



HIGH COURT OF MADHYA PRADESH: JABALPUR
ADVERTISEMENT

**ONE TIME SUITABILITY TEST FOR THE POST OF COURT
MANAGER IN DISTRICT COURTS ESTABLISHMENT OF M.P.-
2019**

[Rule 18 (4-a) of Madhya Pradesh District Court Establishment
(Recruitment and Conditions of Service) Rules, 2016]

Advertisement No. 176 /Exam/2019

Dated- 25/09/2019

Date of commencing the Applications Form -

26-09-2019

Last Date for Receiving Applications –

18-10-2019

Date of Written Examination –

Shall be notified later

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Applications are invited for One Time Suitability Test-2019 of 10 vacant post of Court Manager in District Courts, in the pay scale of ₹ 15600-39100 + 5400/- Grade Pay (As amended time to time).

1. Eligibility:-

Only who are serving or have served as Court Manager for more than 05 years on contractual basis in District Courts & High Court of State of Madhya Pradesh, are eligible under Rule 18 (4-a) of Madhya Pradesh District Court Establishment (Recruitment and Conditions of Service) Rules, 2016.

2. Application :-

All eligible candidates (as per list attached) who are desirous of appearing in the One Time Suitability Test are directed to send duly filled Application Form alongwith self attested copies of documents, two coloured passport size photo on or before 18-10-2019.

The proforma of the Application Form is attached with advertisement.

Notes:- 1. Candidates are required to fill all necessary information carefully before submission of Application Form, there shall be no provision for correction after submission.

2. Candidates are advised to keep with him/her a copy of the finally submitted application/form.

3. Examination Fee :-

No fee shall be charged to the eligible candidates for appearing in the written test of One Time Suitability Test-2019.

4. Age Limit :-

As per Rule 7(e-1) of the Madhya Pradesh District Court Establishment (Recruitment and Conditions of Service) Rules, 2016 candidate who had been appointed on contractual basis in High Court / District Court of M.P. and has worked for 5 years or more, shall be entitled for age relaxation of the period of contractual appointment, subject to maximum age limit up to 55 years.

5. Post Selection Process :-

- (i) A candidate selected for appointment shall be required to undergo medical examination by a Medical Board before he/she is appointed. Every candidate who appears before a Medical Board shall pay the Medical Examination fee, which in no case shall be refundable.
- (ii) The training shall be such as may be prescribed by the High Court.
- (iii) A person appointed as Court Manager shall be on probation for a period of two years and the High Court may extend the period of probation. The High Court may, at any time during or at the end of period of probation, recommend the termination of services of such probationers.
- (iv) The conditions of service of appointment on the post advertised shall be governed by the Rules, Regulations and Circulars *etc.* applicable to the Madhya Pradesh District Court Establishment (Recruitment and Conditions of Service) Rules, 2016, in force from time to time.

6. Duties and responsibilities of court manager-

All the Court Managers will have to perform duties & take up responsibilities fixed by SCMS Committee of High Court of M.P. Jabalpur as per Endorsement No. B/4661/III-19-21/57(SCMS), Jabalpur dt. 13th September, 2019.

7. Call Letters :-

Admit Cards/Hall Tickets shall be generated by MP High Court on its website (www.mphc.gov.in) and the candidate shall download and may take a print-out of Admit Card. It shall be ensured that Admit Cards are generated by MP High Court atleast 10 days prior to the date of Examination.

Admit Cards/hall Tickets will be issued only to those candidates, who have submitted his/her application forms complete in all respect within prescribed period. If any candidate fails to submit application form within prescribed period, it shall tantamount to their non- willingness to appear in one time suitability test, 2019.

8. Selection Process –

Selection process shall be conducted in three phases i.e. (1) Written Examination (2) Past performance appraisal (3) Interview.



9. Written Examination –

There shall be a written examination (objective type) containing 100 multiple choice questions (of 50 marks) whose answer has to be given in 02 hours on OMR sheet provided by the examination cell. Date, time & venue of the written test shall be notified later by publishing a notification on the website of M.P. High Court.

(A) Syllabus & Pattern of Question Papers -

There shall be objective type question of 50 marks. The Subjects/ syllabus of one time suitability examination shall be as under: -

Written (Objective Type) Examination for the Posts of	Syllabus	Questions	Marks
Court Manager	Management related Topics	60	30
	Rules and Regulations	40	20

(B) Objections & Finalization of Model Answers -

After completion of written examination, the proposed Model Answers/Keys intended to be used for result shall be uploaded/published on the website of the M.P. High Court with the Notice to the effect that if any candidate wishes to make any objection/clarification etc. regarding any Model Answer/Key, he /she may submit objection/clarification in writing & signed by him to the Principal Registrar (Exam)/ Registrar (Exam) M.P. High Court, Jabalpur, within 7 days from the date of uploading/ publication of the proposed Model Answers/ Keys, by mentioning his /her Name along with self attested photo copies of source document(s)/ proof, which is/are base of his objection/clarification raised.

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Objections/clarification received in aforesaid manner and mode within aforesaid time limit along with self-attested copies of the source/proof document shall be considered and the model Answers shall be finalized. After declaration of result, no representation regarding any objection/clarification of any model Answers/questions, shall be entertained on any ground and shall be rejected without assigning any reason.

10. Past performance –

Candidates who are serving/have served for more than 05 years as Court Manager on contractual basis in District Courts/High Court, their past 05 years appraisal report shall be taken into consideration and marks will be awarded of each year performance, the same shall be of 25 marks, marks of the past appraisal shall be added in the preparation of final result & score card of the concerned candidates.

11. Interview –

Interview shall be held simultaneously on the date of Written Exam, which shall be of 25 marks.

12. Passing Marks-

For the appointment of Court Manager through one time suitability test, candidates have to secure 55% marks in the one time suitability test.

13. Final Result –

The Result shall be ported on the Website and shall also be affixed on the Notice Board of M.P. High Court. Marks List of the candidates may also be ported on the Website of M.P. High Court (www.mphc.gov.in).

14. District Allocation-

All selected candidates have to fill 5 districts of their choice in Application Form. As per availability of District place, selected candidates shall be posted on district place of their choice but in no circumstances any candidate will have a right to claim posting at any desired place.

15. Travelling Expenses –


No Travelling Expenses or allowances will be payable to any candidate for appearing in the written test of One Time Suitability Test-2019.



16. Elimination/disposal of Used Examination Material –

After lapse of one year from the date of declaration of final result, all the records of this examination including application forms etc. of candidates shall be eliminated.

17. Right to Information -

Answer sheets of Examination shall be provided by Examination Cell as per direction of Registrar (S.P.I.O.) after the declaration of final result. For applying under R.T.I. candidates have to apply online, the link is available on the website of M.P. High Court. 



REGISTRAR GENERAL



HIGH COURT OF MADHYA PRADESH : JABALPUR
(Examination Cell)

**APPLICATION FOR ONE TIME SUITABILITY TEST FOR
THE POST OF COURT MANAGER IN DISTRICT COURTS
ESTABLISHMENT OF M.P.- 2019**

Recent
Passport Size
self attested
colored photo
paste here

Particulars of Candidates -

(1) Full name in Block letters -

(2) Father's/Husband's name -

(3) Permanent Residential Address-

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(4) Address for correspondence-

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PIN CODE.....

Mobile No. :-

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E-mail address-

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(5) Date of Birth - Date Month Year

(6) The number of years and posting place where you have served:-

(A) Period of Service date from till.....

(B) Name of Office -.....

(7) Whether you have ever been punished in any disciplinary proceeding or any disciplinary proceeding is pending ? If so, give details :-

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(8) Whether candidate was ever arrested and/or convicted by a criminal court or any criminal case is pending against him/her ? If so, give details :-

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- (9) Are you married (Yes/No)
- (10) (i) Number of Children
- (ii) Number of Children born after 26-01-2001
- (iii) Whether last delivery of child was of twins ? (Yes/No)

(11) Details of Educational Qualifications :-

S. No.	Name of Exam	Board / University	Year of Passing	Percentage of marks	Remarks, if any
1	High School				
2	Higher Secondary				
3	Graduation				
4	Post Graduation/MBA				
5	Other educational qualification(s)				

(12) Choice of Districts for posting-

- 1-..... 2-.....
- 3-..... 4-.....
- 5-.....

DECLARATION

I declare that the particulars furnished above are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected at any stage, action may be taken against me and I may be disqualified /dismissed by the High Court of M.P.

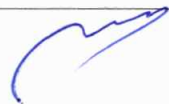
Place :-

Date :-

Signature of Candidate

List of Documents to be Attached : - Self attested photocopies of following Documents/Testimonials are to be submitted serial-wise according to table attached with this Application Form. Mark (√) or (X) in front of Documents :-

1	Two passport size Recent Coloured photograph of the candidate	
2	Documents related to the Date of Birth	
3	NOC of competent Officer (if applicable)	
4	Mark Sheets, Certificates & Degrees of Educational Qualification (Copies of every year/semester, if applicable)	
5	Other Documents / Documents (If Any)	



Note :- Candidate after filling up this application must sign on the place prescribed for and attach self attested copies of all documents, testimonial & certificates must send this application, alongwith all documents, kept in an envelope writing the words **“One Time Suitability Test for the post of Court Manager-2019”**, on the top of the envelope, to the **Registrar (Exam), Administrative Block, High Court of M. P., Jabalpur (M.P.)**, in such a manner that it **must reach on or before 18.10.2019** and it shall be the sole responsibility of the candidate, if he fails to do so, his/her application may be cancelled and he/she may be barred from one time suitability test. Application received after aforesaid date shall not be entertained on any ground what so ever it may be including ground of postal delay.

Place :-

Date : -

Signature of Candidate

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**LIST OF ELIGIBLE CANDIDATES FOR ONE TIME SUITABILITY TEST OF COURT
MANAGER - 2019**

Sr. No.	Name	Father/Husband Name	Gender	DOB
1	Smt. Annada Padmawat	Shri Om Prakash	Female	21.06.1977
2	Ms. Swati Jain	Shri Anil Jain	Female	20.06.1988
3	Shri Amanpreet Singh Bagga	Shri P.S. Bagga	Male	06.03.1985
4	Smt. Priyanka Gujarkar Shrivastava	Shri D.R. Gujarkar	Female	02.02.1986
5	Shri Wasim Akram	Shri Abdul Rasheed	Male	30.06.1983
6	Smt. Bhavana Agarwal	Shri Ghanshayam Agrawal	Female	20.11.1987
7	Ms. Shefali Gome	Shri Kishan Lal Gome	Female	21.05.1984
8	Shri Asad Siddiqui	Shri I.A. Siddiqui	Male	04.02.1985
9	Shrikant Nagar	Shri Rajeev Kumar Nagar	Male	19.05.1986


REGISTRAR (EXAM)

25/5/2019