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22. 6(two) posts of Cleaner :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 4,400 + 7,440 and Grade pay of Rs. 1,300/-	i) VIII Passed.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	5	1

23. 7(seven) posts of Sweeper :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 4,400 + 7,440 and Grade pay of Rs. 1,300/-	i) VIII Passed.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	6	1

24. 1(one) post of Chowkidar :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 4,400 + 7,440 and Grade pay of Rs. 1,300/-	i) VIII Passed.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	1	0

(B) Posts reserved for ST Candidates

1. 2(two) posts of Translator :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 9300 + 34,800 and Grade pay of Rs. 4,400/-	1. Master's Degree in English of a recognised University with sound knowledge of Manipuri. 2. (One) yr. experience of translation work from English to Manipuri and vice-versa in Central State Government offices, preferably in State Legislatures. 3. Working knowledge of Computer.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	2	

2. 1(one) post of Reporter Grade-III :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 9300 + 34,800 and Grade pay of Rs. 4,200/-	1. Graduate of any recognised University with 80 w.p.m. in English Shorthand and typing speed (English) 40 w.p.m. relaxable upto 35 w.p.m. for SC/ST and OBC candidates. 2. Candidate should qualify the recruitment examination to be conducted by the Manipur Legislative Assembly except in respect of reserved vacancies. 3. Education or other qualifications relaxable in respect of physically handicapped persons.	i) Diploma in Computer Applications ii) Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	1

3. 4(four) posts of Compositor :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Pay Band - 5200-20200/- Grade Pay - 1,900/- p.m.	1. Graduate of any recognised University. 2. Knowledge of Composing works upto 400 ems per hour. 3. Knowledge of Computer Application. 4. Very good vision.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	4

4. 7(seven) posts of LDA:

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Pay Band - 5200-20200/- Grade Pay - 2000/- p.m.	1) Graduate of a recognised University. 2) D.C.A. from a recognised University/Institute.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	7

5. 3(three) posts of Driver :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 5,200 + 20,200 and Grade pay of Rs. 1,900/-	i) VIII Passed. 2. Driving licence with Experience for (at least 3 yrs.). 3. Sober habits, sound health and good eye sight	1) Knowledge of Hindi and Manipuri. 2) Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	3

6. 4(four) posts of Security man :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 5,200 + 20,200 and Grade pay of Rs. 1,900/-	i) HSLC Passed. ii) Min. height 5'3". iii) Min. chest measurement 31"33". iv) Physically fit.	Training in NCC/ Army/Police or other similar training. Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	4

7. 2(two) posts of Securitywoman :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 5,200 + 20,200 and Grade pay of Rs. 1,900/-	i) HSLC Passed. ii) Min. height 5'2". iii) Min. chest measurement 31"33". iv) Physically fit.	Training in NCC/ Army/Police or other similar training. Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	2

8. 1(one) post of Mali :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 4,400 + 7,440 and Grade pay of Rs. 1,300/-	i) VIII Passed.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	1

9. 9(nine) posts of Peon :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 4,400 + 7,440 and Grade pay of Rs. 1,300/-	i) HSLC Passed.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	9

10. 1(one) post of Labourer :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 4,400 + 7,440 and Grade pay of Rs. 1,300/-	i) VIII Passed.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	1

11. 1(one) post of Farrash :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 4,400 + 7,440 and Grade pay of Rs. 1,300/-	i) HSLC Passed.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	1

11. 1(one) post of Jr. Machineman :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 4,400 + 7,440 and Grade pay of Rs. 1,300/-	i) HSLC Passed. ii) Knowledge of handling Printing Machines both Platen & Cylinder.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	1

11. 1(one) post of Binder :

Pay Scale	Essential Qualification	Desirable	Age Limit	ST
Rs. 4,400 + 7,440 and Grade pay of Rs. 1,300/-	i) VIII Passed. ii) Knowledge of Book Binding.	Knowledge of Hindi and Manipuri.	i) 38 yrs. and below (Relaxable by 5 yrs. for SC/ST & 3 yrs. for OBC Candidates). ii) The upper age limit is relaxable for Govt. Servants appointed under Govt. of Manipur/ Manipur Legislative Assembly Secretariat to the extent of the period of continuous service put in the post/service who belongs to SC/ST/OBC will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST/OBC candidates mentioned at (i) above	1

Terms and Conditions :

- Application on plain paper (type-written) stating the particulars mentioned in the attached APPLICATION format alongwith self attested copies of certificates/ mark/sheets/testimonials etc. should reach the office of the undersigned on or before 6th October, 2016 during office hour.
- Application must be accompanied by (i) Application fee of Rs. 250/- (Rupees two hundred and fifty) only for Gen/OBC candidates and Rs. 150/- (Rupees one hundred and fifty) only for SC/ST candidates by Demand Draft/Banker's Cheque drawn from S.B.I, Imphal Branch, M.G. Avenue, Imphal in favour of Deputy Secretary(Admn), Manipur Legislative Assembly which must be drawn after the date of publication of this notification and before the last date of submission of applications (ii) Four recent and identical passport size photographs (3.5 x 4.5 cm) duly signed by the candidate (one each to be pasted on the top right corner of the application & bottom right corner of the admicard respectively and another to be stitched with the application) and (iii) Attested copies of certificates/mark/sheets/testimonials etc.
- Applicants are advised to fill up their application forms correctly, properly and completely otherwise their application will be rejected.
- Candidates already in service should submit their applications through proper channel. Advance copy may be submitted directly. However, in such cases the candidate should submit "NO OBJECTION CERTIFICATE" or original application duly forwarded by the Competent Authority.
- Date of Written Test/Selection Test/Interview will be notified later on.
- Candidates will have to appear for Written Test/Selection Test/Interview at the place/ time yet to be notified at their own cost as and when required.
- The Assembly Secretariat shall verify the antecedents or documents submitted by the candidates at any time either at the time of appointment or during the tenure of the service. In case, if it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, his/her service shall be terminated forthwith.
- Decision of the authority as to the eligibility or otherwise of the candidates will be final.
- This notification may be cancelled any time without assigning any reasons as per decision of the authority.
- Detailed information can be had from the office of the undersigned during office hour.
- There shall be relaxation of upper age limited for those who have the experience of working in the Assembly Secretariat or any Govt. Department/Organisation/ institution to the extent of number of year(s) they have served on contract basis or regular basis.

Sd/-

(G. Tapankumar Sharma)  
Deputy Secretary(Admn)  
Manipur Legislative Assembly.

Copy to:-

- P.S. to Hon'ble Speaker, Manipur Legislative Assembly.
- P.A. to Secretary, Manipur Legislative Assembly.
- Director, Employment Exchange, Govt. of Manipur. For information.
- Editors, The ..... With a request to publish the above Notification in their dailies on 30-09-2016 & 01-10-2016 and to submit the bill in triplicate for early payment.
- Notice Board/Guard File/Concerned File.

APPLICATION FORMAT

Affix a recent self attested coloured passport of (3.5 x 4.5 cm)

APPLICATION FOR THE POST OF.....

- Name in full (in block letters) :
- Father's/Husband's Name :
- Postal Address :
- Permanent Address :
- Date of Birth :
- Age (as on 01-09-2016) :
- Educational Qualification :
- Sex & Marital Status :
- Phone/Mobile No. (if any) :
- Category (SC/ST/OBC/General) :
- Demand Draft No. with Date :
- List of enclosures :
- Any other relevant information with reference to the requirement of the post (Attach extra sheet, if necessary) :
- Nationality :
- Religion :

DECLARATION

I hereby declare that all statements made in this application are true, correct and complete to the best of my knowledge and belief and in the event of any information being found false my candidature is liable to be cancelled.

DATE :  
PLACE :

SIGNATURE OF APPLICANT IN FULL