

**DIRECTORATE OF EDUCATION (S)
GOVERNMENT OF MANIPUR
LAMPHELPAT, IMPHAL**

NOTIFICATION

Imphal, the 11th May 2016

No.AO/253/OA/2016(5)-DE(S): The Directorate of Education(S), Manipur hereby invites applications in the prescribed format from willing and eligible candidates for recruitment of Office Assistant in Education(S) Department, Manipur.

2. Number of vacancies:

Name of Post	Post Code	Vacancies
Office Assistant	OA	178

3. **Eligibility:**

Essential Qualifications

1. Graduate from a recognized Institute/University and proficiency in handling Microsoft Office.
2. Typing with minimum 30 words per minute in English, relaxable up to 25 words per minute in case of ST/SC/OBC/PWD.
3. Candidates should come through Employment Exchange(class-IV Govt. employees need not come through Employment Exchange) and qualifying in the recruitment examination to be held by the Department in the following scheme:
 - a) Written Test-80 marks (80% of the questions will test the candidates in their knowledge of English, Mathematics and General Knowledge and the 20% of the questions will be on their knowledge in computer concepts.)
 - b) Typing Test: Those who qualify in the Written Test shall undergo Typing Speed Test.
 - c) Interview-20 marks.

3. **Age:** The age of candidate should not be more than 38 years as on 11th May 2016. Upper age limit is relaxable for Government servants appointed under the Government of Manipur to the extent of the period of continuous service put in the post/service subject to submission of No Objection Certificate from the concerned Department and 5 years for SC/ST candidates and by 3 years for OBC candidates and a Government servant who belongs to SC/ST will get the facility admissible to SC/ST candidates.

4. **Reservation:** Reservation will be provided for ST/SC/OBC/PH candidates as per the reservation policy of Government of Manipur.

6. **Issue of Applications:** Willing and eligible candidates, who are duly sponsored by the concerned Employment Exchange offices within the stipulated time, should download the application form from the website of the Education (S) Department-www.manipureducation.gov.in from 16th May 2016 onwards.

7. **Application Fee:** Rs.500/- for Unreserved Category and OBC candidates and Rs.250/- for SC/ST candidates respectively. Application fee should be deposited in cash at the time of submission of application form to the office of the undersigned.

8. **Last date of sponsoring names and submission of Application Form:**

Names of willing and eligible candidates should be sponsored by the concerned Employment Exchange offices so as to reach the office of the undersigned on or before **20th June 2016**.

Duly filled-in application form along with attested copies of relevant documents should be submitted to the office of the undersigned on or before **3 pm of 27th June 2016**.

9. **Documents to be submitted:** Candidates should submit attested Photostat copies of all the certificates and the mark sheets relating to the essential qualifications mentioned above. Candidates claiming reservation should submit attested copy of SC/ST/OBC/PH certificate, failing which they will be listed under un-reserved category. Candidates should bring the original copies of the certificates and the mark sheets relating to the essential qualifications and SC/ST/OBC/PH certificate at the time of submission of application form for verification

10. **Contact person:** The Administrative Officer, Directorate of Education (S), Manipur may be contacted for further clarification at yumnamsuraj@gmail.com.



(N.Praveen Singh)

Director of Education (S): Manipur

Copy to:

1. Commissioner, Education(S), Government of Manipur.
2. State Project Director, SSA, Manipur.
3. Director, DIPR, Manipur- for wide publicity.
4. Additional Director of Employment Exchange, Manipur, Lamphelpat- with the request to instruct the Employment Exchange offices in the State to sponsor willing and eligible candidates within the stipulated time.
5. Additional Director, Education(S) (Valley/Hills), Manipur.
6. Administrative Officer, Directorate of Education(S), Manipur – for taking necessary action for uploading the Notification on the Department's website.
7. News Editor, AIR/DDK/ISTV/Impact TV- for inclusion of the Notification as news item.
8. Editor, SangaiExpress(English)/Poknapham (Manipuri)- for publication of the Notification as a paid item.
9. Notice Board.