

GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING
MANIPUR

NOTIFICATION

Imphal, 19th April 2023

TNG-7/1/2023-SAT-SAT : The undersigned is directed to notify that the Office Procedure Examination will be **conducted on Sunday, 21st May, 2023** in the premises of the State Academy of Training, Manipur. Regular Group-C ministerial employees of the Government of Manipur who wish to appear in the said examination may get themselves nominated by the concern Head of Department / Office in the prescribed Nomination Form **latest by 4:00 PM of 10th May, 2023.**

2. The scheme of the Examination is as detailed below:

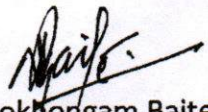
Paper	Topic	Full Marks	Remarks
I	Office Procedure	50	Without Books
II	FR & SR; CCS (CCA) Rules, 1965; CCS (Conduct) Rules, 1964; CCS (Temporary Service) Rules, 1965; Central Treasury Rules; General Financial Rules; MCS (Pension) Rules; MCS (Leave) Rules, 1972	50	With Books

Pass Marks

LDC/Stenographer (equivalent) : 33% UDC/Head Clerks (equivalent) : 40%

3. Further details are available at www.satmanipur.nic.in

4. Admit Cards will be issued from 09:30 AM to 4:00 PM on 18th & 19th May, 2023 ONLY.


(N. Shokhngam Baite)
Additional Director
State Academy of Training

Copy to:

1. Additional Secretary to Hon'ble Chief Minister, Manipur.
2. APS to Director General, State Academy of Training, Manipur.
3. All Administrative Secretaries, Government of Manipur.
4. All HoDs / HoOs.
5. Under Secretary (AR), Government of Manipur.
6. All members, Examination Board (Office Procedure Examination, May 2023)
7. Website of State Academy of Training, Manipur.
8. The Editor, Sangai Express (English) / Poknapham with request to publish the notification on 2 (two) alternate days
8. Notice Board.

APPLICATION FORM
OFFICE PROCEDURE EXAMINATION
(Only regular Group-C ministerial employees of the Government of Manipur may apply)

1. Name of Candidate:

(In capital letters)

3 (three) passport
photographs

2. Department:

3. Date of Birth:

4. Name of Office where posted:

5. Post held:

6. Date of Appointment in the
Present post:

7. Educational qualifications:

8. EIN No.


9. Enclosures: (i) Self-attested photocopy of Appointment / Promotion Order
(ii) Self-attested photocopy of Service Identity Card
(iii) 3 passport size photographs

Signature of Candidate

I certify that the statement given by Shri/Smt/Km.

..... is true the best of my knowledge & belief.

Signature
With seal of HoD/HoO


19-04-2023

Annexure-I to Notification No. TNG-7/1/2023-SAT-SAT dated 20/04/2023

TIME TABLE
(Office Procedure Examination)

Date	Day	Time	Paper	Topics	Full Marks
21 st May, 2023	Sunday	10.00 AM to 12.00 PM	I	Office Procedure	50
		1.00 PM to 3.00 PM	II	FR & SR; CCS (CCA) Rules, 1965; CCS (Conduct) Rules, 1964; CCS (Temporary Service) Rules, 1965; Central Treasury Rules; General Financial Rules; MCS (Pension) Rules, 1977; MCS (Leave) Rules, 1972	50

Mark
19-04-2023