

RR OF FA (NTEP & NVBDCP) POST

**GOVERNMENT OF MANIPUR
DIRECTORATE OF HEALTH SERVICES**

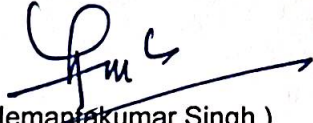
NOTIFICATION

Imphal, the 20th July, 2026.

No. G(RR-FA/ NTEP & NVBDCP)/2026-DHS: This is to notify a tentative draft RR for the post of **Finance Assistant (NTEP) & Finance Assistant (NVBDCP)** 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.

Encl.: As annexed.



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

Copy to:

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

MPSC FORM NO.8

RECRUITMENT RULES FOR THE POST OF FINANCE ASSISTANT (NTEP) 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 recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for 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 total sanctioned post to be filled by various methods	In case of recruit 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
Finance Assistant (NTEP)	1 (One)	GCS Class-II or Group-B (Gazetted)	Rs.9300 - 34800 + GP 4300 (Pre-revised) and Level-8 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 Government of Manipur to the 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: <u>Qualification:</u> Master/Post Graduate in Commerce or MBA (Finance). Preference: Chartered Accountant/ Cost Accountant.	N.A.	2(two) Years	100% by direct recruitment	N.A.	Class- II DPC	As required except as provided under MPSC (Exemption from Consultation) Regulations, 1972


 Director of Health Services
 Manipur

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 : **Finance Assistant (NTEP)**
 (b) Name of Department : Medical, Health Department, Manipur
 (c) Number of post : 1(one)
 (d) Scale of Pay : Rs.9300-34800 + GP Rs.4300 (Pre-revised) and Level – 8 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 NTEP (Revised National TB Control Programme).
- Budgeting of the fund of NTEP Manipur as per financial norm of the NTEP, Government of India.
- Timely submission of Statement of Expenditures, Annual Audit Report and Reports relating to financial matter.
- Regular field visit to the Institutes to oversee the maintenance of accounts and ensuring proper use of funds as per Guidelines of the financial norms.
- Regular re-conciliation of bank accounts.
- Maintenance of Fixed Asset Registers of NRTEP, Manipur.
- Any other official work related to financial matter as directed by State TB Officer/ State Mission Director.

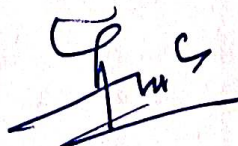
4. **Describe briefly the methods adopted for filling the posts thereto :**

Initially contract engagement was made against the contractual posts of Finance Assistant, NTEP from amongst the candidates possessing qualification of Master/Post Graduate in Commerce or MBA (Finance) 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 EQ was based on GoI/NTEP guidelines. The services of the contractual employee thus engaged, had been regularized against the regular posts created under State Health Department.

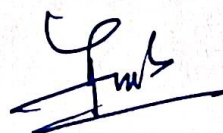
5. **Method of recruitment proposed** : 100% by promotion by direct recruitment.

6. **If promotion is adopted as a method of recruitment,** : **Not proposed.**
 (a) Designation and number of the posts proposed to include : **N. A.**
 in the field of promotion.
 (b) Number of years of qualifying service proposed to be fixed : **N. A.**
 for persons in the field become eligible for promotion.
 (c) Percentage of vacancies in the grade proposed to be filled : **N. A.**
 by promotion.
 (d) Reasons for proposing the percentage in (c) above. : **N. A.**

Contd. Page 2



- (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 field 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.
- (h) If a DPC exists, what is the composition ? : N. A.
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7. If promotion is not proposed as a method, please state why it is not considered desirable/ possible/necessary. : The Post is a lone/ Standalone post.
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8. If direct recruitment is 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 recruits : 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 Govt. of Manipur.
(iii) Educational & other qualifications required for direct recruitments. : 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 promotees. : N. A.
(b) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees ? : 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.**
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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.**
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14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc. : **No. Hence does not arise.**
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15. Name, address & telephone numbers of the Department's Representatives with whom these proposals may be discussed, if necessary for clarification and early decision. :
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Place : Imphal
Date :


**Director of Health Services
Manipur**

MPSC FORM NO.8

RECRUITMENT RULES FOR THE POST OF FINANCE ASSISTANT(NVBDCP) 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 recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for 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 total sanctioned post to be filled by various methods	In case of recruit 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
Finance Assistant (NVBDCP)	1 (One)	GCS Class-II or Group-B (Gazetted)	Rs.9300 - 34800 + GP 4300 (Pre-revised) and Level-8 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 Government of Manipur to the 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: Graduate in Economics with Honours and Diploma in Computer Application/ B. Com with 2 years working experience in a Government or any other reputed organization in finance management OR M.Com/ MBA (Finance)	N.A.	2(two) Years	100% by direct recruitment	N.A.	Class- II DPC	As required except as provided under MPSC (Exemption from Consultation) Regulations, 1972


 Director of Health Services
 Manipur

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

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1. (a) Name of post : **Finance Assistant (NVBDCP)**
 (b) Name of Department : **Medical, Health Department, Manipur**
 (c) Number of post : **1(one)**
 (d) Scale of Pay : **Rs.9300-34800 + GP Rs.4300 (Pre-revised) and Level – 8 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**
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2. **Appointing Authority** : **Government of Manipur**
Secretariat : Health Department
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3. **Duties of the posts in details :**
- Maintenance of GFATM & DBS Account/ Budgeting of the fund of IMEP, Manipur as per financial norms of the NVBDCP, Government of India.
 - Timely submission of Statement of Expenditures, Annual Audit Reports and Reports relating to financial matter of IMEP to the Directorate of NVBDCP, Government of India as and when required.
 - Regular field visit to District Head Quarters to oversee the maintenance of accounts at the District Level and ensuring proper use of funds as per Guidelines of the financial norms.
 - Initiation for timely release of IMEP and DBS fund to the Districts.
 - Regular re-conciliation of GFATM (IMEP) accounts and DBS(CCA) account.
 - Submission of observations and reports of the field visit to the State Programme Officer/ State Malaria Officer, NVBDCP, Manipur for taking up timely appropriate corrective actions.
 - Procurement supply management of any required items for NVBDCP, Manipur.
 - Disbursement process of Monthly salary for NVBDC contractual staffs (State & District).
 - Maintenance of Fixed Asset Registers of NVBDCP, Manipur.
 - Any other official work related to financial matter as directed by State Malaria Officer/ State Mission Director.
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4. **Describe briefly the methods adopted for filling the posts thereto :**
- Initially contract engagement was made against the contractual posts of Finance Assistant, NVBDVP from amongst the candidates possessing qualification of Graduate in Economics with Honours and Diploma in Computer Application 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 EQ was based on GoI/NVBDCP guidelines. The services of the contractual employee thus engaged, had been regularized against the regular posts created under State Health Department.
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5. **Method of recruitment proposed** : **100% by direct recruitment.**
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6. **If promotion is adopted as a method of recruitment,** : **Not proposed**
- (a) Designation and number of the posts proposed to include : **N. A.**
 in the field of promotion.
- (b) Number of years of qualifying service proposed to be fixed : **N. A.**
 for persons in the field become eligible for promotion.
- (c) Percentage of vacancies in the grade proposed to be filled : **N. A.**
 by promotion
- (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 field 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.
- (h) If a DPC Exists, what is the composition ? : **N. A.**
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7. If promotion is not proposed as a method, please state why it is not considered desirable/ possible/necessary. : **The Post is a lone/ Standalone post.**
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8. If direct recruitment is 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 recruits : **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 Govt. of Manipur.**
(iii) Educational & other qualifications required for direct recruitments. : **Graduate in Economics with Honours/ B.Com with 2 years working experience in a Government or any other reputed organization in finance Management 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 promotees. : **N. A.**
(b) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees ? : **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.**
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14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc. : **No. Hence does not arise.**
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15. Name, address & telephone numbers of the Department's Representatives with whom these proposals may be discussed, if necessary for clarification and early decision. :
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Place : Imphal

Date :


Director of Health Services
Manipur