

GOVERNMENT OF MANIPUR
SECRETARIAT: MINORITY AFFAIRS/OBC&SC DEPARTMENT

NOTIFICATION

Imphal, the 2nd February, 2019.

No. 20/14/2005-MOBC: The Department of Minority Affairs/OBC & SC, Government of Manipur invites application in the Prescribed Format for recruitment of the following 8 (eight) staff on contractual basis in Manipur State Minorities Commission (MSMC) for a period of 1 (one) year:

Sl. No	Name of the Post (Category of Post)	No. of Post	Remunerations (per month)	Eligibility	
				Essential	Desirable
1	P.A. to Chairperson	1	Rs. 7,100/-	(i) Graduate of any recognised Board /University. (ii) Diploma in Short Hand from a recognised Institute with typing speed of 40 (forty) words per minute.	Knowledge of Manipuri language
2	Legal Assistant	1	Rs. 8,000/-	(i) Graduate from a Government recognized University. (ii) Completion of course on computer concepts (CCC level) or Diploma in Computer Application from a Government recognised Institute.	At least 5 year experience in editing of manuscript of State Bills (including preparation of amending Bills, Ordinance, Regulations, etc.
3	Office Assistant-cum-Computer Operator	3	Rs. 7,100/-	(i) Graduate of any recognised Board /University with computer knowledge. (ii) Diploma in Computer course/application from a Government recognised Institute/University.	Knowledge of Manipuri language
4	Peon	3	Rs. 5,740/-	HSLC/Equivalent passed from recognised Board/University	Knowledge of Manipuri language
Total		08		-	-

2. Age: The Upper Age Limit of candidate shall be as prevalent in the state of Manipur (Minimum Age-18 years, Maximum Age-38 years).

3. Last Date: Last date of submission forms is **12th February, 2019**.

4. Prescribed Format can be downloaded from the official website: www.manipurminority.gov.in . Duly filled in forms are to be submitted to the **Joint Secretary (MA/OBC&SC), Room No. 84, Secretariat North Block, Imphal.**

Sd/-

L.N. Kashung

Joint Secretary (MA/ OBC&SC)
Government of Manipur

Copy to:

1. The Secretary to the Hon'ble Chief Minister (i/c MA, OBC&SC), Manipur.
2. The Secretary (MSMC), Manipur.
3. The Director (IPR), Manipur with a request to publish/broadcast the notification in both print and electronic media for wide publicity.
4. The News Reader, DDK, Imphal/AIR, Imphal/ISTV/Impact TV, Imphal with a request to broadcast the notification as news item for wide publicity.
5. The Editor, Sangai Express (Manipuri & English)/The Poknapham/The Echel Express/The Huiyen Lanpao. He is requested to publish the notification for one day and submit the bills for making payment.
6. The Notice Board (MSMC), Manipur.
7. The file concerned.