NOTIFICATION

Imphal, the 24th April, 1987.

In supersession of all previous rules issued 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 regulating the method of Recruitment to the post of Upper Division Clerks in the Departments/Offices under the Govt. of Manipur other than those in the Manipur Secretariat/Assembly Secretariat/Governor's Secretariat/Council of Ministers and Judicial Department, as shown in the NSF Form-O, namely:-

1. SIGHT TITLE- These rules may be called the Departments/Offices under the Government of Manipur other than those in the Manipur Secretariat/Assembly Secretariat/Governor's Secretariat/Council of Ministers and Judicial Department (Upper Division Clerks) Recruitment Rules, 1987.

2. APPLICATION- These rules shall apply to the post specified in column 1 of the NSF Form-O, hereinafter referred to as the said post.

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 NSF Form-O.

4. DISQUALIFICATION- (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 having a wife living at the time of such marriage or who has married a person having 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, except 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), Govt. of Manipur, 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:

Joint Secretary (IP) to the Govt. of Manipur

Copy to:-

(1) The Director of Printing & Publ., Manipur with spare copy for publication in the Manipur Gazette with a request to send 5 copies intact to this Deptt.

(2) The Commissioner (Finance), Govt. of Manipur with 5 spare copies with RCP to the Commandant, Indian Military Academy, Dehradun, dated 18-2-1987.

(3) All Deputy Commissioners, Manipur.

(4) All Heads of Departments/Offices, Manipur.

(5) The Under Secretary (PIOC), Govt. of Manipur.

(6) Notification Book/Record File.
**Recruitment Rules for the Post of Upper Division Clerks in the**

In the departments/offices under the Government of Manipur other than those in the Manipur Assembly Secretariat/Governor's Secretariat/Council of Ministers and Judicial Department.

<table>
<thead>
<tr>
<th>Designation</th>
<th>Number of Posts</th>
<th>Classification</th>
<th>Scale of Pay</th>
<th>Whether Age and Educational Qualifications Required for Direct Recruits</th>
<th>Whether Age and Educational Qualifications Required for Non-Selection Posts</th>
</tr>
</thead>
</table>

Other than these in the Manipur Secretariat/Assembly Secretariat/Governor's Secretariat/Council of Ministers and Judicial Department.

(No. V/11, 1987, Dated 24-4-1987)

Joint Secretary (DP) to the Govt. of Manipur.
Method of recruitment: whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies 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 Dec纶 exists which M.I.S.C. is what is to be consulted in making rett. positions.

PROMOTION:

(1) Lower Division Clerks in the Departments/Offices under the Govt. of Manipur with a minimum of 3(three) years regular service in the grade in case of Graduates and 5 years regular service in the grade in the case of Non-Graduates who have passed the examination in Office Procedure conducted by the Government of Manipur.

(2) Manipuri Vernacular Typist/Hindi Typist of Publicity Deptt. with a minimum of 3(three) years regular service in the grade in the case of Graduates and 5(five) years regular service in the grade in the case of Non-Graduates who have passed the examination in Office Procedure conducted by the Government of Manipur.

(3) Electoral Registration Clerk of the Election Deptt. with a minimum of 3(three) years regular service in the grade in the case of Graduates and 5(five) years regular service in the case of Non-Graduates who have passed the examination in Office Procedure conducted by the Govt. of Manipur.

(4) Schedule Assistant/Bill Tabulator of Treasury Office with a minimum of 3(three) years regular service in the grade in the case of Graduates and 5(five) years regular service in the grade in the case of Non-Graduates who have passed the examination in Office Procedure conducted by the Government of Manipur and having minimum typing speed of 30 words per minute in English in the case of General and 25 words per minute in the case of S.C./S.T. Typing test may be exempted in respect of handicapped persons. Inter-se-seniority list between I.D.C. and Schedule Assistant/Bill Tabulator will be prepared according to rule.
Whether age and educational qualifications prescribed for the direct recruitment will apply in the case of promotions?

<table>
<thead>
<tr>
<th>Period of probation, if any</th>
<th>Method of recruitment, whether by direct recruitment or by promotion or by deputation (transfer and promotion of the vacancies to be filled up by various methods)</th>
<th>In case of recruitment by promotion, transfer, grades from which promotions, deputation, transfer, to be made</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>(1) 50% by Direct Recruitment</td>
<td>If a D.E.C. exists, what is its composition.</td>
</tr>
<tr>
<td></td>
<td>(2) 10% of the sanctioned strength of L.D.C. to be filled up by promotion from among the educationally qualified Grade-IV employees for the departments under the Government of Manipur, other than those in the Manipur Secretariat, Assembly Secretariat, Government's Secretariat/Judicial Department, Manipur and similar posts, will be carried over to the next recruitment year in respect of promotion quota.</td>
<td></td>
</tr>
</tbody>
</table>

The Grade/Class-IV employees who have passed the requisite educational qualifications prescribed for direct recruitment under column No. 2 are exempted from the written test for promotion to Lower Division Clerk. However, such Grade/Class-IV employees should pass the prescribed speed test in typing within 15 months from the date of appointment as Lower Division Clerk. In case of failure to pass the speed test in typing within 15 months, period, he/she will be reverted to their original post(s) to L.D.C.

(3) Competitive examination for direct recruitment will be held conducted by the Department concerned.