

**OFFICE OF THE
MANIPUR STATE LEGAL SERVICES AUTHORITY
(High Court of Manipur Complex, Mantripukhri, Imphal)**

NOTIFICATION

Dated, the 13th July, 2017

No.1/17/2017-MASLSA: Pursuant to Government approval vide Order No. 15/5/2015-MASLSA/L dated 14th January, 2016 of the Law & Legislative Affairs Department, Govt. of Manipur and under section 6(5) of the Legal Services Authorities Act, 1987, applications are invited from interested candidates for appointment to the following posts in the office of the Manipur State Legal Services Authority :-

| Sl. No. | Name of Post | No of post | Pay Scale | Nature of recruitment |
|---------|--------------------------------|------------|--------------------------------------|-------------------------------------------------------------|
| 1. | Accountant | 1(one) | Rs.5200 - Rs. 20200 + GP Rs. 2400 | By deputation from Departments under Govt. of Manipur |
| 2. | LDC -cum- Computer Operator | 2(two) | Rs.5200 - Rs. 20200 + GP Rs. 1900 | Direct Recruitment |
| 3. | Driver | 2(two) | Rs.5200 - Rs. 20200 + GP Rs. 1900 | -do- |
| 4. | Peon | 2(two) | Rs.4440 - Rs. 7440 + GP Rs. 1300 | -do- |

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

Last date for the submission of application form is on **14th August, 2017.**

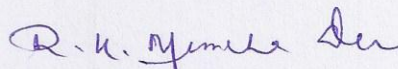
Sd/-
(R.K. Memcha Devi)
Member Secretary,
Manipur State Legal Services Authority

Endt. No.1/17/2017-MASLSA/

Imphal, the 13th July, 2017

Copy to:-

1. The Secretary (Law), Government of Manipur.
- ✓ 2. Central Project Coordinator (CPC), High Court of Manipur
- He is requested to upload this Advertisement and application form in the website of High Court of Manipur.
3. The Editor : (1) Sangai Express (English Edition) (2) Hueiyen Lanpao (Manipuri Edition); (3) Poknapham (Manipuri Edition).
- With a request to publish the above advertisement in the esteemed daily for 2(two) consecutive days at the earliest possible and to submit the bill in "triplicate" for early payment.
4. Notice Board/File.


Member Secretary,
Manipur State Legal Services Authority

1. DETAILS FOR THE POST OF ACCOUNTANT

| | | |
|----|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of post | Accountant |
| 2. | No of post | 1 (one) |
| 3. | Pay Scale | Rs.5200 - Rs. 20200 + GP Rs. 2400 |
| 4. | Nature of appointment | On deputation from departments under Govt. of Manipur |
| 5. | Period of deputation | Initially for 3 (three) years which may be extended |
| 6. | Essential Qualification | (i) Must have put in not less than 3 years of service in the cadre of LDC in any of the departments under Govt. of Manipur` (ii) Must have passed account training conducted by the State Academy of Training, Government of Manipur |
| 7. | Reservation | Unreserved. |

2. DETAILS FOR THE POST OF LDC –CUM- COMPUTER OPERATOR

| | | |
|----|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of Post | LDC -cum- Computer Operator |
| 2. | No of post | 2 (two) |
| 3. | Pay Scale | Rs.5200 - Rs. 20200 + GP Rs. 1900 |
| 4. | Nature of recruitment | Direct Recruitment |
| 5. | Eligibility criteria | Graduate from recognized university with typing speed of at least 40 w.p.m relaxable upto 35 w.p.m for SC/ST |
| 6. | Age | Must have completed the age of 18 years and not more than the age of 38 years for SC/ST, 36 years for OBC and 35 years for any other category at the time of last date fixed for receipt of application. |
| 7. | Mode of Recruitment | Recruitment for the post of LDC will be conducted in three phases; Written Test, Typing Test and Viva Voce. Only those candidates who have qualified in preceding phase will be called for the succeeding phase i.e., only those candidates who have qualified the Written Test will be eligible for giving Computer Typing Test and only those candidates who have qualified both the test will be called for viva voce. |
| 8. | Examination Fees | Rs. 500/- (Rupees five hundred) only to be submitted along with the application form by cash only. |

SYLLABUS FOR WRITTEN EXAMINATION AND SCHEME OF EXAMINATION FOR LDC –CUM- COMPUTER OPERATOR

| Sl. No. | Subject | Full Marks | Time allowed |
|---------|------------------------------------------------------|------------|--------------|
| 1. | General English, Precis Writing, Drafting and Essays | 100 | 3 Hrs |
| 2. | General Knowledge and Current Affairs | 100 | 3 Hrs |
| 3. | Mathematics | 100 | 3 Hrs |
| 4. | Computer Typing Test | 50 | 5 minutes |
| 5. | Interview | 50 | As required |

3. DETAILS FOR THE POST OF DRIVERS

| | | |
|----|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of Post | Driver |
| 2. | No of post | 2 (two) |
| 3. | Pay Scale | Rs.5200 - Rs. 20200 + GP Rs. 1900 |
| 4. | Nature of recruitment | Direct Recruitment |
| 5. | Essential Qualification | Class VIII Pass from a recognized Institute having 3 (three) years driving experience with professional Driving Licence and also 3 (three) years experience in a registered Motor Workshop. |
| | Desirable | Knowledge of Manipuri & Hindi |
| 6. | Age | 35 years and below (upper age may be relaxed for Government servant under the Government of Manipur to the extent of the period of continuous service put in the post/ service and 5 years for SC/ST candidates and 3 years for OBC candidates and a Government servant who belongs to SC/ST/OBC will get the facility admissible to a Government servant in addition to the relaxation admissible to SC/ST /OBC candidates) |
| 7. | Mode of Recruitment | Selection of driver will be conducted in two phase, driving test and viva voce. |
| 8. | Examination Fees | Rs. 300/- (Rupees three hundred) only to be submitted along with the application form by cash only |

4. DETAILS FOR THE POST OF PEONS

| | | |
|----|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of Post | Peon |
| 2. | No of post | 2 (two) |
| 3. | Pay Scale | Rs.4440 - Rs. 7440 + GP Rs. 1300 |
| 4. | Nature of recruitment | Direct Recruitment |
| 5. | Essential Qualification | Must have passed Class VIII standard examination from a Recognized Institute. |
| | Desirable Qualification | Knowledge of driving experience with professional Driving Licence |
| 6. | Age | Must have completed the age of 18 years and not more than the age of 38 years for SC/ST, 36 years for OBC and 35 years for any category at the time of last date fixed for receipt of application. |
| 7. | Mode of Recruitment | Selection will be done on the basis of performance in viva voce. |
| 8. | Examination Fees | Rs. 300/- (Rupees three hundred) only to be submitted along with the application form by cash only |

HOW TO APPLY:-

1. Download the Application Form from the website <http://hcmimphal.nic.in>
2. Fill the Application Form.
3. Submit the duly filled up Application Form along with all the required documents and examination fees to the **Member Secretary, Manipur State Legal Services Authority, High Court of Manipur Complex, Mantripukhri, Imphal** on or before **14th August, 2017**.

GENERAL INSTRUCTIONS :-

1. Candidates in their own interest are advised to go through the detailed instructions contained in this notice.
2. Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter ID, Aadhaar Card, Identity Card issued by University/ College, Income Tax PAN Card to the examination centre along with the **Admit Card issued by this Authority**, failing which THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.
3. MOBILE PHONES 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.
4. The last date for the submission of application form for all category of post is on **14th August, 2017**.
5. Applicants are advised to fill up their application form correctly, properly and completely otherwise their application will not be accepted.
6. Candidates applying two or more posts have to apply separately.
7. Enclosures :-
 - (a) Educational Qualification Certificates.
 - (b) Matriculation/ Class VIII pass certificate in support of age.
 - (c) Photostat copy of the Driving License (for the post of Drivers and Peons, if any)
 - (d) Experience certificate issued by registered Motor Workshop (for the post of drivers).
 - (e) 3(three) recent passport size photographs (to be affixed in the application form/ admit card)
 - (f) Certificate of SC/ST/OBC, if applicable.
 - (g) Experience Certificate, if any.
8. Those applications submitted after the last date of submission are liable to be rejected and no request whatsoever will be entertained.
9. The Authority reserves the right to reject any application which are not in proper form/ incomplete. Rejection of applications will be after proper screening and not at the time of submission of the forms.
10. Candidates already in services should apply through proper channel.
11. **Date of Examinations and Centre of Examinations** will be indicated in the Admit Cards issued.
12. Any further changes/ subsequent Notifications will be uploaded in the website (<http://hcmimphal.nic.in>).

**OFFICE OF THE
MANIPUR STATE LEGAL SERVICES AUTHORITY**
(High Court of Manipur Complex, Mantripukhri, Imphal)

*Affix here
your recent
passport size
photograph*

APPLICATION FOR THE POST OF _____

1. Name in full (IN CAPITAL LETTERS)

| | | | | | | | | | | | | | | | | | | | |
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2. Father's/Husband's Name (IN CAPITAL LETTERS)

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3. Permanent Address (IN CAPITAL LETTERS)

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| | | | | | | | | | | | | | | | | | | | |
| District | | | | | | | | | | | | | | | | | | | |
| State | | | | | | | | | | | | | | Pin | | | | | |

4. Postal Address (IN CAPITAL LETTERS)

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| | | | | | | | | | | | | | | | | | | | |
| District | | | | | | | | | | | | | | | | | | | |
| State | | | | | | | | | | | | | | Pin | | | | | |

5. Date of Birth

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

6. Sex : Male Female Others (Tick appropriate box)

7. Educational Qualification (Attach Photostat copy of the Certificates/ Mark sheets)

| Exam passed | Name of Board | Year of Passing | Roll Number | Percentage of marks secured |
|-------------|---------------|-----------------|-------------|-----------------------------|
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8. Experience, if any

9. Marital status Married Unmarried

10. Phone No.

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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11. Category General ST SC OBC

12. List of enclosures :-

- (i).....
- (ii).....
- (iii).....
- (iv).....
- (v).....
- (vi).....
- (vii).....

I do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

Place :

SIGNATURE OF THE APPLICANT

Date :

**OFFICE OF THE
MANIPUR STATE LEGAL SERVICES AUTHORITY**

ADMIT CARD FOR THE POST OF _____

Roll No.

*Affix here your
recent passport
size photograph*

1. Name : _____
2. Father's Name : _____
3. Address : _____
4. Signature of Candidate : _____

Date of Examination (To be filled in by the office) : _____

Examination centre (To be filled in by the office) : _____

Controller of Examination

**OFFICE OF THE
MANIPUR STATE LEGAL SERVICES AUTHORITY**

ADMIT CARD FOR THE POST OF _____

Roll No.

*Affix here your
recent passport
size photograph*

1. Name : _____
2. Father's Name : _____
3. Address : _____
4. Signature of Candidate : _____

Date of Examination (To be filled in by the office) : _____

Examination centre (To be filled in by the office) : _____

Controller of Examination

**OFFICE OF THE
MANIPUR STATE LEGAL SERVICES AUTHORITY**

(High Court of Manipur Complex, Mantripukhri, Imphal)

Affix here
your recent
passport size
photograph

APPLICATION FORM FOR THE POST OF ACCOUNTANT

| | | |
|-----|--------------------------------------------------------------------------------------------------------|--|
| 1. | Name of the Applicant | |
| 2. | Date of Birth | |
| 3. | Educational Qualification | |
| 4. | Whether working in the Dept. under Govt. of Manipur | |
| 5. | Name of Department where presently employed | |
| 6. | Present post held and date of appointment | |
| 7. | Scale of Pay & present pay drawn | |
| 8. | Whether successfully completed Account Training conducted by State Academy of Training | |
| 9. | Experience of Cash, Accounts & Budget work | |
| 10. | Other Service experience | |
| 11. | Whether belongs to SC/ST/OBC | |
| 12. | Please state clearly whether in the light of entries made above, you meet the requirements of the post | |
| 13. | Remarks, if any | |

Place :

Date:

SIGNATURE OF THE APPLICANT

The particulars furnished above have been verified and found to be correct.

Date:

Signature and seal of the forwarding Authority

Name :

Designation :

Office Address & Tel. No.