

**GOVERNOR'S SECRETARIAT
RAJ BHAVAN: IMPHAL**

NOTIFICATION

Imphal, the 18th January, 2021

No. GSM/ESTT-2/2020: In pursuance of letter No. GOV-1/4/2020-DP-DP dated 21/12/2020 of the Department of Personnel & Administrative Reforms (Personnel Division), Government of Manipur and approved by State Cabinet in its meeting held on 9/12/2020, applications in the prescribed format are invited from intending candidates for direct recruitment of the following posts in the Governor's Secretariat, Raj Bhavan, Imphal on temporary basis through sponsorship of the Employment Exchanges concerned.

Sl. No.	Name of the post	Qualification	Pay Matrix with Level	No. of post	UR	ST	SC	OBC (M)	OBC (MP)
1.	Garden Superintendent	B.Sc.(Agri/Horti) from a recognized University or its Equivalent. Desirable: Knowledge of English, Hindi & Manipuri.	Rs 29,200-92,300 (pay matrix) Level- 6	1	1				
2.	Office Assistant	Graduate or its equivalent from recognized University having knowledge of computer and typing with a speed of 30 words per minute. Desirable: Knowledge of English, Hindi & Manipuri.	Rs 21,700-69,100 (pay matrix) Level- 4	1		1			
3.	Stenographer Grade-III	Graduate or its equivalent from recognized University having knowledge of shorthand and typing. For shorthand test, there will be a dictation of 80 words per minute lasting 5 minutes. The candidate will be required to transcribe the dictation on the Computer/Typewriter in not more than 45 minutes. For typing test, a typed passage of 400 words will be furnished. The candidate will be required to type as much of the passage as he/she can from the beginning for 5 minutes. Desirable: Knowledge of English, Hindi & Manipuri.	Rs 21,700-69,100 (pay matrix) Level- 4	1	1				
4	Driver	Class-X passed, driving experience of 5 years. Knowledge of motor mechanics, sober habits, sound health and good eyes sight. Desirable: Knowledge of Hindi & Manipuri.	Rs 19,900-63,200 (pay matrix) Level- 3	1				1	
5	Khalasi	Class-X passed, sober habits & sound health. Desirable: Knowledge of Hindi & Manipuri.	Rs 15,700-50,000 (pay matrix) Level- 1	1		1			
6	Chapراسي	Class-X passed, sober habits & sound health. Desirable: Knowledge of Hindi & Manipuri.	Rs 15,700-50,000 (pay matrix) Level- 1	1	1				
7	Silver Cleaner	Class-X passed, sober habits & sound health. Desirable: Knowledge of Hindi & Manipuri.	Rs 15,700-50,000 (pay matrix) Level- 1	1	1				
8	Sweeper	Class-X passed, sober habits & sound health. Desirable: Knowledge of Hindi & Manipuri.	Rs 15,700-50,000 (pay matrix) Level- 1	1	1				
9	Dhobi	Class-X passed, sober habits & sound health. Desirable: Knowledge of Hindi & Manipuri.	Rs 15,700-50,000 (pay matrix) Level- 1	1	1				
10	Cook	Class-X passed and experience if any in Government or Private Restaurants etc. Desirable: Knowledge of Hindi & Manipuri.	Rs 15,700-50,000 (pay matrix) Level- 1	1	1				

11	Mali/Mali Sweeper	Class-X passed, Sober habits & sound health. Desirable: Knowledge of Hindi & Manipuri.	Rs 15,700-50,000 (pay matrix) Level- 1	2	2				
12	Grade-IV	Class-X passed, Sober habits & sound health. Desirable: Knowledge of Hindi & Manipuri.	Rs 15,700-50,000 (pay matrix) Level- 1	4	2	1		1	

2. Mode of Selection for all posts: Through recruitment examination.

3. Examination Scheme:

FOR THE POST OF GARDEN SUPERINTENDENT			
Subject	Full Marks	Qualifying Marks	Time Allowed
General English	50	30%	3 hours
General Knowledge	50	30%	
Agriculture /Horticulture subject	50	30%	
Questions for General English, General Knowledge & Agriculture/Horticulture subject will be multiple choice questions			

FOR THE POST OF OFFICE ASSISTANT, STENOGRAPHER GRADE-III			
Subject	Full Marks	Qualifying Marks	Time Allowed
General English	50	30%	3 hours
General Knowledge	50	30%	
Computer (Practical)	50	30%	To be notified later
Questions for General English and General Knowledge will be multiple choice questions			

FOR THE POST OF DRIVER			
Subject	Full Marks	Qualifying Marks	Time Allowed
General Knowledge	50	30%	1 hour
Questions for General Knowledge will be multiple choice questions			

FOR THE POST OF KHALASI, CHAPRASI, SILVER CLEANER, SWEEPER, DHOBI, COOK, MALI/MALI SWEEPER & GRADE-IV			
Subject	Full Marks	Qualifying Marks	Time Allowed
General Knowledge	50	30%	1 hour
Questions for General Knowledge will be multiple choice questions			

4. Tentative timeline for the recruitment:

1	Date of notification	18 th January, 2021
2	Date of requisition from Employment Exchange	18 th January, 2021
3	Last date of requisition from Employment Exchange	2 nd February, 2021
4	Date of issue of forms (from Raj Bhavan website or by hand from office)	21 st January, 2021
5	Last date of form submission	5 th February, 2021
6	Issue of admit card	To be notified later
7	Date of written examination	To be notified later
8	Computer Skill Test (for the post of Office Assistant & Stenographer Grade-III)	To be notified later
9.	Driving test for drivers	To be notified later

5. Syllabus:

General Knowledge	Important days, Books and Authors, Indian National Movement, Awards and Honours, General Polity, Current Affairs- Manipur, National and International, Indian Economy, Capitals of India, International and National Organisation, Science-Inventions & Discoveries, Science & Technology, Sports, Abbreviations, History of Manipur.
General English	Verb, Tenses, Voice, Subject-Verb Agreement, Articles, Fill in the Blanks, Adverb, Error Correction, Vocabulary, Antonyms, Synonyms, Grammar, Idioms & Phrases etc.

6. Age Limit: A candidate must have attained the age of 18 years and must not have attained the age of 38 years as on 18th January, 2021 i.e. he/she must have been born not earlier than 19th January, 1983 and not later than 18th January 2003. The permissible relaxation in upper limit for different categories are as under:

Code no.	Category	Age-relaxation permissible beyond the upper age limit
1	OBC	3 years
2	SC/ST	5 years

NOTE: The date of birth filled by the candidate in the application form must be the same as recorded in his/her Matriculation Certificate issued by a recognized Board/Council of the State or Central Government.

7. How to apply: The willing and eligible candidates should get their names sponsored by the Employment Exchange concerned on or before 2nd February, 2021. Thereafter, the sponsored candidates should download/collect Application Form from the Raj Bhavan website www.rajbhavanmanipur.nic.in or get application form in hard copy from the Office of Governor's Secretariat, Raj Bhavan, Imphal on production of original Exchange Card and submit the duly filled-in application form along with the required self-attested copies of certificates, documents, marksheets etc. on or before 5th February, 2021 during office hours.

8. List of necessary documents to be attached at the time of form submission:

- Age proof certificate.
- Concerned Employment Exchange Office Sponsoring document.
- Educational Qualification Certificates along with relevant Marksheets from matriculation onwards.
- SC/ST/OBC Certificate for candidates seeking reservation/benefit available for his/her category.
- Recent 4(four) passport photographs.
- All documents should be self-attested except on photographs.

9. Eligibility condition:


- The candidate must be a citizen of India.
- The candidate must be able to speak Manipuri & Hindi languages.

10. Application Fee: Candidates are required to pay applicable fee at the time of submission of forms. The fees payable are indicated as under:

Sl. No.	Name of post	Applicable Fee*
1.	Garden Superintendent (Asst. Agricultural Officer), Office Assistant, Stenographer Grade-III & Driver.	a). UR/OBC- Rs 500/- b). SC/ST – Rs. 400/-
2.	Khalasi, Chaprasi, Silver Cleaner, Sweeper, Dhobi, Cook, Mali/Mali Sweeper & Grade-IV.	a). UR/OBC- Rs 300/- b). SC/ST – Rs. 200/-

11. General instructions:

- Application fee is non-refundable and not transferable.
- The person selected will be appointed on probation as per rules.
- 'NO OBJECTION CERTIFICATE' from the present employer will be required if candidates are serving in any Government Department or Public Sector Undertaking or Autonomous Body.
- Application form not accompanied with prescribed fee or not submitted in the prescribed format or incomplete in any respect will not be entertained.
- Canvassing for the posts, in any form will be a ground for disqualification.


(Bobby Waikhom)
Secretary to the Governor of Manipur

Copy to:

- The Director, Information & Public Relations, Government of Manipur. He is requested for causing wide publicity as news item.
- The Director, DDK, Imphal for inclusion of the above notification in the news bulletin in all dialects.
- The News Editor, AIR, Imphal for inclusion of the above Notification as news item.
- The News Editor, ISTV/IMPCAT TV/TOM TV, Imphal for inclusion of the above notification as news item.
- Dy. Comdt., CRPF, Raj Bhavan, Imphal.
- The Editor,.....for kind publication as news item.
- Notice Board.