



**HIGH COURT OF MADHYA PRADESH: JABALPUR**

(Exam Cell)

**// ADVERTISEMENT //**

Advertisement No. 369/Exam/Eng. Steno/2018 Dated- 10-5-2018

**For the Posts of English Stenographer in The High Court of Madhya Pradesh,  
Jabalpur**

Last Date for submitting online Applications – 11/06/2018 (Midnight 11:59 PM)  
 Last Date for correction in online Applications – 14/06/2018 (Midnight 11:59 PM)  
 Date of Preliminary Examination – To be notified later if held  
 Date of Main Examination – To be notified later

**Only Online Application** through the website of **MPOnline** (www.mponline.gov.in) are invited for recruitment of 27 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 as per 6<sup>th</sup> Pay Commission. Recruitment to these posts and conditions of service will be governed by the concerned rules regulations and Conduct Rules.

Procedure/Instructions for submitting Online Application is available on the website of M.P. High Court (www.mphc.gov.in) and website of MPOnline (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)	14
2	Other Backward Class (O.B.C.)	04
3	Schedule Caste (S.C.)	03
4	Schedule Tribes (S.T.)	06
<b>Total</b>		<b>27</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. For unreserved candidate bonafide domicile of MP State is not necessary.



2. All the candidates who are **not bona fide domicile of State of Madhya Pradesh** shall be **treated as Unreserved** 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) -**

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 for English Stenographer (High Court)-**

- (i) Candidate must not be below 18 years and above 35 years of age as on 01-01-2019.
- (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.

## **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.
- (viii) No male candidate who has more than one wife living and no female candidate who has married a person having already a wife living shall be eligible for appointment.

Provided that the Government may, if satisfied that there are special grounds for doing so, exempt any such candidate from operation of this rule.

- (ix) Person who is not in good mental and bodily health.
- (x) Person who has been convicted of an offence against women.
- (xi) Person who has more than two living children one of whom is born on or after the 26<sup>th</sup> day of January, 2001.  
(No candidate shall be disqualified for appointment who has already one living child and next delivery taken place on or after the 26<sup>th</sup> day of January 2001, in which two or more than two children are born.)
- (xii) Candidate does not fulfill the provision of M P Civil Services (General condition of Service ) Rules 1961.

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. 200/-** for each **U.R. (Unreserved) Candidate** and no examination fee for candidates belonging to the Reserved Category including PH shall be realized. The Portal Charges, @ **Rs. 100/-** per candidate payable to the MPOnline shall be paid by all candidates 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 post and for Main Examination, shall be generated by MPOnline 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, 10 days prior to the date of Examination. 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 :-**

If large number of candidates apply for the examination the short-listing by way of Preliminary Examination shall be held at Jabalpur, at different 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 are not in large number or if it is considered appropriate by Hon'ble the Chairman, Examination Committee.

### (2) Question paper and syllabus for Preliminary Exam if held :-

A. **In the Preliminary Examination** there shall be **Objective Multiple Choice Questions** wherein the candidates shall have **04 options** to select the right/most appropriate answer to be given by using black ball pen on the OMR answer sheet. Question paper shall contain **100** multiple choice **objective** type **questions** to be **solved within** a period of **two hours (i.e. 120 Minutes)**.

The syllabus, with proportionate marks, shall be as mentioned hereinafter :-

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

B. **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 of Preliminary Exam –

After Preliminary Examination, if held, the valuation shall be made



on computer by OMR and shall be completed without delay. Every endeavor shall be made to declare the result as early as possible. In the Preliminary Examination, the candidates belonging to **Unreserved (UR) and OBC Category shall be required to secure minimum 50% marks**, Candidates of **Scheduled caste & Scheduled Tribe** category shall be required to secure minimum **45%, 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) Category wise successful candidates for Main Examination shall be made available on Website of M.P. Online & M.P. High Court as well as Notice Board of the High Court (Examination Cell) Marks shall be displayed with the final Result.

## **B- MAIN EXAMINATION**

**(1) Venue-** Main Examination may be held on the date notified later in the M.P. High Court Jabalpur premises or College/Institution at Jabalpur under control & guidance of Principal Registrar (Exam)/Registrar (Exam).

**(2) Date & Time of Main Exam-** shall be notified later on, as per order of Hon'ble the Chairman Examination-Cum-Selection & Appointment Committee, 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 after the declaration of 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)/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.



**(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 be required to submit Application forms for Main Exam along with self Attested copies of documents, two coloured 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 15 days prior to 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 cancelled. **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 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 main examination shall be prepared and ported on the website of the High Court ([www.mphc.in](http://www.mphc.in)). The List of Eligible Candidates shall be sent to the MPOnline for generation of online Admit cards.

**3- Syllabus and Pattern of Main Examination For English Stenographer(HC) –**

The syllabus & Pattern and proportion of marks of the Main Examination shall be as under :-

Subjects	Marks	Duration
1- Shorthand Dictation (English) 400 words	70	Dictation 5 minutes + typing on computer in 25 Minutes
2- General English.	20	20 Minutes
3- Computer Application	10	10 Minutes
Total	<b>100</b>	

- Note:-**
1. Shorthand sheet for dictation shall be provided to each candidate.
  2. All typing tests shall be carried out by the Candidates on computer only. Computers with Keyboard shall be provided to them at the Centre of Main Examination.



3. In the Main Examination candidates belonging to Unreserved & OBC categories shall be required to secure minimum 55% marks. Candidates of category of Scheduled Caste & Scheduled Tribe shall be required to secure minimum 50% respectively. In case of non availability of suitable/ qualified reserve category candidates, unfilled post shall not be carried forward as envisaged in Rule 12 of the High Court of Madhya Pradesh, Officer and Employees Selection and Condition of Service (Classification, Control , Appeal and Conduct) Rules 1996.

**(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 40 mistakes/omissions, the candidate would not be eligible for selection as English Stenographer. After 40 mistakes/omissions Transcription of such candidates shall not be valued further.

The Result of Main Examination may be made available on the Website of M.P. Online & 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.

**(9) Final Select List-**

Merit-wise List of selected candidates – Final Result (Select List), 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.

**(10). Marks of candidates -**

Marks obtained by candidates in Preliminary Exam (if held) or/and Main Examination shall not be published. Marks shall be shown separately on a software which will be available on the website of MPOnline. For viewing marks and downloading Mark-sheet candidates are directed to enter their Application Number, Date of Birth and OTP generated on their Mobile Number.

**(11). Rechecking/Revaluation/Reexamination -**

There is no provision for Rechecking of Marks or Revaluation of Answer Sheet/Books at any stage of examination. Reexamination shall not be permissible at any stage of selection or thereafter. Any representation /application in this regard shall not be entertained and shall stand rejected without assigning any reason.

**(12). Right to Information -**

Certified copy of Transcription and Answer sheets of Examination and some other Information relating to aforesaid examination shall be provided by Examination Cell as per direction of Registrar (S.P.I.O.).

**(13). Elimination/disposal of Used Examination Materials :-**

After One year from the date of declaration of final result, the record of the examination Answer-sheets and application forms etc. of candidates shall be eliminated. However, any record of one or more candidates may be preserved for a longer period if any court case is pending & notice has been received in the Examination Cell.

**Note 1-** Any representation/application for changing dates of examination /selection process, for relaxation of conditions mentioned in the advertisement or Examination related directions or guidelines or minimum marks or qualifications/requirements etc. or for revaluation, shall not be entertained and shall be summarily rejected without assigning any reason.

**Note 2-** All the directions/instructions/guidelines /format issued regarding examination shall be treated as part of the advertisement.

**Note 3-** The High Court shall have all the right reserved to make any change at any time of Selection process which may be notified by porting on the website of High Court ([www.mphc.gov.in](http://www.mphc.gov.in)).



**(MOHD. FAHEEM ANWAR)  
REGISTRAR GENERAL**