

OFFICE OF THE
MANIPUR STATE KALA AKADEMI
(An Autonomous Body under the Dept. of Art & Culture, Govt. of Manipur)
Khuman Lampak Sports Complex, Imphal.

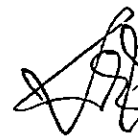
NOTIFICATION

Imphal, the 24th July, 2023

No.C-3/173/2019-MSKA: On the recommendation of Sub-Committee for Reviewing/Drafting of Recruitment Rules of Manipur State Kala Akademi, Imphal, the Manipur State Kala Akademi, Imphal has published/uploaded the draft amendment of Recruitment Rules (R.Rs.) for the following 8 (eight) categories of posts in respect of Manipur State Kala Akademi in the Manipur Government Website: www.manipur.gov.in.

Sl. No.	Name of posts	Enclosed as Annexure
1.	Secretary (Manipur State Kala Akademi)	"I"
2.	Librarian	"II"
3.	Library Assistant	"III"
4.	Counter Attendant	"IV"
5.	Assistant Editor	"V"
6.	Publication-cum-Sales Assistant	"VI"
7.	Steno Grade-I	"VII"
8.	Steno Grade-II	"VIII"

2. Any suggestion, objection, feedback, comments, views, modification in the enclosed draft Recruitment Rules of 8 (eight) posts, if any, from Stakeholders/General public may be submitted in written to the undersigned within 30 (thirty) days from the date of issue of this notification. The claims/objections submitted to the undersigned after the stipulated time period shall not be entertained.

 24/7/23

(L. Kishworjit Singh)
Secretary,
Manipur State Kala Akademi

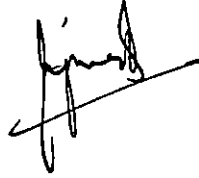
Copy to:-

1. Secretary to the Hon'ble Governor of Manipur & Chairperson, MSKA.
2. Secretary to the Hon'ble Chief Minister of Manipur & Vice-Chairman, MSKA.
3. P.S. to the Commissioner (Art & Culture), Government of Manipur.
- ✓ 4. The Website Manager, DIT, Manipur – with a request to upload the Notification along with its enclosures in the Manipur Government Website at the earliest.
5. Guard File.

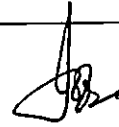
**RECRUITMENT RULES FOR THE POST OF SECRETARY IN THE
MANIPUR STATE KALA AKADEMI**

1.	Designation of Post(s)	Secretary (Manipur State Kala Akademi)
2.	Number of post(s)	1 (one)
3.	Classification	Group 'A'
4.	Scale of pay	Level-13 (Rs.67700 – Rs.208700) [as per Manipur Services (Revised Pay) Rules, 2019.]
5.	Whether selection post or non-selection post.	N.A.
6.	Age limit for direct recruits.	Minimum of 50 (fifty) years and not exceeding 60 (sixty) years
7.	Educational and other qualifications required for direct recruits.	Essential: 1. Graduate from a recognised University or its equivalent. 2. Degree or Diploma in Dance/Music/Theatre/Fine Arts/Literature of a recognised institute (period of Diploma course should not be less than 3 years). 3. Person of outstanding ability and profound knowledge in any field of Performing Arts/Fine Arts/Literature who has achieve National recognition in the respective field. Desirable: 1. At least 3 years administrative experience/ active association in any Government or public cultural institution of State/National repute. 2. Knowledge of English, Hindi and Manipuri.
8.	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees.	N.A.
9.	Period of probation, if any	1 (one) year
10.	Method of rectt. whether by direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method.	By direct recruitment for a period of 3 (three) years or up to the age of 60 years, whichever is earlier. The tenure shall be extendable for another 2 (two) years or up to the age of 60 years, whichever is earlier, depending upon the performance of the incumbent which is to be decided by the Executive Board.

11.	In case of rectt. by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	N.A.
12.	If a DPC exist, what is its compositions	Selection Committee will consist of the following:- 1. Chairman, 2. Two nominees of the Executive Board, 3. One outside expert (to be nominated by Executive Board), 4. Secretary/Commissioner (AC), Govt. of Manipur.
13.	Circumstances in which MPSC is to be consulted in making rectt.	N.A.

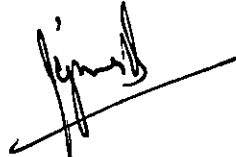


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RECRUITMENT RULES FOR THE POST OF LIBRARIAN
IN THE MANIPUR STATE KALA AKADEMI

1.	Designation of Post(s).	Librarian
2.	Number of post(s).	1 (one)
3.	Classification.	Class-II/Group-B
4.	Scale of pay.	Level-7 (Rs.35400 – Rs.112400) Level-11 (Rs.47600 – Rs.151100) [after 10 years of regular service in the grade] as per Manipur Services (Revised Pay) Rules, 2019.
5.	Whether selection post or non-selection post.	Selection
6.	Age limit for direct recruits.	Maximum: 38 years (upper age limit is relaxable for Govt./MSKA 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 candidate 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). <i>Relaxation of age shall be applicable to the candidate as per Govt. orders/OM etc. issued from time to time</i>
7.	Educational and other qualifications required for direct recruits.	Essential: (i) Graduate of a recognized University. (ii) Bachelor Degree in Library & Information Science of a recognized University. Desirable: (i) About 3 yrs. Experience in Library works. (ii) Knowledge of Manipuri, Hindi & Bengali.
8.	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees.	N.A.
9.	Period of probation, if any.	2 (two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method.	By promotion failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made.	Promotion: Library Assistant with 5 (five) years regular service in the Grade.
12.	If a DPC exist, what is its compositions.	Class-II/Group-B D.P.C. (According to Services Bye-Laws of the Akademi)
13.	Circumstances in which MPSC is to be consulted in making recruitment.	N.A.

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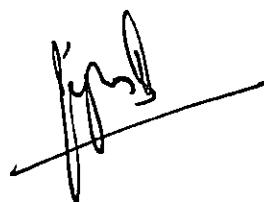


**RECRUITMENT RULES FOR THE POST OF LIBRARY ASSISTANT
IN THE MANIPUR STATE KALA AKADEMI**

1.	Designation of Post(s).	Library Assistant
2.	Number of post(s).	2 (two)
3.	Classification.	Class-III/Group-C
4.	Scale of pay.	Level-5 (Rs.25500 – Rs.81100) [As per Manipur Services (Revised Pay) Rules, 2019]
5.	Whether selection post or non-selection post.	Selection
6.	Age limit for direct recruits.	Maximum: 38 years (upper age limit is relaxable for Govt./MSKA 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 candidate 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). <i>Relaxation of age shall be applicable to the candidate as per Govt. orders/OM etc. issued from time to time</i>
7.	Educational and other qualifications required for direct recruits.	Essential: (i) Graduate of a recognized University. (ii) Bachelor Degree in Library & Information Science of a recognized University. Desirable: Knowledge of Manipuri, Hindi & Bengali.
8.	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees.	N.A.
9.	Period of probation, if any.	2 (two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method.	By promotion failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made.	Promotion: Counter Attendant possessing the essential qualification at Col. No.7 with 6 (six) years regular service in the Grade.
12.	If a DPC exist, what is its compositions.	Class-III/Group-C D.P.C. (According to Services Bye-Laws of the Akademi)
13.	Circumstances in which MPSC is to be consulted in making recruitment.	N.A.

**RECRUITMENT RULES FOR THE POST OF COUNTER ATTENDANT
IN THE MANIPUR STATE KALA AKADEMI**

1.	Designation of Post(s).	Counter Attendant
2.	Number of post(s).	1 (one)
3.	Classification.	Class-III/Group-C
4.	Scale of pay.	Level-2 (Rs.18000 – Rs.56900) [As per Manipur Services (Revised Pay) Rules, 2019]
5.	Whether selection post or non-selection post.	Selection
6.	Age limit for direct recruits.	Minimum: 18 years Maximum: 38 years (upper age limit is relaxable for Govt./MSKA 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 candidate 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).
7.	Educational and other qualifications required for direct recruits.	Essential: Intermediate/12 th Standard or its equivalent from a recognized Board/ Institution Desirable: (a) Certificate in Library & Information Science of a recognized Institute (b) Knowledge of English, Manipuri and Hindi
8.	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees.	N.A.
9.	Period of probation, if any.	2 (two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method.	By promotion failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made.	Promotion: On selection basis from Group-D/Class-IV employees possessing the essential qualification at Col. No.7 with 5 (five) years regular service in the Grade.
12.	If a DPC exist, what is its compositions.	Class-III/Group-C D.P.C. (According to Services Bye-Laws of the Akademi)
13.	Circumstances in which MPSC is to be consulted in making recruitment.	N.A.

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**RECRUITMENT RULES FOR THE POST OF ASSISTANT EDITOR
IN THE MANIPUR STATE KALA AKADEMI**

1.	Designation of Post(s).	Assistant Editor
2.	Number of post(s).	1 (one)
3.	Classification.	Class-II/Group-B
4.	Scale of pay.	Level-7 (Rs.35400 – Rs.112400) [As per Manipur Services (Revised Pay) Rules, 2019]
5.	Whether selection post or non-selection post.	Selection
6.	Age limit for direct recruits.	Maximum: 38 years (upper age limit is relaxable for Govt./MSKA 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 candidate 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). <i>Relaxation of age shall be applicable to the candidate as per Govt. orders/OM etc. issued from time to time</i>
7.	Educational and other qualifications required for direct recruits.	Essential: (i) Graduate of a recognized University, preferred in English or Manipuri Literature. (ii) Degree/Diploma in Journalism of a recognized Institute/University. (i) Experience of 5 years in journalism/publishing line; Desirable: (ii) Knowledge of Manipuri, Hindi & Bengali.
8.	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees.	N.A.
9.	Period of probation, if any.	2 (two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method.	By promotion failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made.	Promotion: Publication-cum-Sales Assistant with 7 (seven) years regular service in the Grade.
12.	If a DPC exist, what is its compositions.	Class-II/Group-B D.P.C. (According to Services Bye-Laws of the Akademi)
13.	Circumstances in which MPSC is to be consulted in making recruitment.	N.A.

RECRUITMENT RULES FOR THE POST OF PUBLICATION-CUM-SALES-ASSISTANT IN THE MANIPUR STATE KALA AKADEMI

1.	Designation of Post(s).	Publication-cum-Sales Assistant
2.	Number of post(s).	1 (one)
3.	Classification.	Class-III/Group-C
4.	Scale of pay.	Level-5 (Rs.25500 – Rs.81100) [As per Manipur Services (Revised Pay) Rules, 2019]
5.	Whether selection post or non-selection post.	Selection
6.	Age limit for direct recruits.	Maximum: 38 years (upper age limit is relaxable for Govt./MSKA 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 candidate 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).
7.	Educational and other qualifications required for direct recruits.	Essential: (i) Graduate in English/Manipuri Literature of a recognized University Or Any Graduate with Certificate/Diploma in Journalism of a recognized Institute/University. (ii) Course on Computer Concepts (CCC) from a recognized Institute. Desirable: (i) About 3 yrs. Experience in the publishing line; (ii) Knowledge of Manipuri, Hindi & Bengali.
8.	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees.	N.A.
9.	Period of probation, if any.	2 (two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method.	By direct recruitment.
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made.	
12.	If a DPC exist, what is its compositions.	Class-III/Group-C D.P.C. (According to Services Bye-Laws of the Akademi)
13.	Circumstances in which MPSC is to be consulted in making recruitment.	N.A.

N.B.: In case of Certificate Course, the course should be 6 (six) months course or more than 6 (six) months.

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RECRUITMENT RULES FOR THE POST OF STENO GRADE-I
IN THE MANIPUR STATE KALA AKADEMI

1.	Designation of Post(s).	Steno Grade-I
2.	Number of post(s).	1 (one)
3.	Classification.	Class-II/Group-B
4.	Scale of pay.	Level-7 (Rs.35400 – Rs.112400) [As per Manipur Services (Revised Pay) Rules, 2019]
5.	Whether selection post or non-selection post.	N.A.
6.	Age limit for direct recruits.	N.A.
7.	Educational and other qualifications required for direct recruits.	N.A.
8.	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees.	N.A.
9.	Period of probation, if any.	2 (two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method.	By promotion.
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made.	Promotion: Steno Grade-II having passed the Limited Qualifying Speed Test Examination conducted by the Manipur Public Service Commission with 3 (three) years regular service in the grade.
12.	If a DPC exist, what is its compositions.	Class-II/Group-B D.P.C. (According to Services Bye-Laws of the Akademi)
13.	Circumstances in which MPSC is to be consulted in making recruitment.	N.A.

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**RECRUITMENT RULES FOR THE POST OF STENO GRADE-II
IN THE MANIPUR STATE KALA AKADEMI**

1.	Designation of Post(s).	Steno Grade-II
2.	Number of post(s).	1 (one)
3.	Classification.	Class-III/Group-C
4.	Scale of pay.	Level-5 (Rs.25500 – Rs.81100) [As per Manipur Services (Revised Pay) Rules, 2019]
5.	Whether selection post or non-selection post.	Selection
6.	Age limit for direct recruits.	Maximum: 38 years (upper age limit is relaxable for Govt./MSKA 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 candidate 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).
7.	Educational and other qualifications required for direct recruits.	Essential: (i) Graduates who have completed a Course on Computer Concepts (CCC) IDOS + Windows + MS Office + Multimedia + Internet) of a Central/State recognized Institute. (ii) 6 (six) months course of Shorthand/Stenographer of a recognized Institute with speed in shorthand 80 words per minute and 40 words per minute in typing speed. Desirable: Knowledge of Manipuri & Hindi.
8.	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees.	N.A.
9.	Period of probation, if any.	2 (two) years
10.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various method.	By promotion failing which by direct recruitment.
11.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer to be made.	By promotion from amongst the Graduate LDC employees possessing certificate of 6 (six) months course of Shorthand/ Stenographer of a recognized Institute with 5 (five) years regular service in the Grade.
12.	If a DPC exist, what is its compositions.	Class-III/Group-C D.P.C. (According to Services Bye-Laws of the Akademi)
13.	Circumstances in which MPSC is to be consulted in making recruitment.	N.A.