

201-8

Annexure

GOVERNMENT OF MANIPUR  
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS  
(Personnel Division)

NOTIFICATION  
Imphal, the 16th November, 1992.

1/40/92-RR/DP: In supersession of all previous orders issued in this regard and in exercise of the powers conferred by the proviso to Article 16 of the Constitution of India, the Governor of Manipur hereby makes the following rules regulating the method of Recruitment to the post of Division Clerks in the Department under the Government of Manipur other than Manipur Secretariat/Assembly Secretariat/Governor's Secretariat/Judicial Departments, Manipur as shown in the MPSC Form 8, namely:-

Short title:- These rules may be called the Departments other than Manipur Secretariat/Assembly Secretariat/Governor's Secretariat/Judicial Departments Manipur (Lower Division Clerks) Recruitment Rules, 1992.

Application:- These rules shall apply to the posts specified in column 1 of the MPSC Form 8 hereto annexed.

3. Classification, Scale of pay, Method of Recruitment etc.:-

Classification of the said post, scale of pay, method of recruitment and other matters connected therewith shall be as specified in the columns 3 to 13 of the said MPSC Form 8.

4. Disqualification:- (a) No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to the aforesaid posts, and

(b) no woman, whose marriage is void by reason of husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the said posts.

Provided that the Governor of Manipur, may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.

"Power to relax - Where the Governor is of opinion that it is necessary or expedient so to do, he may order, for reasons to be recorded in writing, and in consultation with the Department of Personnel, Government of Manipur for relaxation of any of the provisions of these rules with respect to any class or category of persons or posts.

These rules shall come into force with effect from the date of publication in the Manipur Gazette.

By order & in the name of the Governor

(Kh. Tuleshuwar Singh)

Under Secretary (DP), Government of Manipur.

P.T.O.

Notification No. 1/40  
Imphal, the 16<sup>th</sup> November, 1992.

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RECRUITMENT RULES FOR THE POSTS OF LOWER DIVISION CLERKS  
IN THE DEPARTMENTS UNDER THE GOVERNMENT OF MANIPUR OTHER THAN MANIPUR SECRETARIAT/  
ASSEMBLY SECRETARIAT/GOVERNOR'S SECRETARIAT/JUDICIAL DEPARTMENTS, MANIPUR.

| Designation of post(s) | No. of post(s)                                                                                                                                           | Classification                              | Scale of pay.                 | Whether selection post or non-selection post.      | Age for direct recruits.                                                                                                                                                                                                                                                                                                                                                        |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.                     | 2.                                                                                                                                                       | 3.                                          | 4.                            | 5.                                                 | 6.                                                                                                                                                                                                                                                                                                                                                                              |
| Lower Division Clerks. | All post(s) of Lower Division Clerks under the Govt. of Manipur other than Manipur Secretariat/Assembly Sectt/Governor's Sectt/Judicial Deptt., Manipur. | G.C.S. Class-III Ministerial (Non-Gazetted) | Rs. 950-1500/- (Under ROP'90) | Selection in the case of promo-tees from Grade-IV. | 35 years and below (Upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continued service put in the post/service & by 5 years for SC/ST 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). |

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16/11/92

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Imphal, the 16th November, 1992.

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Educational and other qualifications required for direct recruitment.

ESSENTIAL

1. Matriculate/H.S.C or its equivalent qualification of a recognised University/Board. Typing with a minimum speed of 30 words per minute in English relaxable upto 25 words per minute in case of SC/ST candidates. Typing may be exempted in respect of physically handicapped persons.
2. Candidates should come through the Employment Exchange; (Class IV employees need not, however, come through the Employment Exchange) and qualifying in the recruitment examination to be held by the Departments concerned of the Government of Manipur in the following subjects:-

| Subjects.                                                                                                                                                          | Full Marks | Pass Marks | Time allowed. |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|---------------|
| (a) English                                                                                                                                                        | 100        | 30%        | 3 hours.      |
| (b) General knowledge.                                                                                                                                             | 50         | 30%        | 1½ hours.     |
| (c) Typing test: 30 words per minute (Relaxable upto 25 words per minute in case of SC/ST candidates) To be exempted in respect of physically handicapped persons. |            |            |               |
| (d) Oral Test by the Selection Board as constituted by the order of the Government of Manipur from time to time.                                                   | 100        | 30%        |               |

3. Selection of candidates for appointment should be in order of merit based on the result of above mentioned typing test examination and oral test except in respect of reserved vacancies. Selection of candidates are subject to the fulfilment of the condition laid down in the Himachal Pradesh, Manipur and Tripura Public Employment (Requirement as to residence) rules, 1959 as extended from time to time and other rules, regulations and instructions applicable in regard to direct recruit.
4. Educational and other qualifications relaxable in respect of physically handicapped persons in accordance with Government orders/instructions issued from time to time.

DESIRABLE:

Knowledge of Manipuri and Hindi.

P.T.O.

*[Signature]*  
16/11/92

Whether age and educational qualification prescribed for the direct recruitment will apply in the case of promotees.

Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled up by various methods.

Age: No.

Educational:

Qualification: Yes.

2(two) years after which confirmation and drawing of 2nd and subsequent increments will be allowed subject to having qualified in the departmental test in "Office Procedure" conducted by the Government of Manipur. In addition to the above, L.D.Cs. who are appointed on or before 13.7.64 but have not yet possessed 30 words per minute in typing (25 words per minute in respect of SE/ST candidates) will not be confirmed nor declared quasi-permanent.

(1) 90% by Direct Recruitment.

(2) 10% of the sanctioned strength of L.D.C. shall be filled up by promotion from among the educationally qualified Grade/Class-IV employees for the post under the Govt. of Manipur other than those in the Manipur Secretariat/Assembly Secretariat/Governor's Secretariat/Judicial Department, Manipur and unfilled vacancies will be carried over to the next recruitment year in respect of promotion quota.

The Grade/Class-IV employees who have possessed the requisite educational qualification prescribed for direct recruitment under column No. 7 are exempted from the written test for appointment to Lower Division Clerk. However, such Grade/Class-IV employees should pass the prescribed speed test in typing within 6(six) months from the date of appointment as Lower Division Clerk. In case of failure to pass the speed test in typing within 6(six) months' period, he/she/they will be reverted to their original post(s) forthwith.

(3) Competitive examination for direct recruitment will be held/conducted by the Department concerned.

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If a D.P.C. exists,  
what is its compositions.

Notification No. 1/40/92-RR/DP

Imphal, the 16th November, 1992.

Circumstances in which

MPSC is to be consulted

in making recruitment.

In case of recruitment by promotion/  
deputation/transfer, grades from which  
promotion/deputation/transfer to be  
made.

11.

PROMOTION

Grade/Class - IV employees of the  
Departments under the Government of  
Manipur other than those in the Manipur  
Secretariat/Assembly Secretariat/  
Governor's Secretariat/Judicial  
Departments, having at least 5 (five)  
years' regular service in the grade.

12.

Class - III  
D.P.C./Selection  
Committee.

13.

N.A.

  
( Kh. Tuleshwar Singh )  
Under Secy.(DP), to the Govt. of Manipur.