

GOVERNMENT OF MANIPUR
DIRECTORATE OF RELIEF & DISASTER MANAGEMENT
BABUPARA, IMPHAL

NOTIFICATION

Imphal, the 13th December, 2023

No. 1/RDM/APPT/2021-2022: Applications are invited from willing and eligible candidates for filling up of the following posts on contract basis in the Directorate of Relief and Disaster Management, Manipur with pay/remuneration fixed at 50% of the minimum pay in the level shown against the posts. Candidates should first get their names sponsored by the concerned District Employment Exchange Offices. Thereafter the application form may be downloaded from www.manipur.gov.in or collect in person from the office of the Directorate of Relief & Disaster Management, Babupara, Imphal West and the duly filled in prescribed application form along with self-attested documents and necessary fee for examination @ Rs.500 for General/OBC and Rs.300 for ST/SC shall be submitted to the office of the Directorate of Relief & Disaster Management, Manipur at Babupara during office hours.

1.

Sr. No	Name of Post	Pay Level (ROP 2019)	Consolidated Pay/Remuneration	Total No. of post	UR	ST	OBC	Remarks
1	District Coordinator	Level – 6 (pre-revised Rs. 5200-20200 + GP 2800)	Rs.,14,600/- p.m.	12	7	3	2	The Posts may be increased or decreased according to the vacant posts available in the Department
2	Research Assistant	Level – 6 (pre-revised Rs. 5200-20200 + GP 2800)	Rs.,14,600/- p.m.	2	2	-	-	
3	Office Assistant	Level – 4 (pre-revised Rs. 5200-20200 + GP 2000)	Rs.10,850/- p.m.	32	16	10	6-OBC (M-5)(M P-1)	
4	Stenographer Gd.III	Level – 3 (pre-revised Rs. 5200-20200 + GP 1900)	Rs.9,950/- p.m.	1	1	-	-	
5	Data Entry Operator	Level – 3 (pre-revised Rs. 5200-20200 + GP 1900)	Rs.9,950/- p.m.	16	9	5	2-OBC (M)	
6	Driver	Level – 3 (pre-revised Rs. 5200-20200 + GP 1900)	Rs.9,950/- p.m.	2	1	-	1	
7	Peon/Grade-IV	Level – 1 (pre-revised Rs. 4440-7440 + GP 1650)	Rs.7,850/-p.m.	16	8	5	3-OBC (M)	

2. Eligibility/Examination Schemes:

District Coordinator	Essential Qualification: Degree of a recognised university with CCA or DCA from a recognised Institute.				
	Desirable: Additional Qualification in the field of Disaster Management, Earth Science, GIS and remote sensing				
Mode of Selection: Written Test of 100 Marks consisting of 100 Multiple Choice Questions of Graduate level.					
Examination Scheme:					
	Sl.No.	Sections	No. of	Total	Time

		Questions	Marks	allowed
1	General Intelligence & Reasoning	25	25	3 Hrs.
2	General Knowledge	25	25	
3	Quantitative Aptitude	25	25	
4	English Language	25	25	
Total		100	100	
5	Computer Practical Test	-	15	

Research Assistant	Essential Qualification: Degree of a recognised university with CCA or DCA and Mathematics/Statistics as an elective subject upto 10+2 from a recognised Institute.				
	Mode of Selection: Written Test of 100 Marks consisting of 100 Multiple Choice Questions of Graduate level.				
	Examination Scheme:				
	Sl.No.	Sections	No. of Questions	Total Marks	Time allowed
	1	General Intelligence & Reasoning	25	25	3 Hrs.
	2	General Knowledge	25	25	
	3	Quantitative Aptitude	25	25	
4	English Language	25	25		
Total		100	100		
5	Computer Practical Test	-	15		

Office Assistant (OA)	Essential qualifications: Graduate who have completed a Course on Computer Concepts (CCC) (DOS+ Windows +MS Office+ Multimedia +internet) of a central/ State recognised Institute.				
	Mode of Selection:				
	1. Written Test of 100 Marks consisting of 100 Multiple Choice Questions of Graduate level.				
	Sl.No.	Sections	No. of Questions	Total Marks	Time allowed
	1	General Intelligence & Reasoning	25	25	3 hrs.
	2	General Knowledge	25	25	
	3	Quantitative Aptitude	25	25	
4	English Language	25	25		
Total		100	100		
5	Computer Practical Test	-	15		

Stenographer Grade-III	Essential Qualification: Matriculate or its equivalent of recognised board/institute with speed not below 65 words per minutes in shorthand(English) and speed not less than 30 words per minute in typing (English)				
	Examination Scheme:				
Sl.No.	Sections	No. of	Total	Time	

		Questions	Marks	allowed
1	General Intelligence & Reasoning	25	25	3 Hrs.
2	General Knowledge	25	25	
3	Quantitative Aptitude	25	25	
4	English Language	25	25	
5	Shorthand Test (Dictation of 120 words per minutes lasting 7 mins & transcribe)	100	30	

Data Entry Operator	Essential qualifications: 10+2 standard or equivalent and Basic Computer Knowledge (i.e. 3-6 months certificate course particularly on MS Office from a recognised institute) and typing speed of 45 words per minutes. Mode of Selection: <ol style="list-style-type: none"> Written Test of 100 Marks consisting of 100 Multiple Choice Questions of 10+2 level. Computer Typing Test (45 words per minute) 				
	Sl.No.	Subjects	No. of questions	Total marks	Time allowed
	a)	General Intelligence and reasoning	25	25	3 Hrs
	b)	General knowledge	25	25	
	c)	Quantitative Aptitude	25	25	
d)	English language	25	25		
Total		100	100		
Driver	Essential qualifications: <ol style="list-style-type: none"> Class-X pass/Matriculate/HSLC/Equivalent from a recognised Board/Institute Driving experience of 3 (three) years possessing requisite driving Licence. Mode of Selection: <ol style="list-style-type: none"> Written Test of 100 Marks consisting of 100 Multiple Choice Questions of Matriculate level. 				
	Sl.No.	Subject	No. of questions	Total mark	Time allowed
	a)	General Intelligence and reasoning	25	25	3 Hrs
	b)	General knowledge	25	25	
	c)	Quantitative Aptitude	25	25	
d)	English language	25	25		
Total		100	100		
Peon	Essential qualifications: At least HSLC or its equivalent from a recognised Board/Institute, Desirable: Knowledge of Hindi, cycling and good physique. Mode of Selection: <ol style="list-style-type: none"> Written Test of 100 Marks consisting of 100 Multiple Choice Questions of Matriculate level. 				
	Sl.No.	Subject	No. of questions	Total mark	Time allowed
	a)	General knowledge	50	50	3 Hrs
	b)	Basic Mathematics	25	25	
	c)	English language	25	25	
Total		100	100		

3. Age Limit: A candidate must have attained not below 18 years of age and not more than 38 years as on 4/1/2024. Upper age is relaxable up to 41 years for OBC category, 43 years for ST/SC category.

4. Tentative Timeline of Recruitment:

Name of Post	Date of requisition from respective Employment Exchange	Last date of requisition from respective Employment Exchange	Date of issue of prescribed Application form by the Department / Downloading from the website	Last Date of form submission	Issue of Admit Card	Date of Written test	Computer, shorth and, Driving Test
1	2	3	4	5	6	7	8
District Coordinator	15.12.2023	3.1.2024	15.12.2023 to 3.1.2024	4.1.2024	5.1.2024 to 10.1.2024	Will be mentioned in the Admit Card	To be notified Later.
Research Assistant	15.12.2023	3.1.2024	15.12.2023 to 3.1.2024	4.1.2024	5.1.2024 to 10.1.2024		
Office Assistant	15.12.2023	3.1.2024	15.12.2023 to 3.1.2024	4.1.2024	5.1.2024 to 10.1.2024		
Stenographer Grade-III	15.12.2023	3.1.2024	15.12.2023 to 3.1.2024	4.1.2024	5.1.2024 to 10.1.2024		
Data Entry Operator	15.12.2023	3.1.2024	15.12.2023 to 3.1.2024	4.1.2024	5.1.2024 to 10.1.2024		
Driver	15.12.2023	3.1.2024	15.12.2023 to 3.1.2024	4.1.2024	5.1.2024 to 10.1.2024		
Gr-IV/Peon	15.12.2023	3.1.2024	15.12.2023 to 3.1.2024	4.1.2024	5.1.2024 to 10.1.2024		

5. The above Notification is in pursuance to the Cabinet Decision dated 14/02/2023 and FD's U.O. dated 25/03/2023 and DP's U.O. dated 14.11.2023. Also, It is Issued in line with new Recruitment Policy issued by DP vide order dated 16-07-2021 & 16-08-2021 and as per scheme of examination prescribed by DP vide order dated 18-09-2021.



(K.G. Dalgong)
Director

Relief & Disaster Management
Manipur

Copy to:

1. P.S to Hon'ble Chief Minister, Manipur.
2. Secretary to Hon'ble Chief Minister, Manipur
3. P.S to Hon'ble Minister (Relief & DM), Manipur.
4. Staff Officer to Chief Secretary, Manipur.
5. P.S to Additional Chief Secretary (Relief & DM), Government of Manipur.
6. Joint Secretary (Relief & DM), Government of Manipur.
7. Director, Information and Public relation, Manipur. – He is requested for wide publication and broadcasting as News item.
8. All Employment Exchange Officer, Manipur.
9. Website Manager, IT Department, Government of Manipur for favour of uploading on the State Government Website/portal.
10. News Editor, AIR/ Doordarshan Kendra, Imphal/ ISTV/IMPACT TV/TOM TV/IS COM with a request to broadcast this Notification in News Item.
11. Editor, daily Newspaper, He is requested to publish this Notification for 2(two) consecutive days and to send the bill in duplicate to the Director, Relief & Disaster Management, Manipur, Babupara, Imphal West.
12. Notice Board.

RECEIPT NO.

DATED

GOVERNMENT OF MANIPUR
RELIEF AND DISASTER MANAGEMENT, MANIPUR
BABUPARA, IMPHAL

APPLICATION FORM

FOR THE POST OF DISTRICT COORDINATOR/RESEARCH
ASSISTANT/OFFICE ASSISTANT / DATA ENTRY OPERATOR /
STENOGRAPHER GR.III/DRIVER / PEON

1. Full name of the Applicant
(in capital)

2. D.O.B.

D	D	M	M	Y	Y	Y	Y

Affix recent
passport size
photograph with
attestation

3. Gender:

4. Marital status:

5. Religion

6. Father's name / Husband's name

7. Post applied for.....

8. Mailing address (in block letters)
.....
.....PIN.....

Mobile No. E-mail

9. Permanent address (in block letters)
.....
.....PIN.....

10. Nationality

11. Category (please tick) UR ST OBC

12. Employment Exchange registration No.

13. Employment Exchange sponsoring Serial No.

-(2)-

14. Educational qualification:

Sl. No.	Name of exam. / course passed	Board / University / Institute	Roll No.	Year of passing	Division / Grade	% age	Subjects offered

15. Professional training undergone(if any):

16. Experience (if any):

17. Other information(if any):

18. Language knowledge:

19. Documents to be enclosed:

Sl. No.	Details of self-attested documents enclosed	Tick if enclosed
1.	Class-X / Matriculation Certificate	
2.	Class-XII / Equivalent Certificate	
3.	Graduation Certificate	
4.	ST/OBC Certificate	
4.	No Objection Certificate (if applicable)	
5.	Employment Exchange registration card	
6.	Computer Certificate for the post of OA/DEO/RA.	
7.	Driving licence for the post of Driver	
8.	Aadhar	
9	No. of passport size coloured photograph required is 3 (three) plus one of the same.	
10	Any other relevant certificates	

20. I hereby declare that all the statements made in the application form are true and complete to the best of my knowledge and belief. I understand that legal action and other appropriate disciplinary action can be taken against me by the appointing authority, if I am declared by them to be guilty of any type of misconduct or misrepresentation mention herein.

I have informed my Head Office/Department/Institution in writing that I am applying for this recruitment.

(Strike off the last paragraph in the declaration in case not relevant)

Date:

(Signature of the Applicant)

Place:

Note: Additional sheet may be used / attached if the space provided in a particular field is not enough.

GOVERNMENT OF MANIPUR
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BABUPARA, IMPHAL

Candidate's copy

Roll No.
(to be filled by officials)

ADMIT CARD

(To be filled up by Candidate)

1. Name of the Candidate:
2. Father's name / Husband's name:
3. Date of Birth 4. Gender:
5. Address:
-
6. Name of the post applied for:
7. Category: (UR/ST/OBC):
8. Date of Examination:(to be filled by officials)

Affix recent
passport size
photograph with
attestation

(Signature of the Candidate)

(Signature of the issuing Authority)

GOVERNMENT OF MANIPUR
RELIEF AND DISASTER MANAGEMENT, MANIPUR
BABUPARA, IMPHAL

Office copy

Roll No.
(to be filled by officials)

ADMIT CARD

(To be filled up by Candidate)

1. Name of the Candidate:
2. Father's name / Husband's name:
3. Date of Birth 4. Gender:
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-
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(Signature of the Candidate)

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