

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

ADVERTISEMENT

Imphal, the 8th October, 2020

No.HCM/A-72/2015-Estt/

Applications are invited for filling up 2 (two)

posts of **Law Assistant** on contract basis in the pay scale as indicated against the post for a period of 1 (one) year which may be extended.

Sl. No.	Name of post	No. of post	Pay Scale
1	Law Assistant	2	Rs. 13700/- (Rs. 9300+G.P. Rs. 4400)

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

The last date for the submission of application form is on **21-10-2020**.

Sd/-

(A. GUNESHWAR SHARMA)
REGISTRAR GENERAL
HIGH COURT OF MANIPUR

Endt. No. HCM/A-72/2015-Estt/ *14225-36*

Imphal, the 8th October, 2020

Copy to:-

1. The Registrar (Judl.), High Court of Manipur.
2. All Jt. Registrars, High Court of Manipur.
3. All Deputy Registrars, High Court of Manipur.
4. The Principal Private Secretary to Hon'ble the Chief Justice, High Court of Manipur – *for kind information to His Lordship.*
5. The Private Secretary to Hon'ble Mr Justice L.S. Jamir, Judge, High Court of Manipur – *for kind information to His Lordship.*
6. The Private Secretary to Hon'ble Mr Justice Kh. Nobin Singh, Judge, High Court of Manipur – *for kind information to His Lordship.*
7. The Private Secretary to Hon'ble Mr Justice M.V. Muralidaran, Judge, High Court of Manipur – *for kind information to His Lordship.*
8. The Private Secretary to Hon'ble Mr Justice A. Bimol Singh, Judge, High Court of Manipur – *for kind information to His Lordship.*
9. The Private Secretary to the Registrar General, High Court of Manipur.
10. The Editor;
(i) Poknapham (Manipuri Edition) (ii) The Sangai Express (English Edition)
- *with a request to publish the above advertisement in the esteemed daily in a minimum possible print area for 2 (two) alternate days at the earliest possible and to submit the bill in "triplicate" for early payment.*
11. The System Analyst, High Court of Manipur.
- *He is requested to upload the same to the Official Website of the High Court of Manipur.*
12. Concerned File/Guard File/Notice Board.

A. Guneshwar Sharma

REGISTRAR GENERAL
HIGH COURT OF MANIPUR

DETAILS FOR THE POST OF LAW ASSISTANT (ON CONTRACT BASIS)

1.	Total No. of Post	2 (two) in the pay scale of Rs.13700/- (Rs.9300+ G.P. Rs. 4400)
2.	Qualification	<p>Graduate in Law with a minimum of 55% marks (or equivalent in cumulative Grade Point system of Marking) from any Institution recognized by Bar Council of India/University Grants Commission.</p> <p>Desirable:</p> <ul style="list-style-type: none">• Working knowledge of computer related work on MS Office tools such as MS Word, Excel, Powerpoint etc.• Candidates must have knowledge including retrieval of desired information from various search engines/processes such as Manupatra, SCC online, Legal Eagle, AIR, LexisNexis, Westlaw etc.• 1-2 years of experience in research of Case Laws.
3.	Age	The candidate must not be less than 23 years and not more than 32 years as on the date of advertisement [upper age limit relaxable by 5 years for SC/ST and by 3 years for OBC as on the date of advertisement there from
4.	Examination fees	<p>Rs. 800/- for UR/OBC Candidates Rs. 600/- for ST/SC Candidates (the Examination fee is to be transferred by net banking into the account details given below:</p> <p>Bank Name: STATE BANK OF INDIA Account Name: REGISTRAR GENERAL EXAMINATION Account Number: 35168566124 IFSC Code: SBIN0016013 Branch Name: HIGH COURT COMPLEX</p>

IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE, WHICH IS ALSO AVAILABLE ON THE WEBSITE OF THE HIGH COURT OF MANIPUR http://hcmimphal.nic.in
2.	Candidates seeking benefits for SC/ST/OBC must ensure that they are entitled to such benefits as per eligibility prescribed in the Advertisement. They should also be in possession of the required certificates in support of their claim. OBC candidates should ensure that they are in possession of valid OBC certificate.
3.	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.

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4.	<p>Mode of Selection</p> <p>(i) A committee of High Court Judges constituted by the Chief Justice shall make the selection.</p> <p>(ii) Selection shall be made on the basis of Academic Record, Achievements in co-curricular activities, proficiency in research skills, requisite knowledge of Computer Applications and performance at the Interview.</p> <p>(a) Candidates may be shortlisted for Interview on the basis of Academic Records, and /or Marks obtained in the Written Test, in case the Committee decides to conduct a Written Test (such test shall comprise of a question paper on Knowledge of Law, both substantive and procedural, English and General Knowledge).</p> <p>(iii) Aptitude and Orientation of a candidate shall also be given due weightage at the interview.</p>
5.	The last date for the submission of Application Form is on 21-10-2020 .
6.	The date of issue of admits card will be notified later.
7.	Date of Examination and Centre of Examinations will be indicated on the Admit Card issued.
8.	Candidates already in Government Services should apply through proper channel.
9.	Candidates are to produce Original documents at the time of the interview.
9.	Any further changes to the notifications shall be published only on our official website (http://hcmimphal.nic.in)
10.	Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter ID Card, Aadhaar Card, Income Tax PAN Card to the examination centre, failing which THEY SHALL NOT BE ALLOWED TO APPEAR THE EXAMINATION.
11.	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
12.	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.
13.	The Registry reserves the right to reject any application which is not in proper form/incomplete. Rejection of applications will be after proper screening and not at the time of submission of the form.

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HOW TO APPLY

1. Download the Application form which is annexed as **ANNEXURE – A** of this advertisement.
2. Pay the Examination fee through net banking (IMPS/NEFT) to the account of REGISTRAR GENERAL EXAMINATION.

Bank Name: **STATE BANK OF INDIA**
Account Name: **REGISTRAR GENERAL EXAMINATION**
Account Number: **35168566124**
IFSC Code: **SBIN0016013**
Branch Name: **HIGH COURT COMPLEX**

3. Take a screenshot after successful transaction and the same may be sent by E-mail as an enclosure of the application form.
4. Fill in the reference/transaction number of successful account transfer in the application form (space provided).
5. Scanned copy of the duly filled in and signed application form is to be sent to the mail recruitmentcell.hcm@gmail.com with subject as "LAW ASSISTANT-2020" alongwith the following enclosures:
 - a) Class X Certificate and marksheet.
 - b) Class XII Certificate and marksheet.
 - c) Bachelor of Law Certificate and marksheet.
 - d) Master of Law Certificate and marksheet (if applicable).
 - e) ST/SC/OBC Certificate (if applicable).
 - f) Any other relevant document.
 - g) Screenshot of the Successful transaction (Examination Fee).

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8 Qualification :

Sl. No.	Particulars	Years of passing				Division/ Grade	University/Council/Board
1							
2							
3							
4							
5							

(Certificate to be produced at the time of interview)

9 Others Qualification(s) if any :

Sl. No.	Particulars	Years of passing				Division/ Grade	University/Institution
1							
2							
3							

(Certificate to be produced at the time of interview)

10 If you are a government employee, have you informed the employer ?

Yes No Not Applicable

(If yes, NOC issued on or before last date of form submission to be produced at the time of interview)

11 Category : (Please tick in the appropriate box)

UR OBC (M)
 ST OBC (MP)
 SC OTHERS Please specify

(OBC/ST/SC certificate issued on or before last date of form submission to be produced at the time of interview)

12 Reference No./Transaction No. of Successful Fee transaction :

13 Nationality :

14 Religion :

DECLARATION

I, hereby, declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled.

Date :

Place : Left thumb Impression of the Candidate

Signature of the candidate in full