



HIGH COURT OF MADHYA PRADESH: JABALPUR
EXAMINATION CELL
// ADVERTISEMENT //

Advertisement No. 126/Exam/2015

Dated- 5-8-2015

For the Posts of English Stenographers and Translators in The High Court of Madhya Pradesh

Last Date for submitting online Applications – 21/09/2015 (Monday) (11.59 Midnight)

Only Online Applications through the website of **MPOonline** (www.mponline.gov.in) are invited for recruitment to 28 vacant posts of English Stenographers (**Pay Scale of Rs. 9300 - 34800 + 3600 Grade Pay**) and 03 vacant posts of Translators (**Pay Scale of Rs.9300 - 34800 + 3200 Grade Pay**) & other allowances in the High Court of Madhya Pradesh. Recruitment to these posts and conditions of service will be governed by the concerned rules and regulations.

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 are as under:–

(A) English Stenographers : -

Sr. No.	Category	No. of vacant posts
1.	Unreserved (UR)	14
2.	Other Backward Class (O.B.C.)	04
3.	Schedule Caste (S.C.)	05
4.	Schedule Tribes (S.T.)	05
TOTAL		28
Note – 02 posts are reserved for persons with disabilities.		

(B) Translators : -

Sr. No.	Category	No. of vacant posts
1.	Unreserved (UR)	02
2.	Schedule Tribes (S.T.)	01
TOTAL		03

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.

Note :-

1. 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.

2.- Eligibility/Qualifications for English Stenographers & Translators:-

1. He/she must be citizen of India
2. He/she must have knowledge of Computer Application and
3. He/she must be of good character.
4. For English Stenographers candidates 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 of 80 words per minute.
5. For Translator candidates must be Law Graduate and must possess knowledge of English and Hindi.

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 -

Male candidate - must be of not below of 18 years but not exceed 35 years of age as on 01-01-2016.

Female candidate - must be of not below of 18 years but not exceed 45 years of age as on 01-01-2016.

However, in case of **OBC, SC, ST category Male** candidates, the Maximum age limit shall be relaxed upto age of 40 Years and in case of **Unreserved (UR) Female Widow/Abandoned/Divorcée candidates** the maximum age limit shall be relaxed upto the age 50 Years and **for OBC, SC, ST Female Widow/Abandoned/Divorcee candidates**, the maximum age limit shall be relaxed upto the age 55 Years.

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 physically 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 (both posts): –

Portal Charges @ **Rs. 600/-** per candidate (payable to the M.P.Online) shall be paid by the candidate directly to the M.P.Online or its Kiosk Holder. Examination Fees shall be **Rs. 200/-** for each candidate belonging to U.R. Category and there is no Examination Fee for candidates belonging to reserved category including PH Reserved category. Candidates from other State shall be treated as unreserved and they have to pay fee accordingly. Fees shall be collected by the MPonline Ltd. along with Portal Charges.

6.- Admit Cards :-

Admit Cards for Preliminary Examination, if required to be conducted looking to the number of candidates applying for the posts, and for Main Written Examination including interview, shall be generated by

MPOOnline on its website www.mponline.gov.in and the candidate shall receive the same by downloading and taking print-out of Admit Card. It shall be ensured that Admit Cards are generated by MPOOnline 07 days prior to the date of Examinations. Every candidate shall be asked to bring his original photo Id. Card with him in order to ascertain his identity at the time of examinations.

**7.-(A) PRELIMINARY EXAMINATION FOR ENGLISH
STENOGRAPHER AND TRANSLATOR**

(1) Date, time and venue:-

Preliminary Examination may be held at Jabalpur at different Colleges under the Control and supervision of Principal Registrar (Exams) monitored by Examination Committee. However, in case the number of candidates is not adequate any center may be dropped. Further the Preliminary Examination may also be dispensed with by calling all eligible candidates for Main Examination if the number of candidates is not adequate or as it is considered appropriate by Hon'ble Examination Committee.

If exigency arises to postpone Exam/change the date of the Preliminary Exam the same may be postponed/changed under the approval of Hon'ble Examination Committee.

(2) Question Paper & Syllabus (both posts) -

The Preliminary Examination shall be conducted online through the portal, website and system of MPOOnline Ltd., Bhopal and there shall be Objective Multiple Choice Questions wherein the candidates shall have 04 options to select the right/most appropriate answer to be given in Online Exam.

Online 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 :-

Posts of	Syllabus	Questions	Marks
English Stenographer and Translator for High Court,	(1) G.K. + Social Science	30	30
	(2) Maths +Science	20	20
	(3) General Hindi	10	10
	(4) English knowledge- Phraseography, grammalogues, contractions etc	30	30
	(5) Computer knowledge	10	10

(3) Proposed/Final Model Answers :-

Keys of questions (proposed Model Answers) intended to be used for generating the result, will be published/ported in the website of M.P. High Court with a Notice, that if any candidate wishes to bring any objection/clarification etc. with regard to the use of ported proposed Model Answers, he/she may submit the same within 7 days from the date of

uploading of proposed Model Answers, in writing and signed by him to the Principal Registrar (Exam) in working hours (10.00 AM to 5.00 PM) mentioning his/her Name, Roll-Number & Application Number along with self attested photo copies of source document/ proof etc., on the basis of which the candidates has submitted the objection/clarification. Objection/clarification received after stipulated period shall not be entertained on any ground whatsoever it may be.

Objections/clarification received in aforesaid manner and mode and within aforesaid time limit shall be considered and the Model Answer shall be finalized. The Model Answer finalized by the committee, so constituted, after taking into consideration objection(s)/clarification(s), if any, shall be handed over to the Principal Registrar (Exam) to provide the same to the MPOnline Ltd. to be used as keys/model answer for the generation of result/valuation of the Preliminary Examination.

After declaration of result of Online Preliminary Exam, no representation regarding any objection/clarification of any model answer/questions, shall be entertained on any ground, whatsoever it may be and such representations received if any, after declaration of the result, shall stand rejected without assigning any reason.

(4) Valuation & Result of Online Preliminary Exam by MPOnline : –

After completion of Preliminary Examination (Online) the valuation shall be made by the software and system of MPOnline, as early as possible by the MPOnline Ltd. In the Preliminary Examination, the candidates belonging to Unreserved (UR) shall be required to secure minimum 50% marks, Candidates of category–OBC, Scheduled Caste & Scheduled Tribe shall be required to secure minimum 45%, 40% & 35% respectively, **as passing marks for being successful for Main Exam.**

Being the screening test, no reservation shall be given to the candidates, however, in order to provide fair opportunity to all categories candidates for main examination, a separate Merit list for each category shall be prepared and in each category, candidates in the ratio of maximum **1:10**, subject to minimum marks prescribed may 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. List of qualified candidates for Main Examination shall be published on the website of MPonline and M.P.High Court.

(5) Marks of candidates: –

Preliminary Examination Marks of all candidates shall not be published. Marks shall be shown separately on software which will be available on the website of M.P. High Court. For viewing marks candidates are directed to enter their Application Number and Date of birth.

7.(B) - MAIN EXAMINATION FOR ENGLISH STENOGRAPHER & TRANSLATOR

(1) Venue - Main Examination shall be at Jabalpur in college/institutions or High Court premises at Jabalpur.

(2) Date & Time of Main Exam- shall be notified later on, as per order of Hon'ble Examination Committee, within 15 days 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 with 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 have 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 and thereafter, the list of candidates Eligible and Not-Eligible, for the main examination shall be prepared and ported on the website of the High Court within a week from the last date for receiving such applications and documents. The List of Eligible Candidates shall be sent to the Mponline for generation of online Admit cards.

Admit Cards shall be generated by MPOnline on website and the candidate shall receive the same by downloading and taking print-out of Admit Card. It shall be ensured that Admit Cards are generated by MPOnline **07 days** prior to the date of Main Examination.

(4) Syllabus and Pattern of Main Examination for English Stenographer

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, Sentence Formation etc.	20	20 Minutes
3- Computer Application	10	10 Minutes
TOTAL	90	

Note :- 1. All typing tests shall be carried out by the Candidates on computer only. Computers shall be provided to them at Main Examination Centre.

2. Norms for valuation for Transcription **1/2 marks** shall be deducted for **one mistake/omission** and **after 50 mistakes/omissions, the candidate would not be eligible for selection as English Stenographer.**

(5) Syllabus and Pattern of Main Examination for Translator -

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

S.No	Post	Subject	Marks	Time
1.	Translator (High Court)	Translation (Hindi to English)	30	1.30 Hrs
		Translation (English to Hindi)	20	
		Vocabulary, Maxims, Legal terminology, Proverbs, Quotations.	25	
		Computer Typing/ Operation Knowledge	15	
		TOTAL	90	

Note:-

1. In the Main Examination candidates belonging to unreserved categories shall be required to secure minimum 60% marks. Candidates of category of Scheduled Tribe shall be required to secure minimum 45%. 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 posts shall be kept vacant and an advertisement will be published again.

Admit Cards shall be generated by MPOnline on website and the candidate shall receive the same by downloading and taking print-out of Admit Card. It shall be ensured that Admit Cards are generated by MPOnline **07 days** prior to the date of Main Examination.

(8). Result of Main Examination for English Stenographer & Translator-

After valuation work of Main Examination the Result shall be prepared without any delay. Marks obtained in Preliminary Examination shall not be reckoned for preparing final merit list for the main examination and Interview. There shall be no limit of number of candidates for calling for interview. The Result shall be made available on the Website of M.P. High Court as well as Notice Board of the High Court (Examination Cell).

(9). Interview (both posts) -

(1). The Interview shall be of 10 Marks.

(2). After the declaration of Main Examination result, 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 call letters may be generated through website of MPOnline.

(3). Before, interview the original documents of the candidates shall be checked by the Examination Cell. The candidate who fails to appear in Interview shall stand disqualified for selection.

(10). Final Select List (both posts) -

After completion of Interview, 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.

(11). Revaluation -

There will be no revaluation at any stage of the examination of both posts.

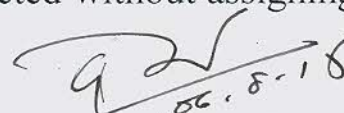
(12). Right to Information -

Candidates, who appeared in Preliminary Examination (Online), may receive their Answer sheets from MPOnline as per the norms of Right to Information Act. For this purpose candidates have to enter Application Number with Date of Birth, on the website of MPOnline.

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

After One year 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- The High Court has all the right reserved to make any change, at any time, in the Selection process, including Date, time and Venue of Preliminary Exam, Main Exam and Interview which may be notified by porting on the website of High Court namely www.mphc.in. Any representation, in this behalf, shall not be entertained and shall stand rejected without assigning any reason.


06.8.18

(VED PRAKASH)

REGISTRAR GENERAL