



MANIPUR PUBLIC SERVICE COMMISSION

North AOC, D.M. Road, Imphal-795001 (Manipur)

NOTIFICATION

Imphal, the 22nd October, 2024

No.7/7/2024-MPSC(Exam): The Manipur Public Service Commission will be conducting eligibility Exam for inclusion of feeder posts in the seniority list for promotion to the Manipur Finance Service Grade-III.

2. Dates and Venue of Examination: 25th & 26th November, 2024 at MPSC Imphal
3. Candidate seeking admission to the examination must apply only through the Commission's website www.empscmanipur.gov.in in the prescribed online application process. Offline application will not be entertained/ allowed.
4. **STARTING AND CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION:** The online application should be applied at www.empscmanipur.gov.in w.e.f. 28/10/2024 upto 11:59 PM of 10/11/2024 after which the link will be disabled. Submission of application in any other mode will not be entertained.
5. Documents to be uploaded :
 - a. Passport photograph
 - b. Signature
 - c. Authorization/ No Objection Certificate (**Annexure-A**)

Note: (I) Candidates are instructed to avail **AUTHORIZATION/NO OBJECTION CERTIFICATE** (enclosed as Annexure-A) from the Head of Department/ concerned Authority for appearing the above mentioned exam. The same should be uploaded while submitting the application.

(II) Candidates are responsible to ensure correctness of the personal information, and they shall keep in mind the Application Number and the mobile number for further communication. Applications which are submitted not in accordance with the instructions will be summarily rejected. Any variance in the documents submitted online and physical documents will be summarily rejected.

(III) If any provisionally eligible candidates has any difficulty in appearing for the examination in Imphal, it may be indicated while filling up the online application form. No representation in this regard will be entertained through any other means.

6. **FEE:** Candidates are required to pay a fee of **Rs. 2000/- (two thousand)** for all categories by using net banking, Debit Card, Credit Card etc through www.empscmanipur.gov.in portal.

Note 1. One should note that payment of examination fee can be made only through online mode as mentioned above. Payment of fee through any other mode is neither valid nor acceptable. Application submitted without prescribed fee/ mode shall be summarily rejected.

Note 2 : Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

Note 3 : For the Applications where cash payments details have not been received from the bank, they will be treated as fictitious payment cases and their applications will be rejected in the first instance. A list of such applicants shall be made

available on the Commission's website after the last date of submission of application form and such officer on submission of documentary proof of genuine fee payment cases will be considered and their applications will be revived, if they are otherwise eligible.

In case of any problem faced in the processing of the online application, drop a mail at empseonlineissues@gmail.com. Along with your name, phone number and problem being faced from your registered user mail ID.

(NO COMPLAINT WILL BE ENTERTAINED AFTER THE LAST DATE OF FORM SUBMISSION)

7. The eligible applicants who have successfully completed the application process shall be issued an e-admission certificate. **THE DATE FOR ISSUE OF E-ADMISSION CERTIFICATE WILL BE NOTIFIED ON THE OFFICIAL WEBSITE OF MPSC IN DUE COURSE FOR DOWNLOADING BY THE OFFICERS.** No candidate will be admitted to the examination unless he/she hold e-Admission Certificate issued by the Commission for the purpose. No complaint will be entertained under any circumstances.
8. **IMPORTANT INSTRUCTIONS:**
- Candidates should take leave for appearing the examination.
 - Mobile Phones, I.T. gadgets and other communicable devices including wireless sets are not permitted inside the examination premises.
 - Any infringement of these instructions will entail disciplinary action including ban from future examinations.
9. Syllabus of examination is enclosed as **Annexure-B**

SCHEME OF EXAMINATION

Paper	Topic	No of MCQ	Marks	Qualifying Mark	Time
I	FR & SR (with books)	50	50	20	1 hr.
II	Civil Code (With books)	50	50	20	1 hr.
III	Book Keeping (without book)	50	50	20	1 hr.
IV	IT & e-governance (without book)	50	50	20	1 hr.

10. Detailed schedule of examination will be notified in due course.


(Kh. Lalmani Singh)
Controller of Examination
Manipur Public Service Commission

Copy for information to & necessary action to --

- Secretary to Governor, Raj Bhawan, Imphal.
- Secretary to the Chief Minister, Manipur.
- Staff Officer to Chief Secretary, Government of Manipur.
- P.S to Chairman/Member, MPSC.
- The Deputy Secretary (DP), Govt. of Manipur.
- All concerned Head of Department/ Offices, Govt. of Manipur.
- Director DIPR, Imphal, with a request for publication in local dailies.
- Official websites, MPSC.
- Notice board
- Guard file.

AUTHORIZATION/ NO OBJECT CERTIFICATE

(TO BE FILLED IN BY THE HEAD OF DEPARTMENT/ OFFICE IN WHICH THE OFFICER IS SERVING)

This is to certify that Shri/Smt/Kumari _____ holding the post of _____ is a regular employee of this Department/ Office. This Department/ Office has no objection to his/ her applying for the Examination _____ (name of the exam) to be conducted by the Manipur Public Service Commission.

2. He/ she belongs to _____ (Gen/ SC/ ST/ OBC(M)/ OBC (MP)/ OBC (TNB) category.

Signature of Head of Department/ Office :

Designation :
(with seal)

Department/ Office :
(with full address)

Phone No. :

Note: This ANNEXURES should be uploaded while applying through online mode.

Syllabus of Exam for eligibility for promotion to Manipur Finance Service Grade-III (for incumbents of feeder posts who were initially appointed on contract basis and later regularized against the feeder post of MFS Grade-III)

Paper	Topics	Syllabus
I	Fundamental Rules and Supplementary Rules (FR &SR) (with books)	i) Section III- Definition: FR 9(2), (4), (5), (6), (6A), (7), (9), (10), (11), (12), (13), (18), (19), (21), (22), (23), (24), (25), (27), (28), (30), (31), (32).
		ii) Fixation of Pay: FR 22 to 27, 37, 44, 46, 52 and 56.
		iii) Kinds of leave, calculation of leaves, leave salary
		iv) Civil Services (Joining Time) Rules, 1979
		v) Foreign Services
		vi) Travelling Allowance Rules
		vii) Liberalised Pension Rules, 1950 -As amended from time to time
		viii) CCS Pension Rules, 1972 adopted in Manipur w.e.f. 01.01.1977
II	Civil Codes (with books)	i) Overview of Central Treasury Rules
		ii) Overview of bills (expenditure) and challans (receipts)
		iii) GFR-2017
		iv) Delegation of Financial Powers Rules
		v) Income-Tax computation
		vi) Tax Deduction at Source under GST
III	Book Keeping (without book)	i) Object of Book Keeping
		ii) Theory of Double Entry System
		iii) Rules for Debit and Credit
		iv) Books of Original Entry
		v) Posting of Ledger Accounts and their balancing
		vi) Posting of Cash Book, Petty Cash Book
		vii) Simple Cash Book, Bank Columns
		viii) Transaction with the Bank Passbook, Remittance Book, Reconciliation Statement
IV	IT & e-Governance (without book)	i) IT & its application to Governance
		ii) e-Office
		iii) MS Word/ MS Excel etc.