

MANIPUR



GAZETTE

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GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

NOTIFICATION

Imphal, the 24th May, 2010

No. 1/17/2010-RR(SW)/DP: In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India, the Governor of Manipur hereby makes the following rules regulating the method of recruitment to the post of **Data Entry Operator** in the **Department of Social Welfare, Manipur** as shown in the M.P.S.C. Form-8, namely :-

1. **Short title** :- These rules may be called the **Department of Social Welfare, Manipur DATA ENTRY OPERATOR Recruitment Rules, 2010**.

2. **Application** :- These rules shall apply to the post specified in column 1 of the M.P.S.C. Form-8 hereto annexed.

3. **Classification, Scale of pay, method of recruitment etc.** :- Classification of the said post, scale of pay, method of recruitment and other matters connected therewith shall be as specified in the columns 3 to 13 of the said MPSC Form-8.

4. **Disqualifications** :-

(a) No person, who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to the aforesaid post, and

(b) No woman, whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the said post.

Provided that the Governor of Manipur may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.

5. "Power to relax - Where the Governor is of opinion that it is necessary or expedient so to do, he may order, for reasons to be recorded in writing and in consultation with the Department of Personnel & Administrative Reforms(Personnel Division), Govt. of Manipur, for relaxation of any of the provisions of these rules with respect to any class or category of persons or posts."

6. These rules shall come into force with effect from the date of publication in the Manipur Gazette.

By orders & in the name of the Governor,

SEIKHOLET LHANDUM,
Under Secretary (DP), Government of Manipur.

No. 1/17/2010-RR(SW)/DP
Imphal, the 24th May, 2010

RECRUITMENT RULES FOR THE POST OF DATA ENTRY OPERATOR IN THE DEPARTMENT OF SOCIAL WELFARE, MANIPUR.

1.	Designation of post:	Data Entry Operator
2.	No. of post:	2(two)
3.	Classification:	GCS Class-III(Non-gazetted)
4.	Scale of pay:	Rs. 3,200-85-4,900/-p.m.(pre-revised).
5.	Whether selection or non selection post:	N.A.
6.	Age for direct recruits:	35 years and below (Upper age limit relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous service put in the post/ service and by 5 years for SC/ST and by 3 years for OBC candidates. Further, a Govt. servant who belongs to SC/ST will get the facility admissible to a Government servant in addition to the relaxation permissible to SC/ST candidates).
7.	Educational and other qualification required for direct recruits:	<u>ESSENTIAL:</u> 1. Any graduate from recognised University with certificate course in the Multipurpose Rehabilitation Workers. 2. Having minimum of 5(five) years experience in dealing with disability matters in any Govt. Office. 3. Advanced Course in Data Entry Operator. <u>DESIRABLE:</u> 1. Knowledge of Manipuri and Hindi. 2. Any extra experience/ activities in the field of disability rehabilitation.
8.	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotees:	N.A.
9.	Period of probation, if any:	2(two) years
10.	Method of recruitment whether by direct recruit or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods:	100% by direct recruitment.
11.	In case of recruitment by promotion/ deputation/transfer grades from which promotion/ deputation/ transfer to be made:	N.A.
12.	If a DPC exists what is its compositions:	Class-III D.P.C.
13.	Circumstances in which MPSC is to be consulted in making recruitment:	N.A.

SEIKHOLET LHANDUM,
Under Secretary (DP), Government of Manipur.