



**No. 1/16/2016-MPSC(Estt)**  
**MANIPUR PUBLIC SERVICE COMMISSION**

Advt. No.3of 2016  
Imphal, dated  
05-12-2016

Applications are invited for recruitment to following posts in Manipur Public Service Commission, Manipur.

Sl. No.	Name of Post	Scale of pay	Class/ Group	No. of post	UR	OBC (M)	OBC (MP)	ST
1.	<b>OSD(Legal)</b>	Rs. 9300-34800 + Rs. 5400 (GP)	Group-A	01	01	-	-	-
2.	<b>Stenographer Grade-III</b>	Rs. 5200-20200 + Rs. 2000 (GP)	Group-C	02	02	-	-	-
3.	<b>Driver</b>	Rs. 5200-20200 + Rs. 2000 (GP)	Group -C	01	01	-	-	-
4.	<b>Peon/ Chowkidar/ Security</b>	Rs. 4440-7440 + Rs. 1,300 (GP)	Group -D	10	04	01	01	04
<b>Total</b>				<b>14</b>	<b>08</b>	<b>01</b>	<b>01</b>	<b>04</b>

2. **Centre of Examination:** Imphal

3. **Eligibility Conditions:**

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

4. **Age Limit:** Not less than **21** years and not more than **38** years as on **1<sup>st</sup> December, 2016** (upper age limit is relaxable for Government Servants appointed under the Government of Manipur to the extent of the period of continuous services put in the post/service and by 5 years for SC/ST candidates and by 3 years for OBC candidates and a Government servant who belongs to SC/ST will get the relaxation admissible to a Government servant in addition to the relaxation admissible to SC/ST candidates)

5. **Educational Qualifications:**

Sl. No.	Name of post	Educational and other Qualifications
1.	<b>OSD(Legal)</b>	Degree in Law with 5(five) years work experience at a Bar
2.	<b>Stenographer Grade-III</b>	Graduate or its equivalent of a recognised University/ Institution.
3.	<b>Driver</b>	Matriculate. A male candidate possessing valid licence of driving light or heavy vehicles and having driving experience of 5 (five) years.
4.	<b>Peon/ Chowkidar/ Security</b>	Candidates who have passed HSLC with knowledge of Manipuri and Hindi

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**IMPORTANT NOTE: Candidates may submit only one application for all posts for which he/she is eligible as per the above requirement. However, he/she has to indicate the name of the post in order of preference in the relevant column of the application form.**

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

The online application should be submitted through [www.empsconline.gov.in](http://www.empsconline.gov.in) w.e.f. **06.12.2016** and up to midnight of **16.12.2016** after which the link will be disabled. Submission of application by any other mode will not be entertained.

**7. MODE OF SUBMITTING APPLICATIONS:**

Before applying for the post, candidates should register as per "**ONE TIME REGISTRATION**" scheme through the official website of Manipur Public Service Commission [www.empsconline.gov.in](http://www.empsconline.gov.in). Candidates need to upload and fill all details before applying for any post. Once, the ONE TIME REGISTRATION is completed, candidates need to fill up and complete his/her PROFILE by submitting all the relevant details as indicated below: -

1. Upload Passport size Photograph, signature and proof of age etc.
2. Add personal details.
3. Add Parents details.
4. Add Educational Qualification details.
5. Add Language and Nature of disability in case of DAPs.
6. Add Experience.

Once the above mentioned processes are completed, only then the candidate can apply for the post. Candidates are responsible to ensure correctness of the personal information and secrecy of password and they shall remember the user ID and the mobile number for further communication. Applications submitted in deviation of the instructions for the purpose will be summarily rejected. Documents in support of qualification, experience, age, community etc. have to be produced as and when called for by the Commission. If any variance is found in the documents submitted online and physical documents, the application will be summarily rejected.

**8. FEE:** Candidates are required to pay a fee of Rs. 300/- for GEN/OBC, Rs.150/- for SC/ST by using net banking, Visa/Master Card/Debit Card through the [www.empsconline.gov.in](http://www.empsconline.gov.in) portal. No fee is payable for DAP (Differently Abled Persons).

**NOTE 1:** Candidate 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. Applications 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 Applicants in whose case payment details have not been received from the bank, will be treated as fictitious payment cases and their application will be rejected in the first instance. A list of such applicants shall be available on the Commission website within 3(three) days after the last date of submission of online application.

In case of any problem being faced in the processing of the online application, drop a mail at [empsconlineissues@gmail.com](mailto:empsconlineissues@gmail.com) along with your phone number and problem being faced from your register user mail ID.

9. All candidates in service other than casual or muster roll will be required to state in the application Form that they have informed in writing their employer/ controlling authority that they are applying for the

  
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examination. In case the employer or the controlling authority withholds permission to the candidate for appearing in the examination, such application will be rejected.

10. The eligible candidates shall be issued an **e-Admission Certificate**. The e-Admission Certificate will be made available in the MPSC Website ([www.empsconline.gov.in](http://www.empsconline.gov.in)) for downloading by the candidates from **20.12.2016**. No Admission Certificate will be issued from MPSC Office or sent by post.

11. No candidate will be admitted to the Examination unless he/she holds an **e-Admission Certificate** issued by the Commission for the purpose.

12. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Examination shall be final. If on verification at any time before or after the Written Examination and Interview, it is found that a candidate does not fulfil any of the eligibility conditions, his/her candidature for the Examination will be cancelled by the Commission.

13. **Withdrawal of applications:** - No request for withdrawal of candidature received from a candidate after he/she has submitted the application will be entertained under any circumstances.

14. **Mobile Phones Banned:**

(a) Mobile phones, Pager or any electronic communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers etc. to the venue of examination as arrangement for safe-keeping of the same cannot be assured. Commission will not be responsible for any loss in this regard.

15. The written examination will be held on **23.12.2016**.

The Scheme of Examination and syllabus are given at **Annexure-I**.

  
2016  
(Shyam Lal Poonia)  
Secretary,  
Manipur Public Service Commission

**Copy to: -**

1. PS to Chairman, MPSC.
2. The Additional Secretary/Deputy Secretary/Under Secretary/Registrar/Section Officers, MPSC.
3. Official Website of MPSC ([www.mpscmanipur.gov.in](http://www.mpscmanipur.gov.in) and [www.empsconline.gov.in](http://www.empsconline.gov.in))
4. Notice Board.
5. Guard File, MPSC, Imphal

**A. SCHEME OF EXAMINATION & SYLLABUS FOR RECRUITMENT OF OSD (Legal) IN MPSC**

There shall be a Written Examination comprising of two papers of Graduation standard as per the details given below:

Paper	Subject	No. of Questions	Marks	Duration
<b>Section-A</b>				
Paper-I	General English & General Knowledge	100	100	90 minutes
Paper-II	Law	100	200	90 minutes
<b>Total</b>			<b>300</b>	
Personality Test			40	
<b>Grand Total</b>			<b>340</b>	

**Note:** Number of candidates to be called for personality test will be 5 times the number of vacancies.

**Paper-I General English & General Knowledge:**

Grammar, Comprehension, Usage & Vocabulary, General Studies, Current Affairs, Quantitative Aptitude, Reasoning, General Science Elementary Mathematics

**Paper-II Law:**

Constitution of India, Code of Civil Procedure, Indian Contract Act, Indian Penal Code, Criminal Procedure Code, Indian Evidence Act, Law of Torts

**B. SCHEME OF EXAMINATION & SYLLABUS FOR RECRUITMENT OF STENOGRAPHER GRADE-III IN MPSC**

There shall be a Written Examination comprising of two papers of Graduation standard as per the details given below:

Paper	Subject	No. of Questions	Marks	Duration
<b>Section-A</b>				
Paper-I	General English & General Knowledge	100	100	90 minutes
<b>Total</b>			<b>100</b>	
Personality Test			10	
<b>Grand Total</b>			<b>110</b>	
<b>Section-B</b>				
<b>Short Hand and Typing Test</b>		<b><u>Shorthand Test in English (5 minutes duration)</u></b>		
		<p>Minimum 65 words per minute (UR &amp; OBC). Minimum 60 words per minute (SC &amp; ST)</p> <p>For shorthand test there will be a dictation of 80 words per minute lasting 5 minutes. The candidates will be required to transcribe the dictation on the Computer in not more than 12 minutes.</p>		
		<b><u>Typing Test in English (5 minutes duration)</u></b>		
		<p>Minimum 30 words per minute (UR &amp; OBC). Minimum 25 words per minute (SC &amp; ST).</p> <p>For typing, a typed passage of 400 words will be supplied. The candidates will be required to type as much of the passage as he/she can from the beginning of 5 minutes.</p> <p>Candidates who qualify in the Shorthand but does not qualify in the Typing Test or vice-versa will be treated as not qualified in the Shorthand and Typing Test.</p>		

- Note:** 1. Number of candidates to be shortlisted for appearing at the Qualifying Shorthand and Typing Test will be 10 times the number of vacancies; and
2. Number of candidates to be called for personality test will be 5 times the number of vacancies.

**Syllabus**

**Paper-I General English & General Knowledge:**

Grammar, Comprehension, Usage & Vocabulary, General Studies, Current Affairs, Quantitative Aptitude, Reasoning, General Science Elementary Mathematics

**C. SCHEME OF EXAMINATION FOR RECRUITMENT OF DRIVER IN MPSC**

There shall be a Written Examination comprising of one paper as per the details given below:

Paper	Subject	No. of Questions	Marks	Duration
Paper-I	General Knowledge	100	100	90 Minutes
		<b>Driving Test</b>	<b>20</b>	
		Personality Test	10	
		<b>Grand Total</b>	<b>130</b>	

**Paper-I General Knowledge:**

Basic Traffic Rules & Manners and Road Safety

**D. SCHEME OF EXAMINATION& SYLLABUS FOR RECRUITMENT OF PEON/ CHOWKIDAR/ SECURITY IN MPSC**

There shall be a Written Examination comprising of one paper of Matriculation standard as per the details given below:

Paper	Subject	No. of Questions	Marks	Duration
Paper-I	General Knowledge	100	100	90 Minutes
		<b>Total</b>	<b>100</b>	
		Personality Test	10	
		<b>Grand Total</b>	<b>110</b>	

**Syllabus**

**Paper-I (General Knowledge) (MCQ)**

- (a) Current affairs
- (b) Aptitude test.
- (c) Elementary Mathematics

*[Handwritten Signature]*  
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