

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

NOTIFICATION

Imphal, the 16th February, 2016

No. 1/20/14-RR(Misc)/DP(A): In supersession of all previous rules issued in this regard and in exercise of the powers conferred by the 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 Head Clerk in the Offices/ Departments under the Government of Manipur other than Manipur Secretariat / Assembly Secretariat/ Governor's Secretariat/ MPSC / Treasuries & Accounts Department/ Judicial Departments, Manipur as shown in the M.P.S.C. Form-8, namely :-

1. Short title :- These rules may be called the Offices/ Departments under the Government of Manipur other than Manipur Secretariat / Assembly Secretariat/ Governor's Secretariat/ MPSC / Treasuries & Accounts Department/ Judicial Departments, Manipur [Head Clerk] Recruitment Rules, 2016.
2. Application :- These rules shall apply to the post 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 and in consultation with the Manipur Public Service Commission, for relaxation of 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.



(A. Subhash Singh).

Deputy Secretary(DP), 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) All Addl. Chief Secretaries, Pr. Secretaries, Commissioners, Secretaries & Special Secretaries, Govt. of Manipur.
- 5) Secretary, MPSC, North A.O.C., Imphal with reference to the letter No. 5/11/2015-RR/MPSC dated 03-12-2015 with 5(five) spare copies for record/custody.
- 6) Director of Printing & Stationery, Manipur with 2(two) spare copies for publication in the Manipur extra ordinary Gazette. He is requested to send 15 copies of the said Rules to this Department. Necessary bill(s) may be sent to Deputy Secretary(GAD), Govt. of Manipur.
- 7) All Heads of Departments, Manipur.
- 8) Deputy Secretary(GAD), Govt. of Manipur.
- 9) Website Manager, Deptt. of Information Technology, 4th Floor, West Block, New Secretariat
- 10) Guard File/Notification Book

No. 1/20/14-RR(Misc)/DP(A)

Imphal the 16th February, 2016

RECRUITMENT RULES FOR THE POST OF HEAD CLERK IN THE OFFICES/ DEPARTMENTS UNDER THE GOVERNMENT OF MANIPUR OTHER THAN MANIPUR SECRETARIAT / ASSEMBLY SECRETARIAT / GOVERNOR'S SECRETARIAT / MPSC/ TREASURIES & ACCOUNTS DEPARTMENT/ 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	Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by 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 DPC exists, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Head Clerk	All posts of Head Clerk in the Offices/ Departments under the Govt. of Manipur other than Manipur Secretariat/ Assembly Secretariat/ Governor Secretariat/ MPSC/ Treasuries & Accounts Department/ Judicial Department, Manipur.	GCS Group-B (Ministerial)	Pay Band Rs.9300-34800 +Grade Pay of Rs. 4200 [As prescribed in MS(RP) (2 nd Amendment) Rules, 2011]	Selection	N.A.	N.A.	N.A.	2(two) years	By promotion	<u>Promotion:</u> UDC/Accountant [Junior Accountants (PB Rs. 5200-20200+GP Rs. 2400) merged] in the Department concerned having passed the Examination in Office Procedure and Accounts Training conducted by the State Govt. of Manipur and having 5(five) years regular service in their respective grade in case of Graduates and 8(eight) years regular service in their respective grade in case of Matriculate/ H.S.L.C.	Class-II/ Gr. B D.P.C.	MPSC is to be consulted in making recruitment. OR As required under MPSC (Exemption from consultation) Regulations, 1972.

Note: (1) Where a person is considered for such appointment all persons possessing requisite qualifications and who are senior to him in the grade shall also be considered irrespective of the fact whether or not they fulfil the requirement as to minimum periods of qualifying service prescribed for purpose of promotion.

(2) Any period of Ad-hoc appointment prior to regularization shall not be counted in the minimum period of service prescribed for promotion.

Subhash Singh
16/2/16
(A. Subhash Singh)

Deputy Secretary(DP), Government of Manipur.