

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.

Sd/-
(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.

Roll No. OA/.....
(to be filled by officials)

APPLICATION FORM FOR THE POST OF OFFICE ASSISTANT
(Read instructions carefully before filling up the form)

Affix recent
passport size
photograph
with self
attestation.

1. Name of applicant:
2. Father's/Husband's name:
3. Sex (Male/Female):
4. Date of Birth (DD/MM/YYYY):
5. Age as on 18/07/2016: Years..... Months.....Days.....
6. Present address & contact no.:

7. Permanent Address:

8. Mother Tongue:

9. Whether Un-reserved/ST/SC/OBC (Meitei/Meitei Pangal/Others):
(Please tick in the relevant box below and enclose copy of self attested certificate)

Un-reserved	ST	SC	OBC (Meitei)	OBC (Meitei Pangal)	OBC (Other)

10. Whether differently abled:
(Please tick in the relevant box below and enclose copy of self attested certificate)

Locomotor disability or cerebral palsy	Visually impaired	Hearing impaired

11. Whether a government employee: YES/NO
If "yes", "No Objection Certificate" in original issued by the employer (Competent authority) should be enclosed.

12. Documents enclosed:

Sl. No.	Details of documents enclosed	Tick if enclosed
1.	Class-X certificate	
2.	Class-XII certificate	
3.	Degree certificate	
4.	Computer course Certificate (CCC)	
5.	ST/SC/OBC Certificate	
6.	PH certificate (if applicable)	
7.	No Objection certificate (if applicable)	
8.	Employment Exchange registration number	
9.	Employment Exchange sponsoring serial number	

13. I.....Son/Daughter of Shri/Smt.....
 aged.....(D.O.B.....) Resident of
District.....,
 Manipur hereby declare that the information given above and in the enclosed documents
 are true to the best of my knowledge and belief and nothing has been concealed therein.
 I am aware of the fact that if the information given by me is proved false/not true, I will
 have to face the criminal proceedings as per provision of section 177,193,197,198,199
 and 200 of Indian Penal code and any other suitable provisions of the Law. Also, all the
 benefits availed by me shall be summarily withdrawn and my application shall liable for
 disqualification.

(Signature of Applicant)

Date:

Place:

Roll No. OA/.....
(to be filled by officials)

ADMIT CARD
OFFICE ASSISTANT (OA)

Affix recent
passport size
photograph with
self attestation.

(To be filled up by Candidate)

Name of the Candidate:.....

Father's/Husband's Name:.....

Address:.....

Whether SC/ST/OBC/PH.....

(Signature of the candidate)

(Signature of the issuing Authority)

Roll No. OA/.....
(to be filled by officials)

ADMIT CARD
OFFICE ASSISTANT (OA)

Affix recent
passport size
photograph with
self attestation.

(To be filled up by Candidate)

Name of the Candidate:.....

Father's/Husband's Name:.....

Address:.....

Whether SC/ST/OBC/PH.....

(Signature of the candidate)

(Signature of the issuing Authority)

Roll No. GD/.....
(to be filled by officials)

APPLICATION FORM FOR THE POST OF GROUP D
(Read instructions carefully before filling up the form)

Affix recent
passport size
photograph
with self
attestation.

1. Name of applicant:
2. Father's/Husband's name:
3. Sex (Male/Female):
4. Date of Birth (DD/MM/YYYY):
5. Age as on 18/07/2016: Years..... Months.....Days.....
6. Present address & contact no.:
7. Permanent Address:
8. Mother Tongue:
9. Whether Un-reserved/ST/SC/OBC (Meitei/Meitei Pangal/Others):
(Please tick in the relevant box below and enclose copy of self attested certificate)

Un-reserved	ST	SC	OBC (Meitei)	OBC (Meitei Pangal)	OBC (Other)

10. Whether differently abled:
(Please tick in the relevant box below and enclose copy of self attested certificate)

Locomotor disability or cerebral palsy	Visually impaired	Hearing impaired

11. Whether a government employee: YES/NO
If "yes", "No Objection Certificate" in original issued by the employer (Competent authority) should be enclosed.

12. Documents enclosed:

Sl. No.	Details of documents enclosed	Tick if enclosed
1.	Class-X certificate	
2.	ST/SC/OBC Certificate	
3.	PH certificate (if applicable)	
4.	No Objection certificate (if applicable)	
5.	Employment Exchange registration number	
6.	Employment Exchange sponsoring serial number	

13. I.....Son/Daughter of Shri/Smt.....
 aged.....(D.O.B.....) Resident of
District.....,
 Manipur hereby declare that the information given above and in the enclosed documents
 are true to the best of my knowledge and belief and nothing has been concealed therein.
 I am aware of the fact that if the information given by me is proved false/not true, I will
 have to face the criminal proceedings as per provision of section 177,193,197,198,199
 and 200 of Indian Penal code and any other suitable provisions of the Law. Also, all the
 benefits availed by me shall be summarily withdrawn and my application shall liable for
 disqualification.

(Signature of Applicant)

Date:

Place:

Roll No. GD/.....
(to be filled by officials)

ADMIT CARD
GROUP-D (GD)

Affix recent
passport size
photograph with
self attestation.

(To be filled up by Candidate)

Name of the Candidate:.....

Father's/Husband's Name:.....

Address:.....

Whether SC/ST/OBC/PH.....

(Signature of the candidate)

(Signature of the issuing Authority)

Roll No. GD/.....
(to be filled by officials)

ADMIT CARD
GROUP-D (GD)

Affix recent
passport size
photograph with
self attestation.

(To be filled up by Candidate)

Name of the Candidate:.....

Father's/Husband's Name:.....

Address:.....

Whether SC/ST/OBC/PH.....

(Signature of the candidate)

(Signature of the issuing Authority)

INSTRUCTIONS FOR FILLING UP OF APPLICATION FORMS

1. Please fill the form in legible Capital letter so as to avoid errors in your application processing. Please do not overwrite. Correction should be made by cancelling and re-writing and such correction should be countersigned by the applicant.
2. Applications incomplete in any respect and /or not accompanied by required documents are liable to be rejected.
3. The photograph should be pasted and not stapled or clipped to the form. Self-attestation of the photograph should be such that half the signature on the photo and on the application forms.
4. Name of the applicant at SI No. 1 of the application form should be written in full including surname as appeared in Matriculate Certificate.
5. Write present and permanent postal address in full at SI No. 6 & 7, including house number, street name, area name, village, circle and district with PIN code & contact no. for future correspondence.
6. All applicants should indicate their social categories at SI. No. 9 (whether belonging to Unreserved/OBC/ST/SC) by putting tick (√) in the space/box provided. If any applicant fails to tick mark, or fails to enclose self-attested photocopy of reservation certificate, he/she will be treated as Un-reserved. No further claim will be entertained after the last date of submission of application form. Applicants belonging to OBC categories should enclose certificates which are issued on or after 01-04-2016. Candidates who are differently abled should also indicate whether they belong to Un-reserved or ST or SC or OBC.
7. Applicants claiming reservation under partially disabled (PWD) categories at SI No.10 should indicate whether they suffer from Orthopedic or Visual or Hearing disability by ticking (√) in relevant column.
8. Applicants should indicate whether he/she is a Govt. employee at present at SI. No. 11. If yes, "No Objection Certificate" from the competent authority should be enclosed in Original.
9. Copy of the Exchange Card showing that his/her name has been sponsored for the relevant post should be enclosed.