THE HIGH COURT OF MANIPUR
AT IMPHAL

A D V E R T I S E M E N T

Imphal, the 11th December, 2024

No. HCM/D-42/2023-Estt.-I/ *28866* : Applications are invited from willing and eligible candidates for the following post under the Project of 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.	Technical Assistant (*Daily Wager*)	Rs. 500 only per day	8 (eight)

➤ 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)
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, 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 TECHNICAL ASSISTANT

1.	Name of the Post	**Technical Assistant (Daily Wager)**
2.	Number of Post	8 (eight)
3.	Remuneration	**Rs. 500** (Rupees five hundred) only per day
4.	Eligibility Criteria	• Bachelor degree or Graduate in any discipline with strong command of English, Manipuri (Roman alphabet) and Meetei Mayek Script. • Knowledge and proficiency in typing Meetei Mayek Script. • Knowledge and proficiency in the use of MS-Word, MS-Excel, Adobe Photoshop etc. ** Preference will be given to candidates with experience in translation projects or typing tasks of Meetei Mayek Script or DTP works.*
5.	Roles and Responsibilities	• Typing text from Roman alphabet (Manipuri) into Meetei Mayek script using appropriate software and tools. • Maintain proper formatting and layout of the translated text as per the project requirements. • Proofreading the typed text to identify and correct any spelling or grammatical errors before final submission.
6.	Age	Not exceeding 38 years as on the last 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.
7.	Mode of Selection	• **Skill Test - 1:** **(40 marks)** Candidates must translate and type a short Roman Alphabet (Manipuri) passage to Meetei Mayek Script in MS Word. *[Candidates in the ratio of 5:1 of the total number of vacancies will be shortlisted for appearing Skill Test - 2 on the basis of the accuracy of their transliterated script]* • **Skill Test - 2:** **(40 marks)** Magazine Cover Designing, Adobe Photoshop, MS-Word, MS-Excel, etc. *[Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted for appearing Personal Interview on the merit of the Skill Test - 2]* • **Personal Interview:** **(20 marks)** ** Select list will be prepared on the basis of the merit of the Skill Test - 1, Skill Test - 2 and Personal Interview.*

The engagement of Technical Assistant will be strictly performance-based, with continued inclusion contingent upon meeting the required standards. Failure to adhere to these standards may result in disengagement at any stage of the project.

DATES FOR SKILL TEST & 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. **TECHNICAL ASSISTANT (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.