

GOVERNMENT OF MANIPUR
DIRECTORATE OF HEALTH SERVICES

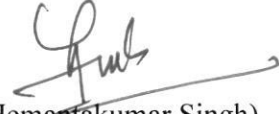
ORDERS

Imphal, the 12th May, 2026

No. G(RR)/Grade-III/2026: This is to notify a tentative draft RR for the post of Junior Assistant Finance Manager in Health Department in the prescribed MPSC Form 8 & 9 (as Annexure-A & B).

Objections & suggestions to the draft are invited from all stakeholders within 30 (thirty) days of uploading in the official website for consideration before submitting to the Administrative Department.

Enclosed: As annexed.



(Dr. N. Hemantakumar Singh)
Director of Health Services, Manipur

Copy to :

1. Commissioner-cum-Secretary (Health & FW), Govt. of Manipur
2. All Heads of Offices under Health Department, Manipur.
3. Webmaster of the official website www.manipurhealthdirectorate.mn.gov.in for uploading in the website.
4. Notice Board.
5. Guard File.

FORM TO BE SUBMITTED BY THE APPOINTING AUTHORITY/HEAD OF DEPARTMENT WHILE FORWARDING PROPOSAL TO THE DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (PERSONNEL DIVISION) AND MANIPUR PUBLIC SERVICE COMMISSION FOR FRAMING OF RECRUITMENT RULES

1. (a) Name of post : **Junior Assistant Finance Manager**
 (b) Name of Department : Health Department, Manipur
 (c) Number of post : 7 (seven)
 (d) Scale of Pay : Rs. 9300-34800 + GP Rs. 4200 (Pre-revised) and Level-7 in Pay Matrix of MS(RP) Rules, 2019
 (e) Class & Service to which the post belongs : Class-II, Group-B
 (f) Ministerial or Non-ministerial : Non-ministerial

2. **Appointing Authority** : Government of Manipur,
 Secretariat: Health Department

3. **Duties of the posts in details:**

- Maintenance of Cash Books, Ledger Books, Fixed Asset Registers, Cheque Issue Register, Sanction Letter Register, POL Register and all finance related books.
- Proper collection of Bill, Vouchers from different vendors and beneficiaries and proper presentation of Bill vouchers while facing internal and external audit at every financial year.
- Timely release of funds for ASHAs incentive at blocks and monitoring visits to block for proper use of fund as per the norms of NFBDCP, Gol.
- Initiating movements of every file for approval from Deputy Commissioner (Chairman, District Health Society) for timely and proper implementation of various programme of DVBDP (District Vector Borne Disease Control Programme).
- Timely submission of SOEs to the State through District for every month and bank reconciliation of GFTM and DBS accounts/Presently working at PFMS (Public Finance Monitoring System) Portal for financial transactions i.e. Receipt, Expenditure, Advance and Transfer (REAT) and Tally ERP-9 computerize accounting for financial information at any time.
- Maintenance of GFTM (Global Fund for AIDS, TB and Malaria) and DBS (Domestic Budget Support) accounts.
- Organize procurement for any item of District Malaria Office.
- Analyzing the monitoring visits of DMO, Consultant, MTS and POL uses as per financial norms of NVBDCP, Gol.

4. **Describe briefly the methods adopted for filling the posts thereto:**

Initially contract engagements were made against the contractual posts of Junior Assistant Finance Manager through open advertisement and on the recommendation of a duly constituted Selection Committee. At the time of contract engagement, there was no State Govt's notified approved Recruitment Rules for the posts and Equivalent Qualification was based on Gol guidelines. The services of the contractual employees thus engaged, had been regularized against the regular posts created under Health Department, Manipur.

5. **Method of recruitment proposed** : **100% by direct recruitment.**

6. **If promotion is adopted as a method of recruitment** : Not adopted.

- (a) Designation and number of the posts proposed to include in the field of promotion : N.A.
 (b) Number of years of qualifying service proposed to be fixed for persons in the field become eligible for promotion. : N.A.

- (c) Percentage of vacancies in the grade proposed to be filled by Promotion : N.A.
- (d) Reasons for proposing the percentage in (c) above. : N.A.
- (e) Have Recruitment Rules been framed for the post proposed in the field of promotion ? If framed in consultation with the Commission, please quote Commission's reference number. If consultation with the Commission was Not required, please attach a copy of rules framed. : Not framed.
- (f) If recruitment rules were not framed for the post in the field for promotion,
- (i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage filled by each of the methods. : As mentioned at Sl. No. 4 above.
- (ii) Please state briefly the educational qualification possessed by the persons in filed of promotion. : N.A.
- (g) (i) Is the promotion to be made on Selection or Non-selection basis ? : N.A.
- (ii) Reasons for the proposal in (i) above. : N.A.
- (h) If a DPC exists, what is the composition ? : Not exists.
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7. If promotion is not proposed as a mentioned, please state why it is not Considered desirable/possible/necessary. : There is no feeder posts from which Promotion is to be Made against these posts.
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8. If direct recruitment is not proposed as a method of recruitment please state –
- (a) The percentage of vacancies proposed to be filled by direct recruitment : 100%
- (b) (i) Age for direct recruitment : Minimum age – 18 years
Maximum age – 38 years
- (ii) Is age relaxable for Government servants ? : Yes. To the extent of the period of continuous Service put in the post/service under the Government of Manipur.
- (iii) Educational & other qualifications required for direct recruitments. : B.Com with certificate course in Computer Application/MS Office or a Graduate in any subject with certificate course in Computer Applications/MS Office with a minimum of 2 years experience in handling office correspondences and accounts in a Government or a reported organization or M.Com/MBA (Finance)
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9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary ? : 100% direct recruitment is proposed.
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10. (a) If promotion & direct recruitment are both proposed as methods of recruitment, will the Educational qualifications proposed for direct recruits will apply in the case of promotes. : N.A.
- (b) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotes ? : N.A.
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11. (a) If deputation/transfer is proposed as a method of recruitment ? : Not proposed.
If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed. : Hence, does not arise.

- (b) The percentage of vacancies proposed to be filled by this method. : Does not arise.
(c) The period of which deputation will be limited. : Does not arise.
(d) The names of the posts, grades or services etc. from which deputation/transfer is proposed ? : Does not arise.
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12. If any of the methods proposed fails, by what method, are such vacancies proposed to be filled ? : Does not arise.

13. Special circumstances, if any, other than those covered by the Rules, in which the Commission may be required to be consulted. : Does not arise.

14. If these proposal are being sent in response to any reference from the Commission, please quote Commission's reference etc. : No. Hence does not arise.

15. Name, address & telephone numbers of the Department's Representatives with whom these proposals may be discussed, if necessary for clarification and early decision. : Joint Secretary (Health & FW), Government of Manipur.



Director of Health Services, Manipur

RECRUITMENT RULES FOR THE POST OF JUNIOR ASSISTANT FINANCE MANAGER UNDER HEALTH DEPARTMENT, MANIPUR

Designation of post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection or non-selection post	Age for Direct recruitments	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for Direct Recruits will apply in the case of promotes	Period for Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the total sanctioned post 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
Junior Assistant Finance Manager	7 (seven)	GCS Class-II or Group-B	Rs. 9300 – 34800 +GP 4200 (Pre-revised) and Level-7 in Pay Matrix of MS(RP) Rules, 2019	Selection	Minimum 18 years. Maximum 38 years [Upper age limit is relaxable for Govt. Servants appointed under the Govt. of Manipur to be extent of the period of continuous service put in the post/service and by 5 (five) years for SC/ST and by 3 (three) 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]. Relaxation may also be applicable in case of disabled person, ex-serviceman, etc as per Govt. Orders, OM etc.	ESSENTIAL: Qualification: B.Com with Certificate course of Computer Applications/ MS Office Or a Graduate in any subject with Certificate course of Computer Application/ MS Office with a minimum of 2 years experience in handling office correspondence and accounts works in a Govt. or reputed organization Or M.Com/MBA in Finance	N.A.	2 (two) years	By direct recruitment	N.A.	N.A.	As required except as provided under MPSC (Exemption from Consultation) Regulations, 1972



Director of Health Services, Manipur