

GOVERNMENT OF MANIPUR
DIRECTORATE OF SOCIAL WELFARE

N O T I F I C A T I O N
Imphal, the 23rd February, 2024

No.1/166/2024-D(SW)D/R(D).: In pursuant to Govt. letter No. Govt. letter No.CSSS-204(4)/9/2022-SW-SW dated 28th December, 2022 and Govt. letter No.CSSS-201(5)/6/2022-SW-SW dated 12th January, 2024 applications in prescribed format are invited from the intending candidates for recruitment of the following categories of posts in Social Welfare Department on **contractual basis** through sponsorship of Concerned Employment Exchange Offices, Manipur. All willing candidates should get their names sponsored from the concerned District Employment Exchange Officers and thereafter shall **submit application form online** on Department's official website www.socialwelfare.mn.gov.in on or before 22nd March, 2024. (Submission of online application form shall commence on 24rd February, 2024)

Sl. No.	Name of Post	Qualifications	Pay Scale (ROP, 2019)	Reserved & Unreserved Post					Total No. of posts
				UR	OBC(M)	OBC(MP)	SC	ST	
1.	Superintendent/Person in-Charge	<u>ESSENTIAL</u> Post Graduate degree in Social Work/Sociology/Child Development/Human Rights Public Administration /Psychology/Psychiatry/Law/Public Health /Community Recourse Management from a recognised University.	Level in pay Matrix-7	1	-	-	-	-	1
2.	Counsellor	<u>ESSENTIAL</u> Graduate in Social Work/Sociology/Psychology/Public Health/counselling from a recognised University.	Level in pay Matrix-6	4	1	-	-	2	8
3.	Data Analyst	<u>ESSENTIAL</u> Graduate in Statistics/Mathematic/Economics/Computer(BCA) from a recognised University, Weightage for Work experience, Proficiency in computer	Level in pay Matrix-6	2	1	-	-	4	7
4.	Social Worker	<u>ESSENTIAL</u> Graduate preferably in Social Work/Sociology/Social Sciences from a recognised University.	Level in pay Matrix-6	8	2	-	-	4	14
5.	Accountant	<u>ESSENTIAL</u> Graduate in commerce/Mathematics degree from a recognised University.	Level in pay Matrix-5	3	1	-	-	3	7

Garm

6.	Auxiliary Nurse Midwife	<u>ESSENTIAL</u> 1. 10+ 2 or its equivalent 2. Passed Female Health Worker course from a recognised Institute 3. Registered with State Nursing Council	Level in pay Matrix-4	1	-	-	-	-	1
7.	Outreach Worker	<u>ESSENTIAL</u> Graduate from a recognised University/Institute.	Level in pay Matrix-3	7	1	1	-	5	14
8.	Assistant-cum-Data entry Operator(D CPU)	<u>ESSENTIAL</u> Graduate who have completed a Course on Computer Concepts (CCC)DOS + windows + MS Office + Multimedia + + Interest) of a Central /State recognized Institute	Level in pay Matrix-4	2	1	-	-	4	7
9.	Assistant-cum-Data entry Operator(C WC)	<u>ESSENTIAL</u> Graduate who have completed a Course on Computer Concepts (CCC)DOS + windows + MS Office + Multimedia + + Interest) of a Central /State recognized Institute	Level in pay Matrix-3	2	1	-	-	4	7
10.	Assistant-cum-Data entry Operator(J JB)	<u>ESSENTIAL</u> Graduate who have completed a Course on Computer Concepts (CCC)DOS + windows + MS Office + Multimedia + + Interest) of a Central /State recognized Institute	Level in pay Matrix-3	3	1	-	-	3	7
11.	Cook	<u>ESSENTIAL</u> At least HSLC/Equivalent from a recognised Institute and knowledge of cooking common Manipuri and Indian dishes.	Level in pay Matrix-1	1	-	-	-	-	1
12.	Helper	At least HSLC/Equivalent from a recognised Institute	Level in pay Matrix-1	1	-	-	-	-	1
13.	House Keeper	1. At least HSLC/Equivalent from a recognised Institute 2. Good Physique	Level in pay Matrix-1	1	-	-	-	-	1

- 1) **Age Limits:** 18 years to 38 years. Upper age limit is relaxable for Govt. Servants as per rules. 5 yrs. relaxation for SC & ST candidate (i.e. 43 yrs.) & 3 yrs. relaxation for OBC Candidates (i.e. 41 years), 10 years relaxation for Persons with disabilities as on last date of form submission as mentioned above i.e. 22nd March, 2024.
- 2) The number of posts shown above may be increased or decreased according to the vacant posts available in the Department at the time of completion of recruitment process.
- 3) 1(one) post each is reserved for Person with disabilities (PwD) for the post of Social Worker(LD) and Outreach Worker(VI) and reservation will be horizontal in nature.
- 4) Scheme of Examination for various categories of posts from Sl.No. 2 to 13 will be as per O.M No.1/22/2005-DR-III/DP dated 18th September,2021 issued by the Department of Personnel & Administrative Reforms (Personnel Division), Govt of Manipur. This will be available from the official website of the Department www.socialwelfare.mn.gov.in.
- 5) The willing and eligible candidates should get their names sponsored from the concerned District employment Exchange Offices on or **before 20th March, 2024**.
- 6) Payable Fees: Rs.500/- for UR and Rs. 300/- for ST/SC/OBC. Fees shall be exempted for PwD candidates. Fees shall be paid online.
- 7) Eligible candidate for the post shall download Admit Cards from Deptt's official website www.socialwelfare.mn.gov.in for appearing Written Test Examination on or **before 3rd April, 2024**.
- 8) The above notification is issued with concurrence of competent authority and with the approval of the State Cabinet for relaxation of ban on direct recruitment on contractual basis.
- 9) **Disqualification:**
 - (i) Canvassing by a candidate directly or indirectly in connection with the recruitment shall be liable to disqualification of the candidate.
 - (ii) Any candidate who, on verification at any stage of the recruitment process, does not fulfil any of the eligibility conditions, will be disqualified.
 - (iii) Any candidate with criminal record, if any, will be disqualified at any stage (even after completion of recruitment process) upon receipt of adverse report from District Administration/Police during verification of antecedents and character.

10) **Detailed Schedule:**

Sl.No.	Particulars	Period/Date
1.	Last date of Sponsorship by the District Employment Exchange	20 th March, 2024
2.	Last date of online application	22 nd March, 2024
3.	Last date of Issue of Admit Card	3 rd April, 2024
4.	Date of Written Test Examination	Will be notified later
5.	Venue of Examination:	Will be notified later

11) **Scheme of Examination for Superintendent/Person in-Charge:**

1.	Paper- I	General English	100 marks
2.	Paper- II	Reasoning, General Knowledge, Numerical Ability, Social Work/Sociology/Child	100 marks

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		Development/Human Rights Administration/Psychology/Psychiatry/Law/Public Health	
3.	Interview		50 marks


 (Ngangom Uttam Singh)
 Director (Social Welfare)
 Manipur

Copy to:-

1. The PS to Hon'ble Minister, Social Welfare, Manipur.
2. PS to Commissioner (SW), Govt. of Manipur.
3. The Director, Information and Public Relation, Manipur with a request to publish the above notification in the local dailies for wide publicity as a news items.
4. Additional Director, Employment Exchange Office, Manipur.
5. The News Editor, All India Radio Imphal with a request to cover the above Notification as News item in all dialects in the public interest.
6. The News Editor, Doordarshan Kendra, Imphal with a request to cover the above Notification as news items in the public interest.
7. The Editor, ISTV Network/IMPAC TV Imphal for wide publicity as news items.
8. The Editor, Sangai Express (English), Poknapham, Hornbill Express, Zogan Today, Tamenglong Times, Aja News for kind publication for 2(two) days and submit bills in duplicate.
9. Notice Board.