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GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

ORDERS BY THE GOVERNOR : MANIPUR
Imphal, the 28th December, 2020

No. RRDP-30/1/2020-DP-DP: The Governor of Manipur is pleased to redesignate/rename the posts of (i) Office Assistant, (ii) LDC, (iii) Office Assistant cum Computer Operator, (iv) LDC cum Office Assistant, (v) Computer Assistant and (vi) Computer Operator cum Office Assistant in the Offices/Departments other than Manipur Secretariat/Assembly Secretariat/ Governor's Secretariat/ MPSC/ Treasuries & Accounts Department/ Judicial Department/ Police Department, Manipur as Office Assistant which is to be effective from the date of notification of the Recruitment Rules of the re-designated/re-named post.

By orders & in the name of Governor,



(Zorisang Thiek Pangote)

Under Secretary to the Govt. of Manipur.

Copy to :-

- 1) Secretary to Governor, Raj Bhawan, Imphal.
 - 2) Secretary to Chief Minister, Manipur.
 - 3) P.P.S. to Dy. Chief Minister, Manipur.
 - 4) Staff Officer to Chief Secretary, Govt. of Manipur.
 - 5) PPSs to all Addl. Chief Secretaries, Govt. of Manipur.
 - 6) PSs/APs to all Pr. Secretaries/ Commissioners/ Secretaries, Govt. of Manipur.
 - 7) Director of Printing & Stationery, Manipur with 2(two) spare copies for publication in the Manipur extra ordinary Gazette. It is requested to send 15 copies of the said Rules to this Department. Necessary bill(s) may be sent to Under Secretary(GAD), Govt. of Manipur.
 - 8) All Heads of Departments, Manipur.
 - 9) Under Secretary(GAD), Govt. of Manipur.
 - 10) Under Secretary(ED/PLC), Govt. of Manipur.
 - 11) Website Manager, Deptt. of Information Technology, 4th Floor, West Block, New Secretariat.
 - 12) Guard File/Notification Book.
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No. RJDPE/201/2020-21/DE/DE
Imphal, the 28th December, 2020

MPSC FORM - 3

RECRUITMENT RULES FOR THE POST OF OFFICE ASSISTANT (BUDGETED) FROM (I) OFFICE ASSISTANT, (II) LDC, (III) OFFICE ASSISTANT CUM COMPUTER OPERATOR, (IV) LDC CUM OFFICE ASSISTANT, (V) COMPUTER ASSISTANT AND (VI) COMPUTER OPERATOR CUM OFFICE ASSISTANT IN THE OFFICES DEPARTMENTS OTHER THAN MANIPUR SECRETARIAT ASSEMBLY SECRETARIAT/ GOVERNOR'S SECRETARIAT/ MPSC/ TREASURER & ACCOUNTS DEPARTMENT JUDICIAL DEPARTMENT POLICE DEPARTMENT, MANIPUR.

Whether age and educational qualifications prescribed for the post are relaxable in the case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by departmental transfer & percentage of the total sanctioned post to be filled by various methods	In case of recruitment by promotional & departmental transfer, grades from which promotional & departmental transfer to be made	1. If OPSC exam, what is its composition	Comments on which MPSC is to be considered in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
N.A.	2(two) years, 2 nd and subsequent increments shall be subject or passing of examination in Office Procedure conducted by the Govt. of Manipur	90% by direct recruitment and 10% by promotion	Promotion: On selection basis from Group 'D' employees of the Department possessing one of the following qualifications: (i) Bachelor's Degree in any subject from a recognized University/ Institute with 5(five) years regular service in the grade. (ii) PUC/Intermediate/ 12 th Standard from a recognized Council/University/ Institute with 8(eight) years regular service in the grade and (iii) Matric/ HSLC from a recognized Board/ University/ Institute with 10(ten) years regular service in the grade subject to passing of the Course on Computer Concepts (CCC) of a Central / State recognized Institute within 6(six) months from the date of promotion failing which he/she will be reverted to higher post of Group 'D'.	Class-III D.P.C/ Selection Committee.	N.A.

(Zorising Chiek Pangote)

Under Secretary(DP), Government of Manipur.