


MANIPUR GAZETTE
सत्यमेव जयते
PUBLISHED BY AUTHORITY

No. 30

Imphal, Wednesday, November 12, 2014

(Kartika 21, 1936)

CONTENTS

	Page (s)		Page (s)
Part I Appointments, Postings, Transfers Powers, Leave and other Personal Notices.	Nil	Part III Orders, Notifications and Rules of the Government of India.	Nil
Part II(A) Resolutions, Regulations, Orders, Notifications and Rules, etc.	Nil	Part IX Advertisements and Notices by the Government Offices.	87-88
Part II(B) Orders, Notifications and Rules of the High Courts.	11-35		

(Separate paging is given on each part in order that it may be filed as a separate compilation)

PART-II(B)

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

NOTIFICATION

Imphal, the 5th November, 2014

No.HCM/R-7/96-A&E(J)/17595: In exercise of the powers conferred by sub-section (3) of Section 30 of the Manipur (Courts) Act, 1965, the High Court of Manipur makes "The Manipur State District Courts Service Rules, 2014" regulating the condition of service of persons appointed to the Manipur State District Courts Service. It shall come into force from the day it is notified in the Official Gazette.

By Order,

S. SERTO,
Registrar General,
High Court of Manipur.

MANIPUR STATE DISTRICT COURTS SERVICE RULES, 2014

In exercise of the powers conferred by Sub-section 3 of Section 30 of the Manipur (Courts) Act, 1955, the High Court of Manipur makes the following rules regulating the condition of service of persons appointed to the Manipur State District Courts Service:

**CHAPTER-I
PRELIMINARY****1. Short title, Commencement and Extent :**

- (1) These Rules may be called the Manipur State District Courts Service Rules, 2014.
- (2) These Rules shall apply to all persons in the ministerial establishment of all the District & Session Courts, Civil Courts & Criminal Courts subordinate to the High Court of Manipur.
- (3) They shall come into force with effect from the date of its publication in the Official Gazette.

2. Definitions:

In these Rules, unless the context requires otherwise :

- (1) "Appointing Authority" in relation to a member of the Service means-
 - (a) the authority empowered to make appointment to the category of post;
- (2) "Civil District" means District constituted under Section 17 of the Manipur (Courts) Act, 1955.
- (3) "Equivalent Qualification" means a qualification notified by the High Court as equivalent to a qualification prescribed in these rules in respect of any category of post,
- (4) "Government" means the Government of Manipur.
- (5) "High Court" means the High Court of Manipur.
- (6) "Member" means the member of the Manipur State District Court Service;
- (7) "Official Gazette" means Manipur Gazette;
- (8) "Selection Committee" means – A committee constituted by the High Court for recruitment of persons to all categories of posts of Manipur State District Court Service.

- (9) "Schedule" means schedule appended to these Rules;
- (10) "Service" means the Manipur State District Court Service;
- (11) "State" means the State of Manipur.

**CHAPTER-II
CONSTITUTION OF THE SERVICE**

3. Constitution of the service :

On and from the date of commencement of these rules there shall be constituted a Civil Service known as the Manipur State District Court Services.

4. Authorised strength :

- (1) The service shall consist of the category of posts and cadres specified in column (2) of Schedule A. The character and number of posts in each of these cadres and their scale of pay shall be as specified in the corresponding entries in column (3) to (14) thereof.
- (2) With effect from the date of commencement of these rules the existing category of posts specified in column (2) of Schedule B shall stand designated as the category of posts (cadres) specified in the corresponding entries in column (1) thereof and initially they shall constitute the Service.

**CHAPTER-III
RECRUITMENT**

5. Method of recruitment :

In respect of each category of posts of the Service specified in column (2) of Schedule C, the method of recruitment and minimum qualification etc. shall be as specified in the corresponding entries in column (3) and (4) thereof.

6. Appointing Authority :

- (1) The Chief Administrative Officer shall be appointed by the State Government on recommendation by the Committee constituted by the High Court of Manipur.
- (2) The District Judge of the Civil District shall be the appointing authority for all other categories of posts in his Judgeship.

7. "Selection Committee" shall be constituted by the High Court consisting of 3 (three) District & Sessions Judges for recruitment to all categories of posts of Manipur State District Court Service.

Provided that the High Court may include one or more members as it may deem fit and necessary.

CHAPTER-IV
PROCEDURE FOR SELECTION, QUALIFICATION AND RESERVATION

8. Procedure of appointment—

Subject to the provisions of these rules, recruitment to any category of post in the service shall be made by the selection Committee:-

- (1) in the case of recruitment by direct recruitment after giving such adequate publicity to the recruitment as the Selection Committee may determine, in the order of merit of candidate as determined by Selection Committee;
- (2) in the case of recruitment by promotion, by selection by the Selection Committee on the basis of seniority-cum-merit, that is, seniority subject to fitness of the candidate to discharge the duties of the post, from among persons eligible for promotion.

9. Disqualification for appointment,-

- (1) No person shall be eligible for appointment unless he is a citizen of India.
- (2) No man who has more than one wife living and no woman who has married a man already having another wife, shall be eligible for appointment.
- (3) No person who attempts to obtain extraneous support by any means for his candidature from official or non-officials, shall be eligible for appointment.
- (4) No person shall be eligible for appointment if he or she—
 - (a) is or has been member, or has associated himself or herself with any body or association after such body or association is declared as an unlawful body or association;
or
 - (b) has participated in or is associated with any activity or programme—
 - (i) aimed at subversion of the Constitution of India;
 - (ii) aimed at organized breach of defiance of law involving violence;

- (iii) which is prejudicial to the interests of the sovereignty and integrity of India or the security of the State; or
- (iv) which promotes, on grounds of religion, race, language, caste or community, feelings of amenity or hatred between different sections of the people;
or
- (c) is dismissed from service under the Government of India or any State Government or any High Court.
- (d) is or has been debarred or disqualified by the Union or any State Public Service Commission or any High Court from appearing for any examination or selection conducted by it; and
- (e) is or has been convicted of an offence involving moral turpitude.

10. Age limit for appointment :

- (1) Every candidate for appointment by direct recruitment must have attained the age of eighteen years and not more than the age of :
 - (a) thirty eight years in the case of a person belonging to any of the Scheduled Castes or Scheduled Tribes;
 - (b) thirty six years in the case of a person belonging to any of the Other Backward Classes;
 - (c) thirty five years in the case of any other person,
on the last date fixed for the receipt of applications or on such other date as may be specified by the Selecting Authority in the notification inviting applications.

Provided that the upper age limit may be relaxed by the High Court from time to time.

11. Provision for reservation of appointments :-

Appointments to the services/posts made by any method of recruitment shall be subject to the Acts and Rules/Orders regarding special representation in the services/posts for Scheduled Castes/ Scheduled Tribes as enacted and issued by the Government from time to time.

12. Direct recruitment–

- (1) The appointing authority may intimate the Selection Committee in the month of January every year the number of direct recruitment vacancies existing and likely to occur during the year in different category of posts (cadres). The Selection Committee shall invite applications by giving adequate publicity indicating the total number of vacancies notified for recruitment and the number of vacancies reserved for different reserved categories.
- (2) Subject to Rules 13 to 16, direct recruitment shall be made from amongst the candidates who have qualified by obtaining the percentage of marks prescribed under Rule 13, on the basis of the percentage of total marks secured in the qualifying examination as determined under Rule 13 and of the marks secured at the interview under Rule 14 by the Selection Committee.

13. Eligibility of candidates for the interview :-

- (1) For purpose of selection of candidates for interview, the selection Committee shall prepare a list of names of candidates who have secured the qualifying marks in the qualifying examination in the order of merit and if two or more candidates have secured equal percentage of total marks in the qualifying examination, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person older in age being placed higher in the order of merit. From amongst the candidate whose names are included in the select list, such numbers of candidates equal to or not more than five times the number of vacancy notified shall be eligible for the interview.
- (2) Where posts are reserved for Scheduled Caste, Scheduled Tribes, Other Backward Classes or others a list of the candidates, Candidates belonging to such reserved categories who have secured the qualifying marks in the qualifying examination and whose names are included in the select list prepared in terms of sub-rule (1) to the extent of not more than five times of number of reserved vacancy notified shall be eligible for the interview.
- (3) For the purpose of this rule :-
 - (a) "qualifying examination" means the examination or examinations prescribed as the minimum qualification required for appointment in the rules of recruitment to the cadre concerned.
 - (b) Where the qualifying examination consists of more than one examination the percentage of total marks secured in the qualifying examination shall be the average of the percentage of total marks secured in those examinations.

14. Interview :-

- (1) Selection Committee shall interview the eligible candidates selected under Rule 13 and award marks on the basis of their performance in the interview. The object of such interview is to assess the suitability of the candidates for appointment to the cadre or post applied for by them and their caliber including intellectual and social traits of personality.

15. List of selected candidates :-

- (1) The Selection Committee shall on the basis of the aggregate of the percentage of the total marks secured in the qualifying examination as determined under Rule 13 and of the marks secured at the interview under Rule 14 and taking into consideration the orders in force relating to reservation of posts for Scheduled Casts, Scheduled Tribes, Other Backward Classes and others prepare in the order of merit a list candidates eligible for appointment to the category of post and if the aggregate of the percentage of total marks secured in the qualifying examination as determined under Rule 13 and of the marks secured at the interview under Rule 13 of two or more candidates is equal, the order of merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of merit. The number of names of candidates to be included in such list shall be equal to the number of vacancies notified for recruitment.
- (2) The Selection Committee shall in accordance with the provisions of sub-rule (1) also prepare an additional list of names of candidates not included in the list prepared under sub-rule (1) in which the number of candidates to be included shall, as far as possible, be ten percent of the number of vacancies notified.
- (3) The lists so prepared under sub-rules (1) and (2) shall be published as soon as practicable in such manner as the Selection Committee may direct.

16. Appointment of candidates :-

- (1) Subject to rules 18 and 19 candidates whose names are included in the list prepared under sub-rule (1) and published under sub-rule (3) of the Rule 15 may be appointed by the appointing authority in the vacancies in the particular cadre in the order in which the names are found in the list after satisfying itself, after such enquiry as may be considered necessary that each such candidate is suitable in all respects for appointment to a post in the cadre. Candidates whose names are included in the list prepared under sub-rule (2) and published under sub-rule (3) of Rule 15 may be similarly appointed after the candidates whose names are included in the list prepared under sub-Rule (1) of Rule 15 have been appointed.
- (2) The inclusion of the names of a candidate in any list published under Rule 15 shall not confer any right of appointment.

17. Duration of operation of the lists :-

The lists of names of candidates published by the Selection Committee under Rule 15 in respect of any cadre shall cease to be operative as from the date of publication of a list prepared in respect of such cadre on the basis of the next selection.

18. Conditions relating to suitability and certificates of Character :-

No person shall be appointed unless the appointing authority is satisfied that he is of good character and is in all respects suitable for appointment to the Service. Every candidate selected for direct recruitment shall furnish to the appointing authority certificates given not more than six months prior to the date of his selection, by two respectable persons unconnected with his school, college or university, and not related to him, testifying to his character, in addition to the certificate or certificates which may be required to be furnished from the educational institution last attended by the candidate. If any doubt arises regarding the suitability of a candidate for appointment the decision of the High Court shall be final.

19. Conditions relating to Physical Fitness :-

- (1) No candidate selected for appointment shall be appointed to any post unless he satisfies the appointing authority that he is physically fit to discharge the duties that he may be called upon to perform. High Court may by order prescribe the physical standards required to be satisfied by a person for appointment and specify the medical fitness and provide for such other incidental matters as may be necessary. The opinion of the Medical Authority, regarding the physical fitness or otherwise of the candidate shall be binding on the candidates.
- (2) A candidate selected for appointment who fails to appear before the Medical Authority specified by the High Court under sub-rule (1) shall be given one more opportunity to appear before such authority. If the candidate fails to appear before the Medical Authority even on the second occasion, his name shall be deleted from the list of selected candidates and he shall cease to be eligible for appointment.
- (3) The appointing authority may, in the case of persons appointed temporarily in short vacancies of less than three months duration, dispense with production of the certificate under sub-rule(1).

20. Fees :-

Every candidate for direct recruitment to any category of post may be required to pay such fees, as may be specified :

- (i) by the Selection Committee in respect of his applications; and

- (ii) by the High Court, in respect of his medical examination;

Provided that in the case of a candidate belonging to a Scheduled Caste or a Scheduled Tribe or a Other Backward Classes the fees payable shall be one half of the fee specified under this rule.

21. Joining time for appointment :-

- (1) A candidate appointed by direct recruitment shall assume charge of the post specified by the appointing authority as soon as possible after the date of the order of appointment, but not later than forty-five days from that date.

Explanation – for the purpose of this sub-rule "the date of the order of appointment" means the date of dispatch of the order of appointment by registered post of the address given by the candidate.

- (2) Notwithstanding anything contained in sub-rule(1), the appointing authority may, on the application of the candidate and if satisfied that there are good and sufficient reasons for doing so, by order in writing, grant such further time but not exceeding fifteen days as it may deem necessary.
- (3) The name of the candidate who fails to assume charge of the post within the time specified in sub-rule (1) or within the further time granted under sub-rule (2) shall stand deleted from the list of selected candidates and the candidate concerned shall cease to be eligible for appointment.

CHAPTER-V
PROBATION

22. Probation :-

- (1) All appointments to the Service by direct recruitment shall be on probation for the period of two years.
- (2) All appointment by promotion shall be on probation for a period of one year.
- (3) The period of probation, as the case may be, for reasons to be recorded in writing, may be extended by the appointing authority by such period not exceeding the period of probation, as the case may be, specified in sub-rule (1) or (2).
- (4) At the end of the period of probation or the extended period probation, as the case may be, the appointing authority shall consider the suitability of the person so appointed or promoted to hold the post to which he was appointed or promoted, and—

- (i) if it decides that he is suitable to hold the post to which he was appointed or promoted and has passed the examinations or tests, if any, required to be passed during the period of probation, as the case may be, it shall, as soon as possible, issue an order declaring him to have satisfactorily completed the period of probation, as the case may be; and such an order shall have effect from the date of expiry of the period of probation, including extended period, if any, as the case may be.
 - (ii) if the appointing authority considers that the person is not suitable to hold the post to which he was appointed or promoted, as the case may be, he shall, by order—
 - (a) if he is a promotee, revert him to the post which he held prior to his promotion.
 - (b) If he is a direct recruit, discharge him from service.
- (5) A person shall not be considered to have satisfactorily completed the period of probation, as the case may be, unless, a specific order to that effect is passed. Any delay in passing such an order shall not entitle the person to be deemed to have satisfactorily completed the period of probation, as the case may be.

23. Discharge of probationer during the period of probation :-

- (1) Notwithstanding anything contained in rule 22, the appointing authority may, at any time during the period of probation, discharge from service, a probationer on account of his unsuitability for the service.
- (2) An order under sub-rule (1) shall indicate the grounds for the discharge but no disciplinary enquiry shall be necessary.

24. Increment during the period of probation :-

- (1) A probationer or promotee may draw the increments that fall due during the period of probation. He shall not, however, draw any increment after the expiry of the period of probation unless and until he is declared to have satisfactorily completed his probation, as the case may be.
- (2) When a probationer or promotee is declared to have satisfactorily completed his probation, as the case may be, he shall draw, as from the date such order takes effect, the pay he would have drawn had he been allowed the increments for the whole of his service from the date of his appointment on probation, as the case may be.

- (3) Notwithstanding anything contained in sub-rule(1); and (2) where validity of the appointment of any person—
 - (i) as probationer is questioned in any legal proceedings before court of law, the period of probation of such person shall continue until the final disposal of such proceedings.
 - (ii) as a promotee basis is questioned in any legal proceedings, before a court of law, the period of such promotee shall continue until the final disposal of such proceedings.

CHAPTER-VI SENIORITY

25. Seniority :-

- (1) An officer appointed in accordance with the rules of recruitment on regular basis shall be senior to persons appointed temporarily.
- (2) Where officers are recruited to a cadre by promotion and direct recruitment the officers recruited by promotion shall take precedence over the directly recruited officers where the date of their appointment is same.
- (3) Save as provided in such-rules (4) to (7), seniority of officers appointed by direct recruitment or promotion shall be determined according to the dates on which they report for duty.
- (4) Where more than one officer is promoted to a cadre at the same time the inter-se-seniority of persons so promoted shall be determined :-
 - (i) if promotions are made from any one cadre by their inter-se-seniority in that lower cadre :
 - (ii) if promotions are made from more than one cadre of same grade, by the period of their service in those cadres;
 - (iii) if promotions are made from more than one cadre of different grades, by the order in which the names of candidates are arranged in the select list.
- (5) Where more than one person is recruited by direct recruitment to a cadre the inter-se-seniority of persons so recruited shall be the order in which their names are arranged in the select list.

- (6) Every year in the month of January, seniority list of officers in all cadres shall be prepared and published by the appointing authority and the lists so published shall be used for the purpose of making promotions to the next higher cadre.
- (7) Seniority of a person allowed to change his cadre as provided in these rules shall be determined in the changed cadre with reference to his first appointment to his original cadre.

CHAPTER-VII PENALTIES

26. Penalties :-

One or more of the following penalties of good and sufficient reasons may be imposed on a member of the service namely;

- (i) censure ;
- (ii) withholding of increment or promotion for a specified period;
- (iii) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Government or the High Court;
- (iv) reduction to a lower stage in the time scale of pay for a specified period;
- (v) reduction to a lower time scale of pay, grade or post with further direction regarding:-
 - (a) seniority and pay in the scale of pay, grade or post to which the member is reduced;
 - (b) conditions of restoration to the scale of pay, grade or post from which he was reduced and his seniority and pay on such restoration to that scale of pay, grade or post;
- (vi) compulsory retirement;
- (vii) removal from service which shall not be disqualification for future employment;
- (viii) dismissal from service which shall be a disqualification for future employment.

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the order, no penalty other than those specified in clauses (vi) to (viii) shall be imposed for an established charge of corruption i.e. criminal misconduct by a public servant as specified in Section 13 of Prevention of Corruption Act, 1988 (Central Act 49 of 1988).

27. Disciplinary Authorities :-

- (1) The State Government and the appointing authority may impose any of the penalties specified in rule 26 on any member of the service.

CHAPTER-VIII
MISCELLANEOUS

28. Age of Superannuation :-

The age of superannuation of a member of the service shall be the age specified by the Government of Manipur from time to time to members of the State Civil Services.

29. Retirement in public interest :-

Notwithstanding anything contained in these rules or any other law the High Court may, if it is of the opinion that it is in the public interest so to do, have the absolute right to retire any member of the service who has put in not less than twenty years of service or has attained the age of 50 years, by giving him notice of not less than three months in writing or three months pay and allowance in lieu of such notice.

30. Training etc :-

- (1) Every person appointed by direct recruitment to the service shall, undergo such training as may, from time to time, be specified by the High Court.
- (2) Every member of the Service shall be given such periodical training as the High Court may, from time to time specify.
- (3) Every member of the service shall pass such tests or examinations and within such time as the High Court may, from time to time specify.

31. Change of cadre :-

- (1) Stenographers of all grades, who have put in such number of years of service as may be specified by the high Court, may be permitted by the appointing authority to change their cadre to a cadre of equivalent grade on the clerical or ministerial side.
- (2) Change of cadre once permitted shall be final.

32. Transfer of ministerial staff and officers :-

There shall be a transfer committee consisting of 3 (three) District & Sessions Judges to be constituted by the High Court from amongst the District & Sessions' Judges to consider

and propose transfer of ministerial staff and officers of the District Courts. The committee shall sit at regular intervals to review posting and placement of the officers and staff who have remained at one station for more than 2 (two) years.

- (i) The senior most of the committee members will chair the meeting of the committee.
- (ii) Transfer order shall be issued by the High Court after considering the recommendations of the committee.

33. Residuary Provision :-

The conditions of service of the members of the service for which no express provisions are made in these rules shall be determined by the laws, rules and orders for the time being applicable to members of the State Civil Services in the State of Manipur, holding equivalent grade posts.

Provided that any rules other than those referred to above applicable to members of the service immediately prior to the commencement of these rules shall continue to apply to them.

34. Repeal and Savings :-

The Manipur Subordinate Civil Courts Ministerial Establishment Rules, 1967 are hereby repealed.

Notwithstanding such repeal any appointment made, order issued, action taken or anything whatsoever done under the Rules so repealed shall be deemed to have been made, issued, taken or done under the corresponding provisions of these Rules and the provisions of Section 6 of the General Clauses Act, 1897 will apply in determining the effect of such repeal.

SCHEDULE-A

[See rule 3(2)]

CATEGORY OF POSTS (CADRES)

Sl. No.	Category of Posts	CIVIL DISTRICT (EXISTING SANCTIONED STRENGTH)										Total (Existing sanctioned Strength)	Pay band with Grade Pay
		Manipur West	Manipur East	TBL	BPR	SPT	Family Court	Spl. Court (ND & PS)	CCpur	UKL	TML		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Chief Administrative Officer												Rs. 9300-34800+4800 (G.P.)
2.	Sr. Sheristadar/ Senior Superintendent												Rs.9300-34800+4400 (G.P.)
3.	Private Secretary	1										1	Rs.9300-34800+4400 (G.P.)
4.	Sheristadar/ Superintendent	1	1	1	1	1	1		1	1	1	9	Rs.9300-34800+4300 (G.P.)
5.	Nazir-cum-Superintendent (Accounts)	1	1									2	Rs. 9300-34800+4300 (G.P.)
6.	Asstt. Private Secretary		1				1					2	Rs.9300-34800+4300 (G.P.)
7.	Bench Reader Grade-I												Rs.9300-34800+4300 (G.P.)
8.	Protocol Officer												Rs.9300-34800+4300 (G.P.)
9.	Librarian		1					1				2	Rs.9300-34800+4300 (G.P.)
10.	Stenographer Grade-I	1				1	1	1				4	Rs.9300-34800+4200 (G.P.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14
11.	Bench Reader Grade-II												Rs. 9300-34800+4200 (G.P.)
12.	Stenographer Grade-II			1	1							2	Rs.5200-20200+2800 (G.P.)
13.	Assistant Nazir												Rs.5200-20200+2400 (G.P.)
14.	Stenographer Grade-III		2	1								3	Rs.5200-20200+2400 (G.P.)
15.	Bench Reader Grade-III												Rs. 5200-20200+2400 (G.P.)
16.	U.D. Asstt./Cashier	3	9	4	5	3	2	1	3	3	2	35	Rs.5200-20200+2400 (G.P.)
17.	Head Comparing Asstt.												Rs.5200-20200+2400 (G.P.)
18.	Record Keeper												Rs.5200-20200+2400 (G.P.)
19.	L.D. Assistant	17	33	12	7	7	3	4	8	10	7	108	Rs.5200-20200+2000 (G.P.)
20.	Jamadar		1									1	Rs.5200-20200+2000 (G.P.)
21.	Driver	4	5	3	3	2		1	3	2	2	25	Rs.5200-20200+1900 (G.P.)
22.	Bailiff	1	2	1	1				1			6	Rs. 5200-20200+1900 (G.P.)
23.	Process Server	4	8	4	3	4	2		4	2	2	33	Rs.5200-20200+1800 (G.P.)
24.	Duftry (Judl.)	1										1	Rs.5200-20200+1800 (G.P.)

1	2	3	4	5	6	7	8	9	10	11	12	13	14
25.	Peon	7	21	6	4	7	5	3	4	7	5	69	Rs.4440-7440+ 1300 (G.P.)
26.	Chowkidar	3	4	1	1	2	1		1	1	1	15	Rs.4440-7440+ 1300 (G.P.)
27.	Sweeper/ Mali	1										1	Rs.4440-7440+ 1300 (G.P.)
Total		45	89	34	26	27	16	11	25	26	20	319	

Total sanctioned strength = 319

(a) Deputation Reserve @ 5% = Nil

(b) Leave Reserve @ 5% = Nil

(c) Training Reserve @ 5% = Nil

Total sanctioned strength = 319

SCHEDULE-B

[See Rule 3(4)]

Sl. No.	Designated category of post	Existing category of post
1.	Chief Administrative Officer	Administrative Officer
2.	Senior Sheristadar/Senior Superintendent	Sheristadar
3.	Sheristadar/Superintendent	Head Clerk
4.	Nazir-cum-Superintendent (Accounts)	Accountant
5.	Protocol Officer	
6.	Private Secretary	Private Secretary
7.	Assistant Private Secretary	Assistant Private Secretary
8.	Stenographer Grde-I	Stenographer Grade-I
9.	Stenographer Grade-II	Stenographer Grade-II
10.	Stenographer Grade-III	Stenographer Grade-III
11.	Bench Reader Grade-I	
12.	Bench Reader Grade-II	
13.	Bench Reader Grade-III	
14.	Librarian	Librarian
15.	U.D. Assistant	U.D.C.
16.	Head Comparing Assistant	
17.	Assistant Nazir	
18.	Record Keeper	
19.	L.D. Assistant	L.D.C.
20.	Jamadar	Jamadar
21.	Baliff	Baliff
22.	Driver	Driver
23.	Process Server	Process Server
24.	Duftry (Judl.)	Duftry
25.	Chowkidar	Chowkidar
26.	Sweeper/Mali	Sweeper
27.	Peon	Peon

SCHEDULE-C

(See Rule 4)

Sl. No.	Category of posts	Method of Recruitment	Qualification etc.
1	2	3	4
1.	Chief Administrative Officer	By promotion from the cadre of Senior Sheristadar/Senior Superintendent.	Must have put in not less than two years of service in the cadre of Senior Sheristadar/Senior Superintendent.
2.	Senior Sheristadar/ Senior Superintendent	By promotion from the cadre of Sheristadar/Superintendent Bench Reader Grade-I/ Librarian.	(i) Must have put in not less than two years of service in the cadre of Sheristadar/Superintendent/ Bench Reader Grade-I/ Librarian. (ii) Must have passed Account Training conducted by the State Academy Training, Government of Manipur.
3.	Sheristadar/ Superintendent/ Nazir-cum- Superintendent (Accounts)	By promotion from the cadre of Bench Reader Grade-II.	(i) Must have put in not less than three years of service in the cadre of Bench Reader Grade-II. (ii) Must have passed Account Training conducted by the State Academy Training, Government of Manipur.
4.	Private Secretary	By promotion from the cadre of Assistant Private Secretary.	Must have put in not less than three years of service in the cadre of Assistant Private Secretary.
5.	Assistant Private Secretary	By promotion from the cadre of Stenographer Grade-I.	Must have put in not less than three years of service in the cadre of Stenographer-I.
6.	Stenographer Grade-I	By promotion from the cadre of Stenographer Grade-II	(i) Must have put in not less than three years of service in the cadre of Stenographer-II. (ii) Must have qualified the required speed and typing test given in Schedule-D.
7.	Stenographer Grade-II	75% by promotion from the cadre of Stenographer Grade-III. 25% by direct recruitment on the basis of competitive examination to be conducted by the Selecting	For Promotion : Must have put in not less than three years of service in the cadre of Stenographer-III. Direct Recruitment : (i) Must be holder of a Bachelor's degree of a recognised university.

1	2	3	4
		Authority for which syllabus is given in Schedule-E.	<p>(ii) Must have passed short hand examination conducted by an institute recognised by the Government of Manipur.</p> <p>(iii) Must have such knowledge or qualification in computer operation as may be specified by the High Court of Manipur.</p>
8.	Stenographer Grade-III	By direct recruitment on the basis of competitive examination to be conducted by the Selecting Authority for which syllabus is given under Schedule-E.	<p>Direct Recruitment :</p> <p>(i) Must have passed PUC examination conducted by the CBSE/CHSEM/ Equivalent Qualification.</p> <p>(ii) Must have passed short hand examination conducted by an institute recognised by the Government of Manipur.</p> <p>(iii) Must have such knowledge or qualification in computer operation as may be specified by the High Court.</p>
9.	Librarian	<p>By "promotion" failing which by "direct recruitment".</p> <p>By direct recruitment on the recommendation of the Selecting Authority.</p>	<p>Promotion shall be made on the basis of selection from amongst Graduate UDAs/ Graduate LDAs working in a District Court , Manipur and who have put at least 3 (three) years regular service in the grade in the case of UDA and 5 (five) years regular service in the grade in case of LDA having a degree or Diploma in Library Science from a recognised University/ Institution.</p> <p>(i) Graduate of a recognised University.</p> <p>(ii) Degree in Library Science from a recognised University/Institution.</p>
10.	Protocol Officer	By posting any officer from the cadre post carrying scale of pay of Rs. 9300-34800+4300 (Grade Pay).	
11.	Bench Reader Grade-I	By promotion from the cadre of Bench Reader Grade-II/failing which by promotion from the cadre of UDA who have put in not less than 5 years in the grade.	Must have put in not less than three years of service in the cadre of Bench Reader Grade-II.

1	2	3	4
12.	Bench Reader Grade-II	By promotion from the cadre of Bench Reader Grade-III/UDAs.	Must have put in not less than three years of service in the cadre of UDA.
13.	Bench Reader Grade-III	By posting from the cadre of UDA.	Must have put in not less than three years of service in the cadre of UDA.
14.	U.D. Assistant (Upper Division Asstt./Record Keeper/Head Comparing Asstt./Assistant Nazir)	By promotion from the cadre of Lower Division Assistant.	Must have put in not less than three years of service in the cadre of Lower Division Assistant.
15.	Lower Division Assistant	75% by direct recruitment on the basis of competitive examination to be conducted by the Selecting Authority for which syllabus is given under Schedule-F.	For Direct Recruitment : (i) Must be a Graduate from a recognised University.
		25% by promotion from the cadres of Group-D employee.	For Promotion : (i) Degree of a recognised University with 3 (three) years regular service in the grade. (ii) PUC/Intermediate or its equivalent of a recognised University/Board with 5 (five) years regular service in the grade; and (iii) Matriculate/HSLC or its equivalent of a recognised University/Board with 7 (seven) years regular service in the grade.

Note :

- (i) The crucial date of eligibility in regard to qualifying service for promotion to L.D.A. shall be counted from the date of passing the Examinations (i.e. Degree/PUC/HSLC or equivalent as the case may be).
- (ii) The above promotees should pass computer typing test conducted by the Selecting authority within 6 (six) months from the date of promotion failing which they are liable to reversion to their respective lower grades.

Sl. No.	Category of posts	Method of Recruitment	Qualification etc.
1	2	3	4
16.	Jamadar	By promotion from the cadre of Baliff.	Must have put in not less than three years of service in the cadre of Baliff.
17.	Baliff	By promorion from the cadre of Process Server/ Duftry (Judl.)	i) Must have put in not less than three years of service in the cadre of Process Server/Duftry (Judl.)
18.	Driver	Appointment by direct recruitment on the basis of recommendation of the Selection Committee for which syllabus is given under Schedule-G.	Class-VIII passed from a recognised Institute having three years Driving Licence and also three years experience in a registered Motor Workshop. Desirable Knowledge of Manipuri & Hindi.
19.	Process Server/Duftry (Judl.)	By promotion from the cadre of Peon/Chowkidar/Sweeper/Mali.	Must have put in not less than three years of service in the cadre of Peon/ Chowkidar/Sweeper/Mali.
20.	Peon/ Chowkidar/ Sweeper/Mali	By direct recruitment on the basis of the recommendation of the Selection Committee.	Must have passed Class-VIII standard examination from a recognised Institute. Desirable Knowledge of Driving experience with professional Driving Licence.

SCHEDULE-D

Scheme of Examination for Stenographer Grade-I.

Subject	Required Speed	Time allowed
Computer Typing (English)	45 words per minute, 40 words per SC/ST.	10 minutes
Shorthand Test (English)	(i) 100 words per minute/90 words per minute for SC/ST.	10 minutes
	(ii) Transcription	Not more than 35 minutes.

SCHEDULE-E

SYLLABUS FOR COMPETITIVE EXAMINATION AND SCHEME OF EXAMINATION
FOR STENOGRAPHER GRADE-II AND III

(A) WRITTEN AND VIVA VOCE TESTS

Sl. No.	Subject	Marks		Time allowed
		Full mark	Pass mark	
1.	General English	50	30%	1 Hour
2.	General Knowledge	50	30%	1 Hour
3.	Interview	15	30%	As required

(B) COMPUTER TYPING & STENOGRAPHY TESTS FOR STENOGRAPHER
GRADE-II AND III

For Stenographer Grade-II :

Sl. No.	Subject	Speed required	Time allowed
1.	Computer typing Test (English)	40 words per minute, 35 words per minute for SC/ST	5 minutes
2.	Shorthand test (English)	(i) Below 80 words per minute (70 words per minute for SC/ST). (ii) Transcription	5 minutes Not more than 30 minutes.

For Stenographer Grade-III :

Sl. No.	Subject	Speed required	Time allowed
1.	Computer Typing Test (English)	40 words per minute, 35 words per minute for SC/ST	5 minutes
2.	Shorthand test (English)	(i) Below 80 words per minute and not below 65 words per minute (60 words per minute for SC/ST). (ii) Transcription	5 minutes Not more than 45 minutes.

SCHEDULE-F

SYLLABUS FOR COMPETITIVE EXAMINATION FOR LOWER DIVISION ASSISTANT

Sl. No.	Subject	Full Marks	Time Allowed
1.	General English, Precis Writing, Drafting and Essays.	100	3 Hrs.
2.	General Knowledge and Current Affairs.	100	3 Hrs.
3.	Mathematics	100	3 Hrs.
4.	Interview	50	As required
5.	Computer Typing Test (English)	50	5 (Five) Minutes

- Note :-** 1. (40 words per minute relaxable upto 35 words per minute for SC/ST Candidates). In case of Physically Handicapped Candidates, it may be exempted.
2. Pass mark for written test will be 40% in each subject with 45% in aggregate for General category, 35 & 40 for SC, ST & others.

SCHEDULE-G

Conditions of eligibility for being a candidate for appointment of the post of Driver :

- Nationality :** He/she must be a citizen of India.
- Age :** 35 years and below (Upper age limit is relaxable for Government servant appointed under the Government of Manipur to the extent of the period of continuous service put in the post/service and 5 years for SC/ST candidates and 3 years for OBC candidates and a Government servant who belongs to SC/ST/OBC will get the facility admissible to a Government servant in addition to the relaxation admissible to SC/ST/OBC candidates).
- Educational Qualification : Essential :**
Class-VIII recognised passed from a recognised institute having 3 (three) years driving experience with professional driving Licence and also 3 (three) years experience in a recognised Motor Workshop.

Desirable : Knowledge of Manipuri and Hindi.

SCHEDULE-H**A : For filling of vacancies by direct recruitment :**

Sl. No.	Description	Date
1.	Determination of vacancies	By 15th January
2.	Advertisement of recruitment	By 1st February
3.	Last Date of receipt of application	By 15th March
4.	Publication of the eligible applicants	By 13th March
5.	Issue of Admit Cards to the applicants	By 15th April
6.	Holding of Competitive Examination	Within the month of June
7.	Declaration of result of the Written Examination	Within the month of July
8.	Interview/Viva-Voce of the selected candidates	Within the month of August
9.	Declaration of final list & communication to the Appointing Authority	Within 2 (two) days of the interview.
10.	Issue of Appointment letter	Within the month of October.

B : For filling of vacancies by promotion :

Sl. No.	Description	Date
1.	No. of vacancies to be calculated including future vacancies that may arise within 1 (one) year due to retirement.	By 31st January
2.	Preparation of publication of the list of officers/staff within the zone of consideration.	By 15th February
3.	Holding of D.P.C.	Within the month of February
4.	Declaration of select list & recommendation to the Appointing Authority.	By 10th March
5.	Issue of appointment letter.	By 31st March

PART-IX

**GOVERNMENT OF MANIPUR
OFFICE OF THE REGISTRAR OF TRADE UNIONS**

NOTIFICATION

Lamphel, the 16th October, 2014

No. Lab. 81/2014(TU): It is notified for general information that pursuant to Section 8 of the Trade Union Act, 1926 as in force in Manipur, "**The Khwairamband Nupi Keithel Shinpham Amadi Saktam Kanba Lup**" Khwairamband, Imphal West District, Manipur, has been registered and numbered as 805 of 2014 dated the 16th October, 2014.

E. TOMBA SINGH,
Registrar of Trade Unions, Manipur.

**GOVERNMENT OF MANIPUR
OFFICE OF THE REGISTRAR OF TRADE UNIONS**

NOTIFICATION

Lamphel, the 17th October, 2014

No. Lab. 82/2014(TU): It is notified for general information that pursuant to Section 8 of the Trade Union Act, 1926 as in force in Manipur, "**Phundrei Langathel To Imphal Via Khongjom Bazar Tata Magic Owners' Union**" Phundrei Maning Leikai Bazar, Manipur, has been registered and numbered as 806 of 2014 dated the 17th October, 2014.

E. TOMBA SINGH,
Registrar of Trade Unions, Manipur.

**GOVERNMENT OF MANIPUR
OFFICE OF THE REGISTRAR OF TRADE UNIONS**

NOTIFICATION

Lamphel, the 18th October, 2014

No. Lab. 83/2014(TU): It is notified for general information that pursuant to Section 8 of the Trade Union Act, 1926 as in force in Manipur, "**The Khangabok Area Building and Other Construction Workers' Union**" Thoubal District, Manipur has been registered and numbered as 807 of 2014 dated the 18th October, 2014.

E. TOMBA SINGH,
Registrar of Trade Unions, Manipur.

**GOVERNMENT OF MANIPUR
IN THE COURT OF THE ASSTT. REGISTRAR, CO-OPERATIVE SOCIETIES,
MANIPUR
(MANIPUR STATE CO-OPERATIVE BANK LTD., BUILDING)
ASSEMBLY ROAD : IMPHAL**

Case No. 770 of 2013

Imphal, the 28th October, 2014

The Managing Director
Manipur State Co-operative Bank Ltd.
Assembly Road, Imphal
Vs

-Decree Holder

Shri Konjengbam Chauba Singh,
S/o (L) K. Shamu Singh,
of Nongmeibung Wangkheirakpam Leikai, Imphal

-Judgement Debtor

PROCLAMATION OF SALE HOLDING

মখাদা উৎলিবা লৌফম/ ইঞ্জোল অসি কোর্ট অসিনা মথকী কেসকা মরী লৈনবা আইনগী মতুং হ্রা ফাজিন্দুনা থল্লক্লি। মখাদা মমিং পল্লিবা জজমেন্ট দেবত রনা ডিক্রি হোল্ডর বেঞ্চকী তোল্লিবা শেলফম লুপা ৫৫,৩১,৬০০/- (লুপা লাক্ষ যাঙ্গৈ মঙা লিশিং কুন্না মথোই চাতরক্ক) অসিগী মলুং ওইনা লৌফম/ ইঞ্জোল অসি ফাজিনবনি।

নোটিশ অসিনা মখা তানা খঙহল্লি মদুদি মথকী পল্লিবা শেলফম অসি মখাদা পীরিবা নুমিং অসি ফাওবগী মমাংদা কোর্ট অসিদা খীরদ্রবদি লৌফম/ ইঞ্জোল অসি লাক্লিবা তাং ০৪-১২-২০১৪ ইংগী অয়ুক পুং ১১ তাবদা কোর্ট অসিগী ওফিস মমাংদা নিলাম তৌদুনা য়োনগনি নংত্রগা বেঞ্চতা ট্রাফর তৌরগনি।

Village	Patta No.	Dag No.	Area	Assessment	Arrear of land revenue/dues etc.	No. and dt. of Mortgage Deed
26 Wakhei- rakpam Leikai	135(O) 203(N)	140	.17 acre of Ingkhol Class	Rs.70,00,000/-	Rs. 55,31,600/- as on 28-10-2014	1141 31-05-2008

T. MINGTHING,
A.R.C.S./Bakijai Officer.

**GOVERNMENT OF MANIPUR
OFFICE OF THE DEPUTY REGISTRAR OF SOCIETIES : (IMPHAL WEST)**

NOTIFICATION

Imphal, the 30th October, 2014

No. 1069/SR/IW/2014: It is hereby notified for general information that pursuant to Section 7(1) of the Manipur Societies Registration Act, 1989 (Manipur Act 1 of 1990) "**The Leimarenbi Self Help Group**" having its registered address at Iramsiphai Makha Leikai, Imphal West District, P.O. & P.S. Wangoi has been registered and numbered as No. 1069/SR/IW/2014, dated, the 30th October, 2014.

Y. NINGTHEMBA SINGH,
Deputy Registrar of Societies, Imphal West.