

GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

NOTIFICATION

Imphal, the 10th April, 2019

No. 1/81/17-RR(E/S)/DP : 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 Offices/ Departments under the Govt. of Manipur as shown in the M.P.S.C. Form-8, namely :-

1. **Short title :-** These rules may be called the Offices/ Departments under the Govt. of Manipur [Data Entry Operator] Recruitment Rules, 2019.
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), Govt. of Manipur 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,


(K. Nalini Devi)

Under Secretary to the Govt. of Manipur.

Copy to :-

- 1) Secretary to Governor, Raj Bhawan, Imphal.
- 2) Secretary to Chief Minister, Manipur.
- 3) P.P.S. to Dy. Chief Minister, Manipur.
- 4) P.P.S. to all Ministers, Manipur.
- 5) Staff Officer to Chief Secretary, Govt. of Manipur.
- 6) P.P.S./P.S. to all Addl. Chief Secretaries, Govt. of Manipur.
- 7) P.P.S./P.S. to all Pr. Secretaries/Commissioners/Secretaries, Govt. of Manipur.
- 8) Director of Printing & Stationery, Manipur with 2(two) spare copies for publication in the Manipur extra ordinary Gazette. It 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.
- 9) All Heads of Departments, Manipur.
- 10) Under Secretary(GAD), Govt. of Manipur.
- 11) Under Secretary(FD/PIC), Govt. of Manipur.
- ✓ 12) Website Manager, Deptt. of Information Technology, 4th Floor, West Block, New Secretariat.
- 13) Guard File/Notification Book.

No. 1/81/17-RR(E/S)/DP
Imphal, the 10th April, 2019

RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR IN THE OFFICES/ DEPARTMENTS UNDER THE GOVT. OF MANIPUR, 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 composition	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	All posts of Data Entry Operator in the Offices/ Departments under the Govt. of Manipur	GCS Group C (Non-ministerial)	Rs. 5,200-20,200 + GP Rs.1,900/-	Non-selection	38(thirtyeight) 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 candidates and by 3 years for OBC candidates and a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates). <i>Relaxation of age shall be applicable to the different categories of candidates as per Govt. orders/ OM etc. issued from time to time.</i>	ESSENTIAL: 10 +2 standard or equivalent and Basic Computer Knowledge (i.e. 3-6 months certificate course, particularly on MS Office from a recognised Institute) and Typing Speed of 45 words per minute.	N.A.	2(two) years	By direct recruitment.	N.A.	Class-III D.P.C.	N.A.

Note: *In the event of decrease of pay scales for the existing incumbents (if any, by the coming into effect of the present RR), the existing pay scales are to be personal to the incumbents concerned till they cease to hold the post or till the next revision of pay, whichever is earlier.

K. Nalini Devi
15/4/19

(K. Nalini Devi)

Under Secretary to the Government of Manipur.