



**HIGH COURT OF MADHYA PRADESH: JABALPUR**

(Exam Cell)

**// ADVERTISEMENT //**

Advertisement No. 103/Exam/ES/2014

Dated- 22/12/2014

**For the Posts of English Stenographer in The High Court of Madhya Pradesh and Personal Assistant/Stenographer in State Legal Services Authority, Jabalpur**

**Last Date for submitting online Applications – 16.02.2015 (12:00 Midnight)  
Main Examination-on 01-03-2015 from 12:00 Noon Onwards at Jabalpur**

**Only Online Application through the website of MPOonline (www.mponline.gov.in) are invited for recruitment of 62 vacant posts of English Stenographer in the High Court of Madhya Pradesh in the Pay Scale of Rs.9300-34800+3600 Grade Pay & other allowances and 02 posts of Personal Assistant/Stenographer in the Pay Scale of Rs.9300-34800+3600 Grade Pay & other allowances in State Legal Services Authority, Jabalpur. Recruitment to these posts and conditions of service will be governed by the concerned rules regulations and Conduct Rules.**

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

**Category-wise total number of Vacancies of English Stenographer in The High Court of Madhya Pradesh are as under :-**

Sr. No.	Category	No. of vacant posts
1	Unreserved (UR)	31
2	Other Backward Class (O.B.C.)	09
3	Schedule Caste (S.C.)	10
4	Schedule Tribes (S.T.)	12
<b>Total</b>		<b>62</b>

**Note :-**

- 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 for English Stenographer (High Court) & Personal Assistant/Stenographer in State Legal Services Authority -**

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 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.

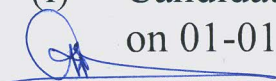
**3(a)- Age Limit for English Stenographer (High Court)-**

- (i) Candidate must not be below 18 years and above 35 years of age as on 01-01-2015.
- (ii) Upper age limit shall be relaxable upto a maximum of 5 years to Scheduled Castes, Scheduled Tribes and Other Backward Class Candidates.
- (iii) Upper age limit shall be relaxable upto a maximum of 10 years in respect of a woman candidate.
- (iv) Upper age limit shall be relaxable upto five years in respect of widow, destitute or divorced woman candidates.

Age relaxation for the Government Servant is upto 38 years and age relaxation for Physically Handicapped & Ex-Army Service Men would be given as per circulars of Government of M.P. as adopted by the High Court of M.P.

**3(b)- Age Limit for Personal Assistant/Stenographer in State Legal Services Authority-**

- (i) Candidate must not be below 18 years and above 35 years of age as on 01-01-2014.




- (ii) Upper age limit shall be relaxable upto a maximum of 3 years to Scheduled Castes, Scheduled Tribes and Other Backward Class Candidates.
- (iii) Upper age limit shall be relaxable upto a maximum of 10 years in respect of a woman candidate.
- (iv) Upper age limit shall be relaxable upto five years in respect of widow, destitute or divorced woman candidates.
- (v) Upper age limit of a candidate who is a Government Servant (whether permanent or temporary) shall be relaxable upto the age of 38 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 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 physical 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 Main Written Examination and Interview, shall be generated by M.P. Online on its website and the candidate shall receive the same by downloading and taking print-out. It shall be ensured that Admit Cards are generated by MPOnline, 15 days prior to the date of Main Written Examination. Every candidate shall be asked to bring his original photo Id. Card with him in order to ascertain his identity.

### A- MAIN EXAMINATION

**(1) Venue-** Main Examination may be held on 01-03-2015 from 12.00 Noon Onwards at different Schools /Colleges / Institutions at Jabalpur under control & guidance of Principal Registrar (Exams).

### **(2) Application and Documents for Interview –**

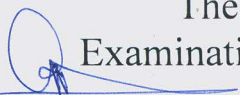
After declaration of Result of Main Examination, every candidate declared successful for Interview, desirous of appearing before Interview Board shall have to send an Application Form along with the self attested copies of all relevant documents & photographs with contact number (Telephone) /Email ID, if any. 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, 7 days prior to the date of Interview.

**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 cancelled and Applications and documents received after above prescribed time shall not be considered on any ground even on the ground of postal delay and shall stand cancelled and such candidates shall not be entitled to appear before Interview Board.** 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 interview shall be prepared and ported on the website of the High Court (www.mphc.in). The List of Eligible Candidates shall be sent to the MPOnline for generation of online Admit cards.

### **7- Syllabus and Pattern of Main Examination For English Stenographer(HC) & Personal Assistant/ Stenographer for SLSA –**

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 + typing on computer in 25 Minutes
2- General English.	20	20 Minutes
3- Computer Application	10	10 Minutes
	<b>Total – 90</b>	

- 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 to them at the Centre of Main Examination.

**(8) 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 Personal Assistant & English Stenographer.

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. After valuation of Main Examination the Result shall be prepared and declared without any delay. There shall be no limit of number of candidates, calling for interview.

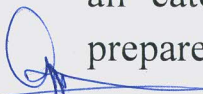
No revaluation shall be permissible at any stage of the examination or thereafter. Any application or representation received in this regard shall be summarily rejected without assigning any reason.

**(9) Interview -**

- (1) The Interview shall be of 10 Marks.
- (2) After declaration of the result of Main Examination, 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.

**(10) 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 rights reserved to make any change, at any time, in the Selection process, including Date, time and Venue of Main Exam and Interview which may be notified by porting on the website of High Court namely [www.mphc.in](http://www.mphc.in). Any representation, in this behalf, shall not be entertained and shall stand rejected without assigning any reason.

  
22.12.14

(VED PRAKASH)  
REGISTRAR GENERAL

