

THE HIGH COURT OF MANIPUR AT IMPHAL

ADVERTISEMENT

Imphal, the 19th July, 2014

No. HCM/A-69/2014-Estt/10981 Applications are invited from the citizens of India as defined under Article 5 and 6 of the Constitution of India for filling up 3(three) posts of Court Managers in the High Court of Manipur and District Courts of Manipur.

1. Name of Post : Court Manager
2. Scale of Pay : Consolidated remuneration of Rs. 50,000/- per month with provision of 3% increment.
3. Total no. of post : 3 (three) - Unreserved
4. Age : Not less than 25 years and not more than 35 years on the date of notification. Relaxation of 5 years in case of ST/SC candidate.
5. Eligibility Criteria : Must be Graduate with MBA or Post Graduate Diploma in Management, must have 2 years' working experience in general management.
6. Desirable qualification : Experience of work in IT environment/knowledge of computer application and process and having excellent communication skill.
7. Examination Fee : Rs. 1,000/- for General candidate, Rs. 700/- for ST/SC/OBC/PH candidates by Banker's Cheque/Demand Draft drawing from any branch of State Bank of India (SBI).
8. Last date of submission of Application : The 2nd August, 2014

HOW TO APPLY

Duly filled up and signed application form with a Banker's cheque/Demand Draft drawn from any branch of State Bank of India (SBI) (Payable at Imphal) for Rs. 1,000/- (Rs.700/- in case of ST/SC/OBC/PH candidates) in favour of **Registrar, High Court of Manipur** should be submitted either by post or in person to the **Registrar General, High Court of Manipur, Imphal, Mantripukhri – 795002**, on or before 02.08.2014. The application format may be downloaded from the official website - <http://hcmimphal.nic.in>

NOTE:

1. Applicants are advised to fill up their application forms correctly, properly and completely otherwise their applications will not be accepted.
2. Enclosures :
 - (a) Copies of certificate of age proof/educational qualification, Scheduled Tribe/Scheduled Caste/OBC etc. duly attested by a Gazetted Officer.
 - (b) Self addressed stamped (Rs. 25/-) envelope of the size of 23X10 cm.
 - (c) 2 (Two) extra colour passport size photograph.
3. 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.
4. Date of Interview (Viva voce) will be notified on the Admit Card to be issued during the office hours from the 6th to 10th of August, 2014.
5. The Registry reserves the right to reject any application which are not in proper form/incomplete.

Sd/-
(S. Serto)
REGISTRAR GENERAL
HIGH COURT OF MANIPUR

Endt. : No. HCM/A-69/2014-Estt/ 10982-87. Imphal, the 19th July, 2014

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. The Central Project Coordinator (CPC), High Court of Manipur.
- He is requested to upload the same 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. Notice Board/Guard File/Concerned File.


REGISTRAR GENERAL
HIGH COURT OF MANIPUR

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

*Affix a recent self
attested coloured
passport*

APPLICATION FORM FOR THE POST OF

1. Name in full (in block capital letters) :
2. Father's/Husband's name :
3. Postal Address :
.....
.....
4. Permanent Address :
.....
.....
5. Date of Birth :
6. Age (as on)
7. Educational Qualification :
8. Marital Status :
9. Phone No. (if any) :
10. Category (SC/ST/OBC/General) :
11. Banker's Cheque/Demand Draft :
12. List of enclosures :
.....

Date :
Place :

SIGNATURE OF APPLICANT

----- to be typed on a separate sheet -----

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ADMIT CARD FOR THE POST OF

EXAMINATION CENTRE
(To be filled in by the Office)
DATE OF EXAMINATION
(To be filled in by the Office)
ROLL NO.
(To be filled in by the Office)

1. Name in full
(in block capital letters)
2. Father's/Husband's name
3. Permanent Addresss
.....