

HIGH COURT OF MADHYA PRADESH: JABALPUR

ADVERTISEMENT

Dated- 10.10.2012

For the Post of English Stenographers in The High Court of Madhya Pradesh

Date of Preliminary Examination –

23.12.2012 (Sunday)

Date of Main Examination –

shall be notified later on as mentioned below.

Last Date for submitting online Application – 21. 11. 2012 (Midnight 12.00PM)

Only Online application through the website of MPOne (www.mponline.gov.in) are invited for recruitment to the 43 vacant posts of English Stenographers in the High Court of Madhya Pradesh, in the Pay Scale of Rs.9300-34800+3600 Grad Pay. Recruitment to these posts and conditions of service will be governed by the concerned rules and regulations applicable to the post.

Procedure/ Instructions for submitting online applications is available on the website of M.P. High Court (www.mphighcourt.nic.in) and website of MPOne (www.mponline.gov.in).

Category-wise and total number of Vacancies to the aforesaid post, is as under :-

<u>Sr. No.</u>	<u>Category</u>	<u>Number of Vacancy</u>
1	Unreserved (UR)	10 (including 1 PH)
2	Schedule Caste (S.C.)	04 (including 1 PH)
3	Schedule Tribes (S.T.)	25 (including 1 PH)
4	Other Backward Class (O.B.C.)	04 (including 1 PH)
		Total- 43

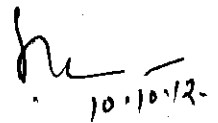
Note-

1. A candidate to be treated as PH(Physically Orhopaedically Handicapped) must be suffering from with not less than 40% permanent disability, certified by the Medical Board as per applicable rules.
2. For **Reserved Category** mentioned above, **only the Candidates**, who are **bona fide domicile of Madhya Pradesh** and are of **Reserved Category in Madhya Pradesh**, shall be treated as candidates of such Reserved Category.
3. All the candidates who are **not bona fide domicile of State of Madhya Pradesh** shall be treated as **Unreserved category**, irrespective of their categories in their own States and they are required to fill up their category as Unreserved(UR) in the application forms and wherever required during Process of examination and Selection.

The number of aforesaid vacancies are likely to be varied, depending upon the requirement of the High Court and exigency of the situation as and when necessary.

2-Eligibility/ Qualifications-

1. He /she must be citizen of India
2. He / she must be graduate from any recognized University and also must have passed English Shorthand Examination from any recognized Board of Shorthand & Typewriting at the Speed 80 words per minute.
3. He / she must have knowledge of Computer Application and
4. He / she must be of good character.


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6- Admit Cards-

Admit Cards for Preliminary Examination, if required to be conducted looking to the number of candidates applying for the posts, and for Main Written Examination including interview, shall be generated by M.P. Online on its website www.mponline.gov.in and the candidate shall receive the same by downloading and taking print-out of Admit Card. It shall be ensured that Admit Cards are generated by M.P. Online 15 days prior to the date of Preliminary Exam. Every candidate shall be asked to bring his photo Id. Card with him in order to ascertain his identity.

7- A- Preliminary Examination

(1) Date time and venue :-

Preliminary Examination shall be held on 23-12-2012 (10.30 a.m. to 12.30 p.m.) at Jabalpur, Indore and Gwalior, in addition to Jabalpur, at different Schools / Colleges and under the Control and Guidance of Principal Registrar (Exams) with the help of other Registry Officers and Staffs of the High Court under the supervision of Selection Committee. However, in case the number of the candidates is not adequate, any of above examination center may be dropped, diverting the candidates to Jabalpur

Further the Preliminary Examination may also be dispensed with by calling all eligible candidates for Main Examination if the number of candidates is not adequate or as it is considered appropriate .

(2) QUESTION PAPER & Syllabus-

Question paper shall contain **100** multiple choice objective type questions to be solved within a period of **two hours**. Syllabus with proportionate marks shall be as under:

Syllabus	No. of Questions	Marks
(1) G.K.	25	25
(2) English Grammar	25	25
(3) Computer knowledge	10	10
(4) Shorthand English- Phraseography, grammalogues, contractions	40	40

The Question Paper shall have to be answered by the candidates, by using only Black Ball Pen ,on the OMR Answer -Sheet .

(3) Valuation & Result –

The valuation shall be made by OMR Scanner and computer.

In the Preliminary Examination, the candidates belonging to **Unreserved(UR)** shall be required to secure **minimum 50% marks**, Candidates of category of **OBC categories, Scheduled caste & Scheduled Tribe** shall be required to secure **minimum 45%, 40% & 30%, respectively, as passing marks for being successful for Main Exam.** Being screening test, no reservation shall be given to the candidates, but a separate Merit list for each category shall be prepared and in each category, candidates in the ratio of **maximum 1:10** shall be declared eligible to appear in the Main Examination, Candidates securing equal marks shall also be eligible to appear in the Main Examination irrespective of the fact that by inclusion of such candidates, ratio exceeds. There shall be **no minimum limit** of number of candidates for declaring successful for Main Examination.

The Result (1) Roll Number wise and (2) Merit -cum -Category wise (successful candidates) shall be made available on Website of M.P. High Court as well as Notice Board of the High Court (Examination Cell) along with the marks obtained by each candidate.

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The **only** those candidates, who have passed all Educational qualifications, as mentioned above, **on or prior to the last date for submitting online application**, shall be Eligible and those who do not have passed required qualification on that date, shall not be eligible and shall not be allowed to appear in examination.

3- Age Limit-

- Male-** candidate, must be of not below of 18 years but not exceed 35 years of age as on 01-01-2013,
- Female** candidate, must be of not below of 18 years but not exceed 45 years of age as on 01-01-2013

However, in case of **OBC, SC, ST category Male** candidates, the Maximum age limit shall be relaxed upto age of 40 Years and in case of **Unreserved (UR) Female Widow/Abandoned/Divorcée candidates** the maximum age limit shall be relaxed upto the age 50 Years. and for **OBC, SC, ST Female Widow/Abandoned/Divorcée candidates**, the maximum age limit shall be relaxed upto the age 55 Years.

Relaxations shall be given to the M.P. State Govt. Employee /PH candidates, as per rules of State Govt. Of M.P.

4. Disqualifications :-

In any of the following cases, Applicant/Candidate may be liable for prosecution and/or their candidature for selection may be canceled and/or he may be prohibited, temporarily or for any specific time period to appear in any Examination conducted of M.P. High Court; –

- (i) If he or she takes or attempts to take any favour in any form at any stage of Examination, or,
- (ii) Impersonation by or for the candidate/applicant, or,
- (iii) Making or submitting any forged document in support of his or her candidature, or,
- (iv) If he or she conceals any material information or provides any false information at any stage of selection process, or appointment, or
- (v) If he or she uses or attempts to use, improper or illegal means, either for purpose of being permitted to appear in Examination or at any stage of Examination in Examination room/hall, or,
- (vi) If he or she, during written Examination or interview, harasses or threatens or causes physically injury to or misbehaves with, any Officer or employee engaged there for, or,
- (vii) If he or she, disobeys any directions relating to Examination including oral directions by the invigilator or observer or any other Officer or employee engaged in conduction of Examination.

Moreover Canvassing in any form will also be a disqualification. Similarly, any attempt on the part of a candidate to enlist support for his candidature/selection/appointment through persons of influence or officers of Government will also disqualify him for candidature/selection/appointment.

5- Examination Fees and Portal Charges –

Examination Fees shall be **Rs. 400/-** for each **U.R. (Unreserved) Candidate** and **Rs. 200/-** for each candidate belonging to the **Reserved Category including PH.**

In addition to the Examination Fee, the Portal Charges, @ **Rs. 50/-** per candidate (payable to the M.P. Online), shall also be paid by the candidate directly to the M.P. Online or its Kiosk Holder.

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B- MAIN EXAMINATION

(1) **Venue-** Main Examination shall be at **Jabalpur** and if required also at Indore and Gwalior at High Court Premises or in a School /college / institutions.

(2) **Date & Time of Main Exam-** shall be notified, within 15 days after expiry of last date of submission of online applications, in case no preliminary examination will be required to be conducted, looking to the number of applicants and in case preliminary exam is held, then the date of Main Examination shall be notified with the result of Preliminary Examination.

(3) Application and Documents for Main Examination –

(a) if preliminary examination is held-

After declaration of Result of Preliminary Examination, every candidate declared successful for Main Examination, desirous of attempting the main examination shall have to send an Application Form along with the self attested copies of all relevant documents & photographs with contact number (Telephone). The proforma of application form shall be ported on website of High Court of M.P. and the candidate may take its print-out to fill-up the same for sending it to the Examination Cell, Administrative Block, High Court of M.P., Jabalpur.

(b) if preliminary examination is not held-

If no preliminary examination is held then after notifying the date of Main Examination in the Website of the MP High Court, the candidates shall have to submit Application forms for Main Exam along with self Attested copies of documents, two colored passport size photo, and copy of online application and received generated by mponline, in Examination Cell as mentioned above.

Aforesaid Application Form along with documents and Photographs as mentioned above must be sent by the candidates to the examination cell in such a manner that the same must have been received in examination cell before 15 days from the date of Main Examination.

Failure of sending such Application Form & documents/ Documents as mentioned above, on or before the last date, as mentioned above, for receiving, such application, in prescribed proforma with the required documents and photographs, shall render his/her candidature canceled and Applications and documents received after above prescribed time shall not be considered and stand cancelled and such candidates shall not be entitled to appear in Main Examination. No representation in this regards shall be entertained and the same shall be summarily rejected.

The Application and documents so received in the examination cell, shall be scrutinized by the staff and thereafter, the list of candidates Eligible and of Not-Eligible, for the main examination shall be prepared and ported on the website of the High Court within three days from the last date for receiving such application and documents. The List of Eligible Candidates shall be sent to the Mponline for generation of online Admit cards.

(4) Syllabus and Pattern of Main Examination-

The syllabus & Pattern and proportion of marks of the Main Examination shall be as mentioned below-

Subjects	Marks	Duration
1- Shorthand Dictation (English)	60	Dictation 5 minutes + for typing on computer in 25 Minutes
2- Sentence Formation (using the words given)	15	20 Minutes
3- Computer Application	15	10 Minutes
Total – 90 Marks		Total– test time 60 minutes

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- Note-** 1. Separate answer sheet for paper shall be provided to each candidate.
 2. All typing tests shall be carried out by the Candidates on computer only. Computers shall be provided them at Main Examination Centre. Candidates shall be allowed to carry a key board of his choice.
 3. Shorthand Dictation shall be of 400 words. The Candidate shall be asked to type whole matter on computer only, for which separate answer sheet shall be provided.

(5) Result of Main Examination –

After valuation of Main Examination the Result shall be prepared and declared.

In the Main Examination candidates belonging to **Unreserved(UR) categories shall be required to secure minimum 50 marks** and Candidates of category of **OBC, Scheduled caste & Scheduled Tribe shall be required to secure minimum 45%, 40% & 35% respectively in main examination, in order to be declared as successful for interview**

In case of non availability of eligible candidate posts shall be kept vacant for next selection process.

Only the candidates who shall secure minimum required marks as mentioned above shall be permitted to appear in interview but the number of such candidates shall not exceed ratio of 1:3 of the posts and candidates securing marks equal to the last successful candidates shall also be declared successful for Interview irrespective of fact that the ratio of 1:3 exceeds. There shall be no minimum limit of number of candidates for calling for interview.

Marks obtained in Preliminary Examination shall not be reckoned for preparing final merit list for the main examination and Interview.

The Result of Main Examination may be made available on Website of M.P. High Court as well as Notice Board of the High Court (Examination Cell). However, the marks obtained by candidates, in Main Examination, shall not be disclosed until Final Select List is published.

C- Interview

(1) The Interview shall be of 10 Marks.

(2) The Interview shall be held either on the date of Main Examination or any other date after the result of Main Examination is declared. In later case, the candidates shall have to appear before Interview on the date, time and place which shall be informed to the candidates by porting Date-wise Interview plan on the website of High Court of M.P. and call letters shall be generated by the MPonline through its website.

(3) Before, interview the original documents of the candidates shall be checked by the staffs of the Examination Cell .

(4) The candidate who fails to appear in Interview shall stand disqualified for selection and their candidature shall stand canceled.

D- Final Select List-

After completion of Interview, final result (select list) shall be declared and Merit wise list of selected candidates, Roll no.wise marks list of all candidates who appeared in Interview and Roll no.wise marks list of all candidates who appeared in Main Examination shall be declared and ported on the website of M.P.High Court.

All the used Examination material (except of selected candidates) shall be eliminated after six month from the date of declaration of final result /Select List.

Note-- The High Court has all the right reserved to make any change, at any time, in the Selection process, including Date, time and Venue of Preliminary Exam, Main Exam and Interview which may be notified by porting on the website of High Court namely www.mphighcourt.nic.in. Any representation, in this behalf, shall not be entertained and shall stand rejected without assigning any reason.

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Registrar General

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High Court of Madhya Pradesh :Jabalpur
: INSTRUCTIONS :

For the Applicants/Candidates for submitting online applications for the Examinations conducted by the M.P.High Court:

Advertisement and Instructions are available on the websites of MP. High Court (mphighcourt.nic.in) and MPOne (mponline.gov.in)

Procedure and Direction for submitting Online Application Form-

(i) By self Using Internet

Candidates are required to log on website of www.mponline.gov.in and to click on "citizen services" icon, then click on drop up icon "High Court of Madhya Pradesh below" Applications, then click at concerned name of Examination prompting below "Services". Now the candidate can see the "advertisement", click on "Advertisement" and "Instructions" and read carefully matters contained in Advertisement & Instructions ,thereafter click on "continue" to view application format and after filing for required information click on "brows" button to upload signature and recent color photo. Before clicking on "brows" button candidates are required to scan photo and signature in the given format and save in a documentary file from where the photo and signature so scanned can be browsed and uploaded.

Mode of Payment


After completing form and uploading photo and signature the candidates are required to make payment by –

1. Credit Card, or
2. Internet Banking

After making payment successfully, a computerized receipt containing details of portal charge and Examination Fee will be generated, the candidates are required to take a print out of such receipt and keep safely with them for further requirement if and when needed.

(ii) Through Kiosk

Online Application Form may also be submitted through the kiosk


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authorized by mponline . The list of authorized kiosk is available on the website of www.mponline.gov.in and the kiosk operator after logging on web site of mponline by entering his user ID and password, he has to proceed in the same way as mentioned above, to complete the process of filing and submitting the application form through mponline but candidate is required to make cash payment of Examination fee and portal charge as applicable ,to the kiosk owner.

Notes-

(1) It is cautioned that if any charge more than portal charge and Examination Fee is demanded by authorized kiosk owner/operator the complaint may be made to –

M.P. online limited, Nirupam Shopping Mall, Second Floor Ahmadpur, Hoshangabad Road, Bhopal on Telephone No. 0755-4019400 to 4019406, 4019430.

(2) If any problem occurred in filling or submitting the Application Form candidates may contact to mponline on aforesaid Phone Numbers.


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Registrar General