

GOVERNMENT OF MANIPUR
DIRECTORATE OF MINORITY AFFAIRS
1st Floor, South Block, Secured Office Complex, A.T. Lines, Imphal
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NOTIFICATION

Imphal, the 17th May, 2024

No. A/18/RR/MA-2024:2756 It is, hereby, notified for information of all concerned that drafts Recruitment Rules (RRs) of various posts of this office have been uploaded on the official website i.e., www.manipurminority.gov.in for seeking claims and objections from the stakeholders.

Claims and Objections, if any, may be submitted in writing with supporting documents within 15 (fifteen) days to the undersigned.


(Ng. Bhogendra Meitei)
Director (Minority Affairs)
Manipur

Copy to:

1. APS to Commissioner (Minority Affairs), Government of Manipur.
2. Guard File.

DRAFT RECRUITMENT RULES FOR THE POST OF JOINT DIRECTOR IN THE DIRECTORATE OF MINORITY AFFAIRS, MANIPUR.

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age of direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Joint Director	2 (two)	GCS Group - A (Non-Ministerial)	Rs.15600-39100 + Grade Pay Rs. 6600/- [As prescribed in Govt. Order No. 1/2/2016-MOBC (Post Creation) dated 05.12.2016]	Selection	N.A.	N.A.	N.A.	2 (two) years	100% by Promotion Promotion failing which by deputation only	Promotion: Deputy Director with 5 (five) years regular service in the grade.	Class-I D.P.C.	As required under MPSC (Exemption from consultation) Regulations, 1972

DRFAT RECRUITMENT RULES FOR THE POST OF DEPUTY DIRECTOR IN THE DIRECTORATE OF MINORITY AFFAIRS, MANIPUR.

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age of direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Deputy Director	4 (four)	GCS Group - A (Non-Ministerial)	Rs. 9300-34800 + Grade Pay Rs. 5400/- [As prescribed in Govt. Order No. 1/2/2016-MOBC (Post Creation) dated 05.12.2016]	Selection	N.A.	N.A.	N.A.	2 (two) years	100% by Promotion Promotion failing which by deputation only	Promotion: 1. Assistant Director with 5 (five) years regular service in the grade. 2. Agriculture Officer with 5 (five) years regular service in the grade.	Class-I DPC	As required under MPSC (Exemption from consultation), Regulations, 1972.

DRAFT RECRUITMENT RULES FOR THE POST OF ASSISTANT DIRECTOR IN THE DIRECTORATE OF MINORITY AFFAIRS, MANIPUR.

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age of direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Assistant Director	5 (five)	GCS Group - B (Non-Ministerial)	Rs. 9300-34800 + Grade Pay Rs. 4300/- [As prescribed in Govt. Order No. 1/2/2016-MOBC (Post Creation) dated 05.12.2016]	Selection	38 (thirty-eight) years & below (upper age limit is relaxable for Govt. servant appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post/services and by 5 years for SC/ST and 3 years for OBC candidates. Further, a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates.)	ESSENTIAL: Graduate of any recognized University. DESIRABLE: Knowledge of Manipuri language.	N.A.	2 (two) years	70% by Promotion and 30% by Direct Recruitment.	Promotion: 1. Field Inspector with 5 (five) years regular service. 2. Surveyor with 5 (five) years if Graduate or 8 (eight) years if 10+2 in regular service.	Class-II D.P.C.	As required under MPSC (Exemption from consultation) Regulations, 1972

DRAFT RECRUITMENT RULES FOR THE POST OF FIELD INSPECTOR IN THE DIRECTORATE OF MINORITY AFFAIRS, MANIPUR.

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age of direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Field Inspector	6 (six)	GCS Group - C (Non-Ministerial)	Rs. 5200-20200 + Grade Pay Rs. 2800/-	Non-Selection	38 (thirty-eight) years & below (upper age limit is relaxable for Govt. servant appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post/services and by 5 years for SC/ST and 3 years for OBC candidates. Further, a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates.)	ESSENTIAL: Graduate of any recognized Board / University. DESIRABLE: Knowledge of Manipuri language with computer knowledge.	N.A.	2 (two) years	70% by Promotion and 30% by Direct Recruitment.	Promotion: Office Assistant with 5 (five) years regular service.	Class-III Selection Committee	N.A.

DRAFT RECRUITMENT RULES FOR THE POST OF PA / STENO IN THE DIRECTORATE OF MINORITY AFFAIRS, MANIPUR.

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age of direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
PA / Stenographer	1 (one)	GCS Group - C (Ministerial)	Rs. 5200-20200 + Grade Pay Rs. 2800/-	Non - Selection	38 (thirty-eight) years & below (upper age limit is relaxable for Govt. servant appointed under the Govt. of Manipur to the extend of the period of continuous services put in the post/services and by 5 years for SC/ST and 3 years for OBC candidates. Further, a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates.)	<p>ESSENTIAL:</p> <p>1. Graduate of any recognized Board / University.</p> <p>2. Diploma in Short hand from a recognized Institute.</p> <p>DESIRABLE:</p> <p>Knowledge of Manipuri language.</p>	N.A.	2 (two) years	100% by Direct Recruitment	N.A.	Class-III D.P.C.	N.A.

DRAFT RECRUITMENT RULES FOR THE POST OF ACCOUNTANT IN THE DIRECTORATE OF MINORITY AFFAIRS, MANIPUR.

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age of direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Accountant	1 (one)	GCS Group - C (Ministerial)	Rs. 5200-20200 + Grade Pay Rs. 2400/-	Selection	N.A.	N.A.	N.A.	2 (two) years	By Promotion.	Promotion: Office Assistant/LDC in the Department/Office concerned having passed the examinations in Office Procedure and Account Training conducted by the State Government of Manipur with 5 yrs regular service.	Class-III D.P.C.	N.A.

DRAFT RECRUITMENT RULES FOR THE POST OF OFFICE ASSISTANT IN THE DIRECTORATE OF MINORITY AFFAIRS, MANIPUR.

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age of direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
Office Assistant	9 (Nine)	GCS Group - C (Ministerial)	Rs. 5200-20200+ Grade Pay Rs. 2000/- OR The pay scale as prescribed by FD(PIC) from time to time.	Selection	Minimum: 18 (eighteen) years Maximum: 35 (thirty-five) years & below (upper age limit is relaxable for Govt. servant appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post/services and by 5 years for SC/ST and 3 years for OBC candidates. Further, a Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates.)	ESSENTIAL: Graduates who have completed a Course on Computer Concepts (CCC) IDOS + Windows + MS Office +Multimedia + Internet) from a Central/State recognized Institute. DESIRABLE: (a) Knowledge of Manipuri.	N.A.	2 (two) years, 2 nd and subsequent increments shall be subject to successful examination in Office Procedure conducted by the Govt. of Manipur	90% by Direct Recruitment and 10% by Promotion	Promotion: Grade IV (Peon)/ Chowkidar cum Sweeper with 5 (five) years if Graduate/ 8 years if 10+2/10 years if HSLC; along with a certification in 6 (six) months Course on Computer Concepts (CCC).	Class-III D.P.C. / Selection Committee	N.A.