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

NOTIFICATION
Imphal, the 16th February, 2016

No. 1/2014-RR(PA)-DP(A): In supersession of all previous rules issued in this regard and in exercise of the
powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Manipur hereby
makes the following rules regulating the method of recruitment to the post of Head Clerk in the Offices/Departments under the Government of Manipur other than Manipur Secretariat/Assembly Secretariat/Governor’s Secretariat/MPSC/Treasures & Accounts Department/Judicial Departments, Manipur as shown in the MPSC Form-8, namely:-

1. Short title :- These rules may be called the Offices/Departments under the Government of Manipur other than Manipur Secretariat/Assembly Secretariat/Governor’s Secretariat/MPSC/Treasures & Accounts Department/Judicial Departments, Manipur [Head Clerk] Recruitment Rules, 2016.

2. Application :- These rules shall apply to the post specified in column 1 of the MPSC Form-8 hereto annexed.

3. 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 as specified in the columns 3 to 13 of the said MPSC Form-8.

4. Disqualifications :-
(a) No person, who has more than one wife living or who having a spouse living, marries in any case, 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 the 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.

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.

5. “Power to relax” Where the Governor is of opinion that it is necessary or expedient so to do, he may, in order, for reasons to be recorded in writing and in consultation with the Manipur Public Service Commission, for relaxation of any of the provisions of these rules with respect to any class or category of persons, posts.

6. These rules shall come into force with effect from the date of publication in the Manipur Gazette.

By orders & in the name of the Governor.

(A) Subhash Singh
Deputy Secretary(DP), 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) All Addl/Chief Secretaries, Pr. Secretaries, Commissioners, Secretaries & Special Secretaries of Manipur
5) Secretary, MPSC, North A.D.C, Imphal with reference to the letter No. 5/11/2015 RR(MPSC) dated 03-12-2015 with S/Per spare copies for record custody
6) Director of Printing & Stationery, Manipur with 20 (two) spare copies for publication in the Manipur Extra Ordinary Gazette. He is requested to send 15 copies of the said Rules to this Department.
7) Secretary, MPSC, North A.D.C, Imphal with reference to the letter No. 5/11/2015RR(MPSC) dated 03-12-2015 with S/Per spare copies for record custody
8) Director of Printing & Stationery, Manipur with 20 (two) spare copies for publication in the Manipur Extra Ordinary Gazette. He is requested to send 15 copies of the said Rules to this Department.
9) All Heads of Department, Manipur
10) Deputy Secretary (GAD), Govt. of Manipur
11) Website Manager, Dept. of Information Technology, 4th Floor, West Block, New Secretariat,
<table>
<thead>
<tr>
<th>No of Posts</th>
<th>Classification</th>
<th>Scale of pay</th>
<th>Whether selection post or non-selection post</th>
<th>Age for direct recruits</th>
<th>Educational and other qualifications required for direct recruits</th>
<th>Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promoters</th>
<th>Period of probation if any</th>
<th>Method of recruitment whether by direct recruitment or by promotion or by deputation/deployment and percentage of the vacancies to be filled by various modes</th>
<th>In case of recruitment by promotion by deputation/deployment transfer grades from which promotion/deputation/deployment to be image</th>
<th>If a DPC exists what is its composition</th>
<th>Circumstances in which M.P.S.C. will be consulted in making recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>all posts of Head Clerk in the offices, departments under the Govt. of Manipur other than Manipur Secretariat/Assembly/Goa/Secretary to the Governor Secretariat/MPSC Treasuries &amp; Accounts Department/Judicial Department, Manipur</td>
<td>GCS Group-B (Ministerial)</td>
<td>Pay Band Rs.9300-34800 * Grade Pay of Rs. 4200</td>
<td>[As prescribed in MS(RP) (2nd Amendment) Rules, 2011]</td>
<td>Selection</td>
<td>N.A.</td>
<td>N.A</td>
<td>N.A</td>
<td>2 (two) years</td>
<td>By promotion</td>
<td></td>
<td></td>
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Promotion:

- UDC Accountant [Junior Accountants (PB Rs. 5200- 20200) GP Rs. 25000 merged] in the Department concerned having passed the Examination in Official Procedure and Accounts Training conducted by the State Govt. of Manipur and having 5 (five) years regular service in their respective grade in case of Graduates and 8 (eight) years regular service in their respective grade in case of Matriculate H.S.A.

Note: 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 fill the requirement as to minimum periods of qualifying service prescribed for purpose of promotion period of Ad-hoc appointment prior to regularization shall not be counted in the minimum period of service prescribed for promotion.

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[A. Subhas Singh]
Deputy Secretary, HP, Government of Manipur