

HIGH COURT OF MADHYA PRADESH: JABALPUR

ADVERTISEMENT

APPOINTMENT OF Court Managers in accordance with the stipulations contained in the recommendation of 13th Finance Commission, PURELY ON CONTRACT BASIS

Date of Preliminary Examination - 25.03.2012 (Sunday)	Date of Main Examination - 06.05.2012 (Sunday)
Last Date of submission of Application Form - 27.02.2012 (Midnight 12.00PM)	Last Date of receiving Application Form - 16.04.2012 (5.00PM)

Only on-line application through the website of www.mponline.gov.in, are being invited for 54 posts of Court Managers (in accordance with the stipulations contained in the recommendation of 13th Finance Commission), for High Court and District Courts of Madhya Pradesh purely on Contract basis on a consolidated amount of Rs. 50,000/- p. m. for by Direct Recruitment. Recruitment to these posts and conditions of service will be governed by Rules and regulations regarding contract appointment.

(1) Number of Vacancies on contract basis under aforesaid project are as under: -

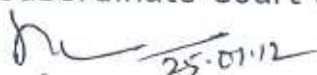
<u>Name of POST</u>	<u>UR</u>	<u>OBC</u>	<u>SC</u>	<u>ST</u>	<u>Total</u>
Court Manager	27 (Incl.1 PH)	08 (Incl. 1 PH)	09 (Incl. 1 PH)	10	54

Note- 1. Candidates belonging to the Physically Handicapped (PH) category and Ex-Service man shall be given reservation and relaxation as per existing norms of the State Government. Reservation norms shall be followed as per State Govt. Rules.

Note- 2. Candidates who are not bonafide resident of Madhya Pradesh shall be treated as Un-reserved Candidate.

Note- 3. The applicants/ candidates shall also be allowed to opt two districts of their choice for the posting, notwithstanding that the High Court shall be free to post the candidate in any other District if the candidate does not get place in the district of his choice due to his lower rank in merit or he is otherwise deemed fit to be posted there.

Note- 4. The appointment for the aforesaid posts shall be purely on the contract basis. No claim for regularization of service shall be entertained in the High Court or in the Subordinate Court on the basis of service rendered in this project.


25.01.12

2- Eligibility/Qualifications : -

Candidates having M.B.A. Degree of an University recognized from the U.G.C. alongwith managerial working experience of 01 year from a Govt./Established Organization shall be the minimum qualification. The candidates having a degree of bachelor of Law and / or B.E./B. Tech. shall be given preference.

3- Age Limit:-

The applicant must be of the age **Not exceeding 35 years** as on the date of 01-01-2012.

4- Job Responsibilities:-

1. To support the District Judge & other Judges to perform their Administrative Duties and enabling them to devote more time to their judicial functions.
2. To prepare project reports in respect of the Judicial and Administrative work/sections.
3. Duties as described/ suggested in Annexure-III of Guideline/Memo No. F. No.32(30)FCD/2010, Ministry of Finance.
4. Other duties/functions as directed by Hon'ble High Court or assigned by the District Judges.

5. The Terms and Place of Employment:

Initially for one year on contract basis which may be increased or decreased, at sole discretion of the High Court of M.P., the place of employment will be High Court of Madhya Pradesh & District Courts.

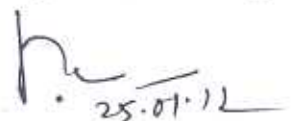
Depending upon the requirement and performance of incumbent, the period of employment on contract basis may be further renewed after review. Regular review will be done to evaluate the satisfactory performance.

6. Disqualifications :-

In any of the following cases, Applicants/Candidates 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 who appear in any Examination conducted of 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 interview, by,

(a) impersonation by or for the candidate/applicant, or,


25.01.12

- (b) making or submitting any forged document in support of his or her candidature, or,
- (c) concealing any material information or providing any false information at any stage of selection process, or,
- (d) using or attempting to use, improper or illegal means, either for purpose of being permitted to appear in Examination at any stage of Examination or during interview room/hall, or,
- (ii) 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,
- (iii) 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 or Interview.

Note- Canvassing in any form will also lead to disqualification. Similarly, any attempt on the part of a candidate to enlist support for his candidature through persons of influence or officers of Government will also disqualify him for appointment.

7. Procedure and Direction for submitting Online Application Form-

(Visible on Website of High Court of M.P. i.e. www.mphc.in and/or www.mphighcourt.nic.in)

If any problem occurred in filling or submitting the Application Form, candidates may contact to MPOne on following Phone Numbers.

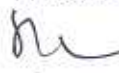
M.P. online limited, Nirupam Shopping Mall, Second Floor Ahmadpur, Hoshangabad Road, Bhopal on Telephone No. 0755-4019400 to 4019406, 4019430.

8. Admit Cards -

Admit Cards, for Preliminary Examination, Main Examination as well as for Interview, shall be generated by MPOne, on its website i.e. www.mponline.gov.in, 15 days prior to the date of Examination and the candidate shall have to receive the same by downloading and taking print-out of Admit Card. In the examination it shall be necessary for every candidate to bring his photo Identity Card with him.

9. Examination Fees -

Shall be Rs. 500/- each candidate belonging to U.R. & OBC Categories and Rs. 250/- each candidates belonging to SC, ST & PH categories along with

 25.01.12

the portal @ Rs. 50/- per candidate. Examination fees and portal charges shall be payable directly to the MPOnline.

10. Traveling Expenses -

Traveling Expenses to the candidates of reserved category, appearing in Written Examination/ interview will be payable subject to the relevant rules applicable and upon production of certificate of competent authority only.

11. Selection Process -

Whole selection process shall be conducted in three phases (1) Preliminary Examination (2) Main Examination & (3) Interview.

(a) - Preliminary Examination -

Preliminary Examination shall be held on 25/03/2012 (10.30 am to 12.30 pm) at four Centres namely (1) Jabalpur (2) Indore and (3) Gwalior (4) Bhopal.

Question paper shall contain 100 multiple choice objective type questions to be solved within a period of two hours. Following syllabus with proportionate marks may be considered for approval : -

(A) **Management -60 questions. Prescribed Marks: 60**

1. Introduction of Management, 2. Communication,
3. Organisational Behaviour, 4. Quantitative Techniques,
5. Research Methodology, 6. Financial Management,
7. Human Resource Management & 8. Computer Skills

(B) **G. K., Hindi & English -25 question. Prescribed Marks: 25**

(C) **Legal & General Aptitude -15 question. Prescribed Marks: 15**

OMR sheet shall be used as Answer Sheets. Attempted OMR answer sheets shall be checked electronically.

Valuation & Result -

After Preliminary Examination the valuation shall be made by OMR Scanner.

Merit list for each category shall be prepared. In each category, candidates in the ratio of 1:10 shall be 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 1:10 exceeds.

The Result (1) Roll Number wise and (2) Merit cum Category wise (successful candidates) shall be made available on Website of M.P. High Court as well as Notice Board of the High Court (Examination Cell) along with the marks obtained by each candidate.

(b) - Main Examination :-

Date and Time - 06/05/2012 at Jabalpur

Handwritten signature and date: 25-03-12

Time - 09.30 a.m. to 12.30 p.m. (1st Paper)

12.30 p.m. to 05.30 p.m. (2nd Paper)

Syllabus / Pattern -

There shall be two papers containing: -

1st Paper -

Marks-100

1. Communication (Including Letter Writing)
2. Organizational Behavior
3. Quantitative Techniques
4. Financial Management

2nd Paper -

Marks-100

1. Human Resource Management
2. Computer Skills
3. Article writing (200 words)
4. Translation (Hindi-English)

Note:- Every candidate desirous of attempting the main examination shall send an application form alongwith the self attested copies of all relevant documents & photographs with contact number (Telephone) and e-mail address. The application forms and documents shall be sent within the prescribed time up to 16.04.2012. 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**. Applications and documents received after given date 16.04.2012 shall not be considered, unless otherwise directed by Hon'ble the Chairman.

Candidates in the ratio of 1:3 shall be declared eligible to appear in the Interview. Candidates securing equal marks shall also be eligible to appear in the Interview, irrespective of the fact that by inclusion of such candidates, ratio 1:3 exceeds.

In each paper of Main Examination, the candidates belonging to unreserved & OBC categories shall be required to secure minimum 50% marks. Candidates of category of Scheduled caste & Scheduled Tribe shall be required to secure minimum, 40% & 30% respectively.

The list of successful candidates shall be made available on Website of M.P. High Court as well as Notice Board of the High Court (Examination Cell).

(c) - Project Report & Interview -

After declaration of Result of Main Examination, Interview shall be held at High Court Campus Jabalpur and/or at other places as notified/decided by Hon'ble the Chairman Selection Committee, on the dates which shall be

H.C. 25.01.12

notified on the website of M.P. High Court.

Before interview each candidate, by providing him 07 days with subject/ topic through e-mail/ SMS, shall be asked to prepare a **short project report** on given topic/subject. The candidate shall have to submit/send it with the Registrar (Exams), at least three days before interview. Such project report shall be evaluated by the Interview Board during interview.

The interview shall be of 50 marks and minimum 20 marks have to be secured by the candidate to be finally selected.

12. Final Select List / Result -


As the process of Interview / Viva voce is over, the **Final Select List** shall be prepared and Result shall be declared and published on the Website and also on Notice Board of M.P. High Court. The News shall also be provided to the News Papers. The select list so prepared shall be valid for one year.

Marks Lists of the candidates shall be ported on Website of M.P. High Court, after declaration of Result.

13. Elimination of Record -

Application Forms and all type of Answer-sheets shall be eliminated after 03 months of publication of Final Result.

Jabalpur
Dated-


25.01.12
(Subhash Kakde)
Registrar General