

**GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION(S)**

NOTIFICATION

Imphal, the 21st September, 2021

No:AO/253/OA/2020(9)-DE(S): In pursuance of Govt. convey Letter No. 4/4/2021-SE(S)DR dated 20/9/2021 for approval of appointment of 291(two hundred and ninety one) posts of Office Assistants on regular basis as approved by the state Cabinet in its meeting held on 04/09/2021 and with the concurrence of DP vide U.O.No. 37/2021-22/DP dated 18/9/2021, the Directorate of Education(S), Manipur hereby invites application from willing and eligible candidates for recruitment of Office Assistant in Education(S) Department, Manipur

2. Number of vacancies:

Name of Post	Post Code	Vacancies
Office Assistant	OA	291

3. Scale of Pay: **L-4** Basic Pay: Rs.21700/- plus other admissible allowances.

4. Eligibility:

Essential Educational and other qualifications				
1	Graduates who have completed a Course on Computer Concepts (CCC) (DOS + Windows + MS Office + Multimedia + Internet) of a Central/State recognized Institute			
2	Candidates for direct recruitment should come through the employment exchange and qualify in the recruitment examination to be held by the Department in the following subjects:-			
	Subjects	Full Marks	Qualifying marks	Time allowed
	a. General English, Precise Writing, Drafting and Essay	100	30%	3 hours
	b. General Knowledge	50	30%	1 ½ hours
	c. Computer (Practical)	50	30%	1 ½ hours

5. Mode of selection : Selection of candidates for appointment should be in order of merit in aggregates in the subjects in para-4(2)

6. Date of Written Test and Computer(Practical) shall be notified later.

7. Age: **Minimum** :18 (eighteen)years
Maximum: 38(thirty eight) years as on the date of Notification.



Upper age limit is relaxable for Govt. servants appointed under the Government 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 Government servant who belongs to SC/ST will get the facility admissible to a Government servant in addition to the relaxation admissible to SC/ST candidates.

There shall also be relaxation in upper age limit upto a maximum of 5(five) years in the case of General Categories, 10(ten) years in the case of those belonging to SC/ST and 8(eight) years in the case of OBCs for the purpose of appointment of meritorious sportspersons.

Further, candidates who had applied for the post of Office Assistant to earlier Notification No.AO/253/OA/2016(5)-DE(S) dated 11/5/2016 (which had been cancelled vide order No.AO/253/QO/2016(5)-DE(S) dated 12/2/2018) will be permitted to apply in this fresh recruitment process, with relaxation in age, wherever applicable in respect of over-aged candidates with the production of Admit Card for the said Recruitment.

8. Reservation of seat shall be as per the existing Manipur State Reservation Rule for Group-C employee. Details of the post reservation notified for Recruitment are given below:

Sl. No.	Category	No. of Posts	Remarks
1	UR	147	
2	ST	90	
3	SC	5	
4	OBC(Meitei)	37	
5	OBC(Meitei Pangal)	11	
6	OBC(Teli, Badi, Nepali, etc.)	1	
	Total	291	
1	Meritorious Sports Persons	15	Horizontal reservation as per rules
2	PWD (Person with Disability)	12	

9. Willing and eligible candidate should be sponsored by the concerned Employment Exchange Offices so as to reach the office of the undersigned on or before 6th October, 2021.

Handwritten signature
21/9/21

10. The details for online submission of application forms and related documents along with its link for those candidates who are sponsored by the respective Employment Exchange offices, shall be notified later.

11. Further, in pursuance of OM No.9/1/83-DP dated 17th October, 1998, issued by the Department of Personal, Govt. of Manipur relating to the Appointment of Meritorious Sports persons to Class-III & IV Posts, it is hereby further notified for information to all the applicants who are willing to avail the Meritorious Sports Person Quota to furnish duly filled in Forms/Formats appended to the aforesaid OM, whichever is relevant at the time of online submission of the Form. The relevant Forms are uploaded in the Directorate's Website www.manipureducation.gov.in and also appended herewith as ANNEXURE-I.

12. PWD (Visually Impaired and Orthopedically Handicap) applicants who are willing to avail the personal Scribe are to furnish duly filled in the declarations by the Candidate and Scribe appended herewith as ANNEXURE-II to the office of the undersigned on or before 12th October, 2021.

13. The number of posts may be increased or decreased from time to time as per requirement of the Government.

14. This Notification is uploaded in the Department's Official Website www.manipureducation.gov.in for general information.


(L. Nandakumar Singh)

Director of Education (S), Manipur

Copy to:-

1. PPS to the Hon'ble Education Minister.
2. Commissioner, Education(S), Government of Manipur
3. Director, DIPR, Manipur
4. Additional Director of Education/Schools (Hills/Valley), Manipur
5. Additional Director, Directorate of Employment, Govt. of Manipur
6. Administrative Officer. *For uploading in the Official website.*
7. The News Editor, AIR/DDK/ISTV/Impact TV, *with request to include the details of the above Notification as news item in the local news bulletin in the public interest.*
8. The Editor, Poknapham(M)/Imphal Free Press(E) *with request to publish the above Notification for 1(one) day only. Bill in duplicate may be submitted to the Directorate for early payment.*
9. Relevant File.