

GOVERNMENT OF MANIPUR  
DIRECTORATE OF SOCIAL WELFARE

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N O T I C E

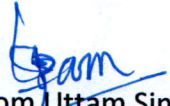
Imphal, the 19<sup>th</sup> February, 2024

No.1/229/2024-D(SW)ICPS: In pursuant to Department of Personnel & AR's letter No.1/12/19-RR/DP dated 24<sup>th</sup> April, 2019, proposed Recruitment Rules for the following posts under Mission Vatsalya( formerly ICPS) under Social Welfare Department, Government of Manipur are hereby published/uploaded in the official website of the Department - [www.socialwelfare.mn.gov.in](http://www.socialwelfare.mn.gov.in):

1. Assistant-cum-Data Entry Operator(SCPS)
2. Assistant-cum-Data Entry Operator(DCPU)
3. Assistant-cum-Data Entry Operator(JJB)
4. Assistant-cum-Data Entry Operator(CWC)

All stakeholders are invited to furnish comments/views/modification/feedback, if any to the enclosed draft of R/R for the above posts within 30 days from the date of publication of this notice.

Proposed Recruitment Rules can be seen in the Department's website [www.socialwelfare.mn.gov.in](http://www.socialwelfare.mn.gov.in)

  
(Ngangom Uttam Singh)  
Director (Social Welfare)  
Manipur

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Copy to:-

1. P.S to Commissioner (Social welfare), Govt. of Manipur.
2. Joint Director (ICDS), Social Welfare Department, Manipur.
3. Joint Director (SW), Social Welfare Department, Manipur.
4. Deputy Director (CP), Social Welfare Department, Manipur.
5. Deputy Director (Social Welfare), Manipur. He is directed to upload the same to Department's website.
6. Notice board.
7. Guard file.

**NOTIFICATION NO.**

Imphal, the

**RECRUITMENT RULES FOR THE POST OF ASSISTANT-CUM-DATA ENTRY OPERATOR (JJB) FOR MISSION VATSALYA (FORMERLY ICPS) IN THE SOCIAL WELFARE DEPARTMENT, MANIPUR**


Designation of post	No. of post	Classification	Scale of pay	Whether selection or non selection post	Age for direct recruits	Educational and other qualification required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant-cum-Data Entry Operator(JJB)	8(eight) (No.5/22/2015-S(SW) Dt.23-11-2016)	G.C.S. Group-C	Rs. 5200 – 20200 +1900 (Grade Pay) (R.O.P-2010)/Level-3(R.O.P-2019)	Non-Selection	38 years and below(Upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous service put in the post/service and by 5 years for SC/ST candidates, by 3 years for OBC candidates and a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates and by 3 years for OBC)	<u>ESSENTIAL</u> Graduate who have been completed a course on Computer concepts((CCC)IDOS+ Window+ MS Office +Multi Media +Internet) of a Central/State recognised Institutes a recognized University. <u>DESIRABLE</u> 1. Knowledge of Manipuri/local dialect. 2. At least one year experience of working with Govt./NGO-Government Organisation.





Whether age & educational qualification prescribed for direct recruits will apply in the case of promotes	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 method	In case of recruitment by promotion/ deputation/ transfer grade from which promotion/ deputation/ transfer to be made	If a DPC exists, what is its composition	Circumstances in which MSPC is to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
NA	2 (two) years	By direct recruitment	N.A	Class-III D.P.C.	As required under Manipur Public Service Commission (Exemption from Consultation) Regulation, 1972.

Signature of Officer sending the proposal.

  
 Director  
 Department of Social Welfare  
 Government of Manipur

**NOTIFICATION NO.**

Imphal, the

**RECRUITMENT RULES FOR THE POST OF ASSISTANT-CUM-DATA ENTRY OPERATOR (SCPS) FOR MISSION VATSALYA (FORMERLY ICPS) IN THE SOCIAL WELFARE DEPARTMENT, MANIPUR**

Designation of post	No. of post	Classification	Scale of pay	Whether selection or non selection post	Age for direct recruits	Educational and other qualification required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant-cum-Data Entry Operator(SCPS)	2(two) (No.5/22/2015-S(SW) Dt.23-11-2016)	G.C.S. Group-C	Rs. 5200 – 20200 +1900 (Grade Pay) (R.O.P-2010)/Level-3(R.O.P-2019)	Non-Selection	38 years and below(Upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous service put in the post/service and by 5 years for SC/ST candidates, by 3 years for OBC candidates and a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates and by 3 years for OBC)	<u>ESSENTIAL</u> Graduate who have been completed a course on Computer concepts((CCC)IDOS+ Window+ MS Office +Multi Media +Internet) of a Central/State recognised Institutes a recognized University. <u>DESIRABLE</u> 1. Knowledge of Manipuri/local dialect. 2. At least one year experience of working with Govt./NGO-Government Organisation.





Whether age & educational qualification prescribed for direct recruits will apply in the case of promotes	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 method	In case of recruitment by promotion/ deputation/ transfer grade from which promotion/ deputation/ transfer to be made	If a DPC exists, what is its composition	Circumstances in which MSPC is to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
NA	2 (two) years	By direct recruitment	N.A	Class-III D.P.C.	As required under Manipur Public Service Commission (Exemption from Consultation) Regulation, 1972.

Signature of Officer sending the proposal.

  
Director  
Department of Social Welfare  
Government of Manipur.

**NOTIFICATION NO.**  
Imphal, the

**RECRUITMENT RULES FOR THE POST OF ASSISTANT-CUM-DATA ENTRY OPERATOR (DCPU) FOR MISSION VATSALYA (FORMERLY ICPS) IN THE SOCIAL WELFARE DEPARTMENT, MANIPUR**

Designation of post	No. of post	Classification	Scale of pay	Whether selection or non selection post	Age for direct recruits	Educational and other qualification required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant-cum-Data Entry Operator(DCPU)	7(seven) (No.5/22/2015-S(SW) Dt.23-11-2016)	G.C.S. Group-C	Rs. 5200 – 20200 +2000 (Grade Pay) (R.O.P-2010)/Level-4(R.O.P-2019)	Non-Selection	38 years and below(Upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous service put in the post/service and by 5 years for SC/ST candidates, by 3 years for OBC candidates and a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates and by 3 years for OBC)	<u>ESSENTIAL</u> Graduate who have been completed a course on Computer concepts((CCC)IDOS+ Window+ MS Office +Multi Media +Internet) of a Central/State recognised Institutes a recognized University. <u>DESIRABLE</u> 1. Knowledge of Manipuri/local dialect. 2. At least one year experience of working with Govt./NGO-Government Organisation.



Whether age & educational qualification prescribed for direct recruits will apply in the case of promotes	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 method	In case of recruitment by promotion/ deputation/ transfer grade from which promotion/ deputation/ transfer to be made	If a DPC exists, what is its composition	Circumstances in which MSPC is to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
NA	2 (two) years	By direct recruitment	N.A	Class-III D.P.C.	As required under Manipur Public Service Commission (Exemption from Consultation) Regulation, 1972.

Signature of Officer sending the proposal.

  
Director  
Department of Social Welfare  
Government of Manipur



**NOTIFICATION NO.**

Imphal, the

**RECRUITMENT RULES FOR THE POST OF ASSISTANT-CUM-DATA ENTRY OPERATOR (CWC) FOR MISSION VATSALYA (FORMERLY ICPS) IN THE SOCIAL WELFARE DEPARTMENT, MANIPUR**


Designation of post	No. of post	Classification	Scale of pay	Whether selection or non selection post	Age for direct recruits	Educational and other qualification required for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant-cum-Data Entry Operator(CWC)	7(seven) (No.5/22/2015-S(SW) Dt.23-11-2016)	G.C.S. Group-C	Rs. 5200 – 20200 +1900 (Grade Pay) (R.O.P-2010)/Level-3(R.O.P-2019)	Non-Selection	38 years and below(Upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous service put in the post/service and by 5 years for SC/ST candidates, by 3 years for OBC candidates and a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates and by 3 years for OBC)	<u>ESSENTIAL</u> Graduate who have been completed a course on Computer concepts((CCC)IDOS+ Window+ MS Office +Multi Media +Internet) of a Central/State recognised Institutes a recognized University. <u>DESIRABLE</u> 1. Knowledge of Manipuri/local dialect. 2. At least one year experience of working with Govt./NGO-Government Organisation.





Whether age & educational qualification prescribed for direct recruits will apply in the case of promotes	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 method	In case of recruitment by promotion/ deputation/ transfer grade from which promotion/ deputation/ transfer to be made	If a DPC exists, what is its composition	Circumstances in which MSPC is to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
NA	2 (two) years	By direct recruitment	N.A	Class-III D.P.C.	As required under Manipur Public Service Commission (Exemption from Consultation) Regulation, 1972.

Signature of Officer sending the proposal.

  
Director  
Department of Social Welfare  
Government of Manipur,