

GROUP HEADQUARTERS NCC
DM COLLEGE CAMPUS
IMPHAL, MANIPUR

NOTIFICATION

Imphal, the 25 May 2019

1. **No 0090/16/NCC-Pt-IV:** Group Headquarters NCC Imphal, Manipur hereby invites applications in the prescribed format from willing and eligible candidates for Engagement of LDC (OA) and Multi Tasking Staff (Group D) at NCC Group Imphal on contract basis for a period of one year.

2. **Number of Vacancies:**

Name of Post	Post Code	Vacancies				Qualification	Remuneration fixed by FD/PIC's norms (per month)
		Total	UR	ST	OBC (Meitei)		
Multi Tasking Staff (Group D) on contractual basis	MTS	04	03	01	-	Should have passed H.S.L.C/Matriculate from a recognised Board/ Institute	Rs 5,740/-
LDCs	Office Assistants (OA)	08	05	02	01	Graduate who have completed a course on Computer concepts (DOS + Windows + MS Office + Multimedia + Internet) - (CCC) of a recognized Institute.	Rs 7,100/-

3. **Eligibility:** Educational and other Qualifications required are as follows:-

- (a) **MTS** – Should have passed H.S.L.C/Matriculate from a recognized Institute/Board.
- (b) **LDC (Office Assistants)** - Graduate who have completed a course on Computer concepts (DOS + Windows + MS Office + Multimedia + Internet) - (CCC) of a recognized Institute.

4. **Age:** The age of candidate should not be more than 38 years as on 25 May 2019. Upper age limit is relaxable for Government servants appointed under the Government of Manipur to the extent of the period of continuous service put in the post/ service subject to submission of No Objection Certificate from the concerned Department and 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 SC/ST candidates.

5. **Reservation:** Reservation will be provided for ST/SC/OBC/PH candidates as per the reservation policy of Govt of Manipur.

6. **Issue of Applications:** Willing and eligible candidates, who are duly sponsored by the concerned Employment Exchange offices within the stipulated time, should download the

application form from the website of the Education (S) Department-www.manipureducation.gov.in from **01 Jun 2019** onwards.

7. **Application fee:** The application fee is Rs. 500/- for Unreserved (UR) Category and OBC candidates, and Rs. 250/- for SC/ST candidates respectively. Application fee should be deposited in cash at the time of submission of application in the office of No 1 Manipur Air Sqn (Flg) /NCC Group Imphal at DM College Campus Imphal.

8. **Last date of Sponsoring Names and Submission of Application Form:**


Names of willing and eligible candidates should be sponsored by the concerned Employment Exchange offices so each to reach office of No 1 Manipur Air Sqn (Flg) /NCC Group Imphal at DM College Campus Imphal on or before **01 Jul 2019**.

Duly filled-in application form along with attested copies of relevant documents should be submitted to the office of No 1 Manipur Air Sqn (Flg) /NCC Group Imphal at DM College Campus Imphal. on all working days between 10 AM to 3 PM, on or before **3 P.M. on 07 Jul 2019**.

9. **Documents to be submitted:** Candidates should submit attested photostat copies of all the certificates and the mark sheets relating to the essential qualifications mentioned above and in application form. Candidates claiming reservation should submit attested copy of SC/ST/OBC/PH certificate, falling which they will be listed under un-reserved category. Candidates should bring the original copies of the certificates and the mark sheets relating to the qualifications and SC/ST/OBC/PH certificate at the time of submission of Application Form for verification.

10. **Contact person:** The CO 14 Manipur Bn NCC Imphal, Manipur may be contacted for further clarification at co14mncc@gmail.com

11 ALL APPLICANTS ARE ADVISED THAT THE SELECTION WILL BE FAIR AND BASED ON COMPARATIVE MERIT. THEY SHOULD NOT FALL PREY TO ANY AGENTS/TOUTS IN THIS REGARD.


(RS Sethi)
Brig
Group Commander
NCC Group HQ Imphal