

**GOVERNMENT OF MANIPUR**  
**DIRECTORATE OF CONSUMER AFFAIRS, FOOD & PUBLIC DISTRIBUTION DEPARTMENT**

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**NOTIFICATION**

*Imphal, the 10<sup>th</sup> March, 2021*

**No. 1/DR/2019-DCAF&PD (1) :** In pursuance of letter No. 1/1/2020-CAF&PD dated 27/01/2021 of the Department of Consumer Affairs, Food and Public Distribution, Government of Manipur and as approved by State Cabinet in its meeting held on 19/12/2020, application is invited from the intending and eligible candidates for direct recruitment to the following posts in this Directorate of CAF&PD, on temporary basis through sponsorship of the Employment Exchange concerned.

Sl. No.	Name of the Post	Pay Scale	No. of Post	UR	ST	SC	OBC (M)	OBC (MP)	Essential Qualification
1	Auditor	Rs.5200-20200+ G.P.2800	2	-	1	1	-	-	B.Com. or B.Sc. or B.A. (Mathematics) from a recognised University
2	Counsellor	Rs.5200-20200+ G.P.2800	1	-	1	-	-	-	B.A. LLB from a recognised University
3	Steno (III)	Rs.5200-20200+ G.P.1900	1	1	-	-	-	-	Graduate or its equivalent from recognised University having knowledge of shorthand and typing
4	Driver	Rs.5200-20200+ G.P.1900	18	8	6	1	2	1	Matriculate from a recognized Board/University + Driving Licence holder with 3 years driving experience(Light/Heavy)

**2. Mode of Selection:** Through written examination.

**3. Examination Scheme:**

<b>A. FOR THE POST OF AUDITOR</b>		
Subjects	Full Marks	Time Allowed
General English	50	*1 hour 30 minutes
General Knowledge	50	
<i>*Questions will be based on multiple choice questions (MCQs)</i>		

<b>B. FOR THE POST OF COUNSELLOR</b>		
Subjects	Full Marks	Time Allowed
General English	50	*1 hour 30 minutes
General Knowledge	50	
<i>*Questions will be based on multiple choice questions (MCQs)</i>		

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C. FOR THE POST OF STENO (III)		
Subjects	Full Marks	Time Allowed
General English	50	*1 hour 30 minutes
General Knowledge	50	
Practical (Shorthand)	50	To be notified later
*Questions will be based on multiple choice questions (MCQs)		

D. FOR THE POST OF DRIVER		
Subjects	Full Marks	Time Allowed
General Knowledge	50	1 hour
Practical (Driving test)	50	To be notified later
*Questions will be based on multiple choice questions (MCQs)		

#### 4. Tentative Timeline for the recruitment:

Sl.No.	Particulars	Date
1	Date of notification	10 <sup>th</sup> March, 2021
2	Date of requisition from Employment Exchange	10 <sup>th</sup> March, 2021
3	Last date of requisition from Employment Exchange	25 <sup>th</sup> March, 2021
4	Date of issue of forms (from website*)	10 <sup>th</sup> March, 2021
5	Last date of form submission	3 <sup>rd</sup> April, 2021
6	Issue of admit card	To be notified later
7	Date of Written Examination	To be notified later
8	Typing Test (for the post of Steno III)/Driving test for Drivers	To be notified later

#### 5. Syllabus:

General English	Verbs, Tenses, Voice, Subject – Verb Agreement, Articles, Fill in the Blanks, Adverb, Error Correction, Vocabulary, Antonyms, Synonyms, Grammar, Idioms & Phrases, etc.
General Knowledge	Important Days, Awards and Honours, Indian History, Indian National Movement, Books and Authors, General Policy, Current Affairs – International, National and State of Manipur, Capitals of India, Indian Economy, International and National Organisation, Science – Inventions & Discoveries, Science & Technology, Sports, Abbreviations, etc.

\*Website for downloading Application Form: [www.manipur.gov.in](http://www.manipur.gov.in) and [www.pdsmanipur.nic.in](http://www.pdsmanipur.nic.in)

**6. Age Limit:** A candidate must have attained the age of 18 years and must not have attained the age of 38 years on the 10<sup>th</sup> March, 2021 i.e., he/she must have been born not earlier than 11<sup>th</sup> March, 1983 and not later than 10<sup>th</sup> March, 2003. The permissible relaxation in upper age limit for different categories is as under:

Code number	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PWD	ST/SC – 15 years, OBC – 13 years, UR – 10 years

**Note:** The Date of Birth filled by the candidate in the application form must be the same as recorded in his/her Matriculation Certificate issued by a recognised Board/Council of the State or Central Government.

**7. Eligibility Condition:**

- i. The candidate must be a citizen of India.
- ii. The candidate must be able to speak Manipuri or any of the tribal dialects of Manipur.
- iii. The candidate must be a permanent resident of Manipur, provided that a candidate whose parent(s) or any of his/her direct lineage are permanent residents of the State, with proper documentary proof like enrolment in the electoral roll and birth certificate, will also be eligible.

**8. Submission of Application Form:** The willing and eligible candidates should get their names sponsored by the Employment Exchange concerned on or before 25<sup>th</sup> March, 2021. Thereafter, the sponsored candidates should submit the duly filed-in application form along with the required self-attested copies of certificates and mark sheets on or before 3<sup>rd</sup> April, 2021 at the office of the Directorate of Consumer Affairs, Food & Public Distribution, Manipur at Sangai prou, Imphal West.

**9. Application Fee:** Candidates are required to pay application fee @ Rs. 500/- for UR/OBC and @ Rs. 250/- for SC/ST respectively at the time of submission of forms. Candidates applying for more than one post will have to pay prescribed cost X no. of posts applied at the time of form submission.

**10. General instructions:**

- a. Application fee is non-refundable and not transferable.
- b. 'NO OBJECTION CERTIFICATE' from the present employer will be required if candidates are serving in any Government Department or Public Sector Undertaking or Autonomous Body.
- c. Application form not accompanied with prescribed fee or not submitted in the prescribed format or incomplete in any respect will not be entertained.
- d. Canvassing for the posts, in any form will be ground for disqualification.

*10.03.2021*

**(Ranjan Yumnam)**

Director (CAF&PD), Manipur

Copy to:

1. The Secretary to the Hon'ble Chief Minister, Manipur.
2. The Staff Officer to Chief Secretary, Government of Manipur.
3. The PS to Commissioner (CAF&PD), Government of Manipur.
4. The Under Secretary (DP), Government of Manipur.
5. The Under Secretary (Finance), Government of Manipur.
6. The Director (IPR), Manipur - with a request to arrange for publishing the above notifications for two alternative days only in at least two dailies preferably in Poknapham (Manipuri)/Sangai Express (English) and to submit the bills in Triplicate to the Directorate for early payment.
7. The Web Manager, Department of IT, Manipur for favour of uploading the Notification of the Department on the Website.
8. The New Editor, AIR/DDK, Imphal for inclusion of the above notification in the news bulletin for 2(two) alternative days.
9. Relevant file.