

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

**ADVERTISEMENT**

*Imphal, the 30<sup>th</sup> January, 2021*

No. HCM/A-49/92-A&E-IV(Pt.)/ 1515 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 Posts (Which may increase)					
			UR	ST	SC	OBC (M)	OBC (MP)	TOTAL
1	Private Secretary	Rs. 9300 – 34800 + Grade Pay of Rs. 4800/-PM plus other allowances as admissible under the Rules	2	1	0	1	0	4

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

Important Dates:

- Opening of Online Registration and Submission of Application Forms: 10-02-2021 (11:00 A.M.)
- Closing of Online Registration and Submission of Application Forms: 24-02-2021 (04:00 P.M.)
- Download of Admit Cards: 05-03-2021 (onwards) from the official website [www.hcmimphal.nic.in](http://www.hcmimphal.nic.in)

Sd/-

( PH. JAPAN SINGH )  
JT. REGISTRAR (ADMN./PM&P)  
HIGH COURT OF MANIPUR  
*Imphal, the 30<sup>th</sup> January, 2021*

Endt. No. HCM/A-49/92-A&E-IV(Pt.)/ 1516-21

Copy to:-

1. The Director, DIPR, Government of Manipur for favour of wide publicity.
2. The Director Doordarshan Kendra, Imphal- for favour of wide announcement.
3. The News Editor, AIR, Imphal- for favour of wide announcement.
4. The News Editor, ISTV/Impact TV, Imphal- for favour of wide announcement
5. The Editor, i) Poknapham (Manipuri Edition) ii) The Sangai Express (English Edition) iii) Huiyen Lanpao (Manipuri Edition) iii) Imphal Free Press (English Edition) iv) Sanaleibak (Manipuri Edition)

- with a request to publish the above advertisement in the esteemed daily in a print area of not more than **10 cm x 25 cm** for **2(two)** alternate days at the earliest possible and to submit the bill in "triplicate" for early payment.

6. System Analyst, High Court of Manipur.

- he is requested to upload the same in the Official Website of this Registry.

*H. Japan Singh*  
JT. REGISTRAR (ADMN./PM&P) 30/1/21  
HIGH COURT OF MANIPUR

**DETAILS FOR THE POSTS OF PRIVATE SECRETARY IN THE HIGH COURT OF MANIPUR**

1.	Post	No. of posts ( <i>Which may increase</i> )					
		UR	ST	SC	OBC (M)	OBC(MP)	TOTAL
1.	Private Secretary	2	1	0	1	0	4
2.	Pay Scale	Rs. 9300-34800+ Grade Pay-4800/- per month (High Court of Manipur)					
3.	Educational Qualification	Graduate/B.A./B.Sc. or equivalent examination from a recognized University as on the last date of form submission, i.e. <b>24-02-2021</b> . The Candidate must have completed Diploma in Stenography in English with minimum speed of 120 wpm in short hand and Typing Speed of 50 wpm on Computer					
4.	Age	Maximum age shall be 38 years and minimum age shall be 18 years on the last date of the receipt of the application. Maximum age relaxable by 5 (five) years in case of candidates belonging to Schedule Castes/ Schedule Tribes and by 3 (three) years in case of candidates belonging to the Other Backward Classes. 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 at the time of Preliminary Examination.					
5.	Mode of Application	Only through Online by using the website <a href="http://www.hcmimphal.nic.in">www.hcmimphal.nic.in</a>					
6.	Examination fees ( <i>online payment only</i> )	Rs. <b>1000/-</b> for UR/OBC Candidates Rs. <b>800/-</b> for ST/SC Candidates					
7.	Mode of Selection	Final Select list will be prepared on the basis of total marks secured in the Main Stenography Skill Test, Computer Typing Test and Viva Voce/interview. <b>N.B.</b> 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.					

**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 for SC/ST/OBC must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice.
3.	<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 Preliminary Examination failing which the candidate may not be permitted to appear in the Examination.</p> <ol style="list-style-type: none"> <li>Printout of Admit Card</li> <li>Class X Certificate (as proof of Date of Birth)</li> <li>Certificate of Graduation (as proof of Minimum Qualification)</li> <li>Certificates of Stenography in English from a recognized Institute.</li> <li>Photo bearing IDENTITY PROOF as indicated in Para No. 8 of the <i>Important Instructions to Candidates</i> given below.</li> <li>2 (two) passport sized photographs (as uploaded at the time of online application form submission).</li> <li>SC/ST/OBC Certificates issued by competent authority for those candidates seeking reservation.</li> <li>No objection Certificate issued before the last date of Online Application Form Submission for those candidates who are in Government Service.</li> </ol> <p><b><i>Non submission of requisite documents by the candidate at the time of Preliminary Examination will debar his/her candidature from further participation in the recruitment process.</i></b></p>



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 applications will not be accepted.

**Things to be kept ready before applying online**

- i. Candidate's own valid email ID
- ii. Scanned Copy of recent passport photograph  
(Size – 25KB to 100KB) (Dimension – 3.5 cm x 4.5 cm)
- iii. Scanned Copy of signature in plain white paper  
(Size – 10KB to 50KB) (Dimension – 3.5 cm x 1.15 cm)
- iv. Scanned Copy Left thumb impression in plain white paper  
(Size – 10KB to 50KB) (Dimension – 3.5 cm x 1.15 cm)

5. **Scheme of Examination:**

(i)	Preliminary Examination	-	100 marks
(ii)	Main Examination	-	150 marks
(iii)	Viva Voce/Interview	-	30 marks
<b>Total – 180 marks</b>			
(iv)	Selection of candidates will be on the basis of the overall marks obtained in the Main Examination and Viva Voce/Interview.		

**(i) Details of Preliminary Examination** - **100 marks**

- |     |   |   |            |
|-----|---|---|------------|
| (a) | General English<br>(50 multiple choice question)  | - | 50 marks   |
|     | - Cut-off/Pass marks  | - | 20 marks   |
| (b) | Duration of the Examination   | - | 60 minutes |
| (c) | Stenography Skill Test<br>(Minimum speed 60 w.p.m. in shorthand)  | - | 50 marks   |
| (d) | Only those candidates who qualify in the Preliminary Examination shall be eligible to appear in the Main Examination. |   |            |

**(ii) Details of Main Examination** - **150 marks**

- |     |   |   |          |
|-----|---|---|----------|
| (a) | Computer Typing Test<br>(Minimum speed of 50 w.p.m. on Computer)  | - | 40 marks |
| (b) | Only those candidates who qualify in Computer Typing Test will be eligible to appear in Stenography Skill Test.           |   |          |
| (c) | Stenography Skill Test<br>(Minimum speed of 120 w.p.m. in shorthand)  | - | 80 marks |
| (d) | Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Main Examination. |   |          |

**(iii) Viva Voce/Interview** - **30 marks**

6. **Important Dates:**

- Opening of Online Registration and Submission of Application Forms: 10-02-2021 (11:00 A.M.)
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- Download of Admit Cards: 05-03-2021 onwards from the official website [www.hcmimphal.nic.in](http://www.hcmimphal.nic.in)

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, Identity Card issued by University/College, Income Tax PAN Card to the examination centre, failing which THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.

9. All types of electronic gadgets including mobile phones, pagers etc. are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations

10. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers 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. If any candidate is found indulging in any irregularity/misconduct/malpractice at any stage of recruitment, the candidate shall be debarred for a period as fixed by the High Court of Manipur, apart from cancellation of candidature for the examination without prejudice to any other legal action. The High Court may take appropriate action as deemed fit including verification of Signature, Thumb Impression, Handwriting, and Photograph etc. captured during various stages of recruitment to ascertain genuineness of candidates to ensure fair selection.

12.	In case of any dispute, decision of the High Court will be final.
13.	Any further changes to the notifications shall be published only on our official website ( <a href="http://hcmimphal.nic.in">http://hcmimphal.nic.in</a> )

### HOW TO APPLY

1. Go to "**Apply here for the Post of Private Secretary**" in the website of the High Court of Manipur ([www.hcmimphal.nic.in](http://www.hcmimphal.nic.in))
2. Register yourself by clicking on "**New Registration**". (Candidates have to use only their own valid **MOBILE NUMBER/ email ID**. All future communication will be done through this **MOBILE NUMBER/email ID** only)
3. After successful registration, **Login ID** and **Password** will be sent to your registered **MOBILE NUMBER/email ID**.
4. For Applying click on "**Login Here**"
5. After Logging in click on "**Apply Now**" against the post you want to apply for.
6. Fill up the necessary details in the online application form.
7. Upload your Scanned Photograph, Signature and Left Thumb Impression. (As described in Para No. 4 of the "**IMPORTANT INSTRUCTIONS TO CANDIDATE**")
8. Make online payment for the examination fees through UPI/Net banking/ Debit Card / Credit Card. (No other form of payments will be accepted)

**N.B.- Application without payment of Examination fees will not be accepted.**

