

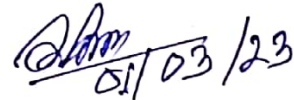
GOVERNMENT OF MANIPUR
DIRECTORATE OF CRAFTSMEN TRAINING (ITI)
D.C. OFFICE COMPLEX, LAMPHELPAT, IMPHAL-795004

N O T I C E

Imphal, the 1st March, 2023

No.1/149/2013-DCT(Pt.): In pursuance to the Secretariat, Skills, Labour, Employment & Entrepreneurship Department, Government of Manipur's letter No.ITI-201/36/2012-LAB and EM-LAB&EMPL-Part(1) dated the 16th February, 2023, the Directorate of Craftsmen Training, Manipur has uploaded the drafts for framing of Recruitment Rules for the posts of Superintendent(Non-Technical) and Supervisor(Non-Technical) in the Manipur Government website: www.manipur.gov.in

All the stakeholders/General public are invited to furnish feedback/views/modifications, if any, on the aforesaid drafts Recruitment Rules of the above mentioned posts in written to the undersigned positively within 30(thirty) days from the date of uploadation of this Notice in order to facilitate and further necessary action in this regards.


01/03/23

(P. Robindro Singh)

Joint Director of Craftsmen Training,
Manipur

Copy to:

1. The P.A. to the Secretary(SLEE), Government of Manipur.
- ✓ 2. The Web-Manager, DIT, Manipur. He is requested to upload the Notice along with the Recruitment Rules in the Manipur Government Website at the earliest.
3. Guard File.

M.P.S.C. FORM – 9

FORM TO BE SUBMITTED BY THE APPOINTING AUTHORITIES/HEAD OF DEPARTMENT WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (PERSONNEL DIVISION) AND THE MANIPUR PUBLIC SERVICE COMMISSION FOR FRAMING OF RECRUITMENT RULES:

1.	a)	Name of the post(s):	Superintendent(Non-Technical)
	b)	Name of the Department:	Department of Skill, Labour, Employment & Entrepreneurship, Manipur (Directorate of Craftsmen Training, Manipur)
	c)	Number of post(s):	1(one)
	d)	Scale of pay:	Level-8 [ROP 2019] (Rs.9,300-34,800 + GP Rs.4,300/- pre-revised) [As prescribed in post re-designation order No. ITI-201/36/2021-LAB and EM-LAB & Empl-Part(1) dated 16/03/2022]
	e)	Classification and services to which the post(s) belongs:	G.C.S. - Group-B (Gazetted)
	f)	Ministerial or Non-ministerial:	Non-Ministerial
2.	Appointing Authority:		Governor of Manipur
3.	Duties of the posts in details:		Enclosed in a separate sheet as ANNEXURE-A
4.	Described briefly the methods adopted for filling the post(s) thereto:		100% by promotion
5.	Method of Recruitment proposed:		- do -
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:	Crafts Instructor (Non-Engineering) [46(forty-six) Nos.] As in MPSC Form-8
	b)	Number of years of Qualifying service proposed to include in the field of promotion:	5(five) years regular service in the grade
	c)	Percentage of vacancies in the grade proposed to be filled by promotion:	100%
	d)	Reasons for proposing the percentage in (c) above:	To get the services of qualified hand
	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 rules framed:	Yes, (RR copy enclosed)

[Signature]
01/03/22
Joint Director
Craftsman Training
Manipur

	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 posts. Please also state the percentage of vacancies filled by each of the methods:	N.A.
	ii.	Please state briefly the educational qualification possessed by the person(s) in the field of promotion:	As in M.P.S.C. Form-8
	g)	i. Is the promotion to be made on selection or non-selection basis:	Selection
		ii. Reasons for the proposal in (i) above:	For appointment of qualified experienced hand
	h)	If a DPC exists, what is its composition:	Class-II DPC
7.		If promotion is not proposed as a method, please state why is not considered desired/possible/necessary:	N.A.
8.		If direct recruitment is proposed as a method of recruitment, please state:	N.A.
	a)	The percentage of vacancies proposed to be filled by direct recruitment:	N.A.
	b)	i. Age for direct recruits:	N.A.
		ii. Is age relaxable for Government servants?	N.A.
	c)	Educational and other qualifications required for direct recruitments (It may please be qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified):	N.A.
	d)	Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	No
		<u>ESSENTIAL:</u>	N.A.
		<u>DESIRABLE:</u>	N.A.
9.		If direct recruitment is not proposed as a method, please state why it is not considered desirable/ possible /necessary?	To open new promotion avenues for lower posts


 01/03/23 Joint Director
 Craftsman Training
 Manipur
 Page 2 of 3

10.	i.	If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits will apply in the case of promotees:	N.A.
	ii.	If not, to what extents are the educational qualifications proposed to be relaxed in the case of promotes?	N.A.
11.	a)	If deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed:	N.A.
	b)	The percentage of vacancies proposed to be filled by this method:	100% by promotion
	c)	The period of which deputation will be limited:	2(two) years
	d)	The names of the posts of grades or services etc. from which deputation/transfer is proposed:	N.A.
12.		If any of the methods proposed fails, by what method, are such vacancies proposed to be filled:	N.A.
13.		Special circumstances, if any other than those covered by the Rules, in which the Commission may be required to be consulted:	As required under M.P.S.C. (Exemption from consultation) Regulation, 1972
14.		If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc. :	No
15.		Name, address and telephone numbers of the Department's representatives with whom these proposals may be discussed, if necessary for clarification early decision:	1. Secretary (Skill, Labour, Employment & Entrepreneurship), Government of Manipur. 2. Shri P.Robindro Singh, Joint Director of Craftsmen Training, Directorate of Craftsmen Training, Manipur, D.C.Office Complex, Lamphelpat, Imphal – 795004

DATE: 1st March, 2023

PLACE: Imphal

Signature of the officer sending the proposals
Telephone No. 7629981910

Joint Director
Craftsmen Training
Manipur

ANNEXURE-A

Duties of Superintendent(Non-Technical) in the ITI:

The Superintendent(Non-Technical) is the Head of Office as well as Drawing and Disbursing Officer (DDO) of the Industrial Training Institute where there will be below 200 seats capacity. On the other hand, He/She also works as Vice-Principal where there were more than 600 seats capacities in the institute and assists the Principal. He/She is responsible for all matters pertaining to establishment, training, stores and accounts etc.

The Superintendent should ensure that

1. Training programs are carried out according to schemes.
2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition.
3. Machines and equipments are properly maintained.
4. Raw materials are purchased in time and duly supplied.
5. Manufactured products are properly accounted for and disposed off in accordance with the rules and instructions issued from time to time.
6. Proper discipline is maintained in the institute.
7. To create a close relationship between the trainees and the instructional staff.
8. Proper follow-up is maintained of the passed out trainees.
9. Proper security arrangements are maintained and safety precautions observed.
10. Trainees get proper medical aid and welfare arrangements are available.
11. Proper facilities are made available to the inspection staff of the State Directorate of Craftsmen Training, D.G.T, MSDE, GoI, and other authorized bodies.


01/03/23
Joint Director
Craftsman Training
Manipur

M.P.S.C. FORM-8

RECRUITMENT RULES FOR THE POST(S) OF **SUPERINTENDENT/SUPERVISOR(NON-TECHNICAL)**
IN THE DIRECTORATE/DEPARTMENT OF **DIRECTORATE OF CRAFTSMEN TRAINING, MANIPUR**

Designation of the Post(s)	No. of Post(s)	Classification	Pay Band and Grade Pay/ Scale of pay	Whether Selection or non-selection post	Age of direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer to be made	If a D.P.C. exists, what is its compositions	Circumstances in which M.P.S.C. is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Superintendent (Non-Technical)	1(one)	GCS Class-II, Gazetted, non-ministerial	Revised Pay Band: Rs.9300-34800 with Grade Pay of Rs.4300	Selection	N.A.	By promotion	N.A.	2(two) years	By promotion.	PROMOTION: Crafts Instructor (Non-Engineering Trade) and should have successfully completed 1(one) year CITS course from NSTI/IToTs or its equivalent with 5(five) years regular service in the grade.	Class-II DPC	As required under MPSC (Exemption from Consultation) Regulations, 1972.

[Signature]
01/03/23
Joint Director
Craftsman Training
Manipur

FORM TO BE SUBMITTED BY THE APPOINTING AUTHORITIES/HEAD OF DEPARTMENT WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (PERSONNEL DIVISION) AND THE MANIPUR PUBLIC SERVICE COMMISSION FOR FRAMING OF RECRUITMENT RULES:

1.	a)	Name of the post(s):	Supervisor(Non-Technical)
	b)	Name of the Department:	Department of Skill, Labour, Employment & Entrepreneurship, Manipur (Directorate of Craftsmen Training, Manipur)
	c)	Number of post(s):	1(one)
	d)	Scale of pay:	Level-8 [ROP 2019] (Rs.9,300-34,800 + GP Rs.4,300/- pre-revised) [As prescribed in post re-designation order No. ITI-201/36/2021-LAB and EM-LAB & Empl-Part(1) dated 16/03/2022]
	e)	Classification and services to which the post(s) belongs:	G.C.S. - Group-C
	f)	Ministerial or Non-ministerial:	Non-Ministerial
2.	Appointing Authority:		Government of Manipur
3.	Duties of the posts in details:		Enclosed in a separate sheet as ANNEXURE-A
4.	Described briefly the methods adopted for filling the post(s) thereto:		100% by promotion
5.	Method of Recruitment proposed:		- do -
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:	Crafts Instructor (Non-Engineering) [46(forty-six) Nos.] As in MPSC Form-8
	b)	Number of years of Qualifying service proposed to include in the field of promotion:	5(five) years regular service in the grade
	c)	Percentage of vacancies in the grade proposed to be filled by promotion:	100%
	d)	Reasons for proposing the percentage in (c) above:	To get the services of qualified hand
	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 rules framed:	Yes, (RR copy enclosed)

[Signature]
01/03/23, Joint Director
Craftsman Training
Manipur
Page 1 of 3

	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 posts. Please also state the percentage of vacancies filled by each of the methods:	N.A.
	ii.	Please state briefly the educational qualification possessed by the person(s) in the field of promotion:	As in M.P.S.C. Form-8
	g)	i.	Is the promotion to be made on selection or non-selection basis:
		ii.	Reasons for the proposal in (i) above:
	h)	If a DPC exists, what is its composition:	Selection For appointment of qualified experienced hand Class-III DPC
7.	If promotion is not proposed as a method, please state why is not considered desired/possible/necessary:		N.A.
8.	If direct recruitment is proposed as a method of recruitment, please state:		N.A.
	a)	The percentage of vacancies proposed to be filled by direct recruitment:	N.A.
	b)	i.	Age for direct recruits:
		ii.	Is age relaxable for Government servants?
	c)	Educational and other qualifications required for direct recruitments (It may please be qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified):	N.A.
	d)	Has the post been advertised by the Commission in the past? If so, please quote Commission's reference No.	No.
	<u>ESSENTIAL:</u>		N.A.
	<u>DESIRABLE:</u>		N.A.
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/ possible /necessary?		To open new promotion avenues for lower posts

10.	i.	If promotion and direct recruitment are both proposed as methods of recruitment, will the educational qualifications proposed for direct recruits will apply in the case of promotees:	N.A.
	ii.	If not, to what extents are the educational qualifications proposed to be relaxed in the case of promotes?	N.A.
11.	a)	If deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed:	N.A.
	b)	The percentage of vacancies proposed to be filled by this method:	100% by promotion
	c)	The period of which deputation will be limited:	2(two) years
	d)	The names of the posts of grades or services etc. from which deputation/transfer is proposed:	N.A.
12.		If any of the methods proposed fails, by what method, are such vacancies proposed to be filled:	N.A.
13.		Special circumstances, if any other than those covered by the Rules, in which the Commission may be required to be consulted:	As required under M.P.S.C. (Exemption from consultation) Regulation, 1972
14.		If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc. :	No
15.		Name, address and telephone numbers of the Department's representatives with whom these proposals may be discussed, if necessary for clarification early decision:	1. Secretary (Skill, Labour, Employment & Entrepreneurship), Government of Manipur. 2. Shri P.Robindro Singh, Joint Director of Craftsmen Training, Directorate of Craftsmen Training, Manipur, D.C.Office Complex, Lamphelpat, Imphal – 795004

DATE: **1st March, 2023**

PLACE: **Imphal**

[Signature]
01/03/23

Signature of the officer sending the proposals
Telephone No. **7629981910**

[Stamp]
Joint Director
Craftsmen Training
Manipur

ANNEXURE-A

Duties of Supervisor(Non-Technical) in the ITI:

The Supervisor(Non-Technical) is to assist the Principal in all respects and in absence of the Principal he/she works the duties of the principal.

The Supervisor(Non-Technical) should ensure that:

1. Conducts all types of examinations.
2. Checking of marks sheets & Certificates.
3. To check the availability of raw materials to the trainees as per syllabus
4. Supervision of machines & equipments in the workshop
5. Arrangements of workshops/seminars/celebrations/Melas etc. as per the instructions from the higher authorities from time to time
6. Supervision in conducting training programmes as per syllabus according to schemes
7. To create awareness among the trainees and passed out trainees from time to time
8. To carry out the instructions properly and expeditiously from the higher authorities


01/03/23
Joint Director
Craftsman Training
Manipur

M.P.S.C. FORM-8

**RECRUITMENT RULES FOR THE POST(S) OF SUPERINTENDENT/SUPERVISOR(NON-TECHNICAL)
IN THE DIRECTORATE/DEPARTMENT OF DIRECTORATE OF CRAFTSMEN TRAINING, MANIPUR**

Designation of the Post(s)	No. of Post(s)	Classification	Pay Band and Grade Pay/ Scale of pay	Whether Selection or non-selection post	Age of direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer to be made	If a D.P.C. exists, what is its compositions	Circumstances in which M.P.S.C. is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
Supervisor (Non-Technical)	1(one)	GCS Class-III, Non-Gazetted, non-ministerial	Revised Pay Band: Rs.9300-34800 with Grade Pay of Rs.4300	Selection	N.A.	By promotion	N.A.	2(two) years	By promotion.	PROMOTION: Crafts Instructor (Non-Engineering Trade) and should have successfully completed 1(one) year CITS course from NSTI/IToTs or its equivalent with 5(five) years regular service in the grade.	Class-III DPC	As required under MPSC (Exemption from Consultation) Regulations, 1972.


 01/03/23
 Joint Director
 Craftsman Training
 Manipur