

**DETAILS OF THE POSTS OF LDA
IN THE SUBORDINATE COURTS OF MANIPUR**

	Posts	No. of posts (<i>Which may increase</i>)					TOTAL
		UR	ST	SC	OBC (M)	OBC(MP)	
1.	Lower Division Assistant (LDA) on Regular Basis	9	6	1	2	1	19 (nineteen)
	Lower Division Assistant (LDA) on Contract basis <i>co-terminus with 14th Finance Commission Award</i>	3	0	0	0	0	3 (three)
2.	Pay Scale	5200-20200+ Grade Pay-2000/- per month (Regular) 5200-20200+ Grade Pay-1900/- per month (Contract basis)					
3.	Eligibility Criteria	Graduate from a recognized University. (<i>Working Knowledge of Manipuri/other local languages of Manipur is desirable.</i>)					
4.	Age	Every candidate must have attained the age of 18 (Eighteen) Years and not more than: a) 38 (Thirty Eight) Years as on the last date of form submission in case of person belonging General Category b) 41(Forty one) Years as on the last date of form submission in case of person belonging to OBC c) 43(Forty three) Years as on the last date of form submission in case of person belonging to SC & ST					
5.	Mode of Application	Only through Online (Apply once for both the posts on Regular and Contract Basis)					
6.	Examination fees (<i>online payment only</i>)	Rs. 800/- for UR/OBC Candidates Rs. 600/- for ST/SC Candidates					
7.	Mode of Appointment	a) Based on the Merit of the Recruitment Examination (Scheme at Para No. 5 of the " <u>IMPORTANT INSTRUCTIONS TO CANDIDATES</u> "). b) Preference for appointment to the posts on Regular Basis would be given on the merit of the Recruitment Examination					

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.	List of Documents: The following documents in original and self-photocopies in support of the candidate's eligibility and identity are to be produced invariably at the time of Typing Test failing which the candidate may not be permitted to appear for the further examinations. Non submission of requisite documents by the candidate at the time of Typing Test will debar his candidature from further participation in the recruitment process. a) Printout of Admit Card b) Class X Certificate (as proof of Date of Birth) c) Photo bearing IDENTITY PROOF as indicated in Para No. 8 of the <i>Important Instructions to Candidates</i> given below. d) Certificate of Graduation (as proof of Minimum Qualification) e) Certificates of other Qualification(s) f) 2 (two) passport sized photographs (as uploaded at the time of online application form submission). g) SC/ST/OBC Certificates issued by competent authority for those candidates seeking reservation. h) No objection Certificate issued before the last date of Online Application Form Submission for those candidates who are in Government Service.

4.	<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>Things to be kept ready before applying online</p> <ol style="list-style-type: none"> Candidate's own valid email ID Scanned Copy of recent passport photograph (Size – 25KB to 100KB) (Dimension – 3.5 cm x 4.5 cm) Scanned Copy of signature in plain white paper (Size – 10KB to 50KB) (Dimension – 3.5 cm x 1.15 cm) Scanned Copy Left thumb impression in plain white paper (Size – 10KB to 50KB) (Dimension – 3.5 cm x 1.15 cm) 																												
5.	<p>Mode of Examination</p> <table border="1" data-bbox="170 774 1485 1182"> <thead> <tr> <th>Sl. No.</th> <th>Subject</th> <th>Full Marks</th> <th>Time Allowed</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>General English, Precis Writing, Drafting and Essays</td> <td>100</td> <td>3 Hrs</td> </tr> <tr> <td>2.</td> <td>General Knowledge and Current Affairs</td> <td>100</td> <td>3 Hrs</td> </tr> <tr> <td>3.</td> <td>Mathematics</td> <td>100</td> <td>3 Hrs</td> </tr> <tr> <td>4.</td> <td>Interview</td> <td>50</td> <td>As required</td> </tr> <tr> <td>5.</td> <td>Computer Typing Test (Min-35 words per Minute)</td> <td>50</td> <td>5 (Five) Minutes</td> </tr> <tr> <td></td> <td>Total</td> <td>400</td> <td></td> </tr> </tbody> </table> <p>Note:- Pass Mark for written test will be 40% in each subject with 45% in aggregate for UR, 35 & 40 for SC, ST & others.</p>	Sl. No.	Subject	Full Marks	Time Allowed	1.	General English, Precis Writing, Drafting and Essays	100	3 Hrs	2.	General Knowledge and Current Affairs	100	3 Hrs	3.	Mathematics	100	3 Hrs	4.	Interview	50	As required	5.	Computer Typing Test (Min-35 words per Minute)	50	5 (Five) Minutes		Total	400	
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6.	<p>Important Dates:</p> <ul style="list-style-type: none"> ➤ Opening of Online Registration and Submission of Application Forms: 27th July, 2018 (11:00 a.m.) ➤ Closing of Online Registration and Submission of Application Forms: 10th August, 2018 (4:00 p.m.) ➤ Download of Admit Cards: 27th August, 2018 onwards. 																												
7.	<p>The date of Examination(s), Centre of Examination will be indicated in the Admit Card.</p>																												
8.	<p>Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter ID Card, Aadhaar Card, Identity Card issued by University/College, Income Tax PAN Card to the examination centre, failing which THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.</p>																												
9.	<p>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</p>																												
10.	<p>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.</p>																												
11.	<p>In case of any dispute, decision of the High Court will be final.</p>																												
12.	<p>Any further changes to the notifications shall be published only on our official website (http://hcmimphal.nic.in)</p>																												

HOW TO APPLY

1. Go to **“Apply here for the Post of LDA”** in the website of the High Court of Manipur (www.hcmimphal.nic.in)
2. Register yourself by clicking on **“New Registration”**. (Candidates have to use only their own valid e-mail ID. All future communication 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 and Left Thumb Impression. (As described in Para No. 4 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.- Application without payment of Examination fees will not be accepted.