

**THE HIGH COURT OF MANIPUR**  
**AT IMPHAL**

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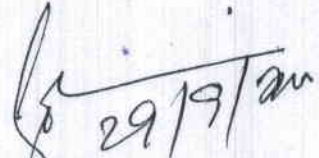
*Imphal, the 29<sup>th</sup> September, 2022*

No. HCM/A-28/80-Estt./Vol-IV(Pt)/ 17375<sup>✓</sup> Applications are invited online for filling up of the following post in the Scale of pay as given against the post

Sl. No.	Name of Post	Scale of Pay	No. of Post					
			UR	ST	SC	OBC (M)	OBC (MP)	TOTAL
1.	Library Assistant	L- 5 (Rs.25,500 – 81,100) of MS(RP), 2019 per month plus other allowances as admissible under the Rules	1	0	0	0	0	1

**Important Dates:**

- Opening of Online Registration and Submission of Application Forms: 21-10-2022 (11:00 A.M.)
- Closing of Online Registration and Submission of Application Forms: 04-11-2022 (04:00 P.M.)
- Download of Admit Cards: will be notified later in the official website <https://hcmimphal.nic.in/>

  
( **GOLMEI GAIPHULSHILLU** )  
**REGISTRAR GENERAL**  
**HIGH COURT OF MANIPUR**

**Copy to:-**

1. The Registrar (Judicial)/(Vigilance), High Court of Manipur.
2. The Joint Registrar (Judicial), High Court of Manipur.
3. All the Deputy Registrars, High Court of Manipur.
4. The Principal Secretary to Hon'ble The Chief Justice, High Court of Manipur.
5. The Private Secretary to Hon'ble Mr. Justice M.V. Muralidaran, Judge, High Court of Manipur.
6. The Private Secretary to Hon'ble Mr. Justice A. Bimol Singh, Judge, High Court of Manipur.
7. The Private Secretary to Registrar General, High Court of Manipur.
8. The System Analyst, High Court of Manipur.  
- He is requested to upload the same in the Official Website of this Registry.
9. Concerned File/Guard File.

### DETAILS FOR THE POST OF LIBRARY ASSISTANT

	Post	No. of post					TOTAL
		UR	ST	SC	OBC (M)	OBC (MP)	
1.	Library Assistant	1	0	0	0	0	1
2.	Pay Scale	L- 5 (Rs.25,500 – 81,100) of MS(RP), 2019 per month plus other allowances as admissible under the Rules					
3.	Educational Qualification	(i) Degree/Diploma in Library Science from a recognised University / Institute; (ii) Candidates having proficiency in use of computer shall be given preference					
4.	Age	A candidate shall be <b>38 years or below</b> as on the last date of form submission. <b>Note:</b> There will be no age relaxation for ST, SC, OBC (M) & OBC (MP) candidates as there are no reserved post for ST, SC, OBC categories for this recruitment.					
5.	Mode of Application	The online application should be applied only at <a href="https://hcmimphal.nic.in/">https://hcmimphal.nic.in/</a> Submission of application in any other mode will not be entertained.					
6.	Examination fees (online payment only)	Rs. 800/- for UR/OBC Candidates Rs. 600/- for ST/SC Candidates					
7.	Mode of issue of Admit Card	Only through online by using the website <a href="https://hcmimphal.nic.in/">https://hcmimphal.nic.in/</a> (date of download of Admit Card will be notified later)					
8.	Mode of Selection	Select list will be prepared on the basis of marks obtained in Written Examination and Viva-voce/Interview					

## IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE.
2.	Candidates seeking for reservation benefits must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice.
3.	<p>Applicants are advised to go through the steps in "<b>HOW TO APPLY</b>" (All steps are mandatory) and fill up their application form correctly, properly and completely otherwise their application will not be accepted.</p> <p><b>Things to be kept ready before applying online</b></p> <ul style="list-style-type: none"><li>(i) Candidate's own valid mobile number and e-mail ID.</li><li>(ii) Scanned copy of recent passport photograph. (<i>Dimension – 3.5 cm x 4.5 cm</i>) (<i>Size – 25KB to 100KB in .jpeg/.jpg format</i>)</li><li>(iii) Scanned copy of signature in plain white paper. (<i>Dimension – 3.5 cm x 1.15 cm</i>) (<i>Size – 10KB to 50KB in .jpeg/.jpg format</i>)</li><li>(iv) Scanned copy Left thumb impression in plain white paper. (<i>Dimension – 3.5 cm x 1.15 cm</i>) (<i>Size – 10KB to 50KB in .jpeg/.jpg format</i>)</li><li>(v) Scanned copy of Class - X pass Certificate. (<i>Size – 500KB to 2MB in .jpeg/.pdf format</i>)</li><li>(vi) Scanned copy of Degree/Diploma in Library Science Certificate. (<i>Size – 500KB to 2MB in .jpeg/.pdf format</i>)</li><li>(vii) Scanned Copy of SC/ST/OBC Certificate, if applicable. (<i>Size – 500KB to 2MB in .jpeg/.pdf format</i>)</li></ul>
4.	<p style="text-align: center;"><b><u>HOW TO APPLY</u></b></p> <ol style="list-style-type: none"><li>1. Go to "<b>Apply here for the Post of Library Assistant</b>" in the website of the High Court of Manipur (<a href="https://hcmimphal.nic.in/">https://hcmimphal.nic.in/</a>)</li><li>2. Register yourself by clicking on "<b>New Registration</b>". (Candidates have to use only their own valid <b>MOBILE NUMBER</b> and <b>E-mail ID</b>. All future communication will be done through this <b>MOBILE NUMBER/E-mail ID</b> only)</li><li>3. After successful registration, <b>Login ID</b> and <b>Password</b> will be sent to your registered <b>MOBILE NUMBER/E-mail ID</b>.</li><li>4. For Applying click on "<b>Login Here</b>"</li><li>5. After Logging in click on "<b>Apply Now</b>" against the post you want to apply for.</li><li>6. Fill up the necessary details in the online application form.</li><li>7. Upload your Scanned Photograph, Signature, Left Thumb Impression and other relevant documents. (As described in Para No. 3 of the "<b>IMPORTANT INSTRUCTIONS TO CANDIDATE</b>")</li><li>8. Make online payment for the examination fees through UPI/Net banking/ Debit Card / Credit Card. (No other form of payments will be accepted)</li></ol> <p style="text-align: center;"><b>N.B.- Application without payment of Examination fees will not be accepted.</b></p>
5.	<p><b>Important Dates:</b></p> <ul style="list-style-type: none"><li>➤ Opening of Online Registration and Submission of Application Forms: 21-10-2022 (11:00 A.M.)</li><li>➤ Closing of Online Registration and Submission of Application Forms: 04-11-2022 (04:00 P.M.)</li><li>➤ Download of Admit Cards: will be notified later in the official website <a href="https://hcmimphal.nic.in/">https://hcmimphal.nic.in/</a></li></ul>



6.	<p><b>Scheme of Examination</b></p> <p>(i) (a) Written Examination - 120 marks  Viva-Voce/Interview - 30 marks</p> <p style="text-align: right;"><b>Total - 150 marks</b></p> <p>(b) Selection of candidates will be on the basis of the overall marks obtained in the above two tests.</p> <p>(ii) <b>Written Examination</b></p> <p>(a) English Language &amp; General Awareness - 120 marks  (40 multiple choice questions) - 40 marks</p> <p>(b) Library Science - 40 marks  (40 multiple choice questions)</p> <p>(c) Quantitative Aptitude - 40 marks  (40 multiple choice questions)</p> <p>(d) Cut-off/Pass marks - 45 marks  (in aggregate)</p> <p>(e) Duration of the Examination - 120 minutes</p> <p>(f) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Written Examination.</p> <p>(iii) <b>Viva-Voce/Interview</b> - 30 marks</p>	
7.	The date of Examination(s), Centre of Examination will be indicated in the Admit Card.	
8.	Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter ID Card, Aadhaar Card, Income Tax PAN Card to the examination centre, failing which THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.	
9.	Mobile Phones or any of the IT Gadgets are not allowed inside the premises where the examination is being conducted. Any infringements of these instructions shall entail disciplinary action including ban from future examinations. Use of normal or simple wrist watches by candidates is allowed inside the examination Rooms/Halls. However, USE OF WATCHES FITTED WITH ANY SPECIAL ACCESSORY THAT MIGHT BE USED AS COMMUNICATION DEVICE OR SMART WATCHES IS STRICTLY PROHIBITED and candidates are not allowed to take such watches into the examination Rooms/Halls.	
10.	Candidates are advised in their own interest not to bring any of the banned items including mobile phones/smart watch etc. to the venue of examination as arrangement for safe-keeping of the same cannot be assured. The High Court of Manipur will not be responsible for any loss in this regard.	
11.	<p>List of Documents: The following documents in original and self attested photocopies in support of the candidate's eligibility and identity are to be produced invariably at the time of Viva-voce/Interview failing which the candidate shall not be permitted to appear.</p> <p>a) Printout copy of Admit Card.  b) Class - X pass Certificate.  c) Degree/Diploma in Library Science Certificate.  d) Photo bearing IDENTITY PROOF as indicated in Para No. 8 of the <i>Important Instructions to Candidates</i> given below.  e) 2 (two) passport size photographs (as uploaded at the time of online application form submission).  f) SC/ST/OBC Certificates issued by competent authority for those candidates seeking reservation, if applicable.  g) No Objection Certificate issued before the last date of Online Application Form Submission for those candidates who are in Government Service, if applicable.</p>	
12.	In case of any dispute, decision of the High Court of Manipur will be final.	
13.	Any further notifications shall be published only on our official website <a href="https://hcmimphal.nic.in/">https://hcmimphal.nic.in/</a> . Candidates are requested to remain vigilant in this regard.	