



No.1/5/72-MPSC (Estt)

MANIPUR PUBLIC SERVICE COMMISSION

Advt. No. 02/2016

Imphal, dated

12.04.2016

Applications are invited only through online for the under mentioned post in Manipur Public Service Commission

1. **Name of Post** : Office Assistant
2. **Scale of Pay** : Rs. 5200-20200 + Grade Pay Rs. 2000
3. **Number of vacancies** : 08 [UR-4, ST-3, OBC (M)-1]
4. **Mode of appointment** : Direct Recruitment.
5. **Eligibility Criteria** :
 - a. The candidate must be a citizen of India.
 - b. The Candidate must be able to speak Manipuri or any of the Tribal Dialects of Manipur.
 - c. 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.
 - d. **Age Limit** :
 - (i) Shall not be less than 18 years and not more than 38 years as on 12.04.2016.
 - (ii) The upper age limit is relaxable by 5 years for SC/ST, 3 years for OBC.
 - e. **Educational Qualifications:**
 - (i) Graduate in any discipline from a recognised University/ Institution.
 - (ii) Certificate in Computer Concept Course.

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

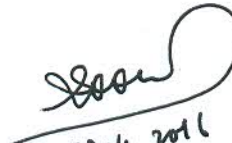
The online application should be applied at www.empsconline.gov.in **w.e.f 18.04.2016 up to 12:00 midnight of 30.04.2016** after which the link will be disabled. Submission of application in any other mode will not be entertained.

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. Candidates need to upload and fill all details before applying 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. This includes -

1. Upload Passport Photograph, signature, age proof etc.
2. Add Personal Information.
3. Add Parents information.
4. Add Education information.
5. Add Language and Physical Nature.
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 keep in mind the user ID and the mobile number for


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further communication. Applications which are submitted not in accordance with the instructions will be summarily rejected. Documents to prove Qualification, experience, age, community etc. have to be produced as and when called for by the Commission. Any variance in the documents submitted online and physical documents will be summarily rejected.

FEE: Candidates (except Differently Abled candidates) are required to pay a fee of Rs. 300/- (Gen & OBC) and Rs. 150/- (SC & ST) by using net banking, Visa/Master Card/Debit Card through the **empsconline** portal.

NOTE 1: Candidates 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 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 website within 3 (three) days after the last date of submission of online application. The applicants shall be required to submit the proof of their fee payment within 10 days from the date of such communication to the Commission. On receipt of documentary proof, genuine fee payment cases will be considered and their applications will be revived, if they are otherwise eligible.

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

8. 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) for downloading by the candidates from **10th May, 2016**. No Admission Certificate will be issued from MPSC Office or sent by post.
9. No candidate will be admitted to the Preliminary/Main Examination unless he/she holds an e-Admission Certificate for the purpose.
10. 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 Preliminary Examination, Main Examination and Interview, it is found that a candidate does not fulfil any of the eligibility condition, his/her candidature for the Examination will be cancelled by the Commission.
11. **The date of Preliminary Examination will be notified later on.**
12. **SCHEME OF EXAMINATION: The Examination will be held in two successive stages**
 - a. **Preliminary Examination, and**
 - b. **Main Examination.**


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Syllabus for Preliminary Examination:

The Preliminary examination will be OMR based examination with questions of Objective type Multiple Choice. There shall be only 1 (one) paper on General Studies and General English of Graduation standard. The paper will consist of 100 Nos. of questions and each question will bear 1 mark. The duration will be 2 (two) hours.

The questions will be on:

General studies, geography, history, Current affairs, General English, quantitative aptitude, Computer.

Note: (I) This Examination is meant to serve as a screening test only; the marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination will not be counted for determining their final order of merit.

(II) The number of candidates to be admitted to the Main Examination will be 12 times the number of vacancies.

Main Examination: The written Examination shall be held only in Imphal. The pattern of examination will be as under:

Sl. No.	Subject	Type of Exam	Marks	Duration
1.	General English	Objective (MCQ)	100	3 hours
	Precis writing & Essay	Conventional		
2.	General Studies and quantitative Aptitude of Graduation standard	Objective (MCQ)	100	1 ½ hours
3.	Computer Proficiency Test		100	1 hour
Total			300	
4.	Personality Test/ Interview		50	
Grand Total			350	

Syllabus for Written exam:

General English: Idioms & Phrases, Synonyms, Antonyms, Spelling/Detecting, Narration (Direct/indirect Speech), one word substitution, improvement of sentences, Spot the Error, Cloze Passage, Comprehension Passage, Fill in the Blanks, Shuffling of Sentences/Passage (Jumble), Active/Passive Voice, Tenses, etc;

Precis Writing: Question will be based on some paragraph in which candidate have to either prepare the notes, this is to test the proficiency in English language.

Essay: Candidates will be required to write an essay on a specific topic. The choice of subjects will be given. They will be expected to keep closely to the subject of the essay to arrange their ideas in orderly fashion, and to write concisely. Credit will be given for effective and exact expression.

General Studies and Quantitative Aptitude: Geography, and Socio Economic development & Modern History (From 1857 onwards) of India, History,


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Indian Polity, Indian Economy, Geography of India and Indian culture, Current affairs and questions on Manipur.

LCM & HCF, Decimals, Number Systems, Simplification, Fractions, Ratio & Proportion, Time & Distance, Mensuration, Percentage, Average, Profit & Loss, Discount, and Time & Work, Simple & Compound Interest

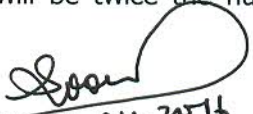
Computer Proficiency Test:

- (i) Candidates are to accomplish 2000 key depression on computer (20 minutes)
- (ii) Test in Spread Sheet on Microsoft Excel (20 minutes)
- (iii) Test in PowerPoint (MS PowerPoint) (20 minutes)

Note: Marks of other papers of only such candidates will be taken into cognizance who obtain minimum 40 marks in Computer Proficiency Test.

Personality and viva-voce Examination:-

The number of candidates to be called for Personality Test will be twice the number of vacancies.



12.04.2016

(Shyam Lal Poonia)

Secretary,
Manipur Public Service Commission