

# MANIPUR



# GAZETTE

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

OFFICE MEMORANDUM

Imphal, the 18<sup>th</sup> of September, 2021

**Subject:** Scheme of examination for direct recruitment to Group-III and IV posts under the State Government.

**No.1/22/2005-DR-III/DP:** Consequent to the issue of Government orders vide No. 23/89/2015-Misc/DP dated 28.03.2017 for discontinuation of stage of interview in direct recruitment for junior level posts (Group III and IV) in all departments under the State Government, there has been a long felt need to prescribe a scheme of examination for conducting recruitment examination for recruiting persons to Group III and IV level posts under the State Government comprising only of written tests. In pursuance thereof and in supersession of all earlier orders in this regard, the State Government hereby prescribes the following scheme of examination for direct recruitment to Group III and / or IV level posts under the State Government:

1. (i) The written test would consist of 1(one) paper of 100 nos. of Multiple- Choice Type Questions each carrying 1 mark for correct answer with a total of 100 marks.
- (ii) The duration of the test will be 3 (three) hours.
- (iii) There would be no negative marks for incorrect answers or questions not attempted.
- (iv) Scheme of the examination for recruitment to Group III posts will be as follows:

Sl. No	Sections	No. of Questions	Total Marks
1	General Intelligence and Reasoning	25	25
2	General Knowledge	25	25
3	Quantitative Aptitude	25	25
4	English Language	25	25
	Total	100	100

Questions will be of Graduate Level.

- (v) Scheme of the examination for recruitment to Group IV posts will be as follows:

Sl. No	Sections	No. of Questions	Total Marks
1	General Knowledge	50	50
2	Basic Mathematics	25	25
3	English Language	25	25
	Total	100	100

Questions will be of Matriculate Level.

2. The above scheme of examination will not be applicable to direct recruitment to Class-III posts for which the scheme of examination (for written test) is already prescribed in the relevant recruitment rules.
3. No viva – voce /interview is to be held at any stage for recruitment to Class –III or Class – IV posts.
4. Further, if a need is felt for deviation from the above scheme of examination for recruitment to a particular Group III post for the purpose of assessing the candidate's knowledge, skills or technical expertise or aptitude relevant to the post against which recruitment is to be made, necessary exemption shall be sought from Department of Personnel, Government of Manipur with duly justified reasons. These tests will be of qualifying nature only.
5. Any recruitment examination held in any mode contrary to the above scheme will be held invalid.
6. The scheme of examination will be applicable to recruitment examinations conducted against relevant posts by all Departments/Societies/Agencies /Autonomous Bodies/ PSUs under the Government of Manipur. They shall strictly adhere to the above instructions.
7. The Instructions will become effective from the date of notification thereof in the Official Gazette.

DR. RAJESH KUMAR,  
Chief Secretary  
Government of Manipur.

Receipt No. ....  
Date 30/12/2020  
D.I.P.K.

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

ORDERS BY THE GOVERNOR : MANIPUR

Imphal, the 28<sup>th</sup> December, 2020

No. RRDP-30/1/2020-DP-DP: The Governor of Manipur is pleased to redesignate/rename the posts of (i) Office Assistant, (ii) LDC, (iii) Office Assistant cum Computer Operator, (iv) LDC cum Office Assistant, (v) Computer Assistant and (vi) Computer Operator cum Office Assistant in the Offices/Departments other than Manipur Secretariat/Assembly Secretariat/ Governor's Secretariat/ MPSC/ Treasuries & Accounts Department/ Judicial Department/ Police Department, Manipur as Office Assistant which is to be effective from the date of notification of the Recruitment Rules of the re-designated/re-named post.

By orders & in the name of Governor,

  
(Zorisang Thiek Pangote)

Under Secretary to the Govt. of Manipur.

Copy to :-

- 1) Secretary to Governor, Raj Bhawan, Imphal
- 2) Secretary to Chief Minister, Manipur.
- 3) P.P.S. to Dy. Chief Minister, Manipur.
- 4) Staff Officer to Chief Secretary, Govt. of Manipur.
- 5) PPSs to all Addl. Chief Secretaries, Govt. of Manipur.
- 6) PSs/APs to all Pr. Secretaries/ Commissioners/ Secretaries, Govt. of Manipur.
- 7) Director of Printing & Stationery, Manipur with 2(two) spare copies for publication in the Manipur extra ordinary Gazette. It is requested to send 15 copies of the said Rules to this Department. Necessary bill(s) may be sent to Under Secretary(GAD), Govt. of Manipur.
- 8) All Heads of Departments, Manipur.
- 9) Under Secretary(GAD), Govt. of Manipur.
- 10) Under Secretary(FD/PIC), Govt. of Manipur.
- 11) Website Manager, Deptt. of Information Technology, 4<sup>th</sup> Floor, West Block, New Secretariat.
- 12) Guard File/Notification Book.

No. RRDP-30/1/2020-DP-DP  
Imphal, the 28<sup>th</sup> December, 2020

RECRUITMENT RULES FOR THE POST OF OFFICE ASSISTANT (REDESIGNATED/ RENAMED FROM (I) OFFICE ASSISTANT, (II) LDC, (III) OFFICE ASSISTANT CUM COMPUTER OPERATOR, (IV) LDC CUM OFFICE ASSISTANT, (V) COMPUTER ASSISTANT AND (VI) COMPUTER OPERATOR CUM OFFICE ASSISTANT) IN THE OFFICES/DEPARTMENTS OTHER THAN MANIPUR SECRETARIAT/ASSEMBLY SECRETARIAT/ GOVERNOR'S SECRETARIAT/ MPSC/ TREASURIES & ACCOUNTS DEPARTMENT/ JUDICIAL DEPARTMENT/ POLICE DEPARTMENT, MANIPUR.

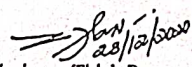
DEPARTMENTAL RECRUITMENT NOTICE																						
Designation of Post(s)	No. of Post(s)	Classification	Scale of pay	Whether selection post or non-selection post	Age for direct recruits	Educational and other qualifications required for direct recruits																
(1)	(2)	(3)	(4)	(5)	(6)	(7)																
Office Assistant	All posts of (i) Office Assistant, (ii) LDC, (iii) Office Assistant cum Computer Operator, (iv) LDC cum Office Assistant, (v) Computer Assistant and (vi) Computer Operator cum Office Assistant in the Offices/Departments other than Manipur Secretariat/Assembly Secretariat/ Governor's Secretariat/ MPSC/ Treasuries & Accounts Department/ Judicial Department/ Police Department, Manipur	GCS Group-C (Ministerial)	L-4 Rs.5200-20200 +Grade Pay Rs. 2000/-  OR The pay scale as prescribed by FD(PIC) from time to time.	Selection	Minimum : 18 years Maximum : 38 years (Upper age limit is relaxable for Govt. servants appointed under the Government of Manipur to the extent of the period of continuous services put in the post/ service and by 5 years for SC/ST candidates and by 3 years for OBC candidates and a Government servant who belongs to SC/ST will get the facility admissible to a Government servant in addition to the relaxation admissible to SC/ST candidates).	<p>Essential:</p> <p>(a) Graduates who have completed a Course on Computer Concepts (CCC) IDOS + Windows + MS Office + Multimedia + Internet) of a Central / State recognized Institute.</p> <p>(b) Candidates for direct recruitment should come through the Employment Exchange and qualify in the recruitment examination to be held by the Department in the following subjects:</p> <table><thead><tr><th>Subjects</th><th>Full marks</th><th>Qualifying marks</th><th>Time allowed</th></tr></thead><tbody><tr><td>(a) General English, Precis Writing, Drafting and Essay</td><td>100</td><td>30%</td><td>3 hours</td></tr><tr><td>(b) General Knowledge</td><td>50</td><td>30%</td><td>1½ hours</td></tr><tr><td>(c) Computer (Practical)</td><td>50</td><td>30%</td><td>1½ hours</td></tr></tbody></table> <p>(c) Selection of Candidates for appointment should be in order of merit in aggregates in the above subjects.</p>	Subjects	Full marks	Qualifying marks	Time allowed	(a) General English, Precis Writing, Drafting and Essay	100	30%	3 hours	(b) General Knowledge	50	30%	1½ hours	(c) Computer (Practical)	50	30%	1½ hours
Subjects	Full marks	Qualifying marks	Time allowed																			
(a) General English, Precis Writing, Drafting and Essay	100	30%	3 hours																			
(b) General Knowledge	50	30%	1½ hours																			
(c) Computer (Practical)	50	30%	1½ hours																			

No. RRDP-10/1/2020-DP-DP  
Imphal, the 28<sup>th</sup> December, 2020

MPSC FORM - 9

RECRUITMENT RULES FOR THE POST OF OFFICE ASSISTANT (REDESIGNATED/ RENAMED FROM (I) OFFICE ASSISTANT, (II) LDC, (III) OFFICE ASSISTANT CUM COMPUTER OPERATOR, (IV) LDC CUM OFFICE ASSISTANT, (V) COMPUTER ASSISTANT AND (VI) COMPUTER OPERATOR CUM OFFICE ASSISTANT) IN THE OFFICES/DEPARTMENTS OTHER THAN MANIPUR SECRETARIAT/ASSEMBLY SECRETARIAT/ GOVERNOR'S SECRETARIAT/ MPSC/ TREASURIES & ACCOUNTS DEPARTMENT/ JUDICIAL DEPARTMENT/ POLICE DEPARTMENT, MANIPUR.

Whether age and educational qualification prescribed for the post is to be taken into account in the case of promotion	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the total sanctioned post 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
(8)	(9)	(10)	(11)	(12)	(13)
N.A.	2(two) years. 2 <sup>nd</sup> and subsequent increments shall be subject of passing of examination in Office Procedure conducted by the Govt. of Manipur	90% by direct recruitment and 10% by promotion	<p>Promotion:</p> <p>On selection basis from Group 'D' employees of the Department possessing one of the following qualifications:</p> <p>(i) Bachelor's Degree in any subject from a recognized University/ Institute with 5(five) years regular service in the grade,</p> <p>(ii) PUC/Intermediate/ 12<sup>th</sup> Standard from a recognized Council/University/ Institute with 8(eight) years regular service in the grade and</p> <p>(iii) Matric/ HSLC from a recognized Board/ University/ Institute with 10(ten) years regular service in the grade</p> <p>subject to passing of the Course on Computer Concepts (CCC) of a Central / State recognized Institute within 6(six) months from the date of promotion failing which he/she will be reverted to his/her post of Group 'D'.</p>	Class-III D.P.C./ Selection Committee.	N.A.

  
(Zorisang Thiek Pangote)  
Under Secretary(DP), Government of Manipur.