



HIGH COURT OF MADHYA PRADESH: JABALPUR
(Exam Cell)

// ADVERTISEMENT //

Advertisement No. 196/Exam/E.S.D./2017

Dated- 26/05/2017

For the Posts of English Stenographers (Departmental) Exam-2017 in The High Court of Madhya Pradesh

(Only for High Court and District Court Employees)

Last Date for submitting Offline Applications – 30.06.2017 (05:00 P.M.)

Only Offline Applications are invited for recruitment of 36 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. Recruitment to these posts and conditions of service will be governed by the concerned rules regulations and Conduct Rules.

Application Format for submitting Offline Applications is available on the website of M.P. High Court (www.mphc.gov.in).

Category-wise total number of Vacancies of English Stenographer (Departmental) in The High Court of Madhya Pradesh are as under :-

Sr. No.	Category	No. of vacant posts
1	Unreserved (UR)	18
2	Other Backward Class (O.B.C.)	05
3	Schedule Caste (S.C.)	06
4	Schedule Tribes (S.T.)	07
Total		36

Note :-

Out of total 36 (Thirty Six) aforesaid vacancies, 6% i.e.02 posts (01 post for UR candidate and 01 post for SC candidate) are reserved for Orthopaedically Handicapped (PH) candidates.

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) & (District Courts) -

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 Offline 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. 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 the 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 the Examination or at any stage of Examination in Examination room/hall, or,
- (vi) If he or she, during Examination, 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) If he or she does have a Third Offspring after 26th January, 2001.

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.

4. Admit Cards-

Admit Cards shall be issued by the Examination Cell of the High Court and information will be posted in this regard on the website of M.P. High Court.

A- EXAMINATION

(1) Venue- Looking to the number of vacancies, the Examination may be conducted at M.P. High Court premises at Jabalpur or at any Colleges situated at Jabalpur under control & guidance of Principal Registrar (Exams).

(2) Application and Documents for Examination –

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. Application Form along with the self attested copies of all relevant documents & photographs with contact number (Telephone) /Email ID must be sent to the Principal Registrar (Exam), Administrative Block, High Court of M.P., Jabalpur on or before 30.06.2017.

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 and 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 before the 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 Examination shall be prepared and ported on the website of the High Court (www.mphc.gov.in).

5- Syllabus and Pattern of Examination For English Stenographer –

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

Sr. No.	Subjects	Marks	Duration
1	Shorthand Dictation (English) 400 words	70	Dictation of 5 minutes and transcription- typing on computer in 30 Minutes
2	General English (Grammar Sentence formation etc.)	20	20 Minutes
3	Computer Application	10	10 Minutes
	Total	100	

- Note:-**
1. Separate answer sheet for paper shall be provided to each candidate.
 2. All typing tests shall be carried out by the Candidates on computer only. Computers shall be provided to them at Examination Centre.

6- Result of Examination –

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

The Result of Examination may be made available on Website of M.P. High Court as well as Notice Board of the High Court (Examination Cell). However, the marks obtained by candidates in the Examination, shall not be disclosed until Final Select List is published. After valuation of Examination the Result shall be prepared and declared without any delay.

No revaluation shall be permissible at any stage of the examination or thereafter. Any application or representation received in this regard shall be summarily rejected without assigning any reason.

7- Final Select List-

After completion of the Examination, separate Merit List for each category shall be prepared. Merit-wise List of selected candidates who appeared in the Examination shall be declared and ported on the website of M.P. High Court.

All the used Examination material (except of selected candidates) shall be eliminated after one year from the date of declaration of final result /Select List.

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



(AKHIL KUMAR SRIVASTAVA)
PRINCIPAL REGISTRAR (EXAM)



HIGH COURT OF MADHYA PRADESH : JABALPUR

APPLICATION FOR THE POST OF ENGLISH STENOGRAPHER (DEPARTMENTAL) EXAM – 2017 (Only for High Court and District Court Employees)

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

Affix his/her
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) Category (UR/OBC/SC/ST)
- (5) Present Post
- (6) (a) Present place of posting District
- (b) Correspondence Address
-
-
- (7) Phone No. (O) (R).....(Mob.).....
- (8) E-mail Address
- (9) Is any Departmental Enquiry pending against you ? YES | NO |
- If yes, mention briefly the charges levelled against you
& stage of proceeding(s)
-
-

- (10) Whether you have two wives ? (For Male Candidates) (Yes/No)
- Whether you have married a person who has already a wife ? (For Female Candidates) (Yes/No)
- (11) (i) Number of Children
- (ii) Number of Children born after 26-01-2001
- (iii) Whether last delivery of child was of twins ? (Yes/No)

(12) 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	Graduation						
3	English Shorthand						
4	English Typing						
5	Other, if any						

- (13) 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	Caste Certificate for SC/ST/OBC (By competent authority) (Self Attested photo copy)	
3	Certificates of Educational Qualification (Self Attested photo copy)	
4	One Recent passport size coloured photograph of the candidate	
5	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 (Examination), Administrative Building, High Court of M.P., Jabalpur* and must reach *on/before the last date (30.06.2017)* as mentioned in the Advertisement.