

**NOTIFICATION**

Imphal, the 5th February, 2020

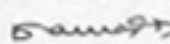
No.3/2/2017-TP: In supersession to all Notifications issued in this regard and in pursuance of the Government of Manipur Secretariat MAHUD Department letter No. 1/66/76-LSG(TP) dated 20.01.2020, applications are invited through Employment Exchange of the concerned Districts up to 20.02.2020 for filling up of the following regular post of Town Planning Department, Manipur by direct recruitment.

No	Name of Post	Pay Scale (ROP-2010)	Group	No. of Posts/ Categories	Essential Qualification & Age Limit
1	Lower Division Clerk	Rs.5,200- 20,200/- +GPRs 2,000/-	C	Total: 1 ST: 1	Graduate who have completed a Course on Computer Concepts (CCC) (DOS + Windows + MS Office + Multimedia + Internet) of a Central/State recognized Institute.  Age: 38 (thirty eight) years & below. Upper age limit is relaxable to 5 years for ST/SC candidates and 3 years for OBC candidates.
2	Office Assistant cum Computer Operator	Rs.5,200- 20,200/- +GPRs 1,900/-	C	Total: 2 UR: 2	Graduate from a recognised Institute/University and proficiency in handling Microsoft Office. Typing with minimum 30 words per minute in English, relaxable up to 25 words per minute in case of ST/SC/OBC/PWD.  Age: 38 (thirty eight) years & below. Upper age limit is relaxable to 5 years for ST/SC candidates and 3 years for OBC candidates.
3	Driver (Light)	Rs.5,200- 20,200/- +GPRs 1,900/-	C	Total: 3 UR: 1 OBC(M): 1 ST: 1	i. Class-X Pass/Matriculate /HSLC/ Equivalent from a recognized Board/Institution. ii. Driving experience for 3(three) years possessing requisite driving licence.  Age: Minimum 21 years and maximum 38 (thirty eight) years. Upper age limit is relaxable to 5 years for ST/SC candidates and 3 years for OBC candidates.
4	Peon	Rs.4,440 – 7,440/- +GPRs.1,300/-	D	Total: 4 UR: 1 OBC(M): 1 ST: 2	i. Passed HSLC/Equivalent from a recognized Institute Board/Institution. ii. Knowledge of English and Manipuri.  Desirable: Knowledge of Hindi.  Age: 38 (thirty eight) years & below. Upper age limit is relaxable to 5 years for ST/SC candidates and 3 years for OBC candidates.

2. Method of Recruitment:

Name of Post	Subject	Full Mark	Pass Mark	Time
Lower Division Clerk	a) General English, Precis writing, Drafting and Essay	100	30%	3 Hours
	b) General knowledge	50	30%	1½ Hours
	c) Computer Skill Test	20	--	30 Mins
Office Assistant cum Computer Operator	a) General English, Mathematics & General Knowledge	64	30% in each	3 Hours
	b) Computer Concepts	16		
	c) Those who qualify in the written test shall undergo Typing Speed Test.		30%	As Required
Driver (Light)	a) General knowledge	50	30%	1 Hour
	b) Job Suitability Practical Test	10		As required
Peon	a) General knowledge	50	30%	1 Hour
	b) Job Suitability Practical Test	10		As required

- Date and time of examination, venue, interaction/ practical test etc. will be notified on local newspapers.
- Selected candidates who could not produce required documents shall be rejected.
- Those candidates whose name were forwarded by the District Employment Exchanges of Ukhrul and Churachandpur to this Department vide the earlier Notification dated 04.03.2019 shall remain valid unless a revised list is furnished by the concerned District Employment Exchanges. They are also requested to submit supplementary list, if any.

  
 (Y. Narmada Devi)  
 Chief Town Planner  
 Town Planning Department