

**GOVERNMENT OF MANIPUR
DIRECTORATE OF TREASURIES & ACCOUNTS**

NOTIFICATION

Imphal, the 5th October, 2016

No.4/140/2002-DTA (01/131): Applications in the prescribed format are invited from intending candidates for recruitment of the following posts on temporary basis through sponsorship of the concerned Employment Exchanges in the Directorate of Treasuries & Accounts, Manipur:

Sl. No.	Name of the Post	Qualifications	Pay Scale	No. of Post	ST	SC	OBC (M)	OBC (MP)	UR
1	Junior Accounts Assistant	Graduates who have completed a Course on Computer Concepts (CCC) (DOS + Windows + MS Office + Multimedia + Internet) of a Central/State recognised Institute	PB – I: Rs. 5200 – 20200 + Grade Pay Rs. 2000/-	19	4	0	2	1	12
2	Grade IV	HSLC/Equivalent Desirable: 1) Knowledge of Hindi. 2) Good Physique. 3) Experience of cycling	1S : Rs. 4440-7440 + Grade Pay Rs.1300/-	10	4	0	0	0	6

2. Mode of selection:

- a) Junior Accounts Assistant (JAA): Through recruitment examination.
- b) Grade IV: Interview only.

3. Examination Scheme (for Junior Accounts Assistant only):

Subjects	Full Marks	Qualifying Marks	Time Allowed
(A) General English	100	30%	2 Hours
(B) General Knowledge	50	30 %	1 Hour
(C) Computer (Practical)	50	30 %	As required
(D) Interview/Viva Voce	20	N.A.	As required
<ul style="list-style-type: none"> • Questions for General English and General Knowledge will be purely based on Multiple Choice Questions (MCQs) • Number of Candidates to be called for Interview / Viva Voce shall be 5 (Five) times the number of vacancies 			

4. Tentative Timeline for the recruitment:

1. *Date of Requisition from Employment Exchange: 5th October, 2016.*
2. *Last date of Requisition from Employment Exchange: 18th October, 2016.*
3. *Date of Notification: 5th October, 2016.*
4. *Date of issue of Form: 5th October, 2016.*
5. *Last date of submission of Form: 20th October, 2016.*
6. *Issue of Admit Card: 27th October, 2016.*
7. *Date of Written Exam: To be notified later*
8. *Computer Skill Test: To be notified later.*
9. *Date of Viva-voce: To be notified later.*

5. Age Limit: Above 18 years and upper age limit shall be 38 years or below as on **18th October, 2016** relaxable up to 41 years for OBC category and 43 years for ST/SC for all posts.

6. Submission of Application Form: The willing and eligible candidates should get their names sponsored by the concerned Employment Exchange offices on or before **18th October, 2016**. Thereafter, the sponsored candidate should download the application form 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 20th October, 2016** at the office of the **Director, Treasuries & Accounts, Manipur at DC Complex Lamphelpat**.

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

- a) For the post of JAA – Rs. 500/- for Unreserved/OBC category candidates and Rs.250/- for SC/ST candidates.
- b) For the post of Grade IV - Rs. 200/- for Unreserved/OBC category candidates and Rs.100/- for SC/ST candidates.

8. Documents to be submitted: Completed application form for the respective categories of post along with 4 (four) nos. of passport size photograph [2 nos. to be affixed on admit-card and 2 nos. to be separately stapled on application-form] and self attested copies of the educational documents/certificates and ST/SC/OBC certificate at the time of submission of application form.

-Sd-
(Th. Kirankumar)
Director
Treasuries & Accounts
Manipur