



# MANIPUR PUBLIC SERVICE COMMISSION

North AOC, DM Road, Imphal-795001

## NOTIFICATION

Imphal, the 14<sup>th</sup> November, 2024

**No. 7/9/2024-MPSC (Exam):** The Manipur Public Service Commission will be conducting the Limited Qualifying Speed Test Examination for Stenographer Grade-II & I - 2024 in accordance with the Rules published by the Government vide Notification No. 1/69/77-RR/DP dated 04.09.1979, No. 1/50/86(Rules)/DP dated 17.10.1992 and No. 1/50/86(Rule)/DP(Pt) dated 11.01.2018 and RRDP-13/1/2021-DP-DP, dated 21-11-2022.

2. Only the Stenographer in the scale of pay of Rs. 5,200-20,200 with Grade pay of Rs. 2,400, Rs. 5,200-20,200 with Grade pay of Rs. 2,000 and Rs. 5,200-20,200 with Grade pay of Rs. 1,900 already employed on a regular basis as Stenographer Grade-II or III of the Government in various Government Offices under the Government of Manipur and who have passed the Intermediate/PUC 2nd Year/Higher Secondary/ 1 Year TDC examination in case of non-Secretariat Stenographers and

in case of Manipur Secretariat Stenographer, Graduate with basic knowledge of Computer (e.g. CCC Certificate etc):

- a. Stenographer Grade III who has completed 2 years of regular service in the grade shall be upgraded to Stenographer Grade-II, subject **to the passing of Shorthand Test in English.**
- b. Stenographer Grade II who has completed 5 years regular service in the grade shall be eligible for upgradation to Stenographer Grade-I, on the basis of the test **as per Schedule -III.**

may apply for the said 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. Date of Examination is fixed on **19<sup>th</sup> December 2024**. Detailed schedule of the examination will be notified after the receipt of applications.

5. Candidate seeking admission to the examination must apply only through the Commission's website <https://empsconline.gov.in> in the prescribed online application process.

6. **STARTING AND CLOSING DATE FOR SUBMISSION OF ONLINE APPLICATION:**

The online application should be applied at <https://empsconline.gov.in> w.e.f. 05 P.M. of 16<sup>th</sup> November, 2024 till 11:59 P.M. of 5<sup>th</sup> December, 2024 after which the link will be disabled. Submission of application in any other mode will not be entertained.

7. **STEPS FOR SUBMITTING ONLINE APPLICATION:**

- i. Go to <https://empsconline.gov.in/Notice.aspx>
- ii. Click on the link for Limited Qualifying Speed Test Examination for Stenographer Grade-II & I, 2024 (Don't click on the Login to apply button)

- iii. Click on the submit your application button and filled the forms.
- iv. Add the papers you wish to appear
- v. Documents to be uploaded:
  - a. Passport photograph
  - b. Signature
  - c. Authorization/No Objection Certificate (**Annexure-A**)
- vi. After all the fields are filled in and uploaded required documents
- vii. Click on the confirm and submit button
- vii. Click on confirm and pay
- ix. After payment has been made successfully you will get a **Transaction ID and Application No.** Take the printout of the copy and keep it with you for future reference.

**Note:** (I) Candidates are instructed to avail **AUTHORIZATION/NO OBJECTION CERTIFICATE** (enclosed as Annexure-A) from the Head of Department/concerned Authority for appearing in the Limited Qualifying Speed Test Examination for Stenographer Grade-II & I, 2024. 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.

8. **FEE:** Candidates are required to pay a fee of Rs. 2000/- (**Rupees two thousand**) for all categories by using het banking. Debit Card, Credit Card etc through <https://empsconline.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 [empsconlineissues@gmail.com](mailto:empsconlineissues@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)**

9. 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.**

**No candidate will be allowed to take the examination unless he/she holds an e-Admit card for the examination. No candidate will be allotted to appear for the examination in any other venue than the one mentioned in the e-Admit Card. Entry into the examination Centre/Venue shall be closed 10 minutes before the scheduled commencement of the examination.**

10. **IMPORTANT INSTRUCTIONS**

- i. Candidates should take leave for appearing the examination.
- ii. Mobile Phones, I.T. gadgets and other communicable devices including wireless sets are not permitted inside the examination premises.
- iii. Any infringement of these instructions will entail disciplinary action including ban from future examinations.

11. Following is the scheme of examination for conduct of Limited Qualifying Speed Test Examination for Stenographer Grade-II & I, 2024

**SCHEME OF EXAMINATION**

i. **Shorthand Test**

There will be a dictation of 120 words per minute (relaxable for SC/ST candidates upto 100 words per minute) lasting 7(seven) minutes.

**For Manipur Secretariat Stenographer Services**, the total time allotted for both dictation and transcription will be **1 ½ hours (for both Stenographer-Grade-III with 2 years of regular service and Stenographer-Grade-II with 5 years of regular service)**

**For Non-Secretariat Stenographers**, 7 minutes will be allotted for Dictation and another 1 hour will be allotted for Transcription.

ii. **Typing Test:**

**For Non- Secretariat Stenographers:** There will be Type-writing Speed Test for 50 words per minute (relaxable for SC/ST candidates' upto 40 words per minute). A passage of 800 words will be furnished. The candidates will be required to type as much of the passage as he/she can for 10 minutes.

**For Manipur Secretariat Stenographer Services:** Computer Practical including Typing Test with a required speed of 60 words per minute (50 words per minute for SC/ST). A time of **1 ½ hours** will be allotted to this test (**Only for Stenographer Grade-II with 5 years of regular Service**).

**Note for Manipur Secretariat Stenographers Services:**

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
2. 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.
3. A candidate who qualifies in the Shorthand Test and does not quality in the Type-writing Test or Vice versa will not be declared as qualified in the Examination.

  
14/4/24

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

**Copy to: -**

1. Secretary to Governor, Raj Bhawan, Imphal
2. Secretary to the Chief Minister, Manipur
3. P.S. to Chairman/Member, MPSC.
4. Staff Officer to Chief Secretary, Government of Manipur
5. Director General of Police, Manipur.
6. Secretary, MPSC
7. All concerned Head of Department/ Offices, Govt. of Manipur
8. Official Website of MPSC ([www.mpscmanipur.gov.in](http://www.mpscmanipur.gov.in) & [www.empsconline.gov.in](http://www.empsconline.gov.in))
9. Notice Board, MPSC
10. Guard file.



**ANNEXURE-A**

**AUTHORIZATION/ NO OBJECTION 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 (IN BLOCK) \_\_\_\_\_ holding the post of \_\_\_\_\_ is a regular employee of \_\_\_\_\_ (Name of Department/Office).

This Department Office has no objection to his/her applying for the: (tick)

**A. For Secretariat Stenographer:**

☐ Limited Qualifying Speed Test Examination for Stenographer Grade-1, 2024

☐ Limited Qualifying Speed Test Examination for Stenographer Grade-II, 2024

**B. For Non-Secretariat Stenographer.**

☐ Limited Qualifying Speed Test Examination for Stenographer Grade-1, 2024

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)

**Note: This ANNEXURE-A should be uploaded while applying through online mode**