

GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

Imphal, the 6th of February, 2024

ESTT-1010/1/2024-GAD-GAD: General Administration Department, Government of Manipur, hereby invites applications in the prescribed format from willing and eligible candidates for recruitment of the following category of posts in the General Administration Department, Government of Manipur on Contractual Basis.

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

Sl. No.	Name of Post	Consolidated Remuneration	No of Posts	UR	ST	OBC (M)	OBC (MP)
i.	Secretariat Assistant	Rs.12,750/-	75	38	22	12	3
ii.	Group - D	Peon	32	16	9	7	-
		Chowkidar	4	3	1	-	-
		Gatekeeper (SGH)	1	1	-	-	-
iii.	Driver	Rs.9,950/-	8	5	3	-	-

3. Age: The candidate shall be not less than 21 years and not more than 38 years as on 1st of February, 2024, relaxable up to 3 years for OBC category and 5 years for SC/ST category for all posts and 10 years for PwBD candidates in each category.

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

5. 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

a.	Secretariat Assistant	Essential Qualifications: Graduates of a recognised University/Institution with basic Computer Knowledge(e.g., CCC Certificate etc)
b.	Group - D	Essential Qualification: Candidates who have passed Matriculate and above with knowledge of Manipuri and Hindi
c.	Driver	Essentials Qualification: 10 th Pass/Matriculate/HSLC/ Equivalent from recognized Board/Institution, Valid driving license (Light Vehicle) & Minimum 5 years of driving experience (excluding learners license period), experience in repairs and maintenance of Vehicle, good eyesight, etc.

(Signature)
..06/02/2024

6. The willing and eligible candidates for the posts of Secretariat Assistant, Group D (Peon/Chowkidar/Gatekeeper) and Drivers shall get their names sponsored by the concerned Employment Exchange Office on or before 6th of March, 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 Secretariat Assistant – Rs.500/- for Unreserved Category & OBC candidates and Rs.300/- for ST/SC
7.2 For the post of Group D – Rs.300/- for Unreserved Category & OBC candidates and Rs.200/- for ST/SC.
7.3 For the post of Drivers – Rs. 200/- for Unreserved Category & OBCs and Rs.150/- for ST/SC.
7.4 Fees will be exempted for PwBD candidates.

8. Schedule :

Date of issue of form online	16 th February, 2024
Last date of online submission of form	7 th March, 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. Eligible candidates who have applied for the various posts notified vide notification No.2(1)/1/2021/GAD(Pt-II), dated 28/10/2021, are requested to re-apply and upload the requisite documents. They are not required to pay the examination fee again.

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

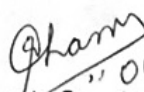
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(Asem Rangina Chanu)

Deputy Secretary,
General Administration Department
Government of Manipur

Copy to:

1. Secretary to Chief Minister, Manipur
2. Staff Officer to Chief Secretary, Government of Manipur
3. The Director (Information & Public Relations), Manipur, for wide publicity
4. 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.
5. Joint Secretary (DP), Government of Manipur
6. 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.
9. 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.
10. The Editor, [Sangai Express (English)/ Poknapham / Huiyen Lanpao]. He is requested to publish the Notification for 3(three) consecutive days and to send the Bill in duplicate to the GAD, Govt. of Manipur, for necessary action.


06/02/2024
Deputy Secretary,
General Administration Department
Government of Manipur