



# MANIPUR PUBLIC SERVICE COMMISSION

North AOC, Imphal.  
Manipur- 795001

Website: [www.mpscmanipur.gov.in](http://www.mpscmanipur.gov.in)

## NOTIFICATION

Imphal, the 23<sup>th</sup> June, 2018


The Manipur Public Service Commission will be conducting the **Limited Qualifying Speed Test Examination for Stenographer Grade-I** in the scale of pay of Rs. 5,200-20,200 with Grade Pay of Rs. 2,800 in accordance with the Rules published by the Government vide Notification **No. 1/6/77-RR/DP** dated **04.09.1979** and No. 1/5/86 (Rules)/DP dated 17.10.1992.

2. Only the Stenographer in the scale of pay of Rs. 5,200-20,200 with Grade pay of Rs. 2,400 and Rs. 5,200-20,200 with Grade pay of Rs. 1,900 already employed on a regular basis in various Government Offices under the Government of Manipur and who have passed the Intermediate/ PUC 2<sup>nd</sup> Year/Higher Secondary/ 1<sup>st</sup> Year TDC examination and employed as Stenographer Grade-II or III of the Government will be eligible for the Examination.
3. Stenographers of Autonomous Organisations under the Government of Manipur, other than the Assembly Secretariat, High Court, District Session Court of Sub-Judges and Munsiffs may also be allowed to appear at the said Examination as a special case on the request of the concerned Authorities.
4. A candidate seeking admission to the examination must apply to the Secretary, Manipur Public Service Commission, Imphal in the prescribed form of application through their Head of Department/Office. The prescribed application form along with Challan can be downloaded from website of MPSC [www.mpscmanipur.gov.in](http://www.mpscmanipur.gov.in).
5. Application form(s) other than the one prescribed for the Qualifying Speed Test Examination for Stenographer Grad-I will not be accepted. Examination fee of Rs. 1000 (Rupees one thousand) should be paid through CHALLAN, payable only **SBI, M.G. Avenue Imphal Branch**, Candidate(s) are informed to submit MPSC's copy of the CHALLAN while submitting application from at the office of MPSC. Payment of fee through any other mode is neither valid nor accepted. Fee once paid shall not be refunded under any circumstances nor can be fee be held in reserve for any other examination or selection.
6. The application form(s) completed in all respects must reach the office of the undersigned, on or before 3:00 PM of 15/7/2018. Admit cards will be issued at the counter of the Commission together with time table after the dates are finalised.

7. No application received after the prescribed last date will be accepted under any circumstances and all the late applications will be summarily rejected. The candidates should ensure that their applications are forwarded by their Head of Department/Office so as to reach the Commission's Office on or before the prescribed last date. The application along with prescribed fee shall be submitted and receipt shall be obtained to this effect.

8. No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.

**9. Scheme of Examination is available at Annexure-I.**

  
**(H. Gyan Prakash)**  
Secretary,

Manipur Public Service Commission

Copy to:-

1. Secretary to Governor of Manipur, Raj Bhawan, Imphal
2. Secretary to Chief Minister, Manipur.
3. The Staff Officer to Chief Secretary, Govt. of Manipur.
4. The PSs to Hon'ble Chairman/Members/Secretary, MPSC
5. The Director General of Police, Manipur.
6. All concerned Head of Department/Offices, Govt. of Manipur.
7. The Director, Printing & Stationary, Manipur
8. The Station Director, Doordarshan Kendra Imphal, Porompat, Imphal. He is requested to announce it as news item.
9. The Station Director, All India Radio, Imphal. He is requested to announce it in all local dialects as news item.
10. Notice Board.
11. Guard File.

**SCHEME OF EXAMINATION****I. Shorthand Test (Duration= 1 ½ hrs.; Maximum Marks= 50 marks; Pass marks=30% of the total marks)**

- a) Substitution of omission of a word or addition of a word not dictated at all is an error.

Provided that except where the context is a cleared indicated to the contrary, the addition or omission of the definite or indefinite article, preposition, or conjunction or substitution of one word for another where the outline for the two words is the same in the system of shorthand will be counted as one error for every two such instances.

- b) Misspelt words including wrongly divided or compounded word combinations such as 'can not' instead of 'cannot' or 'inasmuch as' instead of 'in as much as' will be mark as one error for two such instances.

- c) All the errors noted on the answer as indicated above should be totalled up (a fraction in total being ignored) and a graduated scale of deduction of the marks should be made as follows:

Deduct ¼ mark for each of the first 60 errors.

Deduct ¼ mark for each of the next 30 errors.

Deduct 1 mark for each of the next 10 errors.

Candidate who scores not less than 30% on this basis will be regarded as having qualified in the Shorthand Test. Any fraction of 29 will be counted as 30.

Note: Shorthand Test (English) 120 words per minute (100 words per minute for SC/ST).

**II. Computer Practical Test (Duration= 1 ½ hrs.; Maximum Marks= 50 marks; Pass mark = 30% of the total marks)**

- a) Computer Practical including MS Word and MS Powerpoint.
- b) Typing Test in Computer
- i) with a required speed of 60 words per minute (50 words per minute for SC/ST) for Manipur Secretariat Stenographer Services and.
  - ii) With a required speed of 50 words per minute (40 words per minutes for SC/ST) for Stenographers of other Government Departments.

Note 1: A candidate who qualified in the MS Word and MS PowerPoint and does not qualify in the typing test or vice versa will not be declared as qualified in the Computer Practical.

Note2: Candidate who qualify both in the MS Word and MS PowerPoint and typing Test and scored not less than 30% will be regarded as qualified in the Computer Practical.

### **Note for Typing Test**

- Note 1: If you finish typing/entering data/ transcribing before expiry of allocation time, do not repeat the passage and use the spare time for correction of errors in the script/data.
- Note 2: Save the document in the format (Roll No- Name of candidate).
- Note 3: Print the document and put signature along with Name and Roll Number.



**MANIPUR PUBLIC SERVICE COMMISSION**  
**NEAR NORTH AOC, PO INT, D.M. ROAD,**  
**IMPHAL-795001**

2(two) passport  
size photograph  
should be  
enclosed. One  
copy is to be  
passed here  
(DO NOT STAPLE)

**APPLICATION FORM FOR LIMITED QUALIFYING SPEED TEST**  
**EXAMINATION FOR STENOGRAPHER GRADE-I**

(Application form is to be filled in by the candidate's handwriting with ink or ball point pen)

- (i) Details of fee payable Rs. 1000/- (One thousand) for all categories
- (ii) Closing date for issue & receipt of application form is 03:00 p.m. of  
15/7/2018.

For Office use only

Roll No.			
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**PART-I: TO BE FILLED IN BY CANDIDATE**

1. Name in full as recorded in the Service Book of the applicant (in block capital letters) : Shri/Smt/Km.....  
: .....  
: .....
2. Father's Name : .....
3. Department/Office in which He/she is working in full name : .....  
With pin Code : .....
4. Present grade of the applicant : .....
5. (a) Have you previously appeared in Stenography Test held by the Commission? : .....  
(b) How many times have you appeared: .....
6. Educational Qualification : .....
7. Whether General/ Scheduled Cast/ Scheduled Tribe : .....
8. Whether Male/Female : .....
9. Date of Birth : .....
10. Contact Number : .....

Date:

Place:

Signature of Candidate

Note: Application not signed by the candidate will be rejected.

**PART-II: TO BE FILLED IN BY THE HEAD OF DEPARTMENT /HEAD  
OFFICE IN WHICH THE CANDIDATE IS SERVING**

Certified that-

- i) The entries in the columns 1 to 10 are correct.
- ii) There are no circumstances rendering him/her unsuitable for appointment to stenographer Grade-I and has been in continuous service in the Stenographer Grade-II or III.

**Forwarded to the Manipur Public Service Commission.**

Signature:.....

Designation with seal:.....

Department/Office:.....

Contact No.:.....



**PART-III TO BE FILLED IN & ISSUED BY THE MANIPUR PUBLIC  
SERVICE COMMISSION**

**ADMIT CARD**

1(one) passport  
size photograph  
should be pasted  
here  
(DO NOT STAPLE)

**Roll No.** \_\_\_\_\_

Shri/Smt/Km.....

(Designation).....of .....is

Permitted to sit in the Limited Qualifying Test Examination for Stenographer Grade-I  
to be held on.....2018 at the Examination Hall of Manipur Public Service  
Commission, Imphal.

**Deputy Secretary,**  
Manipur Public Service Commission.

## CHALLAN

## CHALLAN

## CHALLAN

<p style="text-align: center;"><b>ORIGINAL</b> (Bank's Copy) STATE BANK OF INIDA M.G Avenue, Imphal Branch</p>		<p style="text-align: center;"><b>DUPLICATE</b> (MPSC Office Copy) STATE BANK OF INIDA M.G Avenue, Imphal Branch</p>		<p style="text-align: center;"><b>TRIPLICATE</b> (Candidate's copy) STATE BANK OF INIDA M.G Avenue, Imphal Branch</p>	
A/C No.:35182607766		A/C No.:35182607766		A/C No.:35182607766	
Name of Account: Manipur Public Service Commission		Name of Account: Manipur Public Service Commission		Name of Account: Manipur Public Service Commission	
Name of Exam: Limited Qualifying Speed Test Examination for Stenographer Grade-I		Name of Exam: Limited Qualifying Speed Test Examination for Stenographer Grade-I		Name of Exam: Limited Qualifying Speed Test Examination for Stenographer Grade-I	
Name of Candidate: .....		Name of Candidate: .....		Name of Candidate: .....	
DOB: ____ / ____ / ____		DOB: ____ / ____ / ____		DOB: ____ / ____ / ____	
Category: _____		Category: _____		Category: _____	
Address: _____		Address: _____		Address: _____	
Fee amount : Rs. 1,000/-		Fee amount : Rs. 1,000/-		Fee amount : Rs. 1,000/-	
Rupees (in words) : One thousand only.		Rupees (in words) : One thousand only.		Rupees (in words) : Oone thousand only.	
Date: _____ (Signature of Depositor)		Date: _____ (Signature of Depositor)		Date: _____ (Signature of Depositor)	
<b>(FOR BANK USE ONLY)</b>		<b>(FOR BANK USE ONLY)</b>		<b>(FOR BANK USE ONLY)</b>	
Note: Please include name of candidate in the narration		Note: Please include name of candidate in the narration		Note: Please include name of candidate in the narration	
Rupees (in words only): _____		Rupees (in words only): _____		Rupees (in words only): _____	
Credited to the account of Manipur Public Service Commission		Credited to the account of Manipur Public Service Commission		Credited to the account of Manipur Public Service Commission	
<p style="text-align: right;">Manager, State Bank of India M.G. Avenue, Imphal Branch</p>		<p style="text-align: right;">Manager, State Bank of India M.G. Avenue, Imphal Branch</p>		<p style="text-align: right;">Manager, State Bank of India M.G. Avenue, Imphal Branch</p>	
Date : _____		Date : _____		Date : _____	
Last date of fee payment: 15/07/2018		Last date of fee payment: 15/07/2018		Last date of fee payment: 15/07/2018	