

**MANIPUR LEGISLATIVE ASSEMBLY
SECRETARIAT
NOTIFICATION**

Imphal the 29th Sept., 2016

No. 1/13(7)/2016-LA(E): Applications are invited from the intending candidates for direct recruitment to the following categories of posts in the Manipur Legislative Assembly Secretariat on regular basis. The number of posts may be increased or decreased subject to availability of vacancies from time to time.

(A) Posts for all categories of Candidates

1. 7(seven) posts of Committee Officer :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 9300 + 34,800 and Grade pay of Rs. 4400/-	1. Master's Degree in any discipline of a recognised University. Or LLB with 3(three) years experience at a Bar.	i) Knowledge of 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.	5	2

2. 2(two) posts of Legal Assistant :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 9300 + 20,200 and Grade pay of Rs. 4400/-	1. LLB from a recognised University. 2. Graduate or its equivalent from a recognised University.	i) 3 yrs. exp. in the Bar. ii) Administrative exp. in legal works. iii) Sound knowledge of Computer. iv) 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	0

3. 6(six) posts of Reporter Grade-III :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 9300 + 34,800 and Grade pay of Rs. 4200/-	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.	5	1

4. 1(one) post of Classifier :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5200 + 20,200 and Grade pay of Rs. 2800/-	1. Bachelor's Degree in Library & Information Science from a recognised University/Institute.	1. Three months Certificate Course in Computer Application. 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.	1	0

5. 1(one) post of Cataloguer :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5200 + 20,200 and Grade pay of Rs. 2800/-	1. Bachelor's Degree in Library & Information Science from a recognised University/Institute.	1. Three months Certificate Course in Computer Application. 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.	1	0

6. 2(two) posts of Photographer-cum-Videographer :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5200 + 20,200 and Grade pay of Rs. 2800/-	1. Degree of a recognised University or its equivalent. 2. 3 yrs. experience in Cinematography in any Govt./Private recognised firm/film studio.	1. Three months Certificate Course in Computer Application. 2. Knowledge of Hindi and Manipuri and English.	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	0

7. 4(four) posts of Assistant Librarian :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5200 + 20,200 and Grade pay of Rs. 2800/-	1. Bachelor's Degree in Library & Information Science from a recognised University/Institute.	1. Three months Certificate Course in Computer Application. 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	1

8. 2(two) posts of Junior Computer Programmer :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5200 + 20,200 and Grade pay of Rs. 2800/-	B.E. (Computer) : OBC BCA from a recognised University/Institute.	Knowledge of Web Designing and Content Management.	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	0

9. 2(two) posts of Assistant Security Sub-Inspector(ASI) :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5200 + 20,200 and Grade pay of Rs. 2400/-	1. Graduate of any recognised University. 2. Minimum height 5'3" (For Female 5'2"). 3. Minimum chest measurement for male only 31"33". 4. Weight as per standard age Height weight correlation table as certified by the State Medical Director for Police Persons. 5. Selected candidates will be required to undergo initial training in a Training College Centre as per syllabus prescribed by Assembly Secretariat those who have successfully completed initial training will be put through practical orientation refresher course/training as per programme prescribed by Assembly Secretariat.	1. Training in NCC/Army/Police or other similar training. 2. Knowledge of Manipuri and Hindi.	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	0

10. 3(three) posts of Telephone Operator :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5200 + 20,200 and Grade pay of Rs. 2000/-	1) Graduate or its equivalent from a recognised University/Institute. 2) Having valid Trade Certificate in the concerned field from a recognised Institute Or 5(five) yrs. working experience in the field of an 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.	2	1

11. 2(two) posts of Electrician :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5200 + 20,200 and Grade pay of Rs. 2400/-	1) XII passed or its equivalent from a recognised University/Board. 2) Having valid Trade Certificate in electrical engineering from a recognised Institute or ITI pass.	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	0

12. 45(forty-five) posts of Office Assistant-cum-Computer Operator :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5200 + 20,200 and Grade pay of Rs. 2000/-	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.	32	13

13. 17(seventeen) posts of Securityman :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5200 + 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.	12	5

14. 8(eight) posts of Security woman :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	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.	6	2

15. 10(ten) posts of Driver :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 5,200 + 20,200 and Grade pay of Rs. 1,900/-	i) VIII Passed. 2. Driving license with Experience for (at least 3yrs.). 3. Sober habits, sound health and good eye sight.	1) Knowledge of Motor Mechanic 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.	7	3

16. 3(three) posts of Library Attendant :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	ST
Rs. 4,400 + 7,440 and Grade pay of Rs. 1,400/-	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.	2	1

17. 7(seven) posts of Attendant :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	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.	6	1

18. 8(eight) posts of Peon :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	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.	6	2

19. 14(fourteen) posts of Mali :

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.	10	4

20. 4(four) posts of Farrash :

Pay Scale	Essential Qualification	Desirable	Age Limit	UR	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.	3	1

21. 2(two) posts of Labourer :

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.	2	0