THE HIGH COURT OF MANIPUR AT IMPHAL

ADVERTISEMENT

Imphal, the 29th September, 2022

No. HCM/A-28/80-Estt./Vol-IV(Pt)/ 17375

Applications are invited online

for filling up of the following post in the Scale of pay as given against the post

SI.	Name of Post	Scale of Pay	No. of Post					
No.			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/

(GOLME) 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

		No. of post						
1.	Post	UR ST SO			OBC (M)	OBC (MP)	TOTAL	
	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 38 years or below as on the last date of form submission. Note: 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 https://hcmimphal.nic.in/ 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 https://hcmimphal.nic.in/ (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.
- Candidates seeking for reservation benefits must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice.
- 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.

Things to be kept ready before applying online

- (i) Candidate's own valid mobile number and e-mail ID.
- (ii) Scanned copy of recent passport photograph. (Dimension 3.5 cm x 4.5 cm) (Size 25KB to 100KB in .ipeq/.ipq format)
- (iii) Scanned copy of signature in plain white paper. (Dimension 3.5 cm x 1.15 cm) (Size 10KB to 50KB in .jpeg/.jpg format)
- (iv) Scanned copy Left thumb impression in plain white paper. (Dimension 3.5 cm x 1.15 cm)

(Size - 10KB to 50KB in .jpeg/.jpg format)

- (v) Scanned copy of Class X pass Certificate. (Size 500KB to 2MB in .jpeg/.pdf format)
- (vi) Scanned copy of Degree/Diploma in Library Science Certificate. (Size 500KB to 2MB in .jpeg/.pdf format)
- (vii) Scanned Copy of SC/ST/OBC Certificate, if applicable. (Size 500KB to 2MB in .jpeg/.pdf format)

4. HOW TO APPLY

- 1. Go to "Apply here for the Post of Library Assistant" in the website of the High Court of Manipur (https://hcmimphal.nic.in/)
- 2. Register yourself by clicking on "New Registration". (Candidates have to use only their own valid MOBILE NUBMER and E-mail ID. All future communication will be done through this MOBILE NUBMER/E-mail ID only)
- 3. After successful registration, Login ID and Password will be sent to your registered MOBILE NUBMER/E-mail 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, Left Thumb Impression and other relevant documents. (As described in Para No. 3 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.

- 5. 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/

6.	Scheme of	Examination		
	(i) (a)	Written Examination		400
	(i) (a)	Viva-Voce/Interview		120 marks
	185	VIVA-VOCE/III(e) VIEW		30 marks
	(b)	Coloction of acceptation and	Total -	150 marks
	(b)	Selection of candidates will be	on the basis of the overall mark	ks obtained in the
	/// ***	above two tests.		
		en Examination		120 marks
	(a)	English Language & General A	wareness -	40 marks
		(40 multiple choice questions)		. Thanks
12	(b)	Library Science		40 marks
		(40 multiple choice questions)		TO Maiks
	(c)	Quantitative Aptitude		40 marks
		(40 multiple choice questions)		40 Marks
	(d)	Cut-off/Pass marks		45
	(4)	(in aggregate)		45 marks
	(e)	Duration of the Examination		
- 0	, ,			120 minutes
A	(f)	Candidates in the ratio of 3:1 or	the total number of vacancies	will be shortlisted on
	(iii) Vivo	the merit of the Written Examin	ation.	
	(III) VIVA-	Voce/Interview		30 marks
7.	The date of I	Examination(s), Centre of Examin	ation will be indicated in the Ad	mit Card
8.	Candidates	must carry at least one photo bear	ring IDENTITY PROOF in origin	nal such as Driving
- 1	Licence, Vot	er ID Card, Aadhaar Card, Incom	Tax PAN Card to the examina	tion centre failing
	which THEY	SHALL NOT BE ALLOWED TO	APPEAR FOR THE EXAMINAT	ION
_				
9.	Mobile Phone	es or any of the IT Gadgets are no	ot allowed inside the premises w	where the
	examination	is being conducted. Any infringen	nents of these instructions shall	entail disciplinary
	action includ	ing ban from future examinations	. Use of normal or simple wrist	watches by
	candidates is	allowed inside the examination R	cooms/Halls, However, USF OF	WATCHES FITTED
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