

THE HIGH COURT OF MANIPUR AT IMPHAL

NOTIFICATION

26th August, 2015

Computer Operator Recruitment Test

IMPORTANT DATES

Opening of receiving online application forms	27 th August, 2015 from 11:00 a.m.
Closing of receiving online application forms	10 th September, 2015 at 11:00 p.m.
Date of commencement of Examination	From 26 th September, 2015

No. HCM/E-26/2005 A&E Pt.1/ 85/8 The High Court of Manipur invites online applications for Recruitment to the post of Computer Operator in the High Court of Manipur, which will commence from 26th September, 2015. The details are given here below: -

1. **Pay Scale** : Rs. 5200-20200+Grade Pay: Rs. 2400/- per month and other allowances
2. **Vacancies** : 9 vacant posts of Computer Operator
3. **Reservation** : 5-UR(Unreserved), 3-ST, 1-OBC (M)
4. **Nationality** : Candidate must be a citizen of India
5. **Age Limit** : Not exceeding 38 years as on the last date of form submission
i.e. 10th September, 2015 at 11:00 p.m. relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates.

6. **Educational Qualification:**

- (1) Must be a Graduate (B.A./B.Sc.etc.) or equivalent examination from a recognized University as on the last date of form submission, i.e. 10th September, 2015 at 11:00 p.m. 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.
- (2) Must have obtained Diploma/certificate in Computer Operation and must have received training for execution of works such as (1) Data entry and DTP works (2) Basic Hardware maintenance including installation of peripheral device; (3) Setting up and configuring LAN and (4) Using utilities and application software etc.

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 **Diploma/Certificate in Computer Operation**.
- e. Scan Copy of **SC/ST/OBC Certificate** if applicable.
- f. Scan Copy of **Recent Colour Passport Photograph** (Size: 10-20 KB, Dimension 4.5 cm x 3.5 cm).
- g. Scan Copy of your **Signature** (Size: 5-10 KB, Dimension 5 cm x 3 cm with white background).
- h. Scan Copy of **No Objection Certificate** issued by concern authority if applicable.

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

1. In the official website of High Court of Manipur (<http://hcmimphal.nic.in/>) , go to the link "Apply here for the post of Computer Operator".
2. Click on "Register Here".
3. Type in your valid E-mail ID, Contact Number, Gender and Password.
4. A Verification Code will be sent to your E-mail ID for verification.
5. Once you type in the verification code, you are registered for Online Form Submission.
6. Login using your given E-mail ID and Password.
7. Type in all the necessary details.
8. Upload all the necessary Scanned copies.
9. Click on the "Submit" button only after making sure that all typed in details are correct. (Once submitted, no changes will be entertained).
10. After the submission you will be guided to the payment gateway for online payment of examination fees. (Rs. 550/- for UR and OBC, Rs. 350/- for SC/ST candidates).
11. When the online payment is successful, Admit Card will be auto-generated to be printed out. Now the process of your online submission is successful.
12. A link of the Admit Card (for future references) and any other information will be sent to candidate's E-mail ID

* 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)

9. Scheme of Examination:

The recruitment process will consist of the following stages-

Stage 1. Computer Typing Test – 50 marks

Candidates should have net typing speed of 35 words per minute as minimum speed and only the number of candidates in the ratio of 1:10 (i.e. ten qualified candidates for one post) will be eligible for Stage 2 (Skill Test).

**** The Computer Typing Test will commence from 26th September, 2015. Candidates are advised to look up on the Official Website for the date, time and venue.**

Stage 2. Skill Test – 60 marks

Syllabus for Skill Test

- Data Entry and Peripheral works.
- Basic Hardware maintenance including installation of peripheral device.
- Setting up and configuring LAN
- Using utilities and application software

The number of candidates in the ratio of 1:3 (i.e. three candidates for one post) from the merit list prepared on the basis of total marks secured from the Stage I and Stage II test will be called for viva voce/interview

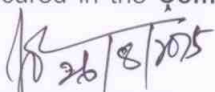
***** The date of Stage 2 Skill Test will be notified only in the Official Website.**

Stage 3. Viva Voce/Interview: 40 marks

****** The date of Viva Voce/Interview for qualified candidates will be notified only in the Official website.**

11. Mode of Selection:

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


(GOLMEI GAIPHULSHILLU)
REGISTRAR
HIGH COURT OF MANIPUR

Endt. No. HCM/E-26/2005 A&E Pt. 1/8519-30

Imphal, 26th August, 2015

Copy to:

1. The Secretary (Law), Government of Manipur.
2. The Joint Registrar (Judl & Bench)/CPC, High Court of Manipur
- He is requested to upload the same and the details in the official website of this registry.
3. The Joint Registrar (Admn./PM&P), High Court of Manipur
4. The Deputy Registrar (Judl), High Court of Manipur
5. The Principle Secretary to Hon'ble the Chief Justice, High Court of Manipur
6. The Assistant Registrar-I, II & III/Sr. Grade Stenographers, High Court of Manipur
7. The Lib-cum-Research Officer, High Court of Manipur
8. The Private Secretary to Hon'ble Mr. Justice N. Kotiswar Singh, High Court of Manipur
9. The Private Secretary to Hon'ble Mr. Justice Kh. Nobin Singh, High Court of Manipur
10. The P.S to Registrar General, High Court of Manipur
11. All Supdts. / Stamp Reporter / Court Officers / Protocol Officers, High Court of Manipur
12. Notice board/Guard file/Concerned file.

26/8/2015
REGISTRAR
HIGH COURT OF MANIPUR
