

**GOVERNMENT OF MANIPUR**  
**DIRECTORATE OF CONSUMER AFFAIRS, FOOD & PUBLIC DISTRIBUTION DEPARTMENT**

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**NOTIFICATION**

*Imphal, the 10<sup>th</sup> March, 2021*

**No. 1/DR/2019-DCAF&PD (3) :** In pursuance of letter No. 1/1/2020-CAF&PD dated 27/01/2021 of the Department of Consumer Affairs, Food and Public Distribution, Government of Manipur and as approved by State Cabinet in its meeting held on 19/12/2020, application is invited from the intending and eligible candidates for direct recruitment of the post of Lower Division Clerk/Office Assistant in this Directorate of CAF&PD, on temporary basis through sponsorship of the employment exchange concerned.

Sl. No	Name of the Post	Pay Scale	No. of Post	UR	ST	SC	OBC (M)	OBC (MP)	Essential Qualification
1	Lower Division Clerk/Office Assistant	Rs.5200-20200+ G.P.2000	46	24	14	1	5	2	Degree from Recognised University with Computer certificate course/ equivalent from recognised university/Institute.

*PWD (Persons with Disabilities (Horizontal Reservation) – 1 number*

**2. Mode of Selection:** Through written examination.

**3. Examination Scheme:**

FOR THE POST OF LDC/OFFICE ASSISTANT		
Subjects	Full Marks	Time Allowed
General English	50	*1 hour and 30 minutes
General Knowledge	50	
Computer (Practical)	50	To be notified later

\*Questions for General English and General Knowledge will be purely bases on multiple choice questions (MCQs)

**4. Tentative Timeline for the recruitment:**

Sl. No.	Particulars	Date
1	Date of notification	10 <sup>th</sup> March, 2021
2	Date of requisition from Employment Exchange	10 <sup>th</sup> March, 2021
3	Last date of requisition from Employment Exchange	25 <sup>th</sup> March, 2021
4	Date of issue of forms (from website*)	10 <sup>th</sup> March, 2021
5	Last date of form submission	3 <sup>rd</sup> April, 2021
6	Issue of admit card	To be notified later
7	Date of Written Examination	To be notified later
8	Computer typing test	To be notified later

**5. Syllabus:**

General English	Verbs, Tenses, Voice, Subject – Verb Agreement, Articles, Fill in the Blanks, Adverb, Error Correction, Vocabulary, Antonyms, Synonyms, Grammar, Idioms & Phrases, etc.
General Knowledge	Important Days, Awards and Honours, Indian History, Indian National Movement, Books and Authors, General Policy, Current Affairs – International, National and State of Manipur, Capitals of India, Indian Economy, International and National Organisation, Science – Inventions & Discoveries, Science & Technology, Sports, Abbreviations, etc..

**\*Website for downloading Application Form: [www.manipur.gov.in](http://www.manipur.gov.in) and [www.pdsmanipur.nic.in](http://www.pdsmanipur.nic.in)**



**6. Age Limit:** A candidate must have attained the age of 18 years and must not have attained the age of 38 years on the 10<sup>th</sup> March, 2021 i.e., he/she must have been born not earlier than 11<sup>th</sup> March, 1983 and not later than 10<sup>th</sup> March, 2003. The permissible relaxation in upper age limit for different categories is as under:

Code number	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PWD	ST/SC – 15 years, OBC – 13 years, UR – 10 years

**Note:** The Date of Birth filled by the candidate in the application form must be the same as recorded in his/her Matriculation Certificate issued by a recognised Board/Council of the State or Central Government.

**7. Eligibility Condition:**

- The candidate must be a citizen of India.
- The candidate must be able to speak Manipuri or any of the tribal dialects of Manipur.
- The candidate must be a permanent resident of Manipur, provided that a candidate whose parent(s) or any of his/her direct lineage are permanent residents of the State, with proper documentary proof like enrolment in the electoral roll and birth certificate, will also be eligible.

**8. Submission of Application Form:** The willing and eligible candidates should get their names sponsored by the Employment Exchange concerned on or before 25<sup>th</sup> March, 2021. Thereafter, the sponsored candidates should submit the duly filed-in application form along with the required self-attested copies of certificates and mark sheets on or before 3<sup>rd</sup> April, 2021 at the office of the Directorate of Consumer Affairs, Food & Public Distribution, Manipur at Sangaiprou, Imphal West.

**9. Application Fee:** Candidates are required to pay application fee @ Rs. 500/- for UR/OBC and @ Rs. 250/- for SC/ST respectively at the time of submission of forms. Candidates applying for more than one post will have to pay prescribed cost X number of post applied at the time of form submission.

**10. General instructions:**

- Application fee is non-refundable and not transferable.
- 'NO OBJECTION CERTIFICATE' from the present employer will be required if candidates are serving in any Government Department or Public Sector Undertaking or Autonomous Body.
- Application form not accompanied with prescribed fee or not submitted in the prescribed format or incomplete in any respect will not be entertained.
- Canvassing for the posts, in any form will be ground for disqualification.

*(Signature)*

(Ranjan Yumnam)  
Director (CAF&PD), Manipur

**Copy to:**

- The Secretary to the Hon'ble Chief Minister, Manipur.
- The Staff Officer to Chief Secretary, Government of Manipur.
- The PS to Commissioner (CAF&PD), Government of Manipur.
- The Under Secretary (DP), Government of Manipur.
- The Under Secretary (Finance), Government of Manipur.
- The Director (IPR), Manipur - with a request to arrange for publishing the above notifications for two alternative days only in at least two dailies preferably Poknapham (Manipuri)/Sangai Express (English) and to submit the bills in Triplicate to the Directorate for early payment).
- The Web Manager, Department of IT, Manipur for favour of uploading the Notification of the Department on the Website.
- The New Editor, AIR/DDK, Imphal for inclusion of the above notification in the news bulletin for 2(two) alternative days.
- Relevant file.