



**HIGH COURT OF MADHYA PRADESH: JABALPUR**  
**ADVERTISEMENT**

**For the Post of Technical Assistant (Library) in the High Court**  
**from amongst the employees of the High Court of Madhya Pradesh**

**ADVERTISEMENT DATED – 06-10-2016**

**Last Date for Receiving Applications – 27-10-2016 (Thursday)**

**Date of Written Examination – shall be notified later**

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Applications are being invited for selection of **01 vacant post** of Technical Assistant (Library) in the High Court establishment in the pay scale of Rs.9300-34800-4200 Grade pay, as per provisions of the High Court Madhya Pradesh Officers and Employees Recruitment and Conditions of Service (Classification, Control, Appeal and Conduct) Rules 1996 (hereinafter "the Rules").

**1. Qualifications :-**

Qualifications for the post of Technical Assistant (Library) is provided in Rule 9(xv) of the Rules as under :-

- (i) Post Graduate Degree in Library & Information Science from any recognized University;
- (ii) Knowledge of Computer Application.
- (iii) Familiar with Library Automation Software KOHA.
- (iv) Minimum 7 years working experience in High Court Library.
- (v) Degree of Law (desirable).

The concerned class-III employees working in the High Court of MP at Jabalpur may be informed through Registrar (Admn.) and employees working in the M.P. High Court Bench Indore and Gwalior may be informed through Principal Registrar at Indore and Gwalior that employees having requisite qualification as per Rule 9 of 'the Rules', may submit applications to the Principal Registrar (Exam), Administrative Building, High Court of M.P., Jabalpur and last date would be 27.10.2016. A Notice may also be ported on the website of the High Court of MP.

**2. Application :-**

The Eligible candidates desirous to appear in this Examination will



have to submit an application in the given format. The application forms and documents regarding qualifications shall be sent within the prescribed time. The proforma of application form shall be ported on website of High Court of M.P. and the candidate will have to take its print-out to fill-up the same for sending it to the Principal Registrar (Exam) Examination Cell, Administrative Block, High Court of M.P., Jabalpur mentioning on the top of the envelop "Application for the post of Technical Assistant (Library)" by Speed Post or by submitting at Receipt Section of the High Court at Jabalpur, which must have been received on or before the last date mentioned herein.

**Last date for receiving the application is 27-10-2016**

The application in format given with this Advertisement on the website of High Court, must be sent to the Principal Registrar (Exam), Administrative Building, High Court of M.P., Jabalpur (M.P.), in such a manner that the same must have been **received in Examination Cell on or before 27-10-2016 till 5:00 p.m.**

**3. Disqualifications :-**

In any of the following cases, the candidate for aforesaid examination shall be disqualified and/or Departmental action for misconduct may be initiated against him:-

- (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, 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
- (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 harasses or threatens or causes physical injury to or misbehaves with, any Officer or employee engaged there, 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 or selection/appointment, through persons of influence or officers of Government/High Court will also disqualify him for appointment.



**4. Call Letters :-**

Application Form alongwith the documents so received in the examination cell, shall be scrutinized by the staff and list of all eligible candidates shall be prepared. The list so prepared shall be ported on website of M.P. High Court. Applications and documents received after prescribed time/ date shall not be considered, even on the ground of postal delay. Admit Cards shall be issued to eligible candidates by Speed Post at the address given in their application forms.

**6. Selection Process -**

The Selection / Recruitment process shall be completed in Two Stages, *i.e.* (i) Written Examination and (ii) Interview.

**(i) Written Examination**

There shall be a Written Examination of 90 marks. Question paper shall contain 90 multiple choice objective type questions to be solved within a period of 1 hour & 30 Minutes. Syllabus, Pattern of Written Examination and proportion of marks is as under :-

Subject	Marks	Time
Library Science	60	1 Hour & 30 Minutes
General Studies	10	
Knowledge of Computer Application and KOHA Software	20	
Interview	10	-
<b>Total</b>	<b>100</b>	<b>1 Hour &amp; 30 Minutes</b>

**Venue of Examination :-**

The examination may be held at High Court Campus, at Jabalpur under the Control and Guidance of Principal Registrar (Exam).

**Written Examination & Minimum Mark :-**

In the Written Examination candidates shall be required to secure minimum 50% marks. In case of non-availability of required/eligible candidate's aforesaid condition of minimum qualifying marks may be relaxed by order of Hon'ble the Chief Justice.

After valuation, result of written exam will be prepared and shall be ported on website of M.P. High Court as well as affixed on notice board of the High Court (Exam Cell).

**(ii) Interview**

- (1) The Interview shall be of 10 Marks.
- (2) After the declaration of result of Written Examination, the candidates shall have to appear before Interview Board on the date, time and place, informed to the candidates by porting Date-wise Interview plan on the website of High Court of M.P. and Admit Cards shall be issued to eligible candidates by Speed Post at the address given in their application forms.



- (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.

**Final Select List -**

In the Final Result candidates will have to secure at least 55% marks in Aggregate of Written Exam & Interview. In case of non-availability of required/eligible candidates aforesaid condition of minimum qualifying marks may be relaxed by order of Hon'ble the Chief Justice or in case of non-availability of eligible candidate post shall be kept vacant and an advertisement will be published again.

As the process of Interview/Viva voce is over, the Final Select List shall be prepared as early as possible and Result shall be declared and published in order of Merit. The Result shall be ported on the Website of MP High Court and also on Notice Board of M.P. High Court. Revaluation or rechecking shall not be permitted.

Marks List to the candidates who have qualified for Interview, shall, after declaration of Final Result, be ported on the website of the High Court. The marks list of the candidates who appeared in Written Examination shall also be ported on the Website of M.P. High Court, after declaration of Final Result.

**Destruction/disposal of Used Examination materials-**

After one year of the final result the record of the examination such as answer sheets and application forms of unsuccessful candidates shall be eliminated. However, any record of one or more candidates may be preserved for longer period if any Court case is pending and notice has been received in the examination Cell

  
(MANOHAR MAMTANI)  
REGISTRAR GENERAL



**HIGH COURT OF MADHYA PRADESH : JABALPUR****APPLICATION FOR****POST OF TECHNICAL ASSISTANT (LIBRARY) FOR HIGH COURT  
FROM AMONGST THE EMPLOYEES OF THE HIGH COURT OF  
MADHYA PRADESH**

**Note :-** Kindly, read the Instructions available on the website of M.P. High Court ([www.mphc.gov.in](http://www.mphc.gov.in)), before, filling of this application.

Affix A Self-attested Latest Passport Size Coloured Photo

**Particulars of Employees -**

- (1) Name of the Employee (in Block letters) .....
- (2) Father's/Husband's Name .....
- (3) Date of Birth .....
- (4) Present Post .....
- (5) (a) Present place of posting .....
- (b) Correspondence Address .....
- (6) Phone No. (O) ..... (R).....(Mob.).....
- (7) E-mail Address .....
- (8) Have you minimum 7 years working experience in High Court Library ? 

YES		NO	
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If yes, where .....
- Period of Service .....
- From Date ..... Till Date .....
- (9) Is any Departmental Enquiry pending against you ? 

YES		NO	
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If yes, mention briefly the charges levelled against you & stage of proceeding(s) .....
- (10) Are you Familiar with Library Automation Software KOHA ? 

YES		NO	
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(11) **Educational Qualification -**

Description of Educational/Other Qualifications :-

Sr. No.	Name of Exam Passed	Branch/ Subjects	Board/ University	Passing Year	Div./ Grade	% of Marks	Remark, if any
1	High School						
2	Higher Secondary						
3	Graduation						
4	P.G. Degree in Library & Information Science						
5	Degree of Law (desirable)						
6	Any other Qualification						

(12) Following documents/testimonials have to be attached with this application form Mark (✓) or (x) in front of Documents :-

1	Documents related to the Date of Birth (Self Attested photo copy)	
2	Certificates of Educational Qualification (Self Attested photo copy)	
3	One Recent passport size coloured photograph of the candidate	
4	Other Documents (If Any) (Self Attested photo copy)	

**DECLARATION**

I do, hereby, declare that I have read the Instructions regarding the aforesaid Examination applied for and the information given in the application are true to the best of my knowledge and belief.

(Signature of Employee)

**Note :-** Duly filled-up Application should be addressed to the **Principal Registrar (Exam), Administrative Building, High Court of M.P., Jabalpur** mentioning on the top of the envelop "Application for the post of Technical Assistant (Library)" and must reach **on/before the last date (27.10.2016 till 5:00 p.m.)** as mentioned in Instructions.