

**THE HIGH COURT OF MANIPUR  
AT IMPHAL**

**N O T I F I C A T I O N**

3<sup>rd</sup> September, 2015

**Junior Administrative Assistant (Jr. A.A.) Recruitment Examination, 2015**

**IMPORTANT DATES**

<b>Starting of Online Form Submission</b>	<b>11<sup>th</sup> September, 2015</b>
<b>Closing of Online Form Submission</b>	<b>21<sup>st</sup> September, 2015</b>
<b>Date of Written Examination</b>	<b>11<sup>th</sup> October, 2015</b>
<b>Date of Computer Typing Test</b>	<b>15<sup>th</sup> October, 2015</b>
<b>Date of Viva voce</b>	<b>18<sup>th</sup> October, 2015</b>

No. HCM/A-28/80-Estt(V)/ 9050 The High Court of Manipur invites online application for recruitment to the post of Junior Administrative Assistant (Jr. A.A.) in the High Court of Manipur. The details of the post are given here below: -

1. **Pay Scale** : Rs. 5200-20200 + Grade Pay: Rs. 3000/- per month and other allowances
2. **Vacancy** : 10 vacant posts (**which may increase**)
3. **Reservation** : 5 for UR, 3 for ST, 1 for OBC(Meitei), 1 for OBC(Meitei Pangal).
4. **Nationality** : A candidate must be a citizen of India
5. **Age Limit** : Not exceeding 38 years as on the last date of form submission i.e. **21<sup>st</sup> September, 2015** relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates. Candidates who wish to be considered against vacancies reserved and seek age relaxation must submit requisite certificate issued by competent authority in the prescribed format along with the duly filled up form.

**6. Educational Qualification:**

Must have passed Graduate/B.A./B.Sc. or equivalent examination from a recognized University as on the last date of form submission, i.e. **21<sup>st</sup> September, 2015**. The Degree obtained through open Universities/Distance Education Mode needs to be recognized by Distance Education Council (erstwhile)/Distance Education Bureau. Accordingly, unless such Degrees had been recognized for the period when candidates acquired the relevant qualification, they will not be accepted for the purpose of Educational Qualification.

**7. How to apply:**

**Things to be kept ready before Online Form Submission:**

- a. Your own valid **E-mail ID**.
- b. Scan Copy of **Matriculation Certificate**.
- c. Scan Copy of **Graduation Certificate**.
- d. Scan Copy of **SC/ST/OBC Certificate** if applicable.
- e. Scan Copy of **Recent Colour Passport Photograph**. (Size – 10-20 KB, Dimension 4.5 cm x 3.5 cm).
- f. Scan Copy of your **Signature**. (Size – 5-10KB, Dimension 5 cm x 3 cm).
- g. Scan Copy of **No Objection Certificate** issued by concern authority if applicable. (for Government employee only)

**Application forms must be submitted only ON-LINE in the procedure given below:**

- a. In the official website of High Court of Manipur (<http://hcmimphal.nic.in/>) , go to the link.  
**“Apply here for the post of Jr.A.A”.**
- b. Click on **“New User Register Here”**.
- c. Type in your valid **E-mail ID, Contact Number, Gender and Password**.
- d. A **Verification Code** will be sent to your E-mail ID for verification.
- e. Once you type in the verification code, you are registered for **Online Form Submission**.
- f. **Sign in** using your given E-mail ID and Password.
- g. Type in all **the necessary details**.
- h. Upload all the necessary **Scanned Copies**.
- i. Click on the **“Submit”** button only after making sure that all typed in details are correct. (Once submitted, no changes will be entertained).
- j. After the submission you will be guided to the payment gateway for **online payment** of examination fees. (**Rs. 600/- UR and OBC, Rs. 400/- for SC/ST candidates**).
- k. When the online payment is successful, click on **“Generate Acknowledgement”** to print out and acknowledgement copies. Now the process of your online submission is successful.
- l. A **link of the acknowledgement** will also be sent to candidate’s respective E-mail IDs (for future reference).
- m. **Issue of Admit Card** will be notified only in the Official Website.

\* For any queries, regarding the online form submission and online payment of examination fees Contact @ CloudZact Tech Solutions, RIMS Road, Imphal – 795001 (phone No. 0385-2416528)

### 8. Scheme of Examination:

The recruitment process will consist of the following stages-

#### (1) Written Test: 150 marks

Date of Examination	Scheduled Time	Subject	Maximum Mark	Duration
11-10-2015 09.00 am - 11.30 am		➤ <b>English Language</b> (50 multiple choice questions to be answered on OMR Sheets)	50	150 minutes
		➤ <b>General Awareness</b> (50 multiple choice questions to be answered on OMR Sheets)	50	
		➤ <b>Quantitative Aptitude</b> (100 multiple choice questions to be answered on OMR Sheets)	50	

#### (2) Computer Typing Test:

The Computer Typing Test will be conducted for those candidates who qualify in the Written Examination. The maximum number of candidates, who will be declared qualified for computer typing test, will be at the ratio of 1:5 of the total number of vacancies. Candidates should have net typing speed of 35 words per minute as minimum speed. Computer typing test is only of qualifying nature.

**The Computer Typing Test will be held from 15<sup>th</sup> October, 2015.**

**(3) Viva Voce/interview: 30 marks**

Those candidates who qualify in the Computer Typing Test will be called for viva voce/interview.

Provided that the maximum number of candidates, who will be called for interview, will be at the ratio of 1:3 of the total number of vacancies.

**The Viva Voce/interview will be held from 18<sup>th</sup> October, 2015.**

**10. Indicative Syllabus for Written Examination:**

**English Language:** Spot the error, Fill in the blanks, Synonyms/Antonyms, Spelling, Idioms & Phrases, Improvement of Sentences, Active/Passive Voice of verbs, Conversion into Direct/Indirect Narration, Shuffling of Sentence Parts, Comprehension Passage, etc.

**General Awareness:** History, Culture, Geography, Economic Scene and General Policy with special reference to India; General Science; Constitution of India; Current Affairs; etc.

**Quantitative Aptitude:**

Arithmetic – Number systems, Fundamental Arithmetical operations like percentages. Ratio and proportions, squares and square roots, cube and cube roots, averages, interest, profit & loss, discount, time and distance, time and work, etc.;

Algebraic expressions – Identities, factorization, solving quadratic equations, solving linear equations in one and two variables, etc.;

Basic concepts of Geometry & geometrical figures, lines & angles and related concepts, area and volume of geometrical figures, etc.;

Statistical charts - use of tables & graphs, Histogram, frequency polygon, bar diagram, pie chart, etc.

**11. Mode of Selection:**

Final Select list will be prepared on the basis of total marks secured in the Written Test and Viva Voce/interview.

Provided that SC, ST and OBC candidates who are selected on their own merit without relaxed standards, along with the candidates belonging to UR categories, will not be adjusted against reserved share of vacancies, but be accommodated against unreserved posts. The reserved vacancies will be filled up separately from amongst the eligible SC, ST or OBC candidates who are lower in merit than the last general candidate on merit list of UR category.

Sd/-  
(GOLMEI GAIPHULSHILLU)  
REGISTRAR  
HIGH COURT OF MANIPUR  
----

Endt.No. HCM/A-28/80-Estt(V)/ 9051-57

Imphal, 3<sup>rd</sup> September, 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. The Central project coordination (CPC), High Court of Manipur  
- He is requested to upload the same and the details 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 News Editor, Impact TV, Imphal  
- for favour of wide announcement.
7. Notice board/Guard file/Concerned file.

  
REGISTRAR  
HIGH COURT OF MANIPUR  
---