

GOVERNMENT OF MANIPUR
MEDICAL DIRECTORATE


NOTIFICATION

Imphal, the 5th August, 2019

No. G(RR)/2016-DHS: A draft RR for the post of Lower Division Clerk under Health Department, Manipur is hereby notified and can be seen at this Directorate's website i.e. www.manipurhealthdirectorate.in.

All the stakeholder are requested to submit their comments / objections within 30 (thirty) days from the date of this notification.

No further comments / objections will be entertained after the stipulated time.


(Dr. K. Rajo Singh)

Directorate of Health Services, Manipur

No. G(RR)/2016-DHS:

Imphal, the 5th August, 2019

Copy to:

1. The APS to the Hon'ble Minister (Health & FW), Manipur.
2. The Principal Secretary (Health & FW), Government of Manipur.
3. The Addition Director (MD), Medical Directorate for uploading in the website immediately.
4. Notice Board.


(Dr. K. Rajo Singh)

Directorate of Health Services, Manipur

PROPOSED RECRUITMENT FOR THE POST OF LOWER DIVISIONAL CLERK IN THE DEPARTMENT OF HEALTH SERVICES, GOVERNMENT OF MANIPUR.

1	Designation of Post (s)	LOWER DIVISIONAL CLERK																				
2	No. of Post (s)	All posts of LDC under the Department of Manipur Government (especially the Department of Health Services, Manipur)																				
3	Classification	G.C.S. Group C (Ministerial)																				
4	Scale of Pay	PB - 1 Rs 5200-20200+2000 Note: such scale of pay shall be in force as and when FD(PIC) prescribes the same as per Manipur Services (Revised Pay) Rules, 2010																				
5	Whether selection post or non-selection post	Selection																				
6	Age of Direct Recruits	Minimum - 18 years Maximum - 38 years (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 Qualifications required for direct recruits	<p>ESSENTIAL</p> <ol style="list-style-type: none"> Graduates who have completed Course on Computer Concepts (CCC) (DOS + Windows + MS Office + Multimedia + Internet) of a Central/State recognized Institute Candidates for direct recruitment should come through The Employment Exchange and qualify in the recruitment examination to be held by the Department in the following subject <table border="1"> <thead> <tr> <th>Subjects</th> <th>Full Marks</th> <th>Qualifying Mark</th> <th>Time allowed</th> </tr> </thead> <tbody> <tr> <td>(a) General English Precis writing, Drafting and Essay</td> <td>100</td> <td>30%</td> <td>3 hours</td> </tr> <tr> <td>(b) General Knowledge</td> <td>50</td> <td>30%</td> <td>1¹/₂ hours</td> </tr> <tr> <td>(c) Computer (Practical)</td> <td>50</td> <td>30%</td> <td>1¹/₂ hours</td> </tr> <tr> <td>(d) Interview Viva Voce</td> <td>20</td> <td>N/S</td> <td>As required</td> </tr> </tbody> </table> <p>Number of candidates to be called for Interview Viva Voce shall be 5 (five) times the number of vacancies</p> <ol style="list-style-type: none"> Selection of Candidates for appointment should be in order of merit in aggregates in the above subjects 	Subjects	Full Marks	Qualifying Mark	Time allowed	(a) General English Precis writing, Drafting and Essay	100	30%	3 hours	(b) General Knowledge	50	30%	1 ¹ / ₂ hours	(c) Computer (Practical)	50	30%	1 ¹ / ₂ hours	(d) Interview Viva Voce	20	N/S	As required
Subjects	Full Marks	Qualifying Mark	Time allowed																			
(a) General English Precis writing, Drafting and Essay	100	30%	3 hours																			
(b) General Knowledge	50	30%	1 ¹ / ₂ hours																			
(c) Computer (Practical)	50	30%	1 ¹ / ₂ hours																			
(d) Interview Viva Voce	20	N/S	As required																			
8	Whether Age & Educational Qualification prescribed for the direct recruits will apply in the case of Promotees	N/A																				
9	Period of Probation (if any)	2 (two) years. 2 nd and subsequent increments shall be subject to passing of examination in Office Procedure conducted by the Govt. of Manipur																				

[Signature]
Joint Secretary (HWS)
 Govt. of Manipur

10.	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.	75% by Direct Recruitment and 25% by promotion. Within the 25% promotion quota, 20% shall be for Group 'D' employees possessing Bachelor's Degree qualification and 5% for Group 'D' employees possessing PUC/Intermediate/12 th Standard qualification.
11.	In case of recruitment by promotion/deputation/ transfer, grades from which promotion/deputation/ transfer to be made.	<p>Promotion:</p> <p>On selection basis/merit basis from Group 'D' employees of the Department possessing one of the following qualifications:</p> <p>(i) 20% by promotion on seniority basis of Bachelor's Degree in any subject from a recognized University /Institute with 5 (Five) years regular service in the grade.</p> <p>(ii) 5% by promotion on seniority basis of PUC/ intermediate /12th Standard from a recognized Council/University/Institute with 8 (eight) Years regular service in the grade. Or Matric/HSLC from a recognized Board/ University/Institute with 10(ten) years regular service in the grade.</p> <p>The employee should pass the prescribed speed test in Computer before the date of promotion DPC meeting</p>
12.	If a DPC exists, what is its composition	Class-III (Non-Gazetted) DPC
13.	Circumstances in which MPSC is to be consult in making recruitment.	N.A



(R. Rang Peter)
Joint Secretary (Health & FW)
Government of Manipur

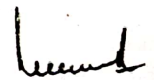
Joint Secretary (H&FW)
Govt. of Manipur

Subject to passing of the Course on Computer Concepts (CCC) of a Central/State recognized Institute within 6 (six) months from the date of promotion failing which he/she will be reverted to his/her post of Group 'D'

Board/ University/Institute with 10(ten) years regular service in the grade

The employee should pass the prescribed speed test in Computer before the date of promotion DPC meeting.

The present condition of passing the course of Computer Concepts (CCC) within 6 (six) months from the date of promotion, failing which reversion to his/her post of Group 'D' appears to be a complicated one. Promotion and thereafter reversion to lower grade due to failure of the course invites difficulties in fixation of pay and seniority also. All related issues will be resolved if promotion is considered in respect of only those Group 'D' employees who have already passed the computer course prior to promotion DPC meeting.



(R Rang Peter)
Joint Secretary (Health & FW)

TO BE FILLED BY THE APPOINTING AUTHORITIES HEADS OF DEPARTMENT WHILE FORWARDING PROPOSAL TO THE DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (PERSONNEL DIVISION) GOVERNMENT OF MANIPUR THE MANIPUR PUBLIC SERVICE COMMISSION FOR AMENDING APPROVED RECRUITMENT RULES.

- (a) Name of post - L D C Group-C (Ministerial)
 (b) Name of Department - Departments under the Govt. of Manipur (including Medical Department, Government of Manipur)
 Reference number in which Commission's

Col No	Provisions in the Approved rules	Col No	Revised provision proposed	Reasons for the revised proposed
Col No 10	90% by direct recruitment and 10% by promotion	Col No 10	75% by Direct Recruitment and 25% by promotion. Within the 25% promotion quota, 20% shall be for Group 'D' employees possessing Bachelor's Degree qualification and 5% for Group 'D' employees possessing PUC/Intermediate/12 th Standard qualification	Many of the qualified Group 'D' employees are stagnant in the same grade without promotion. * Now-a-days, many Graduates with computer knowledge got appointment as Group 'D' employees in various Departments. Increase of promotion quota is considered necessary.
Col No 11	Promotion On selection basis from Group 'D' employees of the Department possessing one of the following qualifications (i) Bachelor's Degree in any subject from a recognized University/ Institute with (five) years regular service in the grade. (ii) PUC/intermediate/12 th Standard from a recognized Council/ University/ Institute with 8 (eight) Years Regular service in the grade and (iii) Matric/HSLC from a recognized Board/ University/ Institute with 10(ten) years regular service in the grade.	Col 11	Promotion: On selection basis/merit basis from Group 'D' employees of the Department possessing one of the following qualifications: (i) 20% by promotion on seniority basis of Bachelor's Degree in any subject from a recognized University/ Institute with 5 (Five) years regular service in the grade (ii) 5% by promotion on seniority basis of PUC/intermediate/12 th Standard from a recognized Council/ University / Institute with 8 (eight) Years regular service in the grade Or Matric/HSLC from a recognized	Computer knowledge is highly essential for LDC in handling & dealing official works and maintaining procedures All official works are now computerized and done through online, Information Technology (IT), APPS/ Software etc. So, the employees possessing higher education qualifications with computer skill are preferred for efficient office output and Competency. Hence, sub-quota within the promotion quota is proposed based on qualifications of the Group 'D' employees