

GOVERNMENT OF MANIPUR
SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION
Imphal, the 16th April, 2021.

2/5/2019 –GAD: In partial modification of this Government notification of even number dated 13th March, 2020 in this regard, the 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.

1. Number of vacancies:

Sl. No	Name of the post	Pay Scale	No of Posts	UR	ST	SC	OBC (M)	OBC (MP)	PWD
1.	Stenographer Grade- III	Rs. 5,200-20,200 + G.P. Rs. 2,000/- (pre revised)	47	24	14	1	6	2	1
<i>PWD (person with disabilities)(Horizontal Reservation)</i>									<i>(1-Locomotor disability)</i>

2. Eligibility:

<u>Stenographer</u> <u>Grade- III</u>	<p>1. Essential qualifications: Graduates of a recognised University/Institution with basic Computer Knowledge (e.g. CCC Certificate etc.)</p> <p>2. Examination Scheme:</p>					
	Subject		Marks		Time Allowed	
			Full Marks	Pass Marks		
	2.1	: Written Test A. General English, Precis writing, & Essay.		100	30%	2 hours
		B. General Knowledge.		50	30%	
	2.2:	Computer (Practical)		50	30%	1 ½ hours
2.3:	Shorthand Test (English)		65 words per minute (60 words per minute for SC/ST).			
<p>3. Only those candidates who have been declared successful in Written Test will be allowed to sit in the Computer (Practical). Again, those who are successful in the Computer (Practical) shall be allowed to appear in the Shorthand Test.</p>						

4. Age: 38 years and below (as on 22nd August, 2019), relaxable upto 41 years for OBC category and 43 years for ST/SC category. Age relaxation by 10 years for PWD candidates in each category.

[Signature]
16/4/2021

5. Reservation: Reservation will be provided as per the Reservation Policy of the Government. Horizontal reservation will also be provided for persons who are differently abled.

6. Issue/submission of Application form: The willing and eligible candidates should get their names sponsored by the concerned Employment Exchange offices **on or before 3rd May, 2021**. Thereafter, the sponsored candidates should download the application form (enclosed) from the website (www.manipur.gov.in) and submit the completed forms **w.e.f 10th May, 2021 to 21st May, 2021** between 10:00 am and 4:00 pm along with the required self attested copies of certificates **at Lounge of Manipur State Guest House, Sanjenthong, Imphal**.

7. Fee: Candidates are required to pay the applicable fee during the time of submission of forms.

7.1 Rs.500/- for Unreserved Category and OBC candidates and Rs.300/- for SC/ST.

7.2 Application fees for PWD candidate will be exempted. However supporting certificate must be enclosed.

8. Documents to be submitted: Completed application form for the above post along with the required number of passport size photographs (3 nos.) and self-attested copies of the documents/certificates (mentioned in the application form). Candidates claiming reservation should submit attested copy of ST/SC/OBC/PWD certificate at the time of submission of application form for verification.

9. Candidates whose application have already been accepted/received by GAD need not apply again.



(Sunanda Thokchom),
Under Secretary (GAD)
Government of Manipur.

Copy to:-

1. Secretary to Hon'ble Chief Minister, Manipur.
2. PS to Hon'ble Minister (GAD), Manipur.
3. Staff Officer to Chief Secretary, Government of Manipur.
4. PS to Principal Secretary (GAD), Govt. of Manipur.
5. The Director, Information & Public Relations, Manipur, for wide publicity.
6. The Additional 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.
7. The Web Manager, Department of IT, Manipur for favour of uploading the Notification of the Department on the Department's Website.
8. News 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.
9. The Editor, 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 payment.

GOVERNMENT OF MANIPUR
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APPLICATION FORM FOR THE POST OF STENOGRAPHER GRADE- III

(Read instructions carefully before filling up the form)

Affix recent
passport size
photograph
with self
attestation.

1. Name of applicant:
2. Father's/Husband's name:
3. Sex (Male/Female):
4. Date of Birth (DD/MM/YYYY):
5. Age as on 22/08/2019: Years..... Months.....Days.....
6. Present address & contact no.:
7. Permanent Address:
8. Mother Tongue:
9. Whether Un-reserved/ST/SC/OBC (Meitei/Meitei Pangal/Others):
(Please tick in the relevant box below and enclose copy of self attested certificate)

Un-reserved	ST	SC	OBC (Meitei)	OBC (Meitei Pangal)	OBC (Other)

10. Whether differently abled: (Locomotor)
11. Whether a government employee: YES/NO
If "yes", "No Objection Certificate" in original issued by the employer (Competent authority) should be enclosed.

12. Documents enclosed:

Sl. No.	Details of self-attested documents enclosed	Tick if enclosed
1.	Class-X certificate	
2.	Class-XII certificate	
3.	Degree certificate	
4.	Computer course Certificate (CCC)	
5.	Certificate in Shorthand/Stenography	
6.	ST/SC/OBC Certificate	
7.	PH certificate (if applicable)	
8.	No Objection certificate (if applicable)	
9.	Employment Exchange registration number	
10.	Employment Exchange sponsoring serial number	
11.	Disability Certificate	

13. I.....Son/Daughter of Shri/Smt.....
 aged.....(D.O.B.....) Resident of
District....., Manipur hereby
 declare that the information given above and in the enclosed documents are true to the best of my
 knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the
 information given by me is proved false/not true, I will have to face the criminal proceedings as per
 provision of section 177,193,197,198,199 and 200 of Indian Penal code and any other suitable
 provisions of the Law. Also, all the benefits availed by me shall be summarily withdrawn and my
 application shall liable for disqualification.

(Signature of Applicant)

Date:

Place:

GOVERNMENT OF MANIPUR
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Roll No. /.....
(to be filled by officials)

ADMIT CARD
STENOGRAPHER GRADE- III (S.G.-III)

Affix recent
passport size
photograph with
self attestation.

(To be filled up by Candidate)

Name of the Candidate:.....

Father's/Husband's Name:.....

Address:.....

Whether SC/ST/OBC/PH.....

(Signature of the candidate)

(Signature of the issuing Authority)

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SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT

Roll No. /.....
(to be filled by officials)

ADMIT CARD
STENOGRAPHER GRADE- III (S.G.-III)

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Address:.....

Whether SC/ST/OBC/PH.....

(Signature of the candidate)

(Signature of the issuing Authority)