

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

Head Clerk

NOTIFICATION
Imphal, the 3rd April, 1980.

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1. 1/75/79-RR/DP : In supersession of all previous orders in this regard and in exercise of the powers conferred by the provision to Article, 309 of the constitution of India, the Governor of Manipur hereby makes the following rules, regulation the method of Recruitment to the post of Head Clerk under the Government of Manipur as shown in the M.P.C. Form 9, namely :-

2. Short title :- These rules may be called the Manipur State (Head Clerk) Recruitment Rules 1980.

3. Application :- These Rules shall apply to the post specified in column 1 of the M.P. S.C.- Form I hereto annexed.

4. 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 specified in columns 3 to 13 of the said M.P.C-Form 9.

5. Disqualification :- (A) No person, who has more than one wife living or who having a spouse living married 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.

6. 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.

7. "Power to relax where the Governor of Manipur 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 and Administrative Reforms (Personnel Division), Government of Manipur, for relaxation of any of the provisions of these rules with respect to any class or category of persons or posts".

8. These rules shall come into force with immediate effect.

By orders in the name of the Governor.

Sd/-

(Th. Madonjee Singh)

Under Secretary to the Govt. of Manipur.

1. The Director of Printing & Stationary, Manipur for publication in the gazette. 15 spare copies of the said rules may kindly be sent to this Deptt
2. All Commissioners/Secretaries, Govt. of Manipur.
3. All Heads of Depttn/Offices, Govt. of Manipur.
4. The Under Secretary (PIC), Govt. Of Manipur.
5. Guard file.

FILE NO. 7/25/45/2/2/2
 DATE 7/25/45

Name of posts	No. of posts	Classification	Rank of pay	Whether selection	or not	Educationally	Whether
1. Head Clerk	1	O.C.S.	RS-105-15-495-	Non selection	N.A.	N.A.	N.A.
2. Head Clerk	1	Class- III	RS-105-15-495-	Non selection	N.A.	N.A.	N.A.
3. Under Secy	1	Class- III	RS-105-15-495-	Non selection	N.A.	N.A.	N.A.
4. Secy	1	Class- III	RS-105-15-495-	Non selection	N.A.	N.A.	N.A.

(The above is signed)
 Under Secretary to the Govt. of India

Part 1 of 1	Method of appointment, whether by direct recruitment or by promotion/transfer or by deputisation/transfer percentage of the vacancies to be filled by various methods	In case of direct appointment/transfer to be made.	Class-III	10. 11. 12. 13.
10.	11.	12.	13.	

22 2 yrs. by promotion

PROMOTION

Class-III

D.P.C.

N.A.

- (1) U.D.C./Accountants with 5(five) years regular service in the grade having passed (a) Accounts Examination conducted either by the M.O. Assam, or by the Govt. of Manipur and (b) passed in Office procedure Examination conducted by the Govt. of Manipur.
- (2) U.D.C.s with 12(Twelve) years regular service in the grade having passed the Examination in Office Procedure conducted by the Govt. of Manipur.

Notes:- (1) Where a person is considered for such appointment all persons possessing requisite qualification and who are senior to him in the grade shall also be considered irrespective of the fact whether they fulfil the requirement as to minimum periods of qualifying service prescribed for purpose of promotion.

(2) U.D.C. promoted to Head Clerk under category 2 Col. b. 11 shall not be eligible for promotion to the Manipur Finance service posts.

(3) Combined seniority list of the officials holding the above posts
promoted all the members counting their seniority from the dates of their eligibility.

(4) A period of 18-18 months prior to regularisation shall be
the minimum period of service prescribed for promotion.

Sd/-

(The Minister, Govt. of Manipal)
Under Secretary to the Government of Manipal

Name of post.	No. of Post	Classification	Scale of pay	Whether selection post or non-selection post.	Age for direct recruit	Educational and other qualification required for direct recruitment	Whether age & education prescribed for the direct recruits will apply in the case of promotions.
1.	2.	3.	4.	5.	6.	7.	8.
Head Clerk	All posts of Head Clerks under the Govt. of Manipur.	G.C.S. Class- III Ministerial.	Rs.405-15-495- EB-18-675/-	Non selection	N.A.	N.A.	N.A.

Sd/-

(Th. Madonjao Singh)

Under Secretary to the Govt. of Manipur.

Period of probation, if any.	Method of rectt. whether by direct or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods.	In case of rectt. by promotion/deputation/transfer grades from which promotion, deputation/transfer to be made.	If a DPC. exists what is its compositions.	Circumstances in which MPSC. is to be consulted consulted in making recruitment.
9.	10.	11.	12.	13.
2 yrs.	By promotion.	<u>PROMOTION:</u> (1) U.D.Cs/Accountants with 5(five) years regular service in the grade having passed (a) Accounts Examination conducted either by the A.G., Assam or by the Govt. of Manipur and (b) Passed in Office procedure Examination conducted by the Government of Manipur. ✓ (2) U.D.Cs with 12(twelve) years regular service in the grade having passed the Examination in Office Procedure conducted by the Government of Manipur.	Class-III D.P.C.	N.A.

Notes:- (1) Where a person is considered for such appointment all persons possessing requisite qualifications and who are senior to him in the grade shall also be considered irrespective of the fact whether or not they fulfil the requirement as to minimum periods of qualifying service prescribed for purpose of promotion.

(2) U.D.Cs. promoted to Head Clerk under category 2 Col.No. 11 shall not be eligible for promotion to the Manipur Finance service posts.

(3) Combined seniority list of the officials holding the above posts for purpose of promotion will be prepared counting their seniority from the dates of their eligibility.

(4) Any period of Ad-hoc appointment prior to regularisation shall not be counted in the minimum period of service prescribed for promotion.

Sd/-
(Th. Madonjao Singh)
Under Secretary to the Government of Manipur.