to the email address highcourtmanipur@gmail.com. The email should be sent from the candidate's email ID mentioned in Sl. No. 14 of the application form. The subject line of the email and the attached excel file name should be "**Candidate's Name-HCM Stenographer-II Post**".

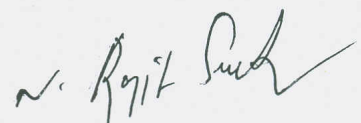
(Photo and signature are not required in the soft copy application form)

Step 4:-

Submit the hard copy (**printed application form from Step 3; not handwritten**) of the application form either by post or in person to the **Registrar General, High Court of Manipur, Imphal, Mantripukhri-795002**, duly signed by the applicant on or before **13-03-2015** along with Banker's Cheque/Demand Draft to be drawn from **any branch of SBI Payable at Imphal**) for Rs. 700/- (Rupees Seven Hundred) only [Rs. 500/- (Rupees Five Hundred) only in case of candidates belonging to SC/ST] in favour of **Registrar General, High Court of Manipur**.

NOTE :

1. **Enclosures:**
 - a) **Matriculation Certificate in support of Age.**
 - b) **Educational Qualification Certificates.**
 - c) **Stenography Certificate.**
 - d) **Certificate for SC/ST/OBC, if applicable.**
 - e) **Working Experience Certificate, if applicable.**
 - f) **2 (Two) extra recent coloured passport size photographs.**
 - g) **Self addressed Stamped (Rs.22/-) envelope of the size of 23x10 cm.**
2. *Those applications submitted by post or in person/by hand to this Registry after the last date of submission are liable to be rejected and no request whatsoever will be entertained.*
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 forms.*
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>)*



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