

GOVERNMENT OF MANIPUR  
OFFICE OF THE REGISTRAR OF COOPERATIVE SOCIETIES: MANIPUR

**NOTIFICATION**

Imphal, the 4<sup>th</sup> July, 2022

No. E-Coop/272/MRDR/2016 (Pt) : In pursuance of Government of Manipur, Secretariat Cooperation Department letter No. ESTB-101/1/2021-COOP-COOP, dated 17/11/2021, with the concurrence of DP vide U.O. No. 56/2021-2022/DP, dated 09/11/2021, the Department of Cooperation, Government of Manipur, hereby invites applications in prescribed format from intending candidates for appointment on contract basis to the following posts through sponsorship of concerned Employment Exchange, Manipur:

1.

| Name of Post vacancies | Eligibility/Qualification  | Contractual pay fixed as calculated under ROP,2019 | Number of Vacancies | Reserved and unreserved post |    |                         |    |                  |
|------------------------|--|--|---------------------|------------------------------|----|-------------------------|----|------------------|
|                        |  |  |                     | ST                           | SC | OBC                     | UR | PWD (Horizontal) |
| Office Assistant       | Graduates who have completed Course on Computer Concepts (CCS) IDOS+ Windows MS Office+ Multimedia + Internet from a Central/State recognized Institute. | Rs. 10,850/-                                       | 15                  | 4                            | 1  | 2- (OBC/M-1, OBC/M-P-1) | 8  | 1                |

Method of Selection:

1. Written test for 100 marks ( time -3 hrs) as prescribed by DP.
2. Computer typing (Practical) test.

2.

| Name of Post vacancies | Eligibility/Qualification   | Contractual pay fixed as calculated under ROP,19 | Number of Vacancies | Reserved and unreserved post |    |               |    |     |
|------------------------|---|--|---------------------|------------------------------|----|---------------|----|-----|
|                        |   |  |                     | ST                           | SC | OBC           | UR | PWD |
| Driver                 | Class-X pass/Matriculate/ HSLC/Equivalent from a recognized Board/Institute with Driving experience for 3 years possessing requisite driving licence. | Rs. 9,950/-                                      | 5                   | 3                            | 0  | 1 - (OBC/M-1) | 1  | 0   |

Method of Selection:

1. Written test for 100 marks (time -3 hrs) as prescribed by DP.
2. Driving test.

*Valentina*

3.

| Name of Post vacancies | Eligibility/Qualification  | Contractual pay fixed as calculated under ROP,19 | Number of Vacancies | Reserved and unreserved post |    |                             |    |     |
|------------------------|--|--|---------------------|------------------------------|----|-----------------------------|----|-----|
|                        |  |  |                     | ST                           | SC | OBC                         | UR | PWD |
| Gr.-IV /Peon           | Matriculate/HSLC or its equivalent from a recognized Board/Institution. Desirable: Knowledge of Hindi and good physique. | Rs. 7,850/-                                      | 10                  | 2                            | 0  | 3<br>(OBC/M-2,<br>OBC/MP-1) | 5  | 0   |

Method of Selection:

2. Written test for 100 marks (time-3 hrs) as prescribed by DP.

4.

| Name of Post vacancies | Eligibility/Qualification   | Contractual pay fixed as calculated under ROP,19 | Number of Vacancies | Reserved and unreserved post |    |     |    |     |
|------------------------|---|--|---------------------|------------------------------|----|-----|----|-----|
|                        |   |  |                     | ST                           | SC | OBC | UR | PWD |
| Chowkidar              | Matriculate/HSLC/Equivalent from a recognized Board/Institution with good physique. Desirable: Military service and knowledge of Hindi. | Rs. 7,850/-                                      | 4                   | 1                            | 0  | 0   | 3  | 0   |

Method of Selection:

2. Written test for 100 marks (time-3 hrs) as prescribed by DP.

5. Tentative timeline for the recruitment:

| Name of Post     | Date of requisition from respective Employment Exchange | Last date of requisition from respective Employment Exchange | Date of issue of prescribed application form by the Department | Last date of form submission | Issue of Admit Card      | Date of written test            | Computer and Driving Test |
|------------------|---|--|--|------------------------------|--------------------------|---------------------------------|---------------------------|
| 1                | 2   | 3  | 4  | 5                            | 6                        | 7                               | 8                         |
| Office Assistant | 6.07.2022   | 20.07.2022   | 25.07.2022 to 03.08.2022                                       | 10.08.2022                   | 22.08.2022 to 29/08/2022 | Will be mentioned in admit card | To be notified later      |
| Driver           | 6.07.2022   | 20.07.2022   | 25.07.2022 to 03.08.2022                                       | 10.08.2022                   | 22.08.2022 to 29/08/2022 |                                 |                           |
| Gr.-IV /Peon     | 6.07.2022   | 20.07.2022   | 25.07.2022 to 03.08.2022                                       | 10.08.2022                   | 22.08.2022 to 29/08/2022 |                                 |                           |
| Chowkidar        | 6.07.2022   | 20.07.2022   | 25.07.2022 to 03.08.2022                                       | 10.08.2022                   | 22.08.2022 to 29/08/2022 |                                 |                           |

*Dalendra*

6. Age limit : 18 years and above and 38 years or Below ( 21 years above for the post of Driver). Upper age limit relaxable for Government Servants as per Rules. 5 years relaxation for SC and ST Candidates (i.e. 43 years) & 3 years for OBC candidates (i.e. 41 years) as on last date of form submission as mentioned above.

7. Reservation for PWD:

There shall be 3% reservation for persons suffering from locomotors palsy under PWD in respect of Office Assistant. Disability Certificate issued by Social Welfare Department, Government of Manipur shall be enclosed while submitting the application form.

8. The number of posts shown above may be increased or decreased according to the vacant post available in the Department.

9. The date and time of written test may be altered.

10. Prescribed application form for all categories of posts (on payment of application fee/examination fee at the rate of Rs. 500/- for UR/OBC and Rs. 125/- for ST/SC) & Nil for PWD candidates and other details can be had from the Office of Registrar Cooperative Societies, Lamphelpat, Imphal, during Office hours on all working days.

This is issued with approval of Government vide letter No. ESTB-101/1/2021-COOP-COOP(1059), dated 29/06/2022.

*Valentina*  
4/7/2022

(Arambam Valentina)  
Registrar of Cooperative Societies,  
Manipur

**Copy to:**

1. P.S. to the Hon'ble Minister (Cooperation), Manipur.
2. Chief Secretary, Government of Manipur.
3. Additional Chief Secretary (Cooperation), Government of Manipur.
4. Director, Information and Public Relation, Government of Manipur.
5. All Employment Exchange Officer, Government of Manipur.
6. Website Manager, IT Department. Government of Manipur for favour of updating on the State Government portal/website.
7. Inspector IT, RCS Office for uploading on Departmental website.
8. The News Editor, AIR Imphal/ Doordarshan Kendra, Imphal/ ISTV/IMPACT TV/TOM TV/IS COM with a request to broadcast the Notification in News Item.
9. The Editor, ..... daily Newspaper. He is requested to publish the Notification for 2 (two) consecutive days and to send the bill in duplicate to the Deputy Registrar(Admn) .Cooperative Societies, Manipur, Lamphelpat, Imphal for early payment.
10. Notice Board.