

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

ADVERTISEMENT

Imphal, the 29th January, 2015

No. HCM/A-02/2015-Estt.(SJ)/*22856* Applications are invited for filling up 1 (One) post of **Stenographer Grade-III** (*which may increase*) in the Scale of Rs. 5200 – 20200 + Grade Pay of Rs. 2400/- PM 2014 plus other allowances as admissible under the Rules to fill up the vacancies in Subordinate Courts of Manipur under the "The Manipur State District Court Service Rules, 2014.

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 **18th February, 2015**.

Sd/-

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

Endt. No. HCM/A-02/2015-Estt.(SJ)/*22857-67*

Imphal, the 29th January, 2015

Copy to:-

1. The Secretary (Law), Government of Manipur.
2. District and Sessions Judge (Manipur East / Manipur West/ Thoubal / Bishnupur / Churachandpur / Senapati).
3. The Judge, Family Court Manipur.
4. The Presiding Officer ND & PS, Manipur.
5. The Presiding Officer, MACT/Revenue Tribunal, Manipur.
6. The Director of Information & Public Relations, Government of Manipur for favour of wide publicity.
- ✓ 7. 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.
8. The Director, Doordarshan Kendra, Imphal for favour of wide announcement.
9. The News Editor, ISTV, Imphal for favour of wide announcement.
10. 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.
11. Notice Board/Guard File/Concerned File.


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

DETAILS FOR THE POST OF STENOGRAPHER GRADE-III

1.	Total No. of Vacant Post	1 (One) (which may increase) Unreserved - 1 OBC - 0 SC - 0 ST - 0
	Pay Scale	5200-20200+ Grade Pay-2400/-PM
2.	Eligibility criteria	1. Must have passed PUC examination conducted by the CBSE/CHSEM/Equivalent examination. 2. Must have passed short hand examination conducted by an institute recognised by the Government of Manipur. 3. Must have such knowledge or qualification in computer operation
3.	Age	Every candidate must have attained the age of 18 (Eighteen) Years and not more than: a) 38 (Thirty Eight) Years as on 18th February, 2015 in case of person belonging to any of the Scheduled Castes or Scheduled Tribes b) 36 (Thirty Six) Years as on 18th February, 2015 in the case of person belonging to any of the Other Backward Classes c) 35 (Thirty Five) Years as on 18th February, 2015 in the case of any other person.
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

IMPORTANT INSTRUCTIONS TO CANDIDATES

FOR THE POST OF STENOGRAPHER GRADE - III

1.	The High Court of Manipur will be holding a competitive Examination for recruitment to the Post of Stenographer Grade-III to be posted at THE SUBORDINATE COURTS OF MANIPUR				
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.	SYLLABUS FOR PRELIMINARY COMPETITIVE EXAMINATION AND SCHEME OF EXAMINATION				
	Sl. No.	Subject	Marks		Time allowed
			Full Mark	Pass Mark	
	1.	General English	50	30%	1 Hour
	2.	General Knowledge	50	30%	1 Hour

6.	Candidates selected by the Appointing Authority from the preliminary competitive examination will go for Computer Typing, Stenography Tests and Interview		
7.	SYLLABUS FOR COMPUTER TYPING & STENOGRAPHY TEST		
	Sl. No.	Subject	Marks
	1.	Computer Typing Test (English)	40 words per minute, 35 words per minute for SC/ST
	2.	Shorthand Test (English)	(i) Below 80 words per minute and not below 65 words per minute (60 words per minute for SC/ST) (ii) Transcription
			5 minutes Not more than 45 minutes.
	Interview		Full Marks 15 Pass Mark 30% As required
8.	Last date for the submission of application form is on 18th February, 2015.		
9.	The date of issue of admit card will be notified later.		
10.	Candidates must carry at least one photo bearing IDENTITY PROFF 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.		
11.	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 imphal.hcm@gmail.com & hcm_imphal@yahoo.co.in. 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-Stenographer-III Post**".

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

Step 4:-

Submit the hard copy 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 **18th February, 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>)