

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

OFFICE MEMORANDUM
Imphal, the 15th December, 2025.

Subject: Inviting comments of all stakeholders on the draft amendment Recruitment for the post of Office Assistant [Redesignated/Renamed from 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 Including Office Assistant] in the Offices/ Departments other than Manipur Secretariat/ Assembly Secretariat/ Governor's Secretariat/ MPSC/ Treasuries & Accounts Department/ Judicial Department/ Police Department, Manipur.

No. RRDP-30/1/2020-DP-DP: In pursuance of this Department's letter No. 1/12/19-RR/DP dated 24.04.2019, draft amendment Recruitment for the post of Office Assistant [Redesignated/Renamed from 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 Including Office Assistant] in the Offices/ Departments other than Manipur Secretariat/ Assembly Secretariat/ Governor's Secretariat/ MPSC/ Treasuries & Accounts Department/ Judicial Department/ Police Department, Manipur are hereby made available on the official website of the State Government (www.manipur.gov.in). All Stakeholders are therefore, requested to submit comments/objections or suggestions, if any, on the draft amendment RRs. The same may be submitted in writing to the undersigned or via email (dpmanipur@gmail.com) within 10 (ten) days from the date of publication of the draft amendment RRs on the Government website.

Enclosed: Draft amendment RRs.

M. Rabi
15/12/2025
(M. Rabichandra Singh)
Under Secretary (DP),
Government of Manipur.

Copy to:

1. Secretary to Governor, Manipur, Lok Bhavan, Imphal.
2. Staff Officer to Chief Secretary, Government of Manipur.
3. Additional Secretary (DP), Government of Manipur.
4. Joint Secretary (DP), Government of Manipur.
5. The Website Manager, DIT, 4th Floor, West Block, New Secretariat, Babupara- with a request for uploading on the official website of State Government for a period of 10 days.
6. Guard file.

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

NOTIFICATION

Imphal, the 15th December, 2025

No. RRDP-30/1/2020-DP-DP: In supersession of all previous rules issued in this regard and in exercise of the powers conferred by proviso to Article 309 of the Constitution of India, the Governor of Manipur hereby makes the following rules regulating the method of recruitment to the post of **Office Assistant [Redesignated/Renamed from 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 Including 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 shown in the MPSC Form-8, namely:

1. **Short Title:** These rules may be called **[Office Assistant] Recruitment Rules, 2020 (1st Amendment, 2025)** in the **Offices/Departments other than Manipur Secretariat/Assembly Secretariat/Governor's Secretariat/MPSC/Treasuries & Accounts Department/Judicial Department/Police Department, Manipur.**

2. **Application:** These rules shall apply to the posts specified in column 1 of the M.P.S.C. 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. **Disqualifications:**

- 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 post, and
- b) No woman, whose marriage is void by reason of the 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 post.

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.

5. **"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, relax any of the provisions of these rules with respect to any class or category of persons or posts."

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

By orders & in the name of the Governor,

(M. Rabichandra Singh)

Under Secretary (DP), Government of Manipur.

Copy to:

- 1) Secretary to Governor, Raj Bhawan, Imphal.
- 2) Staff Officer to Chief Secretary, Government of Manipur.
- 3) All Addl. Chief Secretaries/Pr. Secretaries/Commissioners/Secretaries, Govt. of Manipur.
- 4) Secretary, Manipur Public Service Commission, Imphal.
- 5) Director of Printing & Stationery, Manipur with 2(two) spare copies for publication in the Manipur Extraordinary Gazette. It is requested to send 15 copies of the said Rules to this Department.
- 6) All Heads of Departments, Manipur.
- 7) Deputy Secretary (GAD), Government of Manipur.
- 8) Deputy Secretary (PIC), Government of Manipur.
- 9) Website Manager, DIT, 4th Floor, West Block, New Secretariat.
- 10) Guard File/Notification Book.

No.RRDP-30/1/2020-DP-DP:
Imphal, the 15th December, 2025

RECRUITMENT RULES FOR THE POST OF OFFICE ASSISTANT [REDESIGNATED/RENAMED 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 INCLUDING OFFICE ASSISTANT] IN THE OFFICES/ DEPARTMENTS OTHER THAN MANIPUR SECRETARIAT/ ASSEMBLY SECRETARIAT/ GOVERNOR'S SECRETARIAT/ MPSC/ TREASURIES & ACCOUNTS DEPARTMENT/ JUDICIAL DEPARTMENT/POLICE DEPARTMENT, MANIPUR.

1	Designation of Post	Office Assistant																								
2	No. of Post	All 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 including Office Assistant in the Offices/ Departments other than Manipur Secretariat/ Assembly Secretariat/ Governor's Secretariat/ MPSC/ Treasuries & Accounts Department/ Judicial Department/Police Department, Manipur																								
3	Classification of post	GCS Group-C (Ministerial)																								
4	Scale of pay	L-4 Rs.5200-20200 +Grade Pay Rs. 2000/- OR The pay scale as prescribed by FD(PIC) from time to time.																								
5	Whether selection or non-selection post	Selection																								
6	Age for direct recruits	<p>Minimum : 18 years Maximum : 38 years (Upper age limit is relaxable for Govt. servants appointed under the Government of Manipur to the extent of the period of continuous services put in the post/ service and by 5 years for SC/ST candidates and by 3 years for OBC candidates and a Government servant who belongs to SC/ ST will get the facility admissible to a Government servant in addition to the relaxation admissible to SC/ST candidates)</p>																								
7	Educational and other qualifications required for direct recruitment	<p>Essential:</p> <p>a. Graduates who have completed a Course on Computer Concepts (CCC) (DOS + Windows + MS Office + Multimedia + Internet) of a Central / State recognized Institute.</p> <p>b. Candidates for direct recruitment should come through the Manipur Staff Selection Commission and qualify in the recruitment examination to be held by the Manipur Staff Selection Committee in the following subjects:</p> <p>Paper-I</p> <table border="1"> <tr> <th>Sl. No.</th> <th>Subject</th> <th>No. of Questions</th> <th>Full Marks</th> </tr> <tr> <td>1.</td> <td>General Intelligence and Reasoning</td> <td></td> <td>25</td> </tr> <tr> <td>2.</td> <td>General Knowledge</td> <td>25</td> <td>25</td> </tr> <tr> <td>3.</td> <td>Quantitative Aptitude</td> <td>25</td> <td>25</td> </tr> <tr> <td>4.</td> <td>English Language</td> <td>25</td> <td>25</td> </tr> <tr> <td></td> <td>Total</td> <td>100</td> <td>100</td> </tr> </table> <p>(i) Questions of subjects listed at Serial No. 1,3 and 4 will be of Graduate Level. Questions on General Knowledge are to assess the candidate's knowledge on politics, history, geography, literature, sports arts and culture, etc.</p> <p>(ii) The duration of the test will be 03 (three) hours.</p>	Sl. No.	Subject	No. of Questions	Full Marks	1.	General Intelligence and Reasoning		25	2.	General Knowledge	25	25	3.	Quantitative Aptitude	25	25	4.	English Language	25	25		Total	100	100
Sl. No.	Subject	No. of Questions	Full Marks																							
1.	General Intelligence and Reasoning		25																							
2.	General Knowledge	25	25																							
3.	Quantitative Aptitude	25	25																							
4.	English Language	25	25																							
	Total	100	100																							

		<table><tr><th colspan="4">Paper-II</th></tr><tr><th>Sl. No.</th><th>Subject</th><th>Full marks</th><th>Qualifying marks</th></tr><tr><td>1.</td><td>Computer (Practical)</td><td>50</td><td>30%</td></tr></table> <p>(i) The computer (Practical) test will consist of assessing the writing and drafting skill and typing speed of the applicants, along with knowledge of MS Office and related desktop-publishing tasks (word processing, spreadsheets, formatting, printing, etc.)</p> <p>(ii) The duration of the test will be 1.5 hours.</p> <p>c. Selection of Candidates for appointment shall be made in order of merit on the basis of the aggregate marks obtained in Paper-I and Paper-II, subject to the candidates securing the prescribed qualifying marks in Paper-II.</p>	Paper-II				Sl. No.	Subject	Full marks	Qualifying marks	1.	Computer (Practical)	50	30%
Paper-II														
Sl. No.	Subject	Full marks	Qualifying marks											
1.	Computer (Practical)	50	30%											
8	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotes	N.A.												
9	Period of probation, if any	2(two) years. 2nd and subsequent increments shall be subject to passing of examination in Office Procedure conducted by the Govt. of Manipur												
10	Method of recruitment whether by direct recruit or by promotion or by deputation/ transfer and percentage of the total sanctioned post to be filled by various methods	90% by direct recruitment and 10% by promotion												
11	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	<p>Promotion: On selection basis from Group 'D' employees of the Department possessing one of the following qualifications:</p> <p>(i) Bachelor's Degree in any subject from a recognized Univeristy/ Institute with 5(five) years regular service in the grade.</p> <p>(ii) PUC/Intermediate/ 12th Standard from a recognized Council/ University/ Institute with 8(eight) years regular service in the grade and</p> <p>(iii) Matric/ HSLC from a recognized Board/ University/ Institute with 10(ten) years regular service in the grade</p> <p>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 his/her post of Group 'D'</p>												
12	If a DPC exists, what is its composition	Class-III D.P.C. / Selection Committee												
13	Circumstances in which MPSC is to be consulted in making recruitment	NA												

(M. Rabichandra Singh)
Under Secretary (DP), Government of Manipur.