

**GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT**

NOTIFICATION

Imphal, the 25th September, 2019.

2/5/2019 –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 category of posts in the General Administration Department, Government of Manipur.

2. Number of vacancies:

Name of Post	Post Code	Vacancies		Remark
<u>Group- C</u> Stenographer Grade- III in the Pay Band Rs. 5,200-20,200 + G.P. Rs. 2,000/-	S.G. – III	55		The number of posts may increase or decrease according to the vacant posts available in the Department.
		UR	28	
		ST	17	
		SC	1	
		OBC (Meitei)	6	
		OBC (Meitei Pangal)	3	

3. Eligibility:

<p><u>Group- C</u> <u>Stenographer</u> <u>Grade- III</u></p>	<p>1. Essential qualifications: Graduates who have completed the following:- A) Course on Basic Computer Concepts for not less than 3 months from a recognized Institute, CCC, etc.</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, & Essay. B) 50 marks (1½ hours) - General Knowledge.</p> <p>2.2 50 marks (1½ hours) - Computer (Practical)</p> <p>2.3 Shorthand Test (English) 65 words per minutes (60 words per minutes for SC/ST)</p> <p>3. Candidates should come through Employment Exchange.</p> <p>4. Only those candidates who have been declared successful in the written test will be allowed to sit in the Computer Practical Test. Again, those who are successful in the computer Practical Test shall be allowed to appear in the Shorthand Test.</p>
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4. Age limit: Above 21 years and upper age limit shall be 38 years or below as on 22nd August, 2019 relaxable upto 41 years for OBC category and 43 years for ST/SC for the posts.

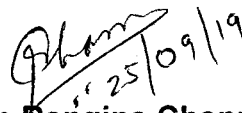
5. Reservation: Reservation will be provided as per the Reservation Policy of the Government. Horizontal reservation will also be provided for persons who are differently abled.

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 10th October, 2019**. Thereafter, the sponsored candidates should download the application form (enclosed) from the website (www.manipur.gov.in) and submit the completed forms w.e.f. 11th October, 2019 to 30th October, 2019 between 10:00 am and 4:00 pm along with the required self attested copies of certificates at **Lounge of Manipur State Guest House, Sanjenthong, Imphal**.

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

7.1 For the post of Stenographer Grade- III - Rs.500/- for Unreserved Category and OBC candidates and Rs.300/- for SC/ST /PWD.

8. Documents to be submitted: Completed application form for the above 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/EWS certificate at the time of submission of application form for verification.


(Asem Rangina Chanu),
Under Secretary (GAD)
Government of Manipur.

Copy to:-

1. PPS to Hon'ble Chief Minister (GAD), Manipur.
2. Principal Secretary (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.