

NOTIFICATION

Imphal, the 15th March, 2024

ESTT-1010/1/2024-GAD-GAD-Part(3): General Administration Department, Government of Manipur, hereby invites applications in the prescribed format from willing and eligible candidates for recruitment of **Stenographer Grade – III** category in the General Administration Department, Government of Manipur, on Contractual Basis.

2. **Number of vacancies:** (Number of posts may increase or decrease according to the vacant posts available in the Department)

Sl.No.	Name of Post	Consolidated Remuneration	Total no. of Posts	UR	ST	OBC(M)
i	Stenographer Grade - III	Rs.10,850/-	8	4	2	2

3. **Age:** The candidate shall not be less than 21 years and not more than 38 years as on 10th April, 2024, relaxable up to 3 years for OBC category, 5 years for ST category and 10 years for PwBD candidates in each category.

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

5 Eligibility conditions:

5.1 The candidate shall be a citizen of India.

5.2 The candidate shall be able to speak Manipuri or any of the notified dialects of Manipur.

5.3 The candidate shall be a permanent resident of Manipur.

5.4 **Essential Qualification:** Graduate of a recognised University/Institution with basic computer knowledge (e.g. CCC Certificate) and possessing Certificate of Shorthand/Stenography from a Govt. recognised Institute.

6. The willing and eligible candidates for the post of Stenographer Grade-III shall get their names sponsored by the concerned Employment Exchange Office on or before 8th April, 2024. Thereafter, the intending and eligible candidate shall fill up the application online at <http://gadmanipur.nic.in>.

7. **Fee:** Payment of application shall be made online at <http://gadmanipur.nic.in> as below:

7.1 For the post of Stenographer Grade-III – Rs 500/- for Unreserved Category & OBC candidates and Rs 300/- for ST.

7.2 Fees will be exempted for PwBD candidates.

8. Schedule:

Date of issue of form online	18 th March, 2024
Last date of online submission of form	10 th April, 2024

9. Mode of selection, Date of issue of admit card, scheme and schedule of examination, centre, requisite documents, etc., will be notified later on at <http://gadmanipur.nic.in>

10. Earlier notification of even number dated 4th March, 2024 and Addendum dated 5th March, 2024, stands cancelled due to technical reasons.

11. This issues with FD/PIC's U.O. No. 206/2023-2024/FD(PIC) dated 01/02/2024 and DP's UO No. 244/2023-24/DP dated 01/02/2024.

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Deputy Secretary
General Administration Department
Government of Manipur.

Copy to:

- Secretary to Chief Minister, Manipur
- Staff Officer to Chief Secretary, government of Manipur
- The Director (Information & Public Relations), Manipur, for wide publicity
- The Director of Employment Exchange, Manipur, with the request to instruct the Employment Exchange offices in the State to sponsor willing and eligible candidates within the stipulated time.
- Joint Secretary (DP), Government of Manipur
- The Web Manager, Department of IT, Manipur for favour of uploading the Notification of the Department on the Department's Website and e-office Dashboard.
- New Editor, AIR, Imphal/Doordarshan Kendra, Imphal/ISTV/Impact TV with a request to broadcast the Notification as a news item for 2 (two) consecutive days.
- The Editor, [Sangai Express (English)/ Poknapham / Huiyen Lanpao]. He is requested to publish the Notification for 3(three days consecutive days and to send the Bill in duplicate to the GAD, Govt. of Manipur, for necessary action.

(Signature)
15/03/2024
(Asem Rangina Chanu)
Deputy Secretary
General Administration Department
Government of Manipur.