

GOVERNMENT OF MANIPUR
SECRETARIAT: LAW & LEGISLATIVE AFFAIRS DEPARTMENT

NOTIFICATION

Imphal, January 17, 2020

No. 1/10/98-Law(HRC)(Pt.IV): In supersession of this Department's Notification No. 1/10/98-Law(HRC)(Pt.IV) dated January 16, 2020, applications are hereby invited in the prescribed form, from intending candidates for direct recruitment of the following posts for the Manipur Human Rights Commission on regular basis through sponsorship of the concerned Employment Exchanges of Manipur:

Sl. No.	Name of Post	Number of post	Essential Qualification	Pay scale (ROP 2010)
I	II	III	IV	V
(1)	Accountant	1 (one) (UR)	B.com with computer knowledge (MS word, Excel)	5200-20200 +GP2400
(2)	Computer Operator	2(two) (UR)	Graduate from a recognized University with PGDCA degree or equivalent.	5200-20200 +GP2800
(3)	Stenographer Grade-III	1(one) (UR)	Graduates with computer knowledge and speed of minimum 60 words per minute in shorthand and 30 words per minute in typing (English)	5200-20200 +GP1900
(4)	Office Assistant	2(two) (UR)	Graduates who have completed a course on computer concepts (DOS + Windows + MS Office + Multimedia + Internet) – (CCC) of a recognized Institute.	5200-20200 +GP1900
(5)	Peon	2(two) (UR)	Matriculate/HSLC or its equivalent from a recognized University/Board.	4440-7440 +GP1300

2. Examination Scheme in respect of the above posts will be notified separately.

3. Tentative Timeline for the recruitment:-

Date of requisition to the respective Employment Exchange of Manipur	Last date of sponsorship from the respective Employment Exchange, Manipur	Date of issue of application form by the Deptt.	Last date of form submission to the Deptt.	Issue of Admit Card	Date of written test	Viva-voce & other test
II	III	IV	V	VI	VII	VIII
14.01.2020	14.02.2020	19.01.2020	To be intimated later			

Contd./



4. Age Limits :- 38 (thirty eight) 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).
5. The willing and eligible candidates should get their names sponsored by the concerned Employment Exchange Offices on or before **14 February, 2020**. Thereafter, the sponsored candidates should collect the application form from the Office of Secretary (Law), Govt. of Manipur, Manipur Secretariat, South Block.
6. 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).



(Henry Alemo Francis)
Under Secretary (Law),
Government of Manipur

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1. The Director, Information and Public Relations Department, for kindly publishing in Local Papers as news item.
2. The Director, All India Radio, Imphal for broadcasting the above as news item for one day.
3. The Under Secretary-cum-Asst. Registrar, Manipur Human Rights Commission.
- ✓ 4. The Website Manager, IT Deptt. for uploading in the Manipur Government Website.
5. The Editor, Huiyen Lanpao (Manipuri) & Sangai Express (English).
6. Notice Board
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