

GOVERNMENT OF MANIPUR
RELIEF & DISASTER MANAGEMENT, MANIPUR
BABUPARA, IMPHAL

NOTIFICATION

Imphal, the 28th February, 2023

No. 1/RDM/APPT/2021-2022: Applications are invited from willing and eligible candidates for filling up of the following posts on contract basis in the Directorate of Relief and Disaster Management, Manipur with pay/remuneration fixed at 50% of the minimum pay in the level shown against the posts. Candidates should first get their names sponsored by the concerned District Employment Exchange Offices. Thereafter the application form may be downloaded from www.manipur.gov.in or collect in person from the office of the Directorate of Relief & Disaster Management, Babupara, Imphal West and the duly filled in prescribed application form along with self-attested documents and necessary fee for examination @ Rs.500 for General/OBC and Rs.300 for ST/SC shall be submitted to the office of the Directorate of Relief & Disaster Management, Manipur at Babupara during office hours.

1.

Sr. No.	Name of Post	Pay Level (ROP 2019)	Consolidated Pay/Remuneration	Total No. of post	UR	ST	OBC
1	Office Assistant	Level – 4 (pre-revised Rs. 5200-20200 + GP 2000)	Rs.10,850/-p.m.	4	3	1	-
2	Data Entry Operator	Level – 3 (pre-revised Rs. 5200-20200 + GP 1900)	Rs. 9,950/-p.m.	6	4	1	1
3	Driver	Level – 3 (pre-revised Rs. 5200-20200 + GP 1900)	Rs.9,950/-p.m.	1	1	-	-
4	Grade-IV/ Peon	Level – 1 (pre-revised Rs. 4440-7440 + GP 1650)	Rs.7,850/-p.m.	5	4	1	-
5	Chowkidar / Storekeeper	Level – 1 (pre-revised Rs. 4440-7440 + GP 1650)	Rs.7,850/-p.m.	2	2	-	-

2. Eligibility/Examination Schemes:

Office Assistant (OA)	Essential qualifications: Graduate who have completed a Course on Computer Concepts (CCC) (DOS+ Windows +MS Office+ Multimedia +internet) of a Central/ State recognised Institute.				
	Mode of Selection:				
	1. Written Test of 100 Marks consisting of 100 Multiple Choice Questions.				
	Sl.No.	Sections	No. of Questions	Total Marks	Time allowed
	a)	General Intelligence & Reasoning	25	25	3 hrs.
	b)	General Knowledge	25	25	
	c)	Quantitative Aptitude	25	25	
d)	English Language	25	25		
Total		100	100		
e)	Computer Practical Test	-	15		


Data Entry Operator	Essential qualifications: 10+2 standard or equivalent and Basic Computer Knowledge (i.e. 3-6 months certificate course particularly on MS Office from a recognised Institute) and typing speed of 45 words per minutes.				
	Mode of Selection:				
	1. Written Test of 100 Marks consisting of 100 Multiple Choice Questions.				
	2. Computer Typing Test (45 words per minute)				
	Sl.No.	Subjects	No. of questions	Total marks	Time allowed
a)	General Intelligence and reasoning	25	25	3 Hrs	
b)	General knowledge	25	25		
c)	Quantitative Aptitude	25	25		
d)	English language	25	25		
Total		100	100		
Driver	Essential qualifications:				
	i) Class-X pass/Matriculate/HSLC/Equivalent from a recognised Board/Institute				
	ii) Driving experience of 3 (three) years possessing requisite driving Licence.				
	Mode of Selection:				
	1. Written Test of 100 Marks consisting of 100 Multiple Choice Questions.				
Sl.No.	Subject	No. of questions	Total mark	Time allowed	
a)	General Intelligence and reasoning	25	25	3 Hrs	
b)	General knowledge	25	25		
c)	Quantitative Aptitude	25	25		
d)	English language	25	25		
Total		100	100		
Peon	Essential qualifications: At least HSLC or its equivalent from a recognised Board/Institute, Desirable: Knowledge of Hindi, cycling and good physique.				
	Mode of Selection:				
	1. Written Test of 100 Marks consisting of 100 Multiple Choice Questions.				
	Sl.No.	Subject	No. of questions	Total mark	Time allowed
	a)	General knowledge	50	50	3 Hrs
b)	Basic Mathematics	25	25		
c)	English language	25	25		
Total		100	100		
Chowkidar/ Storekeeper	Essential qualifications: At least HSLC or its equivalent from a recognised Board/Institute				
	Desirable: Knowledge of Hindi, cycling and good physique.				
	Mode of Selection:				
	1. Written Test of 100 Marks consisting of 100 Multiple Choice Questions.				
	Sl.No.	Subject	No. of questions	Total mark	Time allowed
a)	General knowledge	50	50	3 Hrs	
b)	Basic Mathematics	25	25		
c)	English language	25	25		
Total		100	100		

3. **Age Limit:** A candidate must have attained not below 18 years of age and not more than 38 years as on 28/02/2023. Upper age is relaxable up to 41 years for OBC category, 43 years for ST/SC category.

4. **Tentative Timeline of Recruitment:**

Name of Post	Date of requisition from respective Employment Exchange	Last date of requisition from respective Employment Exchange	Date of issue of prescribed Application form by the Department / Downloading from the website	Last Date of form submission	Issue of Admit Card	Date of Written test	Computer & Driving Test
1	2	3	4	5	6	7	8
Office Assistant	02.03.2023	10.03.2023	10.03.2023 to 17.03.2023	17.03.2023	23.03.2023 to 28.03.2023	Will be mentioned in Admit Card	To be notified later
Data Entry Operator	02.03.2023	10.03.2023	10.03.2023 to 17.03.2023	17.03.2023	23.03.2023 to 28.03.2023		
Driver	02.03.2023	10.03.2023	10.03.2023 to 17.03.2023	17.03.2023	23.03.2023 to 28.03.2023		
Gr-IV/Peon	02.03.2023	10.03.2023	10.03.2023 to 17.03.2023	17.03.2023	23.03.2023 to 28.03.2023		
Chowkidar/Storekeeper	02.03.2023	10.03.2023	10.03.2023 to 17.03.2023	17.03.2023	23.03.2023 to 28.03.2023		

5. The above Notification is in pursuance to the Cabinet Decision dated 19/12/2020 and 02.01.2023 and, FD's U.O. dated 25/02/2021 and DP's U.O. dated 21-04-2022. Also, it is issued in line with new Recruitment Policy issued by DP vide order dated 16-07-2021 & 16-08-2021 and as per scheme of examination prescribed by DP vide order dated 18-09-2021.



(K.G. Daigong)

Director

Relief & Disaster Management
Manipur

Copy to:

1. P.S to Hon'ble Chief Minister, Manipur.
2. Secretary to Hon'ble Chief Minister, Manipur
3. P.S to Hon'ble Minister (Relief & DM), Manipur.
4. Staff Officer to Chief Secretary, Manipur.
5. P.S to Additional Chief Secretary (Relief & DM), Government of Manipur.
6. Joint Secretary (Relief & DM), Government of Manipur.
7. Director. Information and Public relation, Manipur. – He is requested for wide publication and broadcasting as News item.
8. ~~All~~ Employment Exchange Officer, Manipur.
9. ~~Website~~ Manager, IT Department, Government of Manipur for favour of uploading on the State Government Website/portal.
10. News Editor, AIR/ Doordarshan Kendra, Imphal/ ISTV/IMPACT TV/TOM TV/IS COM with a request to broadcast this Notification in News Item.
11. Editor, daily Newspaper, He is requested to publish this Notification for 2(two) consecutive days and to send the bill in duplicate to the Director, Relief & Disaster Management, Manipur, Babupara, Imphal West.
12. Notice Board.

