

**GOVERNMENT OF MANIPUR  
DEPARTMENT OF TAXES**

**NOTIFICATION**

Imphal, the 6<sup>th</sup> January, 2021

**No. TAX/1(266)/IMP/96/234** : In pursuance of the Government Convey letter No. FX-7/10/2020-e-FD dated 10<sup>th</sup> December, 2020 for approval of Direct Recruitment of 29 (twenty nine) Lower Divisional Clerks (LDCs), 3 (three) Data Operator-cum-Office Assistants, 7 (Seven) Peons and 1 (one) Chowkidar as approved by the State Government and the Department of Personnel's U.O. No. 43/2020-2021/DP dated 8<sup>th</sup> December, 2020, applications in the prescribed format are invited from intending candidates for direct recruitment to the following posts on temporary basis through sponsorship of the Employment Exchanges concerned, in the Department of Taxes, Manipur.

Sl. No.	Name of the post	Qualification	Pay Scale	No. of Posts	UR	ST	SC	OBC (M)	OBC (MP)
1.	Lower Divisional Clerk (LDC)	Graduates who have completed Course on Computer Concepts (CCC) (IDOS+Windows+MS Office+ Multimedia+ Internet) of a Central /State recognised institute	Rs. 5200-20200 + 2000 (G.P) (Level 4 of Pay Matrix)	29	16	9	-	3	1
<i>PWD (Persons with Disabilities) (Horizontal Reservation)</i>					<i>(1- Locomotor disability)</i>				
2.	Data Operator-cum-Office Assistant	(i) 10+2 pass/Intermediate/PUC from a recognised University/Council/Board/Institution. (ii) 1(One) year Diploma Certificate in Computer Application from a recognised University/Institution. (iii) Minimum 2 (two) years experience from reputed organisations/firms.	Rs. 5200-20200 + 1900 (G.P) (Level 3 of Pay Matrix)	3	2	1	-	-	-
3.	Peon	(i) Matriculate/ Equivalent from any recognised institution. (ii) Desirable: (a) Good Physique (b) Knowledge of cycling	Rs. 4440-7440 + 1650 (G.P) (Level 1 of Pay Matrix)	7	4	2	-	1	-
4.	Chowkidar	-do-	-do-	1	1	-	-	-	-
<b>Total</b>				<b>40</b>	<b>23</b>	<b>12</b>		<b>4</b>	<b>1</b>

**2. Mode of Selection (for all posts):** Through competitive examination.

**3. Examination Scheme:**

FOR THE POST OF LOWER DIVISIONAL CLERK (LDC) AND DATA OPERATOR-CUM-OFFICE ASSISTANT			
Subjects	Full Marks	Qualifying marks	Time Allowed
(A) General English	50	30%	1 hour and 30 minutes 2 hours for PWD candidates To be notified later
(B) General Knowledge	50	30%	
(C) Computer (Practical)	50	30%	
Questions for General English and General Knowledge will be multiple choice questions (MCQs)			

FOR THE POST OF PEON & CHOWKIDAR		
Subjects	Full Marks	Time Allowed
(A) General Knowledge	100	1 hour and 30 minutes
Questions will be multiple choice questions (MCQs)		

**4. Syllabus:**

<b>General Knowledge:</b>	Important Days, Indian History, Books and Authors, Indian National Movement, Awards and Honours, General polity, Current Affairs- National and International, Indian Economy, Capitals of India, International and National Organisations, Science – Inventions & Discoveries, Science & Technology, Sports, Abbreviations.
<b>General English:</b>	Verb, Tenses, Voice, Subject – Verb Agreement, Articles, Fill in the Blanks, Adverb, Error Correction, Vocabulary, Antonyms, Synonyms, Grammar, Idioms & Phrases, etc.

**5. Tentative Timeline for the recruitment:**

1.	Date of notification	6 <sup>th</sup> January, 2021
2.	Date of requisition from Employment Exchange	6 <sup>th</sup> January, 2021
3.	Last date of requisition from Employment Exchange	19 <sup>th</sup> January, 2021
4.	Date of commencement of Online Registration of Application	12 <sup>th</sup> January, 2021
5.	Last date of Registration/Submission of Application	31 <sup>st</sup> January, 2021
6.	Issue of admit card	To be notified later
7.	Date of Written Examination	To be notified later
8.	Computer Skill Test ("for the post of LDC & DO-cum-OA only")	To be notified later

**6. Age Limit:** A candidate must have attained the age of 18 years and must not have attained the age of 38 years on the 6<sup>th</sup> of January, 2021 i.e. he/she must have been born not earlier than 7<sup>th</sup> January, 1983 and not later than 6<sup>th</sup> January, 2003. The permissible relaxations in upper age limit for different categories are as under:

Code Number	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PWD	ST/SC-15 years, OBC -13 years, UR-10 years

**NOTE:** The Date of Birth filled by the candidate in the application form must be the same as recorded in his/her Matriculation Certificate issued by a recognised Board/ Council of the State or Central Government.

**7. Eligibility Condition:**

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

**8. Application Fees:** Candidates are required to pay an applicable fee at the time of submission of forms.

The fees payable are indicated as under:

Sl. No.	Name of the Post	Application Fee*
1.	Lower Divisional Clerk (LDC)/Data Operator-cum-Office Assistant.	a) UR/OBC- Rs. 500/- b) SC/ST- Rs. 250/-
2.	Peon/Chowkidar	a) UR/OBC- Rs. 200/- b) SC/ST- Rs. 100/-

**\*Application fees for PWD Candidates will be exempted.** However, the supporting certificate must be enclosed.

- Application fee is non- refundable and not transferable.
- After ensuring the correctness of the particulars of the application form, candidate should pay fees through the payment gateway integrated with the application, by following the instructions available on the screen.
- Payment can be made by using Internet Banking, Debit Card/Credit Card etc. by providing information as asked on the screen.
- On successful completion of the transaction, e-receipt and application form will be generated, which may be printed for record. The printout of the application form is NOT to be sent to the Bank.
- If the online transaction is not successfully completed, please register again and make payment online.

**9. List of documents to be uploaded at the time of application:**

- Permanent Resident Certificate issued by the District Magistrate/competent authority.
- Age proof Certificate.
- Concerned Employment Exchange Office sponsoring document.
- Educational qualification Certificates along with relevant Mark Sheets from matriculation and onwards.
- SC/ST/OBC/Disability Certificate for candidates seeking reservation /benefit available for SC/ST/OBC/Physically Handicapped category.
- Recent photograph.
- Signature.
- Relevant certificate on Course on Computer Concepts (CCC)/ Computer Application. However, those candidates who have completed the courses in Computer Science/Computer Application/Information Technology as the core/main subject in their Graduation/Post Graduation do not require any separate Computer course certificate.

**10. Submission of application:**

Application form will be available at the portal [www.manipurtaxes.gov.in](http://www.manipurtaxes.gov.in).

**11. How to apply:** Application should be submitted through **online mode only** by registering online through the application portal link from [www.manipurtaxes.gov.in](http://www.manipurtaxes.gov.in).

In the submission of online 'Application Form', candidates are required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB). The photograph should not be more than three months old from the date of publication of the Notice for Examination and the date on which the photograph has been taken should be clearly printed on the photograph. Applications without such date printed on the photograph will be rejected. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and both ears should be visible.

**12. General Instructions:**

- The person selected will be appointed on probation as per rule.
- "NO OBJECTION CERTIFICATE" from the present employer will be required if Candidates are serving in any Government Department or Public Sector Undertaking or Autonomous Body.
- Application form not accompanied with prescribed fee or not submitted in the prescribed format or incomplete in any respect will not be entertained.
- For any query relating to the exam, you can send an e – mail to the following e –mail address: [tax-mn@nic.in](mailto:tax-mn@nic.in) by mentioning "Recruitment of staffs in Taxation Department" in the subject of the email or physically visiting the Taxation Office at Inter State Bus Terminal (ISBT), Western Block, Khuman Lampak, Imphal East, Manipur.
- Canvassing for the posts, in any form will be a ground for disqualification.

Sd/-

**Neilenthang Telien**  
Commissioner of Taxes  
Manipur

Tse/B(Taxation)-8,10 (E+M)