

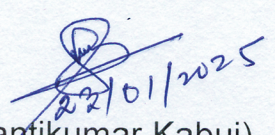
MANIPUR INFORMATION COMMISSION

SECRETARIAT NORTH BLOCK, GROUND FLOOR,
BEHIND WESTERN BLOCK, IMPHAL, MANIPUR

NOTIFICATION

Imphal, the 23rd January, 2025.

No. 1/4/2017-MIC : In pursuance of DP's letter No. 1/12/19-RR/DP dated 24th April, 2019, all the stakeholders are informed that the draft recruitment rules for different staff positions of Manipur Information Commission is in the process of framing recruitment rules to ensure a transparent, efficient and merit-based recruitment system . In this regard, we invite comments, suggestions and opinions from all stakeholders and interested parties including Government departments, employees and general public to contribute towards the formation of an inclusive recruitment rules. The draft recruitment rules have been uploaded in the Commission's website **www.maninfocom.nic.in**. Any suggestions / comments etc. may be submitted either via email at scicmanipur@gmail.com or in person to the undersigned on or before 21st February, 2025.


(G: Shantikumar Kabui)
Joint Secretary

Manipur Information Commission

Copy to :-

1. State Chief Information Commissioner, MIC
- ✓ 2. SIO, NIC, Imphal is requested to kindly upload the draft recruitment rules in the website of Manipur Information Commission.
3. Joint Secretary (AR), Govt. of Manipur
4. Joint Secretary (DP), Govt. of Manipur.
5. Notice Board.
6. Guard file.


RECRUITMENT RULES FOR THE POST ASSISTANT REGISTRAR (JUDICIAL) IN THE MANIPUR INFORMATION COMMISSION

| Designation of post | No. of post | Classification | Pay Band and Grade Pay/Pay scale | Whether selection post or non-section post | Age limit for direct recruitment | Educational and other qualifications required for direct recruits | Whether age of educational qualifications prescribed for the direct recruits will apply in the case of promotees | Period of probations, if any | Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods | In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made | If a Departmental Promotion Committee exists, what is its composition | Circumstances in which Manipur Public Service Commission is to be consulted in making recruitment |
|--------------------------------|-------------|---------------------------------|---|--|----------------------------------|---|--|------------------------------|---|--|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| Assistant Registrar (Judicial) | 2 (two) | G.C.S Class-III/ (Non Gazetted) | PB-2 Rs. 9300-34800 + 4200 GP Or Pay scale fixed by FD (PIC) from time to time | N.A. | N.A. | N.A. | N.A. | N.A. | By Deputation / Absorption | Deputation / Absorption :- Employee under the State Government : A. With 10 years' service in the grade rendered after appointment thereto on regular basis in the Pay Band-1, Rs. 5200-20200 plus grade pay of Rs. 2800 or above. B. Possessing the following educational qualification and experience : (i) A degree in Law from a recognized University. (ii) 7 years work experience in dealing with legal matters in the department. (iii) 5 years work experience in a Court or Tribunal or Quasi Judicial Authority and experience in filing applications, scrutiny and interpretation of rules, regulations, instructions, issued by the Government from time to time. | N.A. | N.A. |

| | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | <p>Note-1: Period of deputation shall ordinarily not to exceed five years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.</p> <p>Note-2 : For the purpose of appointment on deputation basis, the service rendered on regular basis by an employee prior to the 1st day of January, 2006 the date from which the revised structure based on the Sixth State Commission Recommendations has been extended notionally, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p> | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|



RECRUITMENT RULES FOR THE POST CHOWKIDAR CUM SWEEPER IN THE MANIPUR INFORMATION COMMISSION, MANIPUR

| Designation of post(s) | No. of post(s) | Classification | Scale of pay | Whether selection post or non-section post | Age for direct recruits | Educational and other qualifications required for direct recruits | Whether age of educational qualification 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 |
| Chowkidar cum Sweeper | 1 (one) | GCS Class-IV/ Gr. D (Non gazette) | Rs. 4400-7440/- plus Grade Pay Rs. 1650/- Or Pay scale fixed by FD (PIC) from time to time | N.A. | 38 (thirty eight) years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post/service and by 5 years for SC/ST candidates and by 3 years for OBC candidates and 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: Candidates having Class-X passed Examination. DPC to be conducted by Manipur Information Commission. DESIRABLE : Knowledge of Hindi & Manipuri. | N.A. | 2 (two) years | By direct recruitment  | N.A. | Class-IV D.P.C. | N.A. |


RECRUITMENT RULES FOR THE POST COMPUTER ASSISTANT IN THE MANIPUR INFORMATION COMMISSION, MANIPUR

| Designation of post(s) | No. of post(s) | Classification | Scale of pay | Whether selection post or non-section post | Age for direct recruits | Educational and other qualifications required for direct recruits | Whether age of educational qualification 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 |
| Computer Assistant | 3 (three) | GCS Class-III/ Gr. C (Non gazette) | Rs. 5,200-20,200/- plus Grade Pay Rs. 2400/- Or Pay scale fixed by FD (PIC) from time to time | N.A. | 38 (thirty eight) years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post/service and by 5 years for SC/ST candidates and by 3 years for OBC candidates and 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 (1) PGDCA / PGDCS or 'A' Level of DOEACC with minimum 50% marks in aggregate or equivalent grade in the Bachelor Degree and Post Graduate Diploma of a recognized Institute by holding a competitive examination to be conducted by the Manipur Information Commission. OR (2) B.Sc in Computer Science / BCA (3 years course) with minimum 50% marks in aggregate. OR (3) Master in Computer Applications with minimum 50% marks in aggregate. OR (4) Bachelor in Engineering / Technology in Computer / Computer Science with minimum 50% marks in aggregate. DPC to be conducted by Manipur Information Commission DESIRABLE : Knowledge of Hindi & Manipuri. | N.A. | 2 (two) years | By direct recruitment | N.A. | Class-III D.P.C. | N.A. |


RECRUITMENT RULES FOR THE POST DRIVER IN THE MANIPUR INFORMATION COMMISSION, MANIPUR

| Designation of post(s) | No. of post(s) | Classification | Scale of pay | Whether selection post or non-section post | Age for direct recruits | Educational and other qualifications required for direct recruits | Whether age of educational qualification prescribed for the direct recruits will apply in the case of promotees | 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 |
| Driver | 5 (five) | GCS Class-III/ Gr. C (Non gazette) | Rs. 5,200-20,200/- plus Grade Pay Rs. 1900/- Or Pay scale fixed by FD (PIC) from time to time | N.A. | 38 (thirty eight) years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post/service and by 5 years for SC/ST candidates and by 3 years for OBC candidates and 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: Candidates having passed HSLC Examination with valid licence of driving of Light or Heavy Vehicles and at least 5 (five) years regular service in the grade (in case of promotion) or having 5 years driving experience (in case of direct recruitment) DPC to be conducted by Manipur Information Commission. DESIRABLE : Knowledge of Hindi & Manipuri. | N.A. | 2 (two) years | By direct recruitment | N.A. | Class-III D.P.C. | N.A. |

RECRUITMENT RULES FOR THE POST LDA/OFFICE ASSISTANT IN THE MANIPUR INFORMATION COMMISSION, MANIPUR

| Designation of post(s) | No. of post(s) | Classification | Scale of pay | Whether selection post or non-section post | Age for direct recruits | Educational and other qualifications required for direct recruits | Whether age of educational qualification prescribed for the direct recruits will apply in the case of promotees | 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 |
| LDA / Office Assistant | 6 (fix) | GCS Class-III/ Gr. C (Non gazette) | Rs. 5,200-20,200/- plus Grade Pay Rs. 1900/- Or Pay scale fixed by FD (PIC) from time to time | N.A. | 38 (thirty eight) years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post/service and by 5 years for SC/ST candidates and by 3 years for OBC candidates and 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: Any Graduate with completed a Course of Computer Concepts (DOS + Windows + MS Office + Multimedia + Internet) – (CCC) for a recognized Institute by holding a competitive examination to be conducted by the Manipur Information Commission. DESIRABLE : Knowledge of Hindi & Manipuri. | N.A. | 2 (two) years | By direct recruitment  | N.A. | Class-III D.P.C. | N.A. |

RECRUITMENT RULES FOR THE POST UDA/SENIOR OFFICE ASSISTANT IN THE MANIPUR INFORMATION COMMISSION, MANIPUR

| Designation of post(s) | No. of post(s) | Classification | Scale of pay | Whether selection post or non-section post | Age for direct recruits | Educational and other qualifications required for direct recruits | Whether age of educational qualification prescribed for the direct recruits will apply in the case of promotees | 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 |
| UDA / Senior Office Assistant | 1 (one) | GCS Class-III/ Gr. C (Non gazette) | Rs. 5,200-20,200/- plus Grade Pay Rs. 2400/- Or Pay scale fixed by FD (PIC) from time to time | N.A. | N.A. | N.A. | N.A. | N.A. | By Promotion Or By deputation Or By direct recruitment  | Appointment to the post of UDA / Senior Office Assistant shall be made by promotion from amongst the Office Assistant who have passed the Departmental Examination in Office Procedure conducted by the Government of Manipur and who have put / rendered 5 (five) years of regular service in case of Graduate and 7(seven) years of regular service in case of under Graduates. The promotion shall be on the basis of non-selection subject to the rejection of the unit. | N.A. | N.A. |

RECRUITMENT RULES FOR THE POST STENOGRAPHER GRADE-III IN THE MANIPUR INFORMATION COMMISSION, MANIPUR

| Designation of post(s) | No. of post(s) | Classification | Scale of pay | Whether selection post or non-section post | Age for direct recruits | Educational and other qualifications required for direct recruits | Whether age of educational qualification prescribed for the direct recruits will apply in the case of promotees | 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 |
| Stenographer Grade-III | 1(one) | GCS Class-III/ Gr. C (Non gazette) | Rs. 5,200-20,200/- plus Grade Pay Rs. 2000/- Or Pay scale fixed by FD (PIC) from time to time | N.A. | 38 (thirty eight) years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post/service and by 5 years for SC/ST candidates and by 3 years for OBC candidates and 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: Any Graduate with completed Shorthand course with 80 w.p.m and Typing 40 w.p.m for a recognized Institute and basic course in computer application / 6 (six) months certificate course in computer application from a recognized Institute by holding a competitive examination to be conducted by the Manipur Information Commission. DESIRABLE : Knowledge of Hindi & Manipuri. | N.A. | 2 (two) years | By direct recruitment | N.A. | Class-III D.P.C. | N.A. |