

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

**ADVERTISEMENT**

*Imphal, the 19<sup>th</sup> January, 2016*

No. HCM/A-49/92-A&E(VI)/ Online Applications are invited for filling up 9 (nine) posts of **Stenographer Grade-I** in the scale of pay Rs. 12000 – 40000 + Grade Pay of Rs. 5900/- per month and 2 (Two) posts of **Stenographer Grade II** in the scale of Rs. 8000 – 35000 + Grade Pay of Rs. 4300/- per month with other allowances as admissible under the Rules for the High Court of Manipur.

Date of submission of Online Application Form is from **25<sup>th</sup> January, 2016** to **5<sup>th</sup> February, 2016** (Candidates seeking applications for both the posts are to apply separately).

Details along with the mode of submission of application form are available in the High Court website – <http://hcmimphal.nic.in>.

Sd/-  
**(G. GAIPHULSHILLU)**  
REGISTRAR  
HIGH COURT OF MANIPUR

Endt. No. HCM/A-49/92-A&E(VI)/17501-07

*Imphal, the 19<sup>th</sup> January, 2016*

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. Central Project Coordinator (CPC)  
- He is requested to upload this advertisement and details the in the Official website of this Registry.
4. The Director, Doordarshan Kendra, Imphal for favour of wide announcement.
5. The News Editor: 1) ISTV, Imphal; 2) Impact TV, Imphal for favour of wide announcement.
6. The Editor : 1) Sangai Express (English) ; 2) Hueiyen Lanpao (Manipuri)  
- with a request to publish the above advertisement in the esteemed daily in a minimum print area for **2(two)** alternate days at the earliest possible and to submit the bill in "triplicate" for early payment.
7. Notice Board/Guard File/Concerned File.

  
REGISTRAR  
HIGH COURT OF MANIPUR

**THE HIGH COURT OF MANIPUR  
AT IMPHAL**

**NOTIFICATION**

*Imphal, the 19<sup>th</sup> January 2016*

No. HCM A-49/92-A&E(VI)/ 17508      The High Court of Manipur invites Online Recruitment Application (ORA\*) for recruitment by selection to the following posts:

**DETAILS FOR THE POST OF STENOGRAPHER GRADE-I**

1.	Total No. of Vacant Post	9 (nine)	
		Unreserved - 4	
		OBC(M) - 2	
		SC - 0	
		ST - 3	
	Pay Scale	Rs. 12000-40000 + GP-5900 per month	
2.	Eligibility criteria	The Candidate should be a graduate from a recognised University along with Diploma in Stenography in English with a minimum speed of 120 words per minute in short hand and typing speed of 50 words per minute on computer.	
3.	Age	Not less than 18 years and not more than 38 years of age on the last date of submission of application. The upper age limit will be relaxable by 5 years in case of candidates belonging to SC and ST category and 3 years in case of candidates belonging to OBC.	
4.	Examination Fees	Rs. 900/- (Rupees Nine Hundred) only for General and OBC candidates and Rs. 700/- (Rupees Seven Hundred) only for SC/ST candidates.	
5	Important Dates	Starting date for Submission of Online Application	25 <sup>th</sup> January 2016 (11.00 a.m.)
		Closing date for Submission of Online Application	5 <sup>th</sup> February 2016 (11.00 p.m.)
		Issue of Admit Card	9 <sup>th</sup> February, 2016
		Preliminary Examination	a. Written Exam-13 <sup>th</sup> February, 2016 b. Computer Typing Test – 21 <sup>st</sup> February, 2016
		Stenography Skill Test	23 <sup>rd</sup> February, 2016

**DETAILS FOR THE POST OF STENOGRAPHER GRADE-II**

1.	Total No. of Vacant Post	2 (two - which may increase)	
		Unreserved - 1	
		OBC - 0	
		SC - 0	
		ST - 1	
	Pay Scale	Rs. 8000 – 35000 + Grade Pay of Rs. 4300/- PM	
2.	Eligibility criteria	The Candidate should be a graduate from a recognised University along with Diploma in Stenography in English with a minimum speed of 100 words per minute in short hand and typing speed of 40 words per minute on computer.	
3.	Age	Not less than 18 years and not more than 38 years of age on the last date of submission of application. The upper age limit will be relaxable by 5 years in case of candidates belonging to SC and ST category and 3 years in case of candidates belonging to OBC.	
4.	Examination Fees	Rs. 800/- (Rupees Eight Hundred) only for General and OBC candidates and Rs. 600/- (Rupees Six Hundred) only for SC/ST candidates.	

5	Important Dates	Starting date for Submission of Online Application	25 <sup>th</sup> January 2016 (11.00 a.m.)
		Closing date for Submission of Online Application	5 <sup>th</sup> February 2016 (11.00 p.m.)
		Issue of Admit Card	9 <sup>th</sup> February, 2016
		Preliminary Examination	a. Written Exam-13 <sup>th</sup> February, 2016 b. Computer Typing Test – 21 <sup>st</sup> February, 2016
		Stenography Skill Test	23 <sup>rd</sup> February, 2016

### HOW TO APPLY

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

- a) Your valid E-mail ID
- b) Scan copy of **Recent Colour Passport Photograph with white background.**  
(Size -10-20 KB. Dimension 4.5 cm x 3.5 cm)
- c) Scan copy of your **Signature.**  
(Size -5-10 KB. Dimension 5 cm x 3 cm)
- d) **Date of Issue for No Objection Certificate** issued by concerned authority, if applicable.  
(for Government employees only)

**Application form must be submitted only through ONLINE mode in the procedure given below:**

- a) Go to the official website of High Court of Manipur (<https://hcmimphal.nic.in/>) and go to the link **"Apply here for the post of Stenographer Grade I & II"**.
- b) Click on the link **"New User Registration"**
- c) Type in your valid **E-mail ID, Contact Number, Gender and Password.**
- d) Please make sure that you are using your own **E-mail ID and Contact Number.**
- e) A Verification Code will be sent to your E-mail ID for verification. (If an email containing the verification code is not received within 30 minutes after submission. Please contact our **IT Helpdesk at (0385-2416528)**)
- f) Once you type in the verification code you are registered for **Online Form Submission.**
- g) Sign in using your registered **E-mail ID and Password**
- h) Type in all the necessary information.
- i) Click on the **"Save"** button after filling up all the necessary information.
- j) Click on the **"Preview"** button to check if all the details you have entered are correct or not.
- k) Click on the **"Submit"** button only after making sure that the details you have entered are correct. (Once submitted no further changes will be entertained).
- l) After the submission you will be guided to the online payment gateway for **ONLINE PAYMENT** of examination fees. (**Stenographer Grade I: - Rs. 900/- for UR and OBC, Rs. 700/- for ST/SC. (Stenographer Grade II: - Rs 800/ for UR and OBC, Rs. 600 for ST/SC)}**).
- m) Please **DO NOT** close or refresh the web page while the online payment is under process. The payment processing system may take a little longer time in reflecting the correct **"Payment Status"** in your Job Application Dashboard depending on the speed and performance of internet service you are using. Therefore, we request you to be little more patient while the status of your payment is being updated.

- n) Please keep checking your Bank Account balance statement and also please refrain from making a duplicate online payment.
- o) When the online payment is successful, click on “**Generate Acknowledgement**” to print a copy of the acknowledgement slip for your future reference.
- p) A “**link of the acknowledgement**” will also be sent to your registered E-mail ID (for your future reference).
- q) The Date of issuance of “**Admit Card**” will be on **9<sup>th</sup> February 2016**.

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

**Nature of Examination:**

**(i) Preliminary -**

- a) *Written examination to test English for 50 Marks with 1:30 Hours duration consisting of Multiple Choice Questions (MCQs).*
- b) *Computer typing test (minimum speed - 50 wpm on computer for the post of Stenographer Grade I and 40 wpm for the post of Stenographer Grade II).*

**(ii) Mains -**

*Candidates selected from the Preliminary examination will undergo Stenography Skill Tests for 75 Marks*

**(iii) Oral Interview - 25 Marks**

**IMPORTANT INSTRUCTIONS TO CANDIDATES**

1. The High Court of Manipur will be holding a Competitive Examination for recruitment to the Post of Stenographer Grade-I and Stenographer Grade-II.
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 certificates.
4. Applicants are advised to go through the steps in “HOW TO APPLY” (All steps are mandatory) and fill up their application form correctly, properly and completely otherwise their application will not be accepted.
5. Date of submission of Online Application Form: **25<sup>th</sup> January 2016 to 5<sup>th</sup> February 2016**.
6. Candidates seeking applications for both the posts are to apply separately.
7. The High Court of Manipur reserves the right to reject the candidature of any applicant subject to the determination of his/her eligibility on the basis of original certificates etc., to be produced.
8. The date of issue of Admit card: **9<sup>th</sup> February 2016**.
9. 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**.
10. **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.**

  
REGISTRAR  
HIGH COURT OF MANIPUR