

GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Imphal, the 25th September, 2019.

2/5/2019 –GAD: The General Administration Department, Government of Manipur hereby invites applications in the prescribed format from willing and eligible candidates for recruitment of the following category of posts in the General Administration Department, Government of Manipur.

2. Number of vacancies:

Name of Post	Post Code	Vacancies		Remark
<u>Group- C</u> Stenographer Grade- III in the Pay Band Rs. 5,200-20,200 + G.P. Rs. 2,000/-	S.G. – III	55		The number of posts may increase or decrease according to the vacant posts available in the Department.
		UR	28	
		ST	17	
		SC	1	
		OBC (Meitei)	6	
		OBC (Meitei Pangal)	3	

3. Eligibility:

<u>Group- C</u> <u>Stenographer</u> <u>Grade- III</u>	<p>1. Essential qualifications: Graduates who have completed the following:-</p> <p>A) Course on Basic Computer Concepts for not less than 3 months from a recognized Institute, CCC, etc.</p>
	<p>2. Examination Scheme:</p> <p>2.1 Written Test:</p> <p>A) 100 marks (3 hours) - General English, Precis writing, & Essay.</p> <p>B) 50 marks (1½ hours) - General Knowledge.</p> <p>2.2 50 marks (1½ hours) - Computer (Practical)</p> <p>2.3 Shorthand Test (English) 65 words per minutes (60 words per minutes for SC/ST)</p> <p>3. Candidates should come through Employment Exchange.</p> <p>4. Only those candidates who have been declared successful in the written test will be allowed to sit in the Computer Practical Test. Again, those who are successful in the computer Practical Test shall be allowed to appear in the Shorthand Test.</p>

[Signature]
25/09/19

4. **Age limit:** Above 21 years and upper age limit shall be 38 years or below as on 22nd August, 2019 relaxable upto 41 years for OBC category and 43 years for ST/SC for the posts.

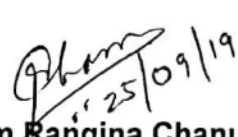
5. **Reservation:** Reservation will be provided as per the Reservation Policy of the Government. Horizontal reservation will also be provided for persons who are differently abled.

6. **Issue/submission of Application form:** The willing and eligible candidates should get their names sponsored by the concerned Employment Exchange offices **on or before 10th October, 2019**. Thereafter, the sponsored candidates should download the application form (enclosed) from the website (www.manipur.gov.in) and submit the completed forms w.e.f. 11th October, 2019 to 30th October, 2019 between 10:00 am and 4:00 pm along with the required self attested copies of certificates at **Lounge of Manipur State Guest House, Sanjenthong, Imphal**.

7. **Fee:** Candidates are required to pay the applicable fee during the time of submission of forms.

7.1 For the post of Stenographer Grade- III - Rs.500/- for Unreserved Category and OBC candidates and Rs.300/- for SC/ST /PWD.

8. **Documents to be submitted:** Completed application form for the above post along with the required number of passport size photographs (3 nos.) and self-attested copies of the documents/certificates (mentioned in the application form). Candidates claiming reservation should submit attested copy of ST/SC/OBC/PWD/EWS certificate at the time of submission of application form for verification.


(Asem Rangina Chanu),
Under Secretary (GAD)
Government of Manipur.

Copy to:-

1. PPS to Hon'ble Chief Minister (GAD), Manipur.
2. Principal Secretary (GAD), Govt. of Manipur.
3. The Director, Information & Public Relations, Manipur.
4. The Additional Director of Employment Exchange, Manipur with the request to instruct the Employment Exchange offices in the State to sponsor willing and eligible candidates within the stipulated time.
5. The Web Manager, Department of IT, Manipur for favour of uploading the Notification of the Department on the Department's Website.
6. News Editor, AIR. Imphal/Doordarshan Kendra. Imphal/ISTV/Impact TV with a request to broadcast the Notification as a news item for 2 (two) consecutive days.
7. The Editor, He is requested to publish the Notification for 3(three) days consecutive days and to send the Bill in duplicate to the GAD, Govt. of Manipur for necessary payment.

GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

APPLICATION FORM FOR THE POST OF STENOGRAPHER GRADE- III

(Read instructions carefully before filling up the form)

Affix recent
passport size
photograph
with self
attestation.

1. Name of applicant:
2. Father's/Husband's name:
3. Sex (Male/Female):
4. Date of Birth (DD/MM/YYYY):
5. Age as on 01/08/2019: Years..... Months.....Days.....
6. Present address & contact no.:

7. Permanent Address:

8. Mother Tongue:

9. Whether Un-reserved/ST/SC/OBC (Meitei/Meitei Pangal/Others):
(Please tick in the relevant box below and enclose copy of self attested certificate)

Un-reserved	ST	SC	OBC (Meitei)	OBC (Meitei Pangal)	OBC (Other)

10. Whether differently abled:
(Please tick in the relevant box below and enclose copy of self attested certificate)

Locomotor disability or cerebral palsy	Visually impaired	Hearing impaired

11. Whether a government employee: YES/NO
If "yes", "No Objection Certificate" in original issued by the employer (Competent authority)
should be enclosed.

12. Documents enclosed:

Sl. No.	Details of self-attested documents enclosed	Tick if enclosed
1.	Class-X certificate	
2.	Class-XII certificate	
3.	Degree certificate	
4.	Computer course Certificate (CCC)	
5.	Certificate in Shorthand/Stenography	
6.	ST/SC/OBC Certificate	
7.	PH certificate (if applicable)	
8.	No Objection certificate (if applicable)	
9.	Employment Exchange registration number	
10.	Employment Exchange sponsoring serial number	

13. I.....Son/Daughter of Shri/Smt.....
 aged.....(D.O.B.....) Resident of
District....., Manipur hereby
 declare that the information given above and in the enclosed documents are true to the best of my
 knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the
 information given by me is proved false/not true, I will have to face the criminal proceedings as per
 provision of section 177,193,197,198,199 and 200 of Indian Penal code and any other suitable
 provisions of the Law. Also, all the benefits availed by me shall be summarily withdrawn and my
 application shall liable for disqualification.

(Signature of Applicant)

Date:

Place:

**GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT**

Roll No. /
(to be filled by officials)

**ADMIT CARD
STENOGRAPHER GRADE- III (S.G.-III)**

Affix recent
passport size
photograph with
self attestation.

(To be filled up by Candidate)

Name of the Candidate:.....

Father's/Husband's Name:.....

Address:.....

Whether SC/ST/OBC/PH.....

(Signature of the candidate)

(Signature of the issuing Authority)

**GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT**

Roll No. /
(to be filled by officials)

**ADMIT CARD
STENOGRAPHER GRADE- III (S.G.-III)**

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Name of the Candidate:.....

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Address:.....

Whether SC/ST/OBC/PH.....

(Signature of the candidate)

(Signature of the issuing Authority)

MOST IMMEDIATE.

2/5/2019- GAD
GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

Imphal, the 25th September, 2019

To
The Additional Director of Employment Exchange,
Manipur.

Subject:- Requisition for filling up of Vacant Stenographer Grade- III posts in the Manipur Secretariat.

Sir,

I am directed to send herewith the requisition in the prescribed form for appointment by direct recruitment to the above mentioned post under the General Administration Department, Government of Manipur:

Name of Post	Post Code	Vacancies		Remark
<u>Group- C</u> Stenographer Grade- III in the Pay Band Rs. 5,200-20,200 + G.P. Rs. 2,000/-	S.G. - III	55		The number of posts may increase or decrease according to the vacant posts available in the Department.
		UR	28	
		ST	17	
		SC	1	
		OBC (Meitei)	6	
		OBC (Meitei Pangal)	3	

2. Scheme of Examination:


<u>Group- C</u> <u>Stenographer Grade- III</u>	<p>3. Essential qualifications: Graduates who have completed the following:- B) Course on Basic Computer Concepts for not less than 3 months from a recognized Institute.</p> <p>2. Examination Scheme: 2.1 Written Test: A) 100 marks (3 hours) - General English, Precis writing, & Essay. B) 50 marks (1½ hours) - General Knowledge. 2.2 50 marks (1½ hours) - Computer (Practical) 2.3 Shorthand Test (English) 65 words per minutes (60 words per minutes for SC/ST)</p> <p>3. Candidates should come through Employment Exchange.</p>
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Reservation will be provided as per the Reservation Policy of the Government. Horizontal reservation will also be provided for persons who are differently abled.

I am therefore, to request you to kindly issue advertisement for the above mentioned posts and name of the qualified/suitable candidates may be sponsored to the Principal Secretary (GAD), Government of Manipur.

This may kindly be treated as **MOST IMMEDIATE.**

Yours faithfully,


(Asem Rangina Chanu)
Under Secretary (GAD)
Government of Manipur.

Copy to:-

1. Secretary to Hon'ble Chief Minister, Manipur.
2. P.S. to Principal Secretary (GAD), Govt. of Manipur.
3. The Director, Information and Public Relations, Manipur.
4. The Web Manager, Department of IT, Manipur for favour of uploading the Notification of the Department on the Department's Website.
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6. The Editor, He is requested to publish the Notification for 3(three) days consecutive days and to send the Bill in duplicate to the GAD, Govt. of Manipur for necessary payment.
7. Guard file/ Order Book.