

**HIGH COURT OF MANIPUR  
AT IMPHAL**

**ADVERTISEMENT**

*Imphal, the 4<sup>th</sup> March, 2025*

No. HCMEST/32/2024-ESTT-1 SECTION-HCM/ 3970 . : Applications are invited online for filling up the following post in the High Court of Manipur in the Scale of pay as given against their post:

Sl. No.	Name of Post	Scale of Pay	No. of Posts (which may increase)					
			UR	ST	SC	OBC (M)	OBC (MP)	TOTAL
1.	Junior Grade Translator	L- 7 (Rs.35,400– 1,12,400) of MS(RP),2019 per month plus other allowances as admissible under the Rules	2	1	0	1	0	4

**Important Dates:**

- Opening of Online Registration and Submission of Application Forms: **25<sup>th</sup> March, 2025 (11:00 A.M.)**.
- Closing of Online Registration and Submission of Application Forms: **10<sup>th</sup> April, 2025 (04:00 P.M.)**.
- Download of Admit Card: **It will be notified later only in the official website [www.hcmimphal.nic.in](http://www.hcmimphal.nic.in).**

  
(OJESH MUTUM)

**REGISTRAR GENERAL  
HIGH COURT OF MANIPUR**

**Copy to:-**

1. The Principal Secretary to Hon'ble The Chief Justice, High Court of Manipur.
2. The Private Secretary to Hon'ble Mr. Justice A. Bimol Singh, Judge, High Court of Manipur.
3. The Private Secretary to Hon'ble Mr. Justice A. Guneshwar Sharma, Judge, High Court of Manipur.
4. The Private Secretary to Hon'ble Mrs. Justice Golmei Gaiphulshillu, Judge, High Court of Manipur.
5. All the Registrars, High Court of Manipur.
6. All the Jt. Registrars, High Court of Manipur.
7. All the Deputy Registrars/OSD/Language Officer (Special Officer)/Court Managers Gr. II, High Court of Manipur.
8. All the Assistant Registrars/Sr. Private Secretaries, High Court of Manipur.
9. The System Analyst, High Court of Manipur.  
- He is requested to upload the same in the Official Website of this Registry.
10. All the Superintendents/Stamp Reporter/Court Officers/Protocol Officer/Computer Programmer/Librarian, High Court of Manipur.
11. All the Court Masters, High Court of Manipur.
12. All the System Officers, High Court of Manipur.
13. Concerned File/Notice board/Guard file.

## DETAILS OF THE POST OF JUNIOR GRADE TRANSLATOR

1.	Post	No. of posts ( <i>which may increase or decrease</i> )					TOTAL																																													
		UR	ST	SC	OBC (M)	OBC(MP)																																														
	Junior Grade Translator	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>4</b>																																													
2.	Pay Scale	L- 7 (Rs.35,400– 1,12,400) of MS(RP),2019 per month plus other allowances as admissible under the Rules																																																		
3.	Qualification and Experience	i) Master's Degree from a recognized University/ Institute in Manipuri with proficiency in English, OR ii) Master's Degree from a recognized University in English/Linguistics with proficiency in official language of the State. iii) Proficiency in the use of Computer. iv) Candidates possessing Degree in Bachelor of Law shall be given preference.																																																		
4.	Age	Every candidate must have attained the age of 18 (Eighteen) Years and not more than: a) 43(Forty three) Years as on <b>the last date of application form submission</b> in case of person belonging to <b>SC &amp; ST</b> . b) 41(Forty one) Years as on <b>the last date of application form submission</b> in case of person belonging to <b>OBC</b> . c) 38 (Thirty Eight) Years as on <b>the last date of application form submission</b> in case of any other person.																																																		
5.	Mode of Application	Only through online by using the website <a href="http://www.hcmimphal.nic.in">www.hcmimphal.nic.in</a>																																																		
6.	Examination fees ( <i>online payment only</i> )	Rs. <b>1000/-</b> for UR/OBC Candidates. Rs. <b>800/-</b> for ST/SC Candidates.																																																		
7.	Mode of issue of Admit Card	Only through online by using the website <a href="http://www.hcmimphal.nic.in">www.hcmimphal.nic.in</a> ( <i>Date for download of Admit Card will be notified later.</i> )																																																		
8.	Mode of Selection	Select list will be prepared on the basis of merit of the Examination.																																																		
9.	Mode of Examination	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">(a) Written Examination</td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 30%;">100 marks</td> </tr> <tr> <td>Computer Proficiency Test</td> <td style="text-align: center;">-</td> <td>20 marks</td> </tr> <tr> <td>Viva Voce/Interview</td> <td style="text-align: center;">-</td> <td>30 marks</td> </tr> <tr> <td style="text-align: right;"><b>Total –</b></td> <td></td> <td><b>150 marks</b></td> </tr> </table> (b) Selection of candidates will be on the basis of the overall marks obtained in the above three tests.						(a) Written Examination	-	100 marks	Computer Proficiency Test	-	20 marks	Viva Voce/Interview	-	30 marks	<b>Total –</b>		<b>150 marks</b>																																	
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10.	Syllabus	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>Written Examination</b></td> <td style="width: 10%;"></td> <td style="width: 30%; text-align: right;"><b>(100 marks)</b></td> </tr> <tr> <td>(a) Translation from English to Manipuri language and vice-versa</td> <td style="text-align: center;">-</td> <td>50 marks</td> </tr> <tr> <td>(b) General English &amp; General Awareness</td> <td style="text-align: center;">-</td> <td>50 marks</td> </tr> <tr> <td>(c) Cut-off/Pass marks (<i>in aggregate</i>)</td> <td style="text-align: center;">-</td> <td>40 marks</td> </tr> <tr> <td>(d) Duration of the Examination</td> <td style="text-align: center;">-</td> <td>150 minutes</td> </tr> <tr> <td colspan="3">(e) Candidates in the ratio of 5:1 of the total number of vacancies will be shortlisted on the merit of the Written Examination.</td> </tr> <tr> <td><b>Computer Proficiency Test</b></td> <td></td> <td style="text-align: right;"><b>(20 marks)</b></td> </tr> <tr> <td>(a) Computer Proficiency Test</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">• Basic Computer Operations</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">• Operation of MS Words</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">• Internet browsing &amp; e-mailing</td> <td></td> <td></td> </tr> <tr> <td>(b) Cut-off/Pass marks (<i>in aggregate</i>)</td> <td style="text-align: center;">-</td> <td>10 marks</td> </tr> <tr> <td>(c) Duration of the Examination</td> <td style="text-align: center;">-</td> <td>30 minutes</td> </tr> <tr> <td><b>Viva Voce/Interview</b></td> <td></td> <td style="text-align: right;"><b>(30 marks)</b></td> </tr> <tr> <td colspan="3">Only those candidates who qualify in the Computer Proficiency Test will be called for Viva Voce/Interview.</td> </tr> </table>						<b>Written Examination</b>		<b>(100 marks)</b>	(a) Translation from English to Manipuri language and vice-versa	-	50 marks	(b) General English & General Awareness	-	50 marks	(c) Cut-off/Pass marks ( <i>in aggregate</i> )	-	40 marks	(d) Duration of the Examination	-	150 minutes	(e) Candidates in the ratio of 5:1 of the total number of vacancies will be shortlisted on the merit of the Written Examination.			<b>Computer Proficiency Test</b>		<b>(20 marks)</b>	(a) Computer Proficiency Test			• Basic Computer Operations			• Operation of MS Words			• Internet browsing & e-mailing			(b) Cut-off/Pass marks ( <i>in aggregate</i> )	-	10 marks	(c) Duration of the Examination	-	30 minutes	<b>Viva Voce/Interview</b>		<b>(30 marks)</b>	Only those candidates who qualify in the Computer Proficiency Test will be called for Viva Voce/Interview.		
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## 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.	<p>Applicants are advised to go through the steps in "HOW TO APPLY" (<i>All steps are mandatory</i>) and fill up their application form correctly, properly and completely otherwise their application will not be accepted.</p> <p><b>Things to be kept ready before applying online</b></p> <ol style="list-style-type: none"> <li>i. Candidate's own valid e-mail ID and Mobile Number.</li> <li>ii. Scanned Copy of recent passport photograph. (Size – 25KB to 100KB in .jpeg/.jpg format) (Dimension – 3.5 cm x 4.5 cm)</li> <li>iii. Scanned Copy of signature in plain white paper. (Size – 10KB to 50KB in .jpeg/.jpg format) (Dimension – 3.5 cm x 1.15 cm)</li> <li>iv. Scanned Copy Left thumb impression in plain white paper. (Size – 10KB to 50KB in .jpeg/.jpg format) (Dimension – 3.5 cm x 1.15 cm)</li> <li>v. Scanned Copy of Master's Degree Certificate (Manipuri/English/Linguistics). (Size –500KB to 1MB in .pdf format)</li> <li>vi. Scanned Copy of Class X Certificate. (Size –500KB to 1MB in .pdf format)</li> <li>viii. Scanned Copy of SC/ST/OBC Certificate (<i>if applicable</i>). (Size –500KB to 1MB in .pdf format)</li> <li>ix. Scanned Copy of No Objection Certificate (<i>if applicable</i>). (Size –500KB to 1MB in .pdf format)</li> </ol>
4.	The Date and Centre of Examination will be indicated in the <b>Admit Card</b> .
5.	Candidates must carry Admit Card (print-out) along with at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter ID Card, Aadhaar Card, Identity Card issued by University/College, PAN Card to the Examination Centre, failing which THEY SHALL NOT BE ALLOWED TO APPEAR IN THE EXAMINATION.
6.	All types of electronic gadgets including mobile phones, smart watch 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.
7.	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 concerned authority will not be responsible for any loss in this regard.
8.	<p><b>List of Documents:</b> The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be produced invariably at the time of Viva-Voce/Interview.</p> <ol style="list-style-type: none"> <li>a) Print-out of Admit Card.</li> <li>b) Master's Degree Certificate (Manipuri/English/Linguistics).</li> <li>c) Class X Certificate (as proof of Date of Birth).</li> <li>d) Certificates of other Qualification(s), if any.</li> <li>e) Photo bearing IDENTITY PROOF as indicated in Para No. 5 of the <i>Important Instructions to Candidates</i> given above.</li> <li>f) 2 (two) passport sized photographs.</li> <li>g) SC/ST/OBC Certificates issued by competent authority for those candidates seeking reservation.</li> <li>h) No objection Certificate issued before the last date of online application Form Submission for those candidates who are in Government Service.</li> </ol>
9.	In case of any dispute, decision of the High Court will be final.
10.	Any further notifications shall be published only on our official website <a href="http://www.hcmimphal.nic.in">www.hcmimphal.nic.in</a> . Candidates are requested to remain vigilant in this regard.
11.	<p><b>Important Dates:</b></p> <ul style="list-style-type: none"> <li>➤ Opening of Online Registration and Submission of Application Forms: <b>25<sup>th</sup> March, 2025 (11:00 A.M.)</b>.</li> <li>➤ Closing of Online Registration and Submission of Application Forms: <b>10<sup>th</sup> April, 2025 (04:00 P.M.)</b>.</li> <li>➤ Download of Admit Card: <b>It will be notified later only in the official website <a href="http://www.hcmimphal.nic.in">www.hcmimphal.nic.in</a>.</b></li> </ul>

## **HOW TO APPLY**

1. Go to "**Apply here for the Post of Junior Grade Translator**" on the website of the High Court of Manipur ([www.hcmimphal.nic.in](http://www.hcmimphal.nic.in))
2. Click on "**Login or Register**" and then on "**New User? Register Now**"  
(**CANDIDATES MUST USE THEIR PERSONAL VALID E-MAIL ID. All future communications will be done through this e-mail ID only**)
3. After successful registration, a **Registration Number** will be sent to your registered e-mail ID.
4. To apply, click on "**Login or Register**", enter your **Registration Number** and **Password** (created during registration), type the Captcha, and click on "**Log in**".
5. After Logging in, click on "**Apply Now**" for the post you wish to apply for.
6. Fill in the necessary details in the online application form.
7. Upload your scanned Photograph, Signature, Left Thumb Impression and other necessary documents. (as described in Para No. 3 of the "**IMPORTANT INSTRUCTIONS TO CANDIDATE**")
8. Make the online payment for the examination fees through **UPI** and **Net banking**  
(No other form of payments will be accepted)

**N.B.-**

1. Application without payment of the examination fees will not be accepted.
2. For any recruitment-related inquiries, e-mail at [claims.hcmrecruitment@gmail.com](mailto:claims.hcmrecruitment@gmail.com)
3. For recruitment-related updates, refer only to the official website [www.hcmimphal.nic.in](http://www.hcmimphal.nic.in). (Information from any other sources will not be held accountable.)