

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

**ADVERTISEMENT**

*Imphal, the 19<sup>th</sup> April, 2023*

No.HCM/R-3/2018-Estt.-II/ **8625** : Applications are invited online for filling up the following posts in the District Courts of Manipur in the Scale of pay as given against their posts:

Sl. No.	Name of Post	Scale of Pay	No. of Posts (Which may increase)					
			UR	ST	SC	OBC (M)	OBC (MP)	TOTAL
1.	Lower Division Assistant (LDA)	L-4 (Rs.21,700 – 69,100) of MS(RP),2019 per month plus other allowances as admissible under the Rules	27	17	1	6	3	54

Sl. No.	Name of Post	Scale of Pay	No. of Posts (Which may increase)					
			UR	ST	SC	OBC (M)	OBC (MP)	TOTAL
1.	Group-D posts	L-1 (Rs.15,700 – 50,000) of MS(RP),2019 per month plus other allowances as admissible under the Rules	32	19	1	9	3	64

Details along with the mode of application are provided at **Annexure – I**.

**Important Dates:**

- Opening of Online Registration and Submission of Application Forms: 8<sup>th</sup> May, 2023 (11:00 A.M.).
- Closing of Online Registration and Submission of Application Forms: 23<sup>rd</sup> May, 2023 (04:00 P.M.).
- Download of Admit Card: It will be notified later only in the official website [www.hcmimphal.nic.in](http://www.hcmimphal.nic.in).

  
(YUMKHAM ROTHER)

REGISTRAR (JUDL.)

HIGH COURT OF MANIPUR

**Copy to:-**

1. The Principal Secretary to Hon'ble The Acting 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 Members, Selection Committee under Rule No. 7 of the 'Manipur State District Courts Service Rules, 2014'.
5. The System Analyst, High Court of Manipur.  
- He is requested to upload the same in the Official Website of this Registry.
6. The Assistant Registrar - VI, High Court of Manipur.
7. Notice board/Guard file.

## DETAILS OF THE POST OF LOWER DIVISION ASSISTANT (LDA) IN THE DISTRICT COURTS OF MANIPUR

1.	Post	No. of posts ( <i>Which may increase</i> )					TOTAL
		UR	ST	SC	OBC (M)	OBC(MP)	
	Lower Division Assistant (LDA)	27	17	1	6	3	54
2.	Pay Scale	L- 4 (Rs.21,700 – 69,100) of MS(RP),2019 per month plus other allowances as admissible under the Rules.					
3.	Eligibility Criteria	(i) Graduate/Degree holder from a recognized University/Institute. (ii) Must have basic knowledge of Computer Operation.					
4.	Age	Every candidate must have attained the age of 18 (Eighteen) Years and not more than: a) 43(Forty three) Years as on the last date of application form submission in case of person belonging to SC & ST. b) 41(Forty one) Years as on the last date of application form submission in case of person belonging to OBC. c) 38 (Thirty Eight) Years as on the last date of application form submission in case of any other person.					
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 (online payment only)	Rs. 600/- for UR Candidates. Rs. 300/- for OBC/ST/SC Candidates.					
7.	Mode of issue of Admit Card	Only through online by using the website <a href="http://www.hcmimphal.nic.in">www.hcmimphal.nic.in</a> (Date for download of Admit Card will be notified later).					
8.	Mode of Selection	Select list will be prepared on the basis of merit of the Examination.					
9.	Mode of Examination	(a) Written Examination - 150 marks Computer Typing - 20 marks Viva Voce - 30 marks (b) Selection of candidates will be on the basis of the overall marks obtained in the above three tests.					
10.	Syllabus	<b>Written Examination (150 marks)</b> (a) English Language - 50 marks (50 multiple choice question) (b) General Awareness - 50 marks (50 multiple choice question) (c) Quantitative Aptitude - 50 marks (50 multiple choice question) (d) Cut-off - 60 marks (in aggregate) (e) Duration of exam - 150 minutes (f) Candidates in the ratio of 5:1 of the total number of vacancies will be shortlisted on the merit of the written exam. <b>Computer Typing (20 marks)</b> (a) Computer typing test for 5 minutes will be conducted for those candidates who are shortlisted in the written examination. (b) Minimum net typing speed: 35 w.p.m. <b>Viva Voce/Interview (30 marks)</b> Only those candidates who qualify in the Computer Typing Test will be called for Viva Voce/Interview.					
11.	Methodology for awarding marks for Computer Typing Test	Candidate(s) with the highest net typing speed in the examination will be awarded full mark and all other candidates will be awarded marks by multiplying their net typing speed with a factor (i.e. full mark ÷ highest net typing speed). <i>This is in concurrence with the High Court of Manipur's Notification No. HCM/P-65/2019-Estt.(I)/19995 dated 17<sup>th</sup> November, 2022.</i>					

**DETAILS OF THE GROUP-D POSTS IN THE DISTRICT COURTS OF MANIPUR**

	Post	No. of posts (Which may increase)					
		UR	ST	SC	OBC (M)	OBC(MP)	TOTAL
1.	Peon	18	12	1	5	2	38
	(Chowkidar)/ (Chowkidar-cum-Sweeper)/ (Chowkidar/Caretaker)	11	6	0	3	1	21
	Sweeper	3	1	0	1	0	5
	<b>Total =</b>	<b>32</b>	<b>19</b>	<b>1</b>	<b>9</b>	<b>3</b>	<b>64</b>
2.	Pay Scale	<b>L- 1 (Rs.15,700 – 50,000) of MS(RP),2019 per month plus other allowances as admissible under the Rules.</b>					
3.	Eligibility Criteria	Must have passed Class- X standard examination from a recognized Institute. Desirable: Driving experience with Driving Licence.					
4.	Age	Every candidate must have attained the age of 18 (Eighteen) Years and not more than: d) 43(Forty three) Years as on <b>the last date of application form submission</b> in case of person belonging to SC & ST. e) 41(Forty one) Years as on <b>the last date of application form submission</b> in case of person belonging to OBC. f) 38 (Thirty Eight) Years as on <b>the last date of application form submission</b> in case of any other person.					
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 (online payment only)	Rs. 300/- for UR Candidates. Rs. 150/- for OBC/ST/SC Candidates.					
7.	Mode of issue of Admit Card	Only through online by using the website <a href="http://www.hcmimphal.nic.in">www.hcmimphal.nic.in</a> (Date for download of Admit Card will be notified later.					
8.	Mode of Selection	Select list will be prepared on the basis of merit of the examination.  <b>** The Selection Committee reserves the right to designate a selected candidate to a particular post namely (Peon)/(Chowkidar)/ (Chowkidar/Caretaker) /(Chowkidar-cum-Sweeper)as deemed fit. Any request made by selected candidates in this regard will not be entertained.</b>					
9.	Mode of Examination	Will be notified later only in the official website <a href="http://www.hcmimphal.nic.in">www.hcmimphal.nic.in</a> .					

**\*\* The Selection Committee under Rule No. 7 of the 'Manipur State District Courts Service Rules, 2014'.**

*(Handwritten Signature)*

## 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>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.</p> <p><b>Things to be kept ready before applying online</b></p> <ol style="list-style-type: none"> <li>i. Candidate's own valid email ID.</li> <li>ii. Scanned Copy of recent passport photograph. (Size – 25KB to 100KB in .jpeg/.jpg format) (Dimension – 3.5 cm x 4.5 cm)</li> <li>iii. Scanned Copy of signature in plain white paper. (Size – 10KB to 50KB in .jpeg/.jpg format) (Dimension – 3.5 cm x 1.15 cm)</li> <li>iv. Scanned Copy Left thumb impression in plain white paper. (Size – 10KB to 50KB in .jpeg/.jpg format) (Dimension – 3.5 cm x 1.15 cm)</li> <li>v. Scanned Copy of Class X Certificate. (Size – 500KB to 1MB in .pdf format)</li> <li>vi. Scanned Copy of SC/ST/OBC Certificate (if applicable). (Size – 500KB to 1MB in .pdf format)</li> <li>vii. Scanned Copy of No Objection Certificate (if applicable). (Size – 500KB to 1MB in .pdf format)</li> <li>viii. Scanned Copy of Graduation Certificate (only for those applicants who are applying for the post of LDA) (Size – 500KB to 1MB in .pdf format)</li> </ol>
4.	The Date and Centre of Examination will be indicated in the <b>Admit Card</b> .
5.	Candidates must carry Admit Card (print-out) along with at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter ID Card, Aadhaar Card, Identity Card issued by University/College, PAN Card to the examination centre, failing which THEY SHALL NOT BE ALLOWED TO APPEAR IN THE EXAMINATION.
6.	All types of electronic gadgets including mobile phones, smart watch 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.
7.	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 concerned authority will not be responsible for any loss in this regard.
8.	<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 Viva Voce/Interview.</p> <ol style="list-style-type: none"> <li>a) Print-out of Admit Card.</li> <li>b) Class X Certificate (as proof of Date of Birth and also as proof of Minimum Qualification for the Group-D posts).</li> <li>c) Certificate of Graduation (as proof of Minimum Qualification for the post of LDA).</li> <li>d) Certificates of other Qualification(s), if any.</li> <li>e) Photo bearing IDENTITY PROOF as indicated in Para No. 5 of the <i>Important Instructions to Candidates</i> given above.</li> <li>f) 2 (two) passport sized photographs.</li> <li>g) SC/ST/OBC Certificates issued by competent authority for those candidates seeking reservation.</li> <li>h) No objection Certificate issued before the last date of Online Application Form Submission for those candidates who are in Government Service.</li> </ol>
9.	In case of any dispute, decision of the Selection Committee will be final.
10.	Any further changes to the notifications shall be published only on the official website <a href="http://www.hcmimphal.nic.in">www.hcmimphal.nic.in</a> .
11.	<p><b>Important Dates:</b></p> <ul style="list-style-type: none"> <li>➤ Opening of Online Registration and Submission of Application Forms: <b>8<sup>th</sup> May, 2023 (11:00 A.M.)</b></li> <li>➤ Closing of Online Registration and Submission of Application Forms: <b>23<sup>rd</sup> May, 2023 (4:00 P.M.)</b></li> <li>➤ Download of Admit Card: <b>It will be notified later only in the official website <a href="http://www.hcmimphal.nic.in">www.hcmimphal.nic.in</a>.</b></li> </ul>

## HOW TO APPLY

1. Go to "**Apply here for the Post of LDA / GROUP - D posts**" 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 THEIR PERSONAL VALID E-MAIL ID. All future communications will be done through this e-mail id only**)
3. After successful registration, **Login ID and Password** will be sent to your registered 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, Left Thumb Impression and other necessary documents. (As described in Para No. 3 of the "**IMPORTANT INSTRUCTIONS TO CANDIDATE**")
8. Make online payment for the examination fees through Net banking/ Debit Card / Credit Card. (No other form of payments will be accepted)

- N.B.-**
1. Application without payment of Examination fees will not be accepted.
  2. For any Recruitment related enquiries kindly drop a text message on +91-6909366903 OR e-mail at [claims.hcmrecruitment@gmail.com](mailto:claims.hcmrecruitment@gmail.com)
  3. For any recruitment related updates refer the official website [www.hcmimphal.nic.in](http://www.hcmimphal.nic.in). Information from any other sources will not be held accountable.

 