

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

ADVERTISEMENT

Imphal, the 11th December, 2024

No. HCM/D-42/2023-Estt.-I/28868 : Applications are invited from willing and eligible candidates for the following post under the AI-Assisted Legal Translation Advisory Committee of the High Court of Manipur on Daily Wage basis:

Sl. No.	Name of Post	Remuneration	No. of Posts
1.	Programme Coordinator (<i>Daily Wager</i>)	Rs. 500 only per day	2 (two)

- Date of online registration : **18.12.2024** (11:00 A.M.) to **20.12.2024** (03:00 P.M.)
- Mode of registration : Online through www.hcmimphal.nic.in

Reeta Laishram 11/12/2024

(REETA LAISHRAM)
LANGUAGE OFFICER (SPECIAL OFFICER)
HIGH COURT OF MANIPUR

Copy to:-

1. The Principal Secretary to Hon'ble The Chief Justice, High Court of Manipur.
2. The Private Secretary to Hon'ble Mr. Justice A. Bimol Singh, Judge, High Court of Manipur.
3. The Private Secretary to Hon'ble Mr. Justice A. Guneshwar Sharma, Judge, High Court of Manipur.
4. The Private Secretary to Hon'ble Mrs. Justice Golmei Gaiphulshillu, Judge, High Court of Manipur.
5. The Private Secretary to Registrar General, High Court of Manipur.
6. All the Registrars, High Court of Manipur.
7. All the Joint Registrars, High Court of Manipur.
8. All the Deputy Registrars/ Court Managers Gr. II, High Court of Manipur.
9. All the Assistant Registrars/Sr. Private Secretary/Secretary to Hon'ble Chief Justice, High Court of Manipur.
10. The System Analyst, High Court of Manipur.
- He is requested to upload the same in the Official Website of this Registry.
11. Concerned File/Guard File.

DETAILS FOR THE POST OF PROGRAMME COORDINATOR

1.	Name of the Post	Programme Coordinator (Daily Wager)
2.	Number of Post	2 (two)
3.	Remuneration	Rs. 500 (Rupees five hundred) only per day
4.	Eligibility Criteria	<ul style="list-style-type: none">• MBA or equivalent degree in management.• Working knowledge of MS Office (Word, Excel, and Power Point) with excellent communication skills. <p><i>* Preference will be given to candidates with prior experience in management roles within a company or organization.</i></p>
5.	Role and Responsibilities	<ul style="list-style-type: none">• Establish effective communication with the translators including allocation of works through e-mail, providing necessary instructions and clarifying doubts or concerned regarding the judgment to be translated.• Oversee the assignment of work given to the translators and verifiers including workload distribution, meeting of deadlines.
6.	Age	Not exceeding 38 years as on the date of online registration i.e. on 20.12.2024 ; relaxable by 5 years in case of SC/ST and 3 years in case of OBC candidates.
7.	No Objection Certificate	Applicants who are currently employed under any Government organizations must submit a No Objection Certificate from the concerned Authorities and a copy of the same should be submitted at the time of Personal Interview.
8.	Mode of Selection	<ul style="list-style-type: none">• Personal Interview <p><i>* Select list will be prepared on the basis of the merit of the Personal Interview.</i></p>

DATES FOR PERSONAL INTERVIEW

- Will be notified later only in the official website www.hcmimphal.nic.in.

HOW TO REGISTER

1. Go to the "**Registration for the various posts under the Project of the AI-Assisted Legal Translation Advisory Committee**" section on the website of the High Court of Manipur (www.hcmimphal.nic.in)
2. Click on the post you want to register for i.e. **PROGRAMME COORDINATOR (CANDIDATES MUST USE THEIR VALID PERSONAL E-MAIL ID & PHONE NUMBER)**
3. Upload a scanned copy of your recent photograph and fill up in all the necessary details in the online registration form.
4. Click on the "**SUBMIT**" button.