

**GOVERNMENT OF MANIPUR
DIRECTORATE OF TREASURIES & ACCOUNTS**

NOTIFICATION

Imphal, the 30th November 2016

No.4/140/2002-DTA (Pt.4) (01/131): Applications in the prescribed format are invited from intending candidates for recruitment of the following posts for the newly opened office of the Sub-Treasury-Officer, GamnomSaparmeina, SaituGamphazol Sub-Division Head Quarter, Senapati District, Manipur on temporary basis through sponsorship of the concerned Employment Exchanges in the Directorate of Treasuries & Accounts, Manipur:

Sl. No.	Name of the Post	Qualifications	Pay Scale	No. of Post	ST	SC	OBC (M)	OBC (MP)	UR
1	Junior Accounts Assistant	Graduates who have completed a Course on Computer Concepts (CCC) (DOS + Windows + MS Office + Multimedia + Internet) of a Central/State recognised Institute	PB – I: Rs. 5200 – 20200 + Grade Pay Rs. 2000/-	5	1	0	1	0	3
2	Grade IV	HSLC/Equivalent Desirable: 1) Knowledge of Hindi. 2) Good Physique. 3) Experience of cycling	1S : Rs. 4440-7440 + Grade Pay Rs.1300/-	4	2	0	0	0	2

2. Mode of selection:

- a) Junior Accounts Assistant (JAA): Through recruitment examination.
- b) Grade IV: Interview only.

3. Examination Scheme (for Junior Accounts Assistant only):

Subjects	Full Marks	Qualifying Marks	Time Allowed
(A) General English	100	30%	2 Hours
(B) General Knowledge	50	30 %	1 Hour
(C) Computer (Practical)	50	30 %	As required
(D) Interview/Viva Voce	20	N.A.	As required
<ul style="list-style-type: none"> Questions for General English and General Knowledge will be purely based on Multiple Choice Questions (MCQs) Number of Candidates to be called for Interview / Viva Voce shall be 5 (Five) times the number of vacancies 			

4. Tentative Timeline for the recruitment:

1. *Date of Requisition from Employment Exchange: 30th November, 2016 onwards.*
 2. *Last date of Requisition of sponsorship of candidates from Employment Exchanges: 14th December, 2016.*
 3. *Date of Notification: 30th November, 2016.*
 4. *Date of issue of Form: 30th November, 2016.*
 5. *Date of submission of Form at Directorate of Treasuries & Accounts: 14th and 15th December, 2016.*
 6. *Issue of Admit Card: 19th December, 2016 onwards.*
 7. *Date of Written Exam: To be notified later*
 8. *Computer Skill Test: To be notified later.*
 9. *Date of Viva-voce: To be notified later.*
- 5. Age Limit:** Above 18 years and upper age limit shall be 38 years or below as on **21st December, 2016** relaxable up to 41 years for OBC category and 43 years for ST/SC for all posts.
- 6. Submission of Application Form:** The willing and eligible candidates should get their names sponsored by the concerned Employment Exchange offices on or before **14th December, 2016**. Thereafter, the sponsored candidates should download the application form from the website (www.manipur.gov.in) and submit the completed forms along with the required self-attested copies of certificates **w.e.f. 14th of December, 2016 to 05:00 PM of 15th December, 2016** at the office of the **Director, Treasuries & Accounts, Manipur, DC Complex, Lamphelpat.**
- 7. Fee:** Candidates are required to pay the applicable fee at the time of submission of forms:
- a) For the post of JAA – Rs. 500/- for Unreserved/OBC category candidates and Rs. 250/- for SC/ST candidates.
 - b) For the post of Grade IV - Rs. 200/- for Unreserved/OBC category candidates and Rs. 100/- for SC/ST candidates.
- 8. Documents to be submitted:** Completed application form for the respective categories of post along with 4 (four) nos. of passport size photographs [2 nos. to be affixed on admit-card and 2 nos. to be separately stapled on application-form] and self attested copies of the educational documents/certificates and ST/SC/OBC certificate at the time of submission of application form.

-Sd-
(Th. Kirankumar)
Director
Treasuries & Accounts
Manipur

Roll No. JAA/.....
(to be filled by officials)

ADMIT CARD
JUNIOR ACCOUNTS ASSISTANT

(To be filled up by candidate)

Name of the Candidate:.....

Father's/Husband's Name:.....

Address:.....

Whether SC/ST/OBC/PH:.....

Affix recent
passport size
photograph with
self attestation

(Signature of the candidate)

(Signature of the issuing Authority)

Roll No. JAA/.....
(to be filled by officials)

ADMIT CARD
JUNIOR ACCOUNTS ASSISTANT

(To be filled up by candidate)

Name of the Candidate:.....

Father's/Husband's Name:.....

Address:.....

Whether SC/ST/OBC/PH:.....

Affix recent
passport size
photograph with
self attestation

(Signature of the candidate)

(Signature of the issuing Authority)

Roll No. G4/.....
(to be filled by officials)

ADMIT CARD
GRADE-IV

(To be filled up by candidate)

Name of the Candidate:.....

Father's/Husband's Name:.....

Address:.....

Whether SC/ST/OBC/PH:.....

Affix recent
passport size
photograph with
self attestation

(Signature of the candidate)

(Signature of the issuing Authority)

Roll No. G4/.....
(to be filled by officials)

ADMIT CARD
GRADE-IV

(To be filled up by candidate)

Name of the Candidate:.....

Father's/Husband's Name:.....

Address:.....

Whether SC/ST/OBC/PH:.....

Affix recent
passport size
photograph with
self attestation

(Signature of the candidate)

(Signature of the issuing Authority)

Roll No. JAA/.....

(to be filled by officials)

APPLICATION FORM FOR THE POST OF JUNIOR ACCOUNTS ASSISTANT

1. Name of applicant:

2. Father's/Husband's name:

3. Sex (Male/Female):

4. Date of Birth (DD/MM/YYYY):

5. Age as on 21st December, 2016: Years..... Months.....

Days.....

6. Present Address:

7. Permanent Address:

8. Mobile Number:

9. Mother Tongue:

10. Whether Un-reserved/ST/SC/OBC (Meitei/Meitei Pangal/Others):

(Please tick in the relevant box below and enclose copy of self attested certificate)

Un-reserved	ST	SC	OBC (Meitei)	OBC (Meitei Pangal)	OBC (Others)

11. Whether differently-abled:

(Please tick in the relevant box below and enclose copy of self attested certificate)

Locomotor disability or cerebral palsy	Visually impaired	Hearing impaired

12. Documents enclosed:

Sl. No.	Documents enclosed	Tick if enclosed
1.	Class-X certificate	
2.	Class-XII certificate	
3.	Degree certificate	
4.	Computer course certificate	
5.	ST/SC/OBC certificate	
6.	PH certificate (if applicable)	
7.	No Objection certificate (if applicable)	
8.	Employment Exchange registration number	
9.	Employment Exchange sponsoring serial number	

13. I..... son/daughter of
Shri/Smt.....

aged.....(D.O.B.....) resident of
.....

.....P.S.....District.....
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Manipur hereby declare that the information given above and in the enclosed documents are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face criminal proceedings as per provision of section 177, 193, 197, 198, 199 and 200 of the Indian Penal Code and any other suitable provisions of the Law. Also, all the benefits availed by me shall be summarily withdrawn and my application shall be liable for disqualification.

(Signature of Applicant)

Date:

Place:

Roll No. G4/.....

APPLICATION FORM FOR THE POST OF Grade-IV

1. Name of applicant:
2. Father's/Husband's name:
3. Sex (Male/Female):
4. Date of Birth (DD/MM/YYYY):
5. Age as on 21st December, 2016: Years..... Months.....
Days.....
6. Present Address:

7. Permanent Address:

8. Mobile Number:

9. Mother Tongue:

10. Whether Un-reserved/ST/SC/OBC (Meitei/Meitei Pangal/Others):

(Please tick in the relevant box below and enclose copy of self attested certificate)

Un-reserved	ST	SC	OBC (Meitei)	OBC (Meitei Pangal)	OBC (Others)

11. Whether differently-abled:

(Please tick in the relevant box below and enclose copy of self attested certificate)

Locomotor disability or cerebral palsy	Visually impaired	Hearing impaired

12. Documents enclosed:

Sl. No.	Documents enclosed	Tick if enclosed
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1.	Class-X certificate	
2.	ST/SC/OBC certificate	
3.	PH certificate (if applicable)	
4.	No Objection certificate (if applicable)	
5.	Employment Exchange registration number	
6.	Employment Exchange sponsoring serial number	

13. I..... son/daughter of
Shri/Smt.....

aged.....(D.O.B.....) resident of
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.....P.S.....District.....
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Manipur hereby declare that the information given above and in the enclosed documents are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face criminal proceedings as per provision of section 177, 193, 197, 198, 199 and 200 of the Indian Penal Code and any other suitable provisions of the Law. Also, all the benefits availed by me shall be summarily withdrawn and my application shall be liable for disqualification.

(Signature of Applicant)

Date:

Place: