

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

NOTIFICATION

Imphal, the 1st October, 2016

No. 1/20/14-RR(Misc)/DP: 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 Lower Division Clerk(LDC) in the Offices/ Departments under the Government of Manipur other than Manipur Secretariat/ Assembly Secretariat/ Governor's Secretariat/MPSC/ Treasuries & Accounts Department/ Judicial Department/ Police Department, 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 Department/ Police Department, Manipur [Lower Division Clerk(LDC)] 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 Department of Personnel & Administrative Reforms(Personnel Division), 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,

(Yunnam Robita)
(Yunnam Robita)

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) 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.
- 6) All Heads of Departments, Manipur.
- 7) Deputy Secretary(GAD), Govt. of Manipur.
- 8) Website Manager, Deptt. of Information Technology, 4th Floor, West Block, New Secretariat.
- 9) Guard File/Notification Book.

No. 1/2014-RR(Misc)/DP
Imphal, the 1st October, 2016

RECRUITMENT RULES FOR THE POST OF LOWER DIVISION CLERK(LDC) IN THE OFFICES/DEPARTMENTS OTHER THAN MANIPUR SECRETARIAT/ASSEMBLY SECRETARIAT/
GOVERNOR'S SECRETARIAT/MPSC/ TREASURIES & ACCOUNTS DEPARTMENT/JUDICIAL DEPARTMENT/POLICE DEPARTMENT, 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																				
(1)	(2)	(3)	(4)	(5)	(6)	(7)																				
Lower Division Clerk	All posts of Lower Division Clerk (LDC) in the Offices/ Departments other than Manipur Secretariat/ Assembly Secretariat/ Governor's Secretariat/ MPSC/ Treasuries & Accounts Department/ Judicial Department, Manipur	GCS Group-C	PB-1: Rs.5200-20200 +Grade Pay Rs. 2000/- [As approved by the State Cabinet dated 08-05-2014 read with Pay Anomaly Committee's recommendation dated 17-10-2013] Note: Such scale of pay shall be in force as and when FD(PIC) prescribes the same as per Manipur Services (Revised Pay) Rules, 2010	Selection	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).	Essential: - Graduates who have completed a Course on Computer Concepts (CCC) IDOS + Windows + MS Office + Multimedia + Internet) of a Central / State recognized Institute. - Candidates for direct recruitment should come through the Employment Exchange and qualify in the recruitment examination to be held by the Department in the following subjects: <table><thead><tr><th>Subjects</th><th>Full marks</th><th>Qualifying marks</th><th>Time allowed</th></tr></thead><tbody><tr><td>(a) General English, Precis Writing, Drafting and Essay</td><td>100</td><td>30%</td><td>3 hours</td></tr><tr><td>(b) General Knowledge</td><td>50</td><td>30%</td><td>1 1/2 hours</td></tr><tr><td>(c) Computer (Practical)</td><td>50</td><td>30%</td><td>1 1/2 hours</td></tr><tr><td>(d) Interview / Viva Voce</td><td>20</td><td>N.A.</td><td>As required.</td></tr></tbody></table> Number of candidates to be called for Interview / Viva Voce shall be 5(five) times the number of vacancies.	Subjects	Full marks	Qualifying marks	Time allowed	(a) General English, Precis Writing, Drafting and Essay	100	30%	3 hours	(b) General Knowledge	50	30%	1 1/2 hours	(c) Computer (Practical)	50	30%	1 1/2 hours	(d) Interview / Viva Voce	20	N.A.	As required.
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(b) General Knowledge	50	30%	1 1/2 hours																							
(c) Computer (Practical)	50	30%	1 1/2 hours																							
(d) Interview / Viva Voce	20	N.A.	As required.																							
3. Selection of Candidates for appointment should be in order of merit in aggregates in the above subjects.																										

MPSC FORM - 8

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GOVERNOR'S SECRETARIAT/ MPSC/ TREASURIES & ACCOUNTS DEPARTMENT/ JUDICIAL DEPARTMENT/POLICE DEPARTMENT, MANIPUR.

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 debarred in making recruitment
(8)	(9)	(10)	(11)	(12)	(13)
N.A.	2(two) years. 2 nd and subsequent increments shall be subject of 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 his/her post of Group 'D'.	Class-III D.P.C./ Selection Committee.	N.A.

(Yunnam Robita)
Deputy Secretary(DP), Government of Manipur.