

GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

NOTICE

Imphal, the 23rd October, 2026

No.ESTT-105/1/2022-GAD-GAD-Part(1): In pursuance of the Department of Personnel's (DP) letter No.1/12/9-RR/DP, dated 24.4.2019, the General Administration Department, Government of Manipur hereby publish/upload the draft amendment of the Manipur Secretariat Subordinate Services (1st Amendment) Rules, 2026 for the post of Assistant Section Officer, Care Taker, Librarian as Annexed.

2. All stakeholders are invited to furnish comments/views/modifications, if any, on the aforesaid draft Service Rules' of the above-mentioned posts in writing to the undersigned possibly within 30 (thirty) days from the date of publication of this Notice in order to facilitate in taking further necessary action in this regard.

Digitally signed by

Thokchom Bedajit

Date: 23-10-2026

17:07:45

(Thokchom Bedajit)
Joint Secretary (GAD),
Government of Manipur.

Copy to:

1. Staff Officer to Chief Secretary, Government of Manipur.
2. P.S to Commissioner (GAD), Government of Manipur.
3. Guard file.

**GOVERNMENT OF MANIPUR
GENERAL ADMINISTRATION DEPARTMENT**

NOTIFICATION

Imphal, XX October, 2026

No. ESTT-105/1/2022-GAD-GAD-Part(1): In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India, the Governor of Manipur is pleased to make the following rules further to amend the Manipur Secretariat Subordinate Service rules, 1982, namely:-

1. SHORT TITLE AND COMMENCEMENT:

- a. These Rules may be called the Manipur Secretariat Subordinate Service (1st Amendment) Rules, 2026.
 - b. These Rules shall come into force with effect from the date of publication in the official Gazette of Manipur.
2. The existing Rule 7(1), Rule 7(2) and Rule 7(3) of the Manipur Secretariat Subordinate Service rules, (1st Amendment) Rules, 2015 shall be substituted by the following, namely:

Existing Rules:

Method of recruitment

Rule 7(1) Assistant Section Officer:

Appointment to the post of Assistant Section Officer shall be made by promotion on selection basis from amongst the followings who have passed the Accounts Test conducted by the Accountant General, Assam or by the Government of Manipur as also the Office Procedure Examination conducted by the Government of Manipur as shown below:

- a. Librarian with 4(four) years regular service in the grade (after passing B. Lib.);
- b. Graduate Care Taker with 4(four) years regular service in the grade;
- c. Senior Office Assistant with not less than 6(six) years regular service in the grade. The period rendered as Librarian/ Care Taker may be taken into account for calculating 6 (six) years regular service.

Rule 7(2) Care Taker:

Appointment to the post of Care Taker shall be made by promotion on selection basis from amongst the willing Graduate Senior Office Assistant / Graduate Office Assistant who have put in 2 (two) years regular service in case of Senior Office Assistant and 5 (five) years regular service in case of Office Assistant.

Rule 7(3) Librarian:

Appointment to the post of Librarian shall be made "By promotion failing which by Direct Recruitment".

(a) **Promotion:** Promotion shall be made on the basis of selection from amongst willing Care Taker / Graduate Senior Office Assistant / Graduate Office Assistant who have put in regular service of at least 2 (two) years in the case of Care Taker, 3 (three) years in case of Senior Office Assistant and 5 (five) years in the case of Office Assistant subject to the condition that he should pass the Library Science within 4 (four) years of selection as Librarian.

(b) **By Direct Recruitment:** Appointment to the post of Librarian on direct recruitment basis shall be made on the recommendation of the Selection Committee / Departmental Promotion Committee from amongst the candidates who have fulfilled the requirements prescribed in Schedule-II(A). Candidates should come through the Employment Exchange.

Proposed Rules after amendment:

Method of recruitment

Rule 7(1) Assistant Section Officer:

Appointment to the post of Assistant Section Officer shall be made by promotion on selection basis from amongst the followings who have passed the Accounts Test conducted by the Accountant General, Assam or by the Government of Manipur as also the Office Procedure Examination conducted by the Government of Manipur as shown below:

- a. Librarian with 4(four) years regular service in the grade (after passing B. Lib.);
- b. Graduate Care Taker with 4(four) years regular service in the grade;
- c. Senior Secretariat Assistant 4(four) years regular service in the grade.

Rule 7(2) Care Taker:

Appointment to the post of Care Taker shall be made by promotion on selection basis from amongst the willing Secretariat Assistant who have put 5 (five) years regular service in the grade.

Rule 7(3) Librarian:

Appointment to the post of Librarian shall be made "By promotion failing which by Direct Recruitment".

(a) **Promotion:** Promotion shall be made on the basis of selection from amongst willing Graduate Secretariat Assistant who have put in regular service of at least 5 (five) years in in the grade subject to the condition that he should pass the Library Science within 4 (four) years of selection as Librarian.

(b) **By Direct Recruitment:** No change.

(Thokchom Bedajit)
Joint Secretary (GAD),
Government of Manipur.