

GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Imphal, the 22nd June, 2016.

17/2/2014 –GAD: The General Administration Department, Government of Manipur hereby invites applications in the prescribed format from willing and eligible candidates for recruitment of the following categories of posts in the General Administration Department, Government of Manipur.

2. Number of vacancies:

Name of Post	Post Code	Vacancies	Remark
Office Assistant	OA	92	The number of posts may increase or decrease according to the vacant posts available in the Department.
Grade-IV	GD	50	

3. Eligibility:

<u>Office Assistant</u>	<p>1. Essential qualifications: Graduates who have completed a Course on Computer Concepts (DOS + Windows + MS Office + Multimedia + Internet) – (CCC) of a recognized Institute.</p> <p>2. Examination Scheme:</p> <p>2.1 Written Test:</p> <p style="padding-left: 40px;">A) 100 marks (3 hours) - General English, Precis writing, Drafting & Essay.</p> <p style="padding-left: 40px;">B) 50 marks (1½ hours) - General Knowledge.</p> <p>2.2 50 marks (1½ hours) - Computer (Practical)</p> <p>2.3 50 marks – Interview (Viva Voce)</p> <p>3. Candidates should come through Employment Exchange.</p>
Group D (Class-IV)	<p>Candidates who have passed HSLC with knowledge of Manipuri and Hindi. (Only walk-in-interview) Application for Class-IV/Group D Govt. employees should come through the Employment Exchange.</p>

4. Age limit: Above 18 years and upper age limit shall be 38 years or below as on 8th July, 2016 relaxable upto 41 years for OBC category and 43 years for ST/SC for all posts.

5. Reservation: Reservation will be provided as per the Reservation Policy of the Government. Horizontal reservation will also be provided for persons who are differently abled.

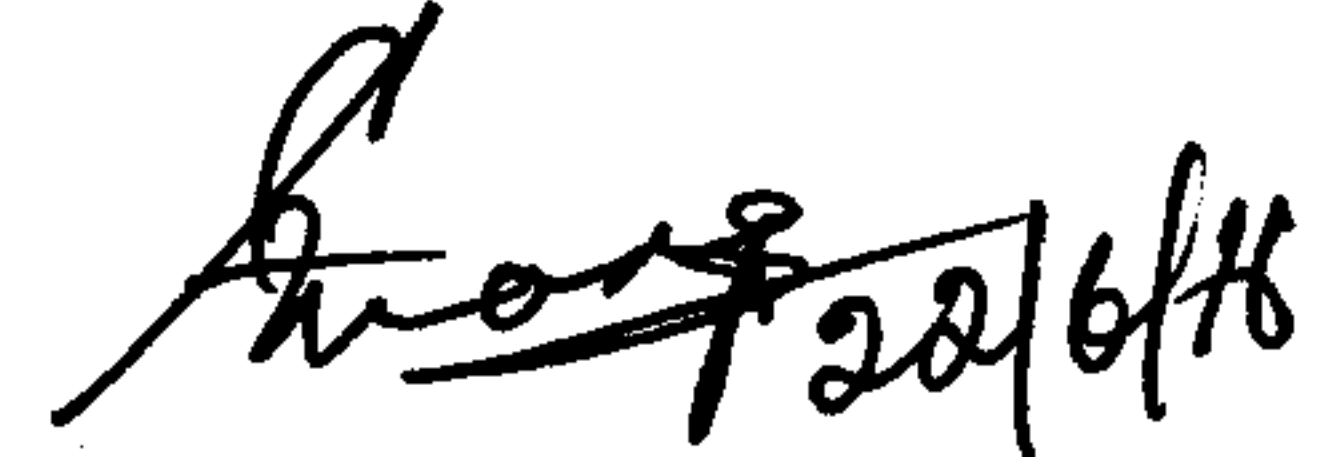
6. Issue/submission of Application form: The willing and eligible candidates should get their names sponsored by the concerned Employment Exchange offices on or before 08th July 2016. Thereafter, the sponsored candidates should download the application form (enclosed) from the website (www.manipur.gov.in) and submit the completed forms along with the required self attested copies of certificates on or before 05:00 pm of 18th July 2016 at Manipur Secretariat (South Block), GAD Section.

7. Fee: Candidates are required to pay the applicable fee during the time of submission of forms.

7.1 For the post of Office Assistant (OA) - Rs.500/- for Unreserved Category and OBC candidates and Rs.250/- for SC/ST /PWD.

7.2 For the post of Group D post – Rs.300/- for Unreserved Category and OBC candidates and Rs.200/- for SC/ST /PWD.

8. Documents to be submitted: Completed application form for the respective categories of post along with the required number of passport size photographs (3 nos.) and self-attested copies of the documents/certificates (mentioned in the application form). Candidates claiming reservation should submit attested copy of ST/SC/OBC/PWD certificate at the time of submission of application form for verification.



(Chungjalen Thangeo),
Deputy Secretary (GAD),
Government of Manipur.

Copy to :-

1. PPS to Hon'ble Minister (GAD), Manipur.
2. Commissioner (GAD), Govt. of Manipur.
3. The Director, Information & Public Relations, Manipur.
4. The Additional Director of Employment Exchange, Manipur with the request to instruct the Employment Exchange offices in the State to sponsor willing and eligible candidates within the stipulated time.
5. The Web Manager, Department of IT, Manipur for favour of uploading the Notification of the Department on the Department's Website.
6. News Editor, AIR. Imphal/Doordarshan Kendra. Imphal/ISTV/Impact TV with a request to broadcast the Notification as a news item for 2 (two) consecutive days.
7. The Editor, He is requested to publish the Notification for 3(three) days consecutive days and to send the Bill in duplicate to the GAD, Govt. of Manipur for necessary payment.

17/2/2014 – GAD
GOVERNMENT OF MANIPUR
SECRETARIAT:GENERAL ADMINISTRATION DEPARTMENT

Imphal, the 22nd June, 2016.

✓ To

The Additional Director of Employment Exchange,
Manipur.

Subject : Requisition for filling up of vacant Grade-III and IV posts in the Manipur
Secretariat.

Sir,

I am directed to send herewith the requisitions in the prescribed form for appointment by direct recruitment to the following posts under the General Administration Department, Government of Manipur:

Sl. No.	Name of Post	No. of Post	
1	Office Assistant	UR	46
		ST	29
		SC	2
		OBC(Meitei)	11
		OBC(Meitei Pangal)	4
		Total	92
2	Grade-IV	UR	25
		ST	16
		SC	1
		OBC(Meitei)	6
		OBC(Meitei Pangal)	1
		OBC(Teli, Badi (Nepali) etc.	1
		Total	50

There shall be 3% horizontal reservation against the post for persons with disabilities.

I am, therefore, to request you to kindly issue advertisement for the above mentioned posts and names of the qualified/suitable candidates may be sponsored to the Deputy Secretary (GAD), Govt. of Manipur, Manipur Secretariat South Block, Imphal within 16(sixteen).

This may kindly be treated as **Most Immediate**.

Yours faithfully,


(Chungjalen Thangeo),

Deputy Secretary(GAD), Govt. of Manipur.

Copy to :-

1. PPS to Hon'ble Minister(GAD), Manipur.
2. Commissioner(GAD), Govt. of Manipur.
3. The Director, Information & Public Relations, Manipur.
4. News Editor, AIR. Imphal/Doordarshan Kendra. Imphal/ISTV/Impact TV with a request to broadcast the Notification as a news item for 2(two) consecutive days.
5. The Editor, He is requested to publish the Notification for 3(three) consecutive days and to send the Bill in duplicate to the GAD, Govt. of Manipur for necessary payment.

REQUISITION FORM
TO BE USED WHEN CALLING FOR APPLICANTS
FROM EMPLOYMENT EXCHANGE
[See NESM VOL-III/EE(CNV)Rules 8]
(Separate form to be used for each type of posts)

1. Name, address and Telephone No.(if any) of the employer: **CHUNGJALEN THANGE0,**
Deputy Secretary(GAD), Govt. of Manipur.
Secretariat South Block, Imphal-PIN -795001.

2. Name, address and Telephone No.(if any) of the Indenting Officer: **As above.**

3. Nature of vacancy:

(a) Designation of the post(s) to be filled.

Office Assistant

(b) Description of duties

1. To assist the concerned Officer.

2. To prepare Budget, Pay Bills, Service

Book maintenance, File maintenance etc.

(c) Qualification required

* For priority categories

For others

(Applicable for Central Govt. posts only)

(i) Essential

a. Graduate of a recognized University who have completed a Course on Computer Concept(DOS+ Windows+ MS Office+ Multimedia+ Internet) (CCC) of a recognized Institute.

(e) Age limit : Above 18 years and upper age limit 38 years for Unreserved Category, 41 for OBC & 43 for SC/ST.

(e) Whether women are eligible :

Eligible.

4. Number of posts to be filled duration wise

Number of posts

Duration :

(c) Permanent

NA

(d) Temporary

(i) Less than 3 months

NA

(ii) Between 3 months and 1 year

NA

(iii) Likely to be continued beyond 1 year

Likely to continue.

5. Whether there is likelihood of any obligation for arrangement for giving Preference to any category of persons such as Scheduled Caste, Scheduled Tribe, Ex-serviceman and Persons with disability in filling up the vacancies and if so, The number of vacancies to be filled by such categories of persons:

Categories

Number of vacancies to be filled

Total

*by Priority candidates

(Applicable for State Govt. Posts only)

(a) Scheduled Caste

2

(b) Scheduled Tribe

29

(c) OBC(Meitei)

11

(d) OBC (Meitei Pangal)

4

(e) Unreserved

46

Total 92 (ninety two)

6. Pay and Allowances

Rs.5200-20200 + Grade pay Rs.2000/- p.m.

7. Place of work (Name of the town/village
District in which it is situated.)

Anywhere in India.

8. Probable date by which the vacancy will be filled.

Not yet fixed. To be filled up on the
recommendation of the DPC with due
approval of the Govt.

9. Particulars regarding interview/test of applicants :

(f) Date of interview / test

Not fixed.

(g) Time of interview / test

Not fixed.

(h) Place of interview / test

To be notified later.

(i) Name, designation, address and Telephone
No.(if any) of the Officers to whom
applicants should report.

Deputy Secretary(GAD), Govt. of
Manipur.

10. Any other relevant information.

.....

Certified that while placing this demand, the instructions connected with the orders on communal representation in the services have been strictly followed with due regard to the roster maintained in accordance with these orders (to be given only by all the Central Govt. Offices /establishments /undertakings etc. on whom reservation orders are applicable).

Date : the 22nd June, 2016.



(CHUNGJALEN THANGEO)
Deputy Secretary(GAD), Govt. of Manipur.

REQUISITION FORM
TO BE USED WHEN CALLING FOR APPLICANTS
FROM EMPLOYMENT EXCHANGE
[See NESM VOL-III/EE(CNV)Rules 8]
(Separate form to be used for each type of posts)

1. Name, address and Telephone No.(if any) of the employer: **CHUNGJALEN THANGEO,**
Deputy Secretary(GAD), Govt. of Manipur.
Secretariat South Block, Imphal-PIN -795001.

2. Name, address and Telephone No.(if any) of the Indenting Officer: As above.

3. Nature of vacancy:

(a) Designation of the post(s) to be filled.

Grade-IV

(b) Description of duties

Multi tasking staff

(c) Qualification required

* For priority categories

For others

(Applicable for Central Govt. posts only)

(i) Essential

Matriculate/HSLC or its equivalent from a recognized
University/Board...

(d) Age limit : Above 18 years and upper age limit 38 years for Unreserved Category, 41 for OBC &
43 for SC/ST.

(e) Whether women are eligible : **Eligible.**

4. Number of posts to be filled duration wise

Number of posts

Duration :

(a) Permanent

NA

(b) Temporary

(i) Less than 3 months

NA

(ii) Between 3 months and 1 year

NA

(iii) Likely to be continued beyond 1 year

Likely to continue.

5. Whether there is likelihood of any obligation for arrangement for giving
Preference to any category of persons such as Scheduled Caste, Scheduled
Tribe, Ex-serviceman and Persons with disability in filling up the vacancies and if so,
The number of vacancies to be filled by such categories of persons:

Categories

Number of vacancies to be filled

Total

*by Priority candidates
(Applicable for State Govt. Posts only).

(a) Scheduled Caste

1

(b) Scheduled Tribe

16

(c) OBC(Meitei)

6

(d) OBC (Meitei Pangal)

1

(e) OBC [Teli, Badi (Nepali) etc.]

1

(f) Unreserved

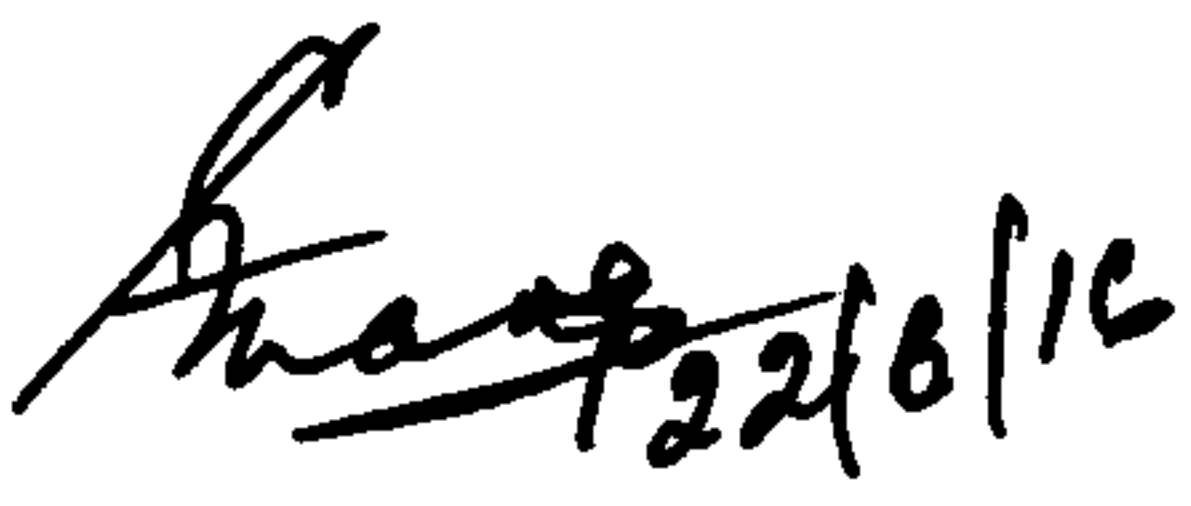
25

Total 50 (fifty)

6. Pay and Allowances Rs.4440-7440 + Grade pay Rs.1300/- p.m.
7. Place of work (Name of the town/village
District in which it is situated.) Anywhere in India.
8. Probable date by which the vacancy will be filled. Not yet fixed. To be filled up on the recommendation of the DPC with due approval of the Govt.
9. Particulars regarding interview/test of Applicants :
- (a) Date of interview / test
- (b) Time of interview / test Not fixed.
- (c) Place of interview / test To be notified later.
- (d) Name, designation, address and Telephone No.(if any) of the Officers to whom applicants should report. Deputy Secretary(GAD), Govt. of Manipur.
10. Any other relevant information.

Certified that while placing this demand, the instructions connected with the orders on communal representation in the services have been strictly followed with due regard to the roster maintained in accordance with these orders (to be given only by all the Central Govt. Offices /establishments /undertakings etc. on whom reservation orders are applicable).

Date : the 22nd June, 2016.


(CHUNGJALEN THANGEO)
Deputy Secretary(GAD), Govt. of Manipur.