

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

ADVERTISEMENT

Imphal, the 10th December, 2021

No. HCM/A-24/80-Estt.(V)Pt.I./

Applications are invited online for filling

up of the following post in the Scale of pay as given against the post

Sl. No.	Name of Post	Scale of Pay	No. of Post					
			UR	ST	SC	OBC (M)	OBC (MP)	TOTAL
1.	Cook	Rs. 5200-20200 + Grade Pay of Rs. 1900/-PM plus other allowances as admissible under the Rules	1	0	0	0	0	1

Details along with the mode of application are available in the High Court website – <http://hcmimphal.nic.in>.

Important Dates:

- Opening of Online Registration and Submission of Application Forms: 20-12-2021(11:00 A.M.)
- Closing of Online Registration and Submission of Application Forms: 03-01-2022 (04:00 P.M.)
- Download of Admit Cards: will be notified later in the official website www.hcmimphal.nic.in

Sd/-

**(PH. JAPAN SINGH)
I/C REGISTRAR (ADMN.)
HIGH COURT OF MANIPUR**

Endt. No. HCM/P-41/2012(A&E)Pt./ 100 386 - 91

Imphal, the 10th December, 2021

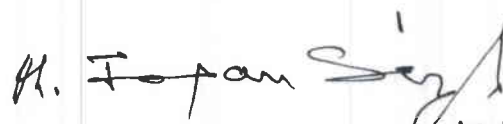
Copy to:-

1. The Director, DIPR, Government of Manipur for favour of wide publicity.
2. The Director Doordarshan Kendra, Imphal- for favour of wide announcement.
3. The News Editor, AIR, Imphal- for favour of wide announcement.
4. The News Editor, ISTV/Impact TV, Imphal- for favour of wide announcement
5. The Editor, i) Poknapham (Manipuri Edition) ii) The Sangai Express (English Edition) iii) Huiyen Lanpao (Manipuri Edition) iv) Imphal Free Press (English Edition) v) Sanaleibak (Manipuri Edition)

- with a request to publish the above advertisement in the esteemed daily in a print area of not more than **10 cm x 25 cm** for **2(two)** days at the earliest possible and to submit the bill in "triplicate" for early payment.

6. System Analyst, High Court of Manipur.

- He is requested to upload the same in the Official Website of this Registry.


I/C REGISTRAR (ADMN.) 10/12/21
HIGH COURT OF MANIPUR

DETAILS FOR THE POST OF COOK

1.	Post	No. of post					
		UR	ST	SC	OBC (M)	OBC(MP)	TOTAL
1.	Cook	1	0	0	0	0	1
2.	Pay Scale	Rs. 5200-20200+ Grade Pay Rs.1900/- per month plus other allowances as admissible under the Rules					
3.	Educational Qualification	(i) Matriculate (Class – X passed) from a Recognised Board; (ii) 5 (five) years experience in cooking in a high rated Hotel/Restaurants/Canteens/Officers' Mess; (iii) Experience in preparation of Continental, Chinese, North and South Indian dishes, both Vegetarian & Non-Vegetarian; (iv) Working knowledge of Hindi and English; (v) Must be free from contagious diseases and have a sound health.					
4.	Age	Maximum age shall be 38 years and minimum age shall be 18 years on the last date of the receipt of the application. Maximum age relaxable by 5 (five) years in case of candidates belonging to Schedule Castes/ Schedule Tribes and by 3 (three) years in case of candidates belonging to the Other Backward Classes. Candidates who wish to be considered against vacancies reserved and seek age relaxation must submit requisite certificate issued by competent authority at the time of Interview.					
5.	Mode of Application	Only through Online by using the website www.hcmimphal.nic.in					
6.	Examination fees (online payment only)	Rs. 700/- for UR/OBC Candidates Rs. 500/- for ST/SC Candidates					
7.	Mode of issue of Admit Card	Only through online by using the website www.hcmimphal.nic.in (date of download of Admit Card will be notified later)					
8.	Mode of Selection	Select list will be prepared on the basis of marks obtained in Skill Test and Viva-voce/Interview Provided that SC, ST and OBC candidates who are selected on their own merit without relaxed standards, along with the candidates belonging to UR categories, will not be adjusted against reserved share of vacancies, but be accommodated against unreserved posts. The reserved vacancies will be filled up separately from amongst the eligible SC, ST or OBC candidates who are lower in merit than the last general candidate on merit list of UR category.					

8/10/21

IMPORTANT INSTRUCTIONS TO CANDIDATES

1.	CANDIDATES IN THEIR OWN INTEREST ARE ADVISED TO GO THROUGH THE DETAILED INSTRUCTIONS CONTAINED IN THIS NOTICE.																																							
2.	Candidates seeking for reservation benefits for SC/ST/OBC must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice.																																							
3.	<p>List of Documents: The following documents in original and self attested photocopies in support of the candidate's eligibility and identity are to be produced invariably at the time of Skill Test and Viva-voce/Interview failing which the candidate shall not be permitted to appear in the examination.</p> <ol style="list-style-type: none"> a) Printout of Admit Card b) Class X Certificate c) 5 (five) years experience in cooking in a high rated Hotel/Restaurants/Canteens/Officers' Mess d) Photo bearing IDENTITY PROOF as indicated in Para No. 8 of the <i>Important Instructions to Candidates</i> given below. e) 2 (two) passport sized photographs (as uploaded at the time of online application form submission). f) SC/ST/OBC Certificates issued by competent authority for those candidates seeking reservation, if applicable g) No objection Certificate issued before the last date of Online Application Form Submission for those candidates who are in Government Service, if applicable 																																							
4.	<p>Applicants are advised to go through the steps in "HOW TO APPLY" (All steps are mandatory) and fill up their application form correctly, properly and completely otherwise their application will not be accepted.</p> <p>Things to be kept ready before applying online</p> <ol style="list-style-type: none"> i. Candidate's own valid mobile number and e-mail ID ii. Scanned Copy of recent passport photograph (Size – 25KB to 100KB in .jpeg/.jpg format) (Dimension – 3.5 cm x 4.5 cm) iii. Scanned Copy of signature in plain white paper (Size – 10KB to 50KB in .jpeg/.jpg format) (Dimension – 3.5 cm x 1.15 cm) iv. Scanned Copy Left thumb impression in plain white paper (Size – 10KB to 50KB in .jpeg/.jpg format) (Dimension – 3.5 cm x 1.15 cm) v. Scanned Copy of Class- X Certificate (Size – 500KB to 2MB in .pdf format) vi. Scanned Copy of 5 (five) years experience Certificate in Cooking in a high rated Hotel/ Restaurants/ Canteens/Officers' Mess (Size – 500KB to 2MB in .pdf format) vii. Scanned Copy of SC/ST/OBC Certificate (Size – 500KB to 2MB in .pdf format) 																																							
5.	<p>Scheme of Examination</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; vertical-align: top;">(i)</td> <td style="width: 70%; vertical-align: top;">(a) Skill Test</td> <td style="width: 20%; text-align: right; vertical-align: top;">- 80 marks</td> </tr> <tr> <td></td> <td style="vertical-align: top;">Viva Voce/ Interview</td> <td style="text-align: right; vertical-align: top;">- 20 marks</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">Total - 100 marks</td> </tr> <tr> <td></td> <td colspan="2" style="vertical-align: top;">(b) Selection of candidates will be on the basis of the overall marks obtained in the above two tests.</td> </tr> <tr> <td></td> <td colspan="2" style="vertical-align: top;">(ii) Skill Test</td> </tr> <tr> <td></td> <td style="vertical-align: top;">(a) Cooking Skill Test</td> <td style="text-align: right; vertical-align: top;">- 80 marks</td> </tr> <tr> <td></td> <td style="vertical-align: top;">(Preparation of Breakfast/Lunch/Dinner, Manner, Cleanliness and Systematic Organization etc.)</td> <td style="text-align: right; vertical-align: top;">- 60 marks</td> </tr> <tr> <td></td> <td style="vertical-align: top;">(b) Preparation of vegetables/food items for cooking</td> <td style="text-align: right; vertical-align: top;">- 20 marks</td> </tr> <tr> <td></td> <td style="vertical-align: top;">(c) Cut off / Pass Marks</td> <td style="text-align: right; vertical-align: top;">- 32 marks</td> </tr> <tr> <td></td> <td style="vertical-align: top;">(in aggregate)</td> <td></td> </tr> <tr> <td></td> <td style="vertical-align: top;">(d) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Skill Test.</td> <td></td> </tr> <tr> <td></td> <td colspan="2" style="vertical-align: top;">(iii) Viva Voce/Interview</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; vertical-align: top;">- 20 marks</td> </tr> </table>	(i)	(a) Skill Test	- 80 marks		Viva Voce/ Interview	- 20 marks			Total - 100 marks		(b) Selection of candidates will be on the basis of the overall marks obtained in the above two tests.			(ii) Skill Test			(a) Cooking Skill Test	- 80 marks		(Preparation of Breakfast/Lunch/Dinner, Manner, Cleanliness and Systematic Organization etc.)	- 60 marks		(b) Preparation of vegetables/food items for cooking	- 20 marks		(c) Cut off / Pass Marks	- 32 marks		(in aggregate)			(d) Candidates in the ratio of 3:1 of the total number of vacancies will be shortlisted on the merit of the Skill Test.			(iii) Viva Voce/Interview				- 20 marks
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7.	The date of Examination(s), Centre of Examination will be indicated in the Admit Card.																																							
8.	Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter ID Card, Aadhaar Card, Income Tax PAN Card to the examination centre, failing which THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.																																							

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9.	All types of electronic gadgets including mobile phones, pagers etc. are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations
10.	Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers etc. to the venue of examination as arrangement for safe-keeping of the same cannot be assured. The High Court of Manipur will not be responsible for any loss in this regard.
11.	In case of any dispute, decision of the High Court will be final.
12.	Any further notifications shall be published only on our official website (http://hcmimphal.nic.in). Candidates are requested to remain vigilant in this regard.

HOW TO APPLY

1. Go to "**Apply here for the Post of Cook**" in the website of the High Court of Manipur (www.hcmimphal.nic.in)
2. Register yourself by clicking on "**New Registration**". (Candidates have to use only their own valid **MOBILE NUMBER** and **E-mail ID**. All future communication will be done through this **MOBILE NUMBER/E-mail ID** only)
3. After successful registration, **Login ID** and **Password** will be sent to your registered **MOBILE NUMBER/E-mail ID**.
4. For Applying click on "**Login Here**"
5. After Logging in click on "**Apply Now**" against the post you want to apply for.
6. Fill up the necessary details in the online application form.
7. Upload your Scanned Photograph, Signature, Left Thumb Impression and other relevant documents. (As described in Para No. 4 of the "**IMPORTANT INSTRUCTIONS TO CANDIDATE**")
8. Make online payment for the examination fees through UPI/Net banking/ Debit Card / Credit Card. (No other form of payments will be accepted)

N.B.- Application without payment of Examination fees will not be accepted.

8/10/21