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Department of IT  
RECEIPT NO. 2751  
DATE 11/9/20

GOVERNMENT OF MANIPUR  
DIRECTORATE OF CONSUMER AFFAIRS FOOD & PUBLIC DISTRIBUTION:  
MANIPUR.

N O T I C E  
Imphal, the 1<sup>st</sup> July, 2020.

No. 1/58/2019-CAF&PD(Pt.) : 1572019 in pursuance of the letter No.1/12/19-RR/DP dated 24.4.2019 Department of DP, Govt. of Manipur, Department of Consumer Affairs, Food and Public Distribution published/uploaded proposed Recruitment Rules/Amendment of Recruitment Rules of the 5(five) posts of Counsellor in the Documentation & Public Unit in the Departmental Web site.

All stakeholders/General public are invited to furnish feedback/comments /views / modification at the enclosed R/R of the said posts positively within 30 days from the date of publication of this notice.



(Ranjan Yumnam)  
Director/ CAF&PD Manipur.

Copy to:-

1. P.S. to the Commissioner(CAF&PD), Government of Manipur.
2. The Chief Finance Officer/CAF&PD, Manipur.
3. The Joint Director(CAF&PD), Manipur.
4. Web-Manager-D-I-T with request to upload the above notice at the earliest.
5. The Order Book.

  
Sr. Finance Officer  
Consumer Affairs Food & Public Distribution  
Manipur

## MPSC FORM – 8

Form to be filled by the Appointing Authorities Head of Department while forwarding proposals to the Department of Personnel/MPSC for framing Recruitment Rules for posts;

| Designation | No. of post(s) | Classification                   | Scale of pay                                                                                                                                                 | Whether selection post or non-selection post | Age for direct recruits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Educational and other qualification required for direct recruits.                                |
|-------------|----------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| 1.          | 2.             | 3.                               | 4.                                                                                                                                                           | 5.                                           | 6.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 7.                                                                                               |
| Counsellor  | 5(five)        | GCS (Grade-III)<br>Non-Gazetted) | Pay band of<br>.Rs.5200- 20,200<br>+ 2800(g/p)<br>As prescribed in<br>the post creation<br>Vide order<br>No.1/4/2016-<br>CAF&PD(Pt.I)<br>dated<br>29.11.2016 | Selection                                    | 38(thirty eight) years & below/upper age limit is relaxable for Govt. servant appointed under the Govt. of Manipur to the extent of the period of continuous service put in the post/service and by 5 years for SC/ST candidates and by 3 years for OBC candidates. Further, a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxable admissible to SC/ST candidates )<br>(Preferably from the candidates belonging to the age group in between 23-35 years as prescribed in post creation order) | Essential :<br>Bachelor of Law (BA LLB) with knowledge of Computer and Consumer Protection Laws. |

  
Finance Officer  
Consumer Affairs Food & Public Distribution  
Manipal





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| Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotes. | Period of probation if any. | Method of rectt. Whether by direct recruit of by promotion or by deputation/Transfer & percentage of the vacancies to be filled by various. | In case of rectt. by promotion deputation/ transfer, grades from which promotion/ deputation/transfer to be made. | If a DPC exists. what is its composition. | Circumstance in which MPSC is to be consulted for making rectt. |
|----------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------|
| 8.                                                                                                             | 9.                          | 10.                                                                                                                                         | 11.                                                                                                               | 12.                                       | 13.                                                             |
| N.A.                                                                                                           | 2(two) years                | By Direct Recruitment                                                                                                                       | N.A.                                                                                                              | N.A.                                      | N.A.                                                            |

  
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(Ranjan Yumnam)  
Director/CAF & PD, Manipur



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|    |                                                                                                          |                                                                                                                                                                                                                                                                   |                                                                                                                                             |
|----|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | (a)                                                                                                      | Name of post(s):                                                                                                                                                                                                                                                  | Counsellor                                                                                                                                  |
|    | (b)                                                                                                      | Name of the Department:                                                                                                                                                                                                                                           | CAF & PD, Manipur                                                                                                                           |
|    | (c)                                                                                                      | Name of post(s):                                                                                                                                                                                                                                                  | 5(five) vide No.1/4/2016-CAF&PD (Pl.I) dtd. 29.11.2016                                                                                      |
|    | (d)                                                                                                      | Scale of pay:                                                                                                                                                                                                                                                     | Rs. 5200 – 20,200 + 2800(GP)                                                                                                                |
|    | (e)                                                                                                      | Classification and service to which the post(s) belongs:                                                                                                                                                                                                          | G.C.S. – Class – III(Non-Gazetted).                                                                                                         |
|    | (f)                                                                                                      | Ministerial or Non – Ministerial:                                                                                                                                                                                                                                 | Non-Ministerial                                                                                                                             |
| 2. | Appointing Authority                                                                                     |                                                                                                                                                                                                                                                                   | Director/CAF&PD with the Administrative Approval                                                                                            |
| 3. | Duties of the posts in details :                                                                         |                                                                                                                                                                                                                                                                   | Enclosed in a separate sheet as Annexure-II                                                                                                 |
| 4. | Described briefly the methods adopted for filling the post(s) hitherto;                                  |                                                                                                                                                                                                                                                                   | By direct Rectt.                                                                                                                            |
| 5. | Method of Recruitment proposed;                                                                          |                                                                                                                                                                                                                                                                   | By direct Rectt.                                                                                                                            |
| 6. | If promotion is proposed as a method of recruitment:                                                     |                                                                                                                                                                                                                                                                   |                                                                                                                                             |
|    | a)                                                                                                       | Designation and number of the post(s) proposed to include in the field of promotion;                                                                                                                                                                              | NA                                                                                                                                          |
|    | b)                                                                                                       | Number of years of Qualifying service proposed to include in the field of promotion;                                                                                                                                                                              | NA                                                                                                                                          |
|    | c)                                                                                                       | Percentage of vacancies in the grade proposed to be filled by promotion;                                                                                                                                                                                          | NA                                                                                                                                          |
|    | d)                                                                                                       | Reasons for proposing the percentage in (c) above:                                                                                                                                                                                                                | NA                                                                                                                                          |
|    | e)                                                                                                       | Have recruitment rules been framed for the posts proposed in the field of promotion. If framed in consultation with the Commission, please quote Commission's ref. No. if consultation with the Commission was not required, please attach a copy of rule framed; | NA                                                                                                                                          |
|    | f)                                                                                                       | If recruitment rules were not framed for the posts in the field of promotion                                                                                                                                                                                      |                                                                                                                                             |
|    |                                                                                                          | (i)Please indicate briefly the method of recruitment actually adopted for filling the post(s). Please also state the percentage of vacancies filled by each of the method:                                                                                        | NA                                                                                                                                          |
|    |                                                                                                          | (ii)Please state briefly the Educational Qualification Possessed by the person(s) in the field of promotion;                                                                                                                                                      | NA                                                                                                                                          |
|    | g)                                                                                                       | i)Is the promotion to be made on selection or non-selection basis;                                                                                                                                                                                                | NA                                                                                                                                          |
|    |                                                                                                          | ii)Reasons for the proposal (i) above;                                                                                                                                                                                                                            | NA                                                                                                                                          |
|    | h)                                                                                                       | If a DPC exists, what is its composition;                                                                                                                                                                                                                         | NA                                                                                                                                          |
| 7. | If promotion is not proposed as a method, please state why is not considered desired/possible/necessary; |                                                                                                                                                                                                                                                                   | As per hierarchy of post in the Dte. No eligible next lower post is availed. As such, well qualified candidate from open market is desired. |

  
**Sr. Finance Officer**  
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 Manipur

  


|     |                                                                                                                                                                                                                               |                                                                                                                                                                                         |                                                 |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 8.  | If direct recruitment is proposed as a method of recruitment, please state:                                                                                                                                                   |                                                                                                                                                                                         |                                                 |
| (a) | The percentage of vacancies proposed to be filled by direct recruitment:                                                                                                                                                      | 100% by direct.                                                                                                                                                                         |                                                 |
| (b) | i) Age for direct recruit:                                                                                                                                                                                                    | As Col. 6 of MPSC Form N. 8                                                                                                                                                             |                                                 |
|     | ii) Is age relaxable for Govt. servant                                                                                                                                                                                        | Yes, detailed inserted in Col6 of MPSC Form-8                                                                                                                                           |                                                 |
| (c) | Educational and other qualification required for direct recruits, It may please be noted that the essential qualification/prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified. | As per Vol. 7 of MPSC Form No. 8(copy enclosed)                                                                                                                                         |                                                 |
| (d) | Has the post been advertised by the Commission in the past. If so, please quote Commission's reference number.                                                                                                                | NA                                                                                                                                                                                      |                                                 |
| 9.  | If direct recruitment is proposed as a method, please state why it is considered desirable/possible/ necessary:                                                                                                               |                                                                                                                                                                                         | NA                                              |
| 10  | i)                                                                                                                                                                                                                            | If promotion and by direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotion:        | NA                                              |
|     | ii)                                                                                                                                                                                                                           | If not, to what extent are the educational qualification proposed to be relaxed in case of promotion:                                                                                   | Does not arise                                  |
| 11. | a)                                                                                                                                                                                                                            | Is deputation/transfer proposed as a method of recruitment if so, please states the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed: | NA                                              |
|     | b)                                                                                                                                                                                                                            | The percentage of vacancies proposed to be filled by this method;                                                                                                                       | Does not arise                                  |
|     | c)                                                                                                                                                                                                                            | The name of the posts or grades or services etc. From which deputation/transfer is proposed:                                                                                            | NA                                              |
| 12. | If any of the methods proposed fails by what method are such vacancies proposed to be filled?                                                                                                                                 |                                                                                                                                                                                         | NA                                              |
| 13. | Special circumstances, if any other than those covered by the rules, In which the commission may be required to be consulted:                                                                                                 |                                                                                                                                                                                         | NA                                              |
| 14. | If these proposals are being sent in response to any reference from the commission, please quote Commission's reference etc. :                                                                                                |                                                                                                                                                                                         | NA                                              |
| 15. | Name, address and telephone numbers of the Department's representatives with whom these proposals may be discussed if necessary for clarification/early decision:                                                             |                                                                                                                                                                                         | Ranjan Yumnam<br>Director<br>CAF & PD, Manipur. |

Place:

Date:

Signature of the Officer sending the proposal.  
Telephone No. - 6909363230


Sr. Finance Officer  
Consumer Affairs Food & Public Distribution  
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Job chart for the post of Counsellor/CAF&PD, Manipur.

1. Counselling on all consumer products and services and to develop a data base of information on consumer grievances and complaints in the State.
2. Develop Alternate Consumer Disputes Redressal mechanism at State level where a citizen can call and seek information, advice or guidance for his day to day consumer problems through Toll Free Telephone number.
3. To resolve as many number of disputes out of court.
4. Create consumer awareness programme, publicity etc.
5. Reach out to rural consumers.
6. Provide service in regional language in addition to English and Hindi.
7. To assist the state level machinery in planning and taking informed decision regarding consumer's rights.

  
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