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

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NOTIFICATION

Imphal, the 24th April, 1987.

No. 1/90/74-RR/DP : In supersession of all previous rules issued in this regard and in exercise of the powers conferred by the Service 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 Clerks in the Departments/Offices under the Govt. of Manipur other than those in the Manipur Secretariat/Assembly Secretariat/Governor's Secretariat/Council of Ministers and Judicial Department, as shown in the MPSC Form-8, namely:-

1. SHORT TITLE:- These rules may be called the Departments/Offices under the Government of Manipur other than those in the Manipur Secretariat/Assembly Secretariat/Governor's Secretariat/Council of Ministers and Judicial Department (Upper Division Clerks) Recruitment Rules, 1987.

2. APPLICATION:- 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 Department of Personnel & Administrative Reforms (Personnel Division), Govt. of Manipur, 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:

(N.K. Jain)

Joint Secretary (DP) to the Govt. of Manipur.

Copy to:-

- (1) The Director of Printing & Sty., Manipur with spare copy for publication in the Manipur Gazette with a request to send 5 copies Gazette to this Dept.
- (2) The Commissioner (Finance), Govt. of Manipur with 5 spare copies with Ref. to his letter No. 8/37/83-FD(TRY), dated, 18-2-1987.
- (3) All Commissioners/Secretaries, Government of Manipur.
- (4) All Deputy Commissioners, Manipur
- (5) All Heads of Departments/Offices, Manipur *Director of Education (S)*
- (6) The Under Secretary (PIO), Govt. of Manipur. *Manojan*
- (7) Notification Book/Guard File.

No. Y/11, R/DP : Date 24-4-87
 P.S. FORM 2

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERKS IN THE
 IN THE DEPARTMENTS/OFFICES UNDER THE GOVERNMENT OF MANIPUR OTHER THAN THOSE IN THE MANIPUR SECRETARIAT/
 ASSEMBLY SECRETARIAT/GOVERNOR'S SECRETARIAT/COUNCIL OF MINISTERS AND JUDICIAL DEPARTMENT.

Designation of post.	Number of posts.	Classification.	Scale of pay.	Whether selection post or non-selection post.	Age for direct recruits.	Educational & other qualifications required for direct recruits.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Upper Division Clerk.	All posts of U.D.C. in the Departments/Offices under the Government of Manipur other than those in the Manipur Secretariat/Assembly Secretariat/Governor's Secretariat/Council of Ministers and Judicial Department.	G.C.S. Class-III (Ministerial/Non-gazetted).	Rs. 650-25-725- 85-30-935- 35-1285/-p.m.	Non-Selection (Seniority-cum-Merit).	N.A.	N.A.	N.A.	2(two) years.

(N.K. Jain)
 Joint Secretary (DP) to the Govt. of Manipur.

No. 197/11, 12/DP : Dated 24-4-87

Method of rectt: whether by direct recruitment or by promotion or by deputation/transfer & 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. which M.F.S.C. is to be consulted in making rectt. positions.

(10)

(11)

(12)

(13)

By promotion.

PROMOTION:

Class-III

N.A.

D.P.C.

- (1) Lower Division Clerks in the Departments/Offices under the Govt. of Manipur with a minimum of 3(three) years regular service in the grade in case of Graduates and 5 years regular service in the grade in the case of Non-Graduates who have passed the examination in Office Procedure conducted by the Government of Manipur.
- (2) Manipuri Vernacular Typist/Hindi Typist of Publicity Deptt. with a minimum of 3(three) years regular service in the grade in the case of Graduates and 5(five) years regular service in the grade in the case of Non-Graduates who have passed the examination in Office Procedure conducted by the Government of Manipur.
- (3) Electoral Registration Clerk of the Election Deptt. with a minimum of 3(three) years regular service in the grade in the case of Graduates and 5(five) years regular service in the case of Non-Graduates who have passed the examination in Office Procedure conducted by the Govt. of Manipur.
- (4) Schedule Assistant/Bill Tabulator of Treasury Cadre with a minimum of 3(three) years regular service in the grade in the case of Graduate and 5(five) years regular service in the grade in the case of Non-Graduates who have passed the examination in Office Procedure conducted by the Government of Manipur and having minimum typing speed of 30 words per minute in English in the case of General and 25 words per minute in the case of ST/SC. Typing test may be exempted in respect of handicapped persons. Inter-seniority list between L.D.C. and Schedule Assistant/Bill Tabulator will be prepared according to rule.

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(N.K. Jain)

Joint Secretary (P) to the Government of Manipur

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Whether age and educational qualification prescribed for the direct recruitment 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 up by various methods.	In case of recruitment by promotion/transfer, grades from which promotion/deputation/transfer to be made.	If a D.P.C. exists, what is its composition.	Circumstances in which MPSC is to be consulted in making recruitment.
3	9	10	11	12	13
Age : No Educational Qualification : Yes.	2(two) years after which confirmation and drawing of 2nd and subsequent increments will be allowed subject to having qualified in the departmental test in "Office Procedure" conducted by the Government of Manipur. In addition to the above, L.D.Cs. who are appointed on or before 13.7.64 but have not yet possessed 30 words per minute in typing (25 words per minute in respect of SC/ST candidates) will not be confirmed nor declared quasi-permanent.	(1) 90% by Direct Recruitment. (2) 10% of the sanctioned strength of L.D.C. shall be filled up by promotion from among the educationally qualified Grade-Class-IV employees for the Departments under the Govt. of Manipur other than those in the Manipur Secretariat/ Assembly Secretariat Governor's Secretariat/Judicial Departments, Manipur and unfilled vacancies will be carried over to the next recruitment year in respect of promotion quota. The Grade/Class-IV employees who have possess the requisite educational qualification prescribed for direct recruitment under column No. 7 are exempted from the written test for appointment to Lower Division Clerk. However, such Grade/Class employees should pass the prescribed speed test in typing within six months from the date of appointment as Lower Division Clerk. In case of failure to pass the speed test in typing within 6(six) months' period, he/she/they will be reverted to their original post(s) forthwith. (3) Competitive examination for direct recruitment will be held/conducted by the Department concerned.	PROMOTION Grade/Class-IV employees of the Departments under the Government of Manipur other than those in the Manipur Secretariat/ Assembly Secretariat/Governor's Secretariat/Judicial Departments, having at least 5(five) years' regular service in the grade.	Class-III D.P.C./Selection Committee.	N.A.