

NOTIFICATION  
Imphal, the 5<sup>th</sup> December, 2011.

No. 1/17/2010-RR(SW)/DP: Pursuant to the Orders dated 14-11-2011 passed by the Hon'ble Gauhati High Court, Imphal Bench in Writ Petition (C) No. 341 of 2010 [Kh. Dhanapati Devi –Vs- the State of Manipur & Ors] and in supersession of all previous rules issued in this regard and in exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India, the Governor of Manipur hereby makes the following rules regulating the method of recruitment to the post of **Data Entry Operator** in the **Department of Social Welfare**, Manipur as shown in the M.P.S.C. Form-8, namely :-

1. **Short title :-** These rules may be called the **Department of Social Welfare, Manipur Data Entry Operator Recruitment Rules, 2011**
2. **Application :-** These rules shall apply to the post specified in column 1 of the M.P.S.C. Form-8 hereto annexed.
3. **Classification, Scale of pay, method of recruitment etc. :-** Classification of the said post, scale of pay, method of recruitment and other matters connected therewith shall be as specified in the columns 3 to 13 of the said MPSC Form-8.
4. **Disqualifications :-**
  - (a) No person, who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to the aforesaid post, and
  - (b) No woman, whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the said post.

Provided that the Governor of Manipur may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.
5. **“Power to relax -** Where the Governor is of opinion that it is necessary or expedient so to do, he may order, for reasons to be recorded in writing and in consultation with the Department of Personnel & Administrative Reforms(Personnel Division), for relaxation of any of the provisions of these rules with respect to any class or category of persons or posts.”
6. These rules shall come into force with effect from the date of publication in the Manipur Gazette.

By orders & in the name of the Governor,

  
(T. Ranjit Singh)

Additional Secretary(DP), Govt. of Manipur.

----

Copy to :-

1. Secretary to Chief Minister, Manipur.
2. Chief Secretary, Govt. of Manipur.
3. Commissioner(DP), Govt. of Manipur.
4. Commissioner(Social Welfare), Govt. of Manipur.
5. Director of Printing & Stationery, Manipur with 2(two) spare copies for publication in the Manipur extra ordinary Gazette. He is requested to send 15 copies of the said Rules to this Department. Necessary bill(s) may be sent to Under Secretary(GAD), Govt. of Manipur.
6. Director of Social Welfare, Manipur.
7. Under Secretary(GAD), Govt. of Manipur.
8. Under Secretary(FD/PIC), Govt. of Manipur.
- ✓ 9. Shri Martha Khuman, Website Manager, Deptt. of Information Technology, 4<sup>th</sup> Floor, West Block, New Secretariat.
10. Guard File/Notification Book.

----

No. 1/17/2010-RR(SW)/DP  
Imphal, the 5<sup>th</sup> December, 2011

RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR IN THE DEPARTMENT OF SOCIAL WELFARE, MANIPUR

Designation of Post(s)	No. of Post(s)	Classification	Scale of pay	Whether selection post or non-selection post	Age for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/Transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its compositions	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Data Entry Operator	2 (two)	G.C.S. Class-III/ Group C (Non-gazetted)	Corresponding Pay Band of Rs. 5200-20200 plus Grade Pay of Rs. 2000/- as per MS(RP) Rules, 2010.	N.A.	35(thirtyfive) years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post/service and by 5 years for SC/ST candidate and Govt. servant who belongs to SC/ST will get facility admissible to Govt. servant to the relaxation admissible for SC/ST candidate). Relaxation of age for OBC may also be considered as per norm prescribed by the Govt. if any.	<b>Essential:</b> 1. Any Graduate from a recognised University 2. Having minimum of 3 years experience in disability matters. 3. Basic Course in Computer Application. <b>Desirable:</b> Knowledge of Manipuri/Hindi.	N.A.	2(two) years	100% by direct recruitment	N.A.	Class-III D.P.C.	N.A.



(T. Ranjit Singh)

Additional Secretary(DP), Govt. of Manipur.