

HIGH COURT OF MADHYA PRADESH: JABALPUR**// ADVERTISEMENT //**Advertisement No. **120 /2014**Dated- **12.09.2014****For the Posts of English Stenographer in The High Court of Madhya Pradesh****Last Date for submitting online Applications – 13.10.2014 (12.00 Midnight)**

Only Online Application through the website of **MPOnline** (www.mponline.gov.in) are invited for recruitment to the 88 vacant posts of English Stenographers in the High Court of Madhya Pradesh in the Pay Scale of Rs.9300-34800+3600 Grade Pay & other allowances. Recruitment to these posts and conditions of service will be governed by the concerned rules and regulations.

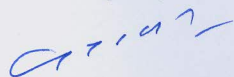
Procedure/ Instructions for submitting online applications is available on the website of M.P. High Court (www.mphc.in) and website of MPOnline (www.mponline.gov.in).

Category -wise total number of Vacancies are as under :-

Sr. No.	Category	No. of vacant posts
1	Unreserved (UR)	44
2	Other Backward Class (O.B.C.)	13
3	Schedule Caste (S.C.)	14
4	Schedule Tribes (S.T.)	17
Total		88

Note :-

1. 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.
2. 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.

The candidates, who have acquired all Educational Qualifications, as mentioned above **on or before the last date for submitting Online Application**, shall be eligible and those who do not have passed required qualifications 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 01-01-2015.

Female - candidate must be of not below of 18 years but not exceed 45 years of age as on 01-01-2015.

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.

4. Disqualifications :-

In any of the following cases, Applicant/Candidate may be liable for prosecution and/or their candidature for selection may be cancelled and/or he may be prohibited, temporarily or for any specific time period to appear in any Examination conducted by 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
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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. In addition to the Examination Fee, the Portal Charges, @ **Rs. 100/-** per candidate (payable to the MPOnline) shall also be paid by the candidate directly to the MPOnline or its Kiosk Holder.

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 MPOnline 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 MPOnline 15 days prior to the date of Preliminary Exam. Every candidate shall be asked to bring his original 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 at Jabalpur, at different Schools/Colleges and under the Control and Guidance of Principal Registrar (Exams) with the help of other

Registry/Judicial Officers and Staffs of the High Court under the supervision of Examination Committee. 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 by Hon'ble the Chairman, Examination Committee.

(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 –

After Preliminary Examination, if held, the valuation shall be made by OMR Scanner and computer and shall be completed without delay. Every endeavour shall be made to declare the result within 10 days of the Preliminary Examination. In the Preliminary Examination, the candidates belonging to **Unreserved (UR) shall be required to secure minimum 50% marks**, Candidates of category – **O.B.C., Scheduled caste & Scheduled Tribe** shall be required to secure minimum **45%, 40% & 35%, 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.

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.

B- MAIN EXAMINATION

(1) **Venue** - Main Examination shall be held 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 & recent coloured passport size 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 recent colored passport size photo, and copy of online application and receipt 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 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 Not-eligible, for the main examination shall be prepared and ported on the website of the High Court within a week 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 under -

Subjects	Marks	Duration
1- Shorthand Dictation (English) 400 words	60	Dictation 5 minutes + for typing on computer in 25 Minutes
2- General English, Sentence Formation <i>etc.</i>	20	20 Minutes
3- Computer Application	10	10 Minutes
Total – 90		

- 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 at Main Examination Centre. Candidates shall be allowed to carry a key board of his choice.

(5) Result of Main Examination –

In the Main Examination, Norms for valuation for Transcription - 1/2 mark shall be deducted for one mistake/omission and after 50 mistakes/ omissions, the candidate would not be eligible for selection as English Stenographer. After declaration of final result, no revaluation shall be permissible.

Marks obtained in Preliminary Examination shall not be reckoned for preparing final merit list for the main examination and Interview. There shall be no limit of number of candidates for calling for interview.

After valuation of Main Examination the Result shall be prepared and declared without any delay.

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.

(6) Interview

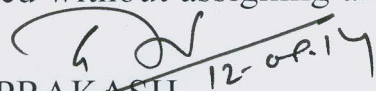
- (1) The Interview shall be of 10 Marks.
- (2) After the result of Main Examination is declared, the candidates shall have to appear before Interview Board on the date, time and place as informed to the candidates by porting Date-wise Interview Plan on the website of M.P. High Court and Call Letters shall be generated through website of MPOnline.
- (3) Before interview the original documents of the candidates shall be checked by the staff of the Examination Cell. The candidate who fails to appear in Interview shall stand disqualified for selection.

(7) Final Select List-

After completion of Interview, in order to provide fair opportunity to all category candidates, separate Merit List for each category shall be prepared. Weightage of 5 marks for SC and ST candidates may be given. Merit-wise List of selected candidates – Final Result (Select List), 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.mphc.in. Any representation, in this behalf, shall not be entertained and shall stand rejected without assigning any reason.


 VED PRAKASH 12-08-17
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