

**MANIPUR**  **GAZETTE**  
सत्यमेव जयते

**EXTRAORDINARY  
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**No. 41(h)                      Imphal, Wednesday, May 11, 2016                      (Vaisakha 21, 1938)**

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

**NOTIFICATION**

Imphal, the 11th May, 2016

No. 1/11/16-RR(E/S)/DP(G) : 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 **Office Assistant** in the **Directorate of Education (School)**, Manipur as shown in the M.P.S.C. Form-8, namely :—

1. **Short title** :—These rules may be called the **Directorate of Education (School), Manipur, Office Assistant Recruitment Rules, 2016**.
2. **Application** :—These rules shall apply to the post specified in column 1 of the M.P.S.C. 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 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 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 order, for reasons to be recorded in writing and in consultation with the Department of Personnel & Administrative Reforms (Personnel Division), for relaxation of any of the provisions of these rules with respect to any class or category of persons or 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.

## Notification No. 1/11/16-RR(E/S)/DP(G) dated Imphal, the 11th May, 2016

RECRUITMENT RULES FOR THE POST OF OFFICE ASSISTANT CUM COMPUTER OPERATOR IN THE  
DIRECTORATE OF EDUCATION (SCHOOL), MANIPUR

1.	Designation of Post	Office Assistant
2.	No. of Post(s)	178
3.	Classification	GC.S. Group-C
4.	Scale of pay	Rs. 5200-20200 + Grade Pay of Rs. 1900/- p.m.
5.	Whether selection post or non-selection post	Selection
6.	Age for direct recruits.	38 (thirty-eight) years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. 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 Govt. Servant who belongs to SC/ST will get the facility admissible to SC/ST candidates)
7.	Educational and other qualifications required for direct recruits.	<p><b>Essential :</b></p> <ol style="list-style-type: none"> <li>1. Graduate from a recognised Institute/University and proficiency in handling Microsoft Office.</li> <li>2. Typing with minimum 30 words per minute in English, relaxable upto 25 words per minute in case of ST/SC/OBC/PWD.</li> <li>3. Candidates should come through employment Exchange (Class-IV Govt. employees need not however come through Employment Exchange) and qualifying in the recruitment examination to be held by the Department concerned of the Govt. of Manipur in the following scheme : <ol style="list-style-type: none"> <li>(a) Written Test – 80 marks (80% of the questions will test the candidate in their knowledge of English, Mathematics and General Knowledge and the remaining 20% of the question will be on their knowledge in computer concepts)</li> <li>(b) Typing test : Those who qualify in the Written Test shall undergo Typing Speed Test.</li> <li>(c) Viva Voce – 20%</li> </ol> </li> </ol>
8.	Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees.	N.A.
9.	Period of probation, if any	2 (two) years
10.	Method of rectt. whether by direct rectt. or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	90% by direct recruitment & 10% by promotion

11.	In case of rectt. by promotion/ deputation/transfer, grade from which promotion/deputation/transfer is to be made.	<p>The 10% cadre strength shall be filled by promotion on selection basis from among the Group D employees of Education(S) Deptt. with the following basis :</p> <ol style="list-style-type: none"> <li>(1) Degree of a recognised Institute/University with 5 (five) years regular service in the grade.</li> <li>(2) PUC/Intermediate from a recognised Institute/University with 8 (eight) years regular service in the grade.</li> <li>(3) H. S. L. C. Exam./Matriculate from a recognised Institute/University with 10 (ten) years service in the grade.</li> </ol> <p>They should pass the computer application test conducted by the Education (S) Deptt. within 6 (six) months from the date of promotion.</p>
12.	In DPC exists, what is its composition	Class- III D.P.C.
13.	Circumstances in which MPSC is to be consulted in making rectt.	N.A.

A. SUBHASH SINGH,  
Deputy Secretary (DP), Govt. of Manipur.