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

NOTIFICATION
Imphal, the 24th May, 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 Upper Division Clerk in the Departments/ Offices under the Government of Manipur other than Manipur Secretariat/ Assembly Secretariat/ Governor's Secretariat/ MPSC/ Treasuries & Accounts Department/ Police Department /Judicial Departments, Manipur as shown in the M.P.S.C. Form-8, namely :-

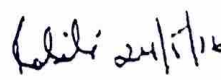
1. Short title :- These rules may be called the Departments/ Offices under the Government of Manipur other than Manipur Secretariat/ Assembly Secretariat/ Governor's Secretariat/ MPSC/ Treasuries & Accounts Department/ Police Department /Judicial Departments, Manipur [Upper Division Clerk] Recruitment 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 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,


(Yumnam Robita)

Deputy Secretary(DP), Govt. of Manipur.

Copy to :-

- 10) Secretary to Governor, Raj Bhawan, Imphal.
- 11) Secretary to Chief Minister, Manipur.
- 12) P.P.S. to Dy. Chief Minister, Manipur.
- 13) All Addl. Chief Secretaries, Pr. Secretaries, Commissioners, Secretaries & Special Secretaries, Govt. of Manipur.
- 14) 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.
- 15) All Heads of Departments, Manipur.
- 16) Deputy Secretary(GAD), Govt. of Manipur.
- 17) Website Manager, Deptt. of Information Technology, 4th Floor, West Block, New Secretariat.
- 18) Guard File/Notification Book.

No. 1/20/14-RR(Misc)/DP(Λ)

Imphal, the 24th May, 2016

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK IN THE DEPARTMENTS/ OFFICES UNDER THE GOVERNMENT OF MANIPUR OTHER THAN MANIPUR SECRETARIAT/ ASSEMBLY SECRETARIAT/ GOVERNOR'S SECRETARIAT/ MPSC/ TREASURIES & ACCOUNTS DEPARTMENT/POLICE 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)
Upper Division Clerk	All posts of Upper Division Clerk in the Offices/ Departments under the Govt. of Manipur other than Manipur Secretariat/ Assembly Secretariat/ Governor's Secretariat/ MPSC/ Try. & Accts. Deptt./ Police Deptt./ Judicial Deptt.	GCS Gr.-p-C (Ministerial)	PB-1: Rs.5200-20200 +Grade Pay Rs. 2400/-	Selection	N.A.	N.A.	N.A.	2(two) years	By promotion	Promotion: LDC in the Department/Office concerned having passed the examinations in Office Procedure and the Accounts Training conducted by the State Government of Manipur with 5(five) years regular service in the grade in case of Graduate and 8(eight) years regular service in case of Under-graduate.	Class-III D.P.C.	N.A.

(Signature)
(Yumnam Robita)
Deputy Secretary(DP), Government of Manipur.