

GOVERNMENT OF MANIPUR
SECRETARIAT: RURAL DEVELOPMENT AND PANCHAYATI RAJ DEPARTMENT
(MONITORING CELL)

NOTIFICATION

Imphal, the 15th December, 2021

No.1/5/2017-RD(MC)/DRDA: Applications are invited from willing and eligible candidates for filling up of the following posts on contract basis in DRDA wing of Directorate of RD & PR, Manipur with Pay/Remuneration fixed at 50% of the minimum pay in the Level shown against the posts. Candidates should first get their names sponsored by the concerned District Employment Exchange Offices. Thereafter the application form may be downloaded from www.manipur.gov.in and the duly filled in prescribed application form along with self-attested documents and necessary fee for examination @Rs.500 for General/OBC and Rs. 300 for ST/SC shall be submitted to the office of the Monitoring Cell, Secretariat Rural Development and Panchayati Raj Department, Room No. 89, New Secretariat Complex during office hours.

| Sl. No | Name of post | Pay Level (ROP 2019) | Consolidated Pay / Remuneration | Total No. of Post | UR | ST | SC | OBC (M) | OBC (MP) |
|--------|------------------------|--|---------------------------------|-------------------|----|----|----|---------|----------|
| 1 | Office Assistant | Level - 4 (pre-revised Rs.5200-20200 + GP 2000) | Rs. 10,850/- p.m. | 49 | 25 | 15 | 1 | 6 | 2 |
| 2 | Driver | Level 3 (pre-revised Rs.5200-20200 + GP 1900) | Rs. 9,950/- p.m. | 7 | 4 | 2 | 0 | 0 | 1 |
| 3 | Stenographer Grade-III | Level 3 (pre-revised Rs.5200-20200 + GP 1900) | Rs. 9,950/- p.m. | 7 | 4 | 2 | 0 | 1 | 0 |
| 4 | Grade-IV (Peon) | Level 1 (pre-revised Rs.4440-7440 + GP 1650) | Rs.7,850/- p.m. | 21 | 10 | 6 | 1 | 3 | 1 |

Note: Horizontal/Interlocking reservation of 1(one) post for PWD (Locomotor Disability) will be provided as per existing reservation norm for the post at sl.no.1. Examination Fees will be exempted for PWD.

2. Eligibility/Examination Schemes:

| | | | |
|---------------------------|---|-------------------------|--------------------|
| Office Assistant | Essential qualifications: Graduates who have completed a Course on Computer Concepts (CCC) IDOS+Windows+MS Office+ Multimedia + Internet) of a Central/State recognised Institute. | | |
| | Examination Scheme: | | |
| | Subject | No. of Questions | Total Marks |
| | (a) General Intelligence and Reasoning | 25 | 25 |
| | (b) General Knowledge | 25 | 25 |
| | (c) Quantitative Aptitude | 25 | 25 |
| Driver | Essential qualifications: | | |
| | i) Class- X pass /Matriculate/HSLC/ Equivalent from a recognised Board/Institution | | |
| | ii) Driving experience of 3(three) years possessing requisite driving license. | | |
| | Examination Scheme: | | |
| | Subject | No. of Questions | Total Marks |
| | (a) General Intelligence and Reasoning | 25 | 25 |
| (b) General Knowledge | 25 | 25 | |
| (c) Quantitative Aptitude | 25 | 25 | |
| (d) English Language | 25 | 25 | |

| | | | |
|--|--|-------------------------|--------------------|
| Stenographer Grade- III | Essential qualifications: Matriculation or its equivalent of recognised board/institute with speed not below 65 words per minute in shorthand (English) and speed not less than 30 words per minutes in typing (English). (For ST/SC candidates shorthand speed relaxable upto 60 words per minute and 25 words per minute in typing.) | | |
| | Examination Scheme: | | |
| | Subject | No. of Questions | Total Marks |
| | (a) General Intelligence and Reasoning | 25 | 25 |
| | (b) General Knowledge | 25 | 25 |
| | (c) Quantitative Aptitude | 25 | 25 |
| | (d) English Language | 25 | 25 |
| (e) Shorthand Test (Dictation of 120 words per minute lasting 7mins & Transcribe) | 100 | 30 | |

| | | | |
|----------------------------|--|-------------------------|--------------------|
| Grade-IV (Peon) | Essential qualifications: At least HSLC or its equivalent from a recognised Board/institute | | |
| | Desirable: 1) Knowledge of Hindi 2) Good Physique 3) Knowledge of Cycling | | |
| | Examination Scheme: | | |
| | Subject | No. of Questions | Total Marks |
| | (a) General Knowledge | 50 | 50 |
| (b) Basic Mathematics | 25 | 25 | |
| (c) English Language | 25 | 25 | |

3. **Age Limit:** A candidate must have attained not below 18 years of age and not more than 38 years as on 15/12/2021. Upper age is relaxable upto 41 years for OBC category, 43 years for ST/SC category and by 10 years for PWD.

4. **Timeline of Recruitment:**

| | | |
|----|--|--|
| 1. | Date of Notification | 15 th December, 2021 |
| 2. | Date of requisition from employment exchange | 16 th December, 2021 |
| 3. | Last date of requisition from employment exchange | 24 th December, 2021 |
| 4. | Date of issue/submission of duly filled Application form | 16 th December, 2021 |
| 5. | Last date of submission of duly filled Application form | 28 th December, 2021 |
| 6. | Date of issue of admit card | 31 st December 2021 – 3 rd January, 2022 |
| 7. | Date of written examination | 5 th January, 2022 |
| 8. | Venue & Time of written Examination | To be notified separately |

5. The above Notification is in pursuance to the Cabinet decision dated 24/01/2020, FD's U.O. dated 04/03/2020 and DP's U.O. dated 12/05/2020. Also, it is issued in line with new Recruitment Policy issued by DP vide order dated 16/07/2021 & 16/08/2021; and as per scheme of examination prescribed by DP vide order dated 18/09/2021.


 (Kengoo Zuringla)
 Additional Secretary (RD&PR)
 Government of Manipur

**GOVERNMENT OF MANIPUR
SECRETARIAT: RURAL DEVELOPMENT AND PANCHAYATI RAJ DEPARTMENT**

**APPLICATION FORM FOR THE POST OF OFFICE ASSISTANT/DRIVER/STENOGRAPHER GRADE-III/
GRADE IV(PEON) IN THE DRDA WING OF RD&PR, MANIPUR**

Affix recent
passport size
photograph with
self attestation.

1. Full Name of the Applicant:.....
(in capitals)
.....

2. D.O.B:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

 Age (as on 15.12.2021): Years.....Months.....Days.....

3. Gender: (Write '1' for Male, '2' for Female)

4. Marital Status:.....

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

6. Post Applied for:.....

7. Mailing Address (in block letters):.....
.....
.....Pin code:.....

Mobile No.....E-mail ID(if any):.....

8. Permanent Residential Address (in block letters)
.....
.....Pin code:.....

9. Nationality:.....

10. Category (please tick √) SC ST OBC (M) OBC(MP) UR PWD

11. Employment Exchange registration No:.....

12. Employment Exchange sponsoring Serial No:.....

13. Documents to be enclosed:

| Sl. No. | Details of self-attested documents enclosed | Tick if enclosed |
|---------|---|------------------|
| 1. | Class-X/Matriculation Certificate | |
| 2. | Graduation Certificate | |
| 3. | ST/SC/OBC Certificate | |
| 4. | No Objection certificate (if applicable) | |
| 5. | Employment Exchange registration card | |
| 6. | Computer Certificate <input type="checkbox"/> / Shorthand Certificate <input type="checkbox"/> / Driving License <input type="checkbox"/> | |
| 7. | PWD Certificate (if applicable) | |

14. I hereby declare that all the statements made in the application form are true and complete to the best of my knowledge and belief. I understand that legal action and other appropriate disciplinary action can be taken against me by the appointing authority, if I am declared by them to be guilty of any type of misconduct or misrepresentation mention herein. I have informed my Head Office/ Department/Institution, in writing that I am applying for this selection. *(Strike off the last sentence in the declaration in case not relevant)*

(Signature of Applicant)

Date:

Place:

GOVERNMENT OF MANIPUR
SECRETARIAT: RURAL DEVELOPMENT AND PANCHAYATI RAJ DEPARTMENT

Roll No.....
(to be filled by officials)

ADMIT CARD

Affix recent
passport size
photograph with
self attestation.

(To be filled up by Candidate)

1. Name of the Candidate:.....
2. Father's/Husband's Name:.....
3. Date of birth:.....4. Gender (Male/ Female):.....
5. Address:.....
.....
6. Name of the post:.....
7. Category:(UR/OBC-M/OBC-MP/ST/SC/PWD):.....

(Signature of the Candidate)

(Signature of the issuing Authority Seal)

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SECRETARIAT: RURAL DEVELOPMENT AND PANCHAYATI RAJ DEPARTMENT

Roll No.....
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6. Name of the post:.....
7. Category:(UR/OBC-M/OBC-MP/ST/SC/PWD):.....

(Signature of the Candidate)

(Signature of the issuing Authority Seal)