

ANNEXURE
Stenographer

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

NOTIFICATION
Imphal, the 4th Sept..1979.

No. 1/69/77-PP/DP: In supersession of all previous orders 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 Stenographers/Personal Assistants/Steno-Typists in Government Departments other than Assembly Secretariat, High Court, Sub-Judges Courts and Munsiff's Courts, Manipur as shown in the MPSC FORM-8, namely :-

1. Short title:- These rules may be called the Government Departments other than Assembly Secretariat, High Court, Sub-Judges Courts and Munsiff's Courts (Stenographers/Personal Assistants/Steno-Typists) Recruitment Rules, 1979.
2. Applications:- These rules shall apply to the post 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 post, 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 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/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 immediate effect.

By orders and in the name of the
Govt. of Manipur,

S/-

(A. J. SINGH)
UNDER SECRETARY (DP), GOVT. OF MANIPUR.

Memo No: 1/69/77-RR/DP

Imphal, the 4th Sept. '79.

Copy to:-

- (1) The Superintendent, Printing & Stationery, Manipur for publication in the gazette. 15 spare copies of the said rules may kindly be sent to this Department.
- (2) The Secretary, Manipur Public Service Commission, Imphal with reference to their letter No: 6/6/75 MPSC (Misc) dt: 2-7-79 and dt: 10-8-79.
- (3) All Commissioners/Secretaries, Government of Manipur, Imphal.
- (4) All Heads of Departments/O. Pices, Manipur.
- (5) The Under Secretary (PIC), Government of Manipur.
- (6) Guard File.
- (7) Office Copy.

Sd/-

(A. B. SINGH)
UNDER SECRETARY(OP): GOVT. OF MANIPUR.

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RECRUITMENT RULE FOR THE POST OF STENOGRAPHER UNDER THE GOVERNMENT OF MANIPUR.

File No. 1/69-77-RR/DP. Dated 4-9-1979.
IPSC FORM - 8

1	2	3	4	5	6
Name of post	No. of post	Classification	Scale of pay.	Whether selection post or non-selection post	Age for direct recruit.
Steno. Rep. Asst./ Personal Asst's./ Steno-Typist.	All posts of Steno- graphers/ Personal Assts./ Steno-Ty- pists	G. C. S. Class III (Non-Ce- reted).	(1) Rs. 250-410/- (Rs. 960-1500/-) N. A. (For those who have not passed speed of 80 words per minute in English shorthand). (2) Rs. 335-575/- (Rs. 1200-2040/-) (For those who possess speed of 80 words per minute in English shorthand). (3) Rs. 470-750/- (Rs. 1400-2300/-) (For those who possess speed of 120 words per minute in English shorthand).		30 years and below (upper age limit relaxable by 5 years for SC/ST candidates and by 5 years for Government servants who have put in a continuous service of not less than 3 years under the Government of Manipur and upper age limit is relaxable for ex-servicemen/retrenched personnel according to Govt.'s instructions issued from time to time).

SA/-
(A. B. SINGH)
UNDER SECRETARY (DP): GOVT. OF MANIPUR.

P.T.O. (2)-

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Educational and other qualification required for direct recruitment.

E S S E N T I A L S

1. All candidates should come through the Employment Exchange except those who are already in service.
2. For (1) in col. 4 Matriculation or its equivalent of a recognised University/Board with speed of below 80 words per minute in shorthand (English) and speed not less than 30 words per minute in typing (English) (Relaxable for SC/ST candidates upto 60 words per minute in shorthand and 25 words per minute in typing).
3. For (2) in col. 4 Matriculation or its equivalent of a recognised University/Board with speed of 80 words per minute in shorthand (English) and 40 words per minute in typing (English) (Relaxable for SC/ST candidates upto 60 words per minute in shorthand and 25 words per minute in typing).
4. For (3, in col. 4 Intermediate/P.U.C. 2nd year of a recognised University possessing speed of 120 words per minute in shorthand (English) and 50 words per minute in typing (English) (Relaxable for SC/ST candidates upto 100 words per minute in shorthand and 40 words per minute in typing).
5. For (1) of col. No. 4 and Item No. 2 of col. No. 7 - candidates should qualify in the Recruitment Examination to be conducted by the Government of Manipur in the following subjects:-

<u>Subject.</u>	<u>Full marks.</u>	<u>Pass marks.</u>	<u>Time allowed.</u>
(a) English Essay, precise writing.	50	30%	1½ hours.
(b) General English	5	30%	1½ hours.
(c) General Knowledge	50	30%	1½ hours.

Selection of candidates for appointment should be in order of merit basis on the above mentioned tests except in respect of reserved vacancies. Selection of candidates are subject to the fulfilment of the conditions 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 recruitment.

6. Educational or other qualifications relaxable in respect of physically handicapped persons according to Government instruction issued from time to time.
7. The limited qualifying Examination i.e., Speed Test for the persons in item (3) in Col. No. 4 will be conducted by the Manipur Public Service Commission. The scheme of Examination is contained in the Schedule appended thereto.

Sd/

and
not belows 65 words
per minute

Whether age & educational qualification prescribed for the direct recruits apply in the case of promotees.	Period of probation in any	Method of rectt. Whether by direct rectt. or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.	In case of rectt. by promotion/ deputation/transfer, grades from which promotion, deputation/transfer to be made.	If a D. P. C. exists what is its compositions.	Circumstances in which MPSC is making recruitment.
N. A.	2 years	By direct recruitment.	N. A.	Class- III D. P. C.	As required under the MPSC (Exemption) Regulations, 1972.
8	3	10	11	12	13

SD/-
(A.B. SINCH)
UNDER SECRETARY (CP): GOVT. OF MANIPUR.