

**MANIPUR INFORMATION COMMISSION**  
GROUND FLOOR, SECRETARIAT NORTH BLOCK  
BEHIND WESTERN BLOCK  
IMPHAL, MANIPUR

**NOTIFICATION**

Imphal, the 28<sup>th</sup> August, 2024.

No. 1/7/2017-MIC(Pt) : In pursuance of Department of Personnel & Administrative Reforms (Administrative Reforms Division), Govt. of Manipur's convey letter No. ADM2-202/1/2024-AR-AR-Part(1) dated 22<sup>nd</sup> May, 2024, Manipur Information Commission hereby invites applications in the prescribed format from intending and eligible candidates for recruitment of the following categories of posts on Contractual Basis.

Sl. No.	Name of Post	Remuneration / consolidated pay	No. of posts	UR	ST	SC	OBC (M)	OBC (P)
1	Stenographer Grade-III	Rs. 10,850/-	1	1	-	-	-	-
2	LDC/Office Assistant	Rs. 9,950/-	3	3	-	-	-	-
3	Computer Assistant	Rs. 12,750/-	2	2	-	-	-	-
4	Driver	Rs. 9,950/-	3	3	-	-	-	-
5	Peon/Group-D	Rs. 7,850/-	3	3	-	-	-	-
6	Chowkidar-cum - Sweeper	Rs. 7,850/-	1	1	-	-	-	-
Total :			13					

2. Age Limit: The candidate shall be not less than 21 years of age and not more than 38 years as on 1<sup>st</sup> August, 2024, relaxable up to 3 years for OBC category and 5 years for SC/ST category. 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 (NOC) from the concerned Department. For PwDs, the upper age is relaxable upto 10 years.

Note: The Date of Birth filled by the candidate in the application form must be the same as recorded in his / her HSLC or equivalent exam Certificate issued by a recognized Board / Council of the State or Central Government.

3. Reservation: Reservations will be provided as per the existing Reservation Policy of the Government at the time of issuance of this notification.

4. Eligibility conditions:

- (i) The candidate shall be a citizen of India
- (ii) The candidate shall be able to speak Manipuri or any of the notified Schedule Tribe dialects of Manipur.
- (iii) The candidate shall be a permanent resident of Manipur



Sl. No.	Name of Post	Essential Qualifications
1	Stenographer Grade-III	Any Graduate with completed Shorthand course with 80 w.p.m and Typing 40 w.p.m from a recognized Institute and basic course in computer application / 6 (six) months certificate course in computer application from a recognized Institute
2	LDC/Office Assistant	Any Graduate with completed Course of Computer Concepts (DOS + Windows + MS Office + Multimedia + Internet) – (CCC) from a recognized Institute
3	Computer Assistant	Graduates who have completed (1) PGDCA / PGDCS or 'A' Level of DOEACC with minimum 50% marks in aggregate or equivalent grade in the Bachelor Degree and Post Graduate Diploma of a recognized Institute OR (2) B.Sc in Computer Science / BCA (3 years course) with minimum 50% marks in aggregate. OR (3) Master in Computer Applications with minimum 50% marks in aggregate. OR (4) Bachelor in Engineering / Technology in Computer / Computer Science with minimum 50% marks in aggregate.
4	Driver	Candidates having passed HSLC Examination with valid licence of driving of Light or Heavy Vehicles having 5 years driving experience.
5	Peon/Group-D	Candidates having passed HSLC Examination.
6	Chowkidar cum Sweeper	Candidates having Class-VIII passed Examination.

5. The intending and eligible candidates shall get their names sponsored by the concerned Employment Exchange Office on or before 15<sup>th</sup> October, 2024. Thereafter, the intending and eligible candidate shall download the application form at <https://maninfocom.nic.in>

6. Payment of application fee : Fees will be Rs.500/- for Unreserved & OBC Categories and Rs.300/- for ST/SC. The same will be exempted for PwBD.

7. Time Line:

<b>Date of Issue of Form</b>	<b>20<sup>th</sup> September, 2024</b>
<b>Last date of Form submission</b>	<b>21<sup>st</sup> October, 2024</b>

8. Date of examination, issue of admit card, scheme of exam and center details, etc. will be notified later in the official website <https://maninfocom.nic.in>

9. This issue with DP's U.O No. 296/2023-2024/DP dated 15-03-2024 and FD's U.O. No. 226/2023-2024/FD(PIC) dated 06-02-2024, 27-02-2024 and 14-03-2024.



(G. Shantikumar Kabui)  
Joint Secretary  
Manipur Information Commission

Copy to :-

1. Secretary to Hon'ble Governor of Manipur
2. Secretary to Hon'ble Chief Minister, Manipur
3. Staff officer to Chief Secretary, Govt. of Manipur
4. PS to State Chief Information Commissioner, Manipur Information Commission
5. PS to Special Chief Secretary (AR), Govt. of Manipur
6. Director (IPR), Govt. of Manipur
7. Additional Director (Employment Exchange), Govt. of Manipur
8. Website Manager, Department of Information & Technology, 4<sup>th</sup> Floor, Western Block, New Secretariat.
9. News Editor (DDK/All India Radio / IMPACT TV / IS TV / TOM TV), Imphal is requested kindly publish as news items.
10. Editor (Poknapham / Sangai Express / Hueiyel Lanpao / Naharolgi Thoudang) is requested kindly publish in your esteemed daily news paper only two days and submit bill for payment.
11. Notice Board.
12. Guard file.

## APPLICATION FORM FOR THE POST OF .....

(Read instructions carefully before filling up the form)

Affix recent passport size photograph
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1. Name of applicant: .....
2. Father's/Husband's name: .....
3. Sex (Male/Female): .....
4. Date of Birth (DD/MM/YYYY): ..... / ..... / .....
5. Age : Years..... Months.....Days.....
6. Present address & contact no.: .....
- .....
7. Permanent Address: .....
- .....
8. Mother Tongue: .....
9. Nationality : .....
10. Religion : .....
11. Category : Gen  ST  SC  OBC  Others
12. The required documents to be enclosed :

Sl. No.	Details of documents enclosed	Tick if enclosed
1.	Class-X certificate with Mark sheet	
2.	Class-XII certificate with Mark sheet	
3.	Graduate Certificate with Mark sheet	
4.	Certificates of Typing / Shorthand / Computer Concepts (DOS + Windows + MS Office + Multimedia + Internet) – (CCC)	
5.	Certificates of PGDCA / PGDCS or 'A' Level of DOEACC / Bachelor Degree and Post Graduate Diploma / B.Sc in Computer Science / BCA (3 years course) / Master in Computer Applications / Bachelor in Engineering / Technology in Computer / Computer Science	
6.	Driving Licence with 5 years experiences	
7.	Employment Exchange Registration number	
8.	Employment Exchange sponsoring serial number	

Date :

Signature of Applicant

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

**ADMIT CARD**

Name of Post: .....

(To be filled up by candidate)

Name of the Candidate : .....

.....

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

Address : .....



(Signature of the Candidate)

(Signature of the Issuing Authority)

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

**ADMIT CARD**

Name of Post: .....

(To be filled up by candidate)

Name of the Candidate : .....

.....

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

Address : .....



(Signature of the Candidate)

(Signature of the Issuing Authority)