



# MANIPUR STATE POWER DISTRIBUTION COMPANY LIMITED

Regd. Office: 3<sup>rd</sup> Floor, New Directorate Building near 2nd M.R. Gate, Imphal-Dimapur Road,  
Imphal, Manipur – 795001  
CIN:U40101MN2013SGC008343

## NOTIFICATION

Imphal, the 30<sup>th</sup> January, 2019

**No.6/79/2018-19/MSPDCL (HR): 2450-55** In pursuance of Govt. letter no. 50/32(1)/2014-Power (Pt.I)/A dated 17<sup>th</sup> January 2019 of the Secretariat, Power Department, Government of Manipur, the Manipur State Power Distribution Company Limited (MSPDCL) invites applications from eligible & **interested candidates sponsored by the Employment Exchanges** for the following posts in the prescribed format, in sealed cover envelopes **superscribed with name of the post, notification no. and date.:**

### 1A: Details of vacancies of Group C and Group D posts :

Sl. No	Name of the Post	Classification	Pay Band Plus Grade Pay (in Rs.)	Total	UR	ST	SC	OBC (M)	OBC (MP)	OBC (Teli/ Badi (Nep all))	PWD
1	Computer Operator	Group C	5200-20200+2800	64	31	22	1	8	2	-	2
2	Meter Reader cum Bill Distributor	Group C	5200-20200+2000	122	63	37	2	15	5	-	5
3	Junior Establishment Assistant	Group C	5200-20200+1900	31	16	9	1	3	2	-	1
4	Bill Assistant	Group C	5200-20200+1900	37	18	12	1	4	2	-	4
5	Junior Technical Assistant	Group D	4440-7440+1650	346	173	107	7	43	14	2	24
6	Watchman cum Cleaning Assistant	Group D	4440-7440+1300	12	6	4	-	1	1	-	2
7	Office Assistant	Group D	4440-7440+1300	10	6	3	-	1	-	-	2
<b>Total</b>				<b>622</b>	<b>313</b>	<b>194</b>	<b>12</b>	<b>75</b>	<b>26</b>	<b>2</b>	<b>40</b>

### 1B. RESERVATION OF POST FOR PERSONS WITH DISABILITY (PWD)

Sl. No.	Name of the post	Category	Functional Classification	No. of Reserved Vacancy
1	Computer Operator	Locomotor Disabilities , Hearing Handicapped	OA, OL, BL, HH	2
2	Meter Reader cum Bill Distributor	Locomotor Disabilities , Hearing Handicapped	OA, OL, HH	5
3	Junior Establishment Assistant	Locomotor Disabilities , Hearing Handicapped, Visual Impairment	OL, OA, BL, HH, LV, B	1
4	Bill Assistant	Locomotor Disabilities	OA, OL, BL	4
5	Junior Technical Assistant	Hearing Handicapped	HH	24
6	Watchman cum Cleaning Assistant	Locomotor Disabilities , Hearing Handicapped	OA, OL, HH	2
7	Office Assistant	Locomotor Disabilities , Hearing Handicapped	OA, OL, HH	2

Note : Persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

The candidate should be in the possession of Disability Certificate in the prescribed Form issued by the competent Authority in this regard.

### 2. The number of vacancies for the recruitment may be increased or decreased.

### 3. HOW TO APPLY

- i) A candidate may apply in any of the following Tests subject to fulfilment of educational qualification and may refer to clause **6. Scheme of Examination.**

**\*Common Test - 1** : Will be written examination / test of Objective Type with Multiple Choice Question for Computer Operator with essential qualification of graduation in any stream.

**\*Common Test - 2** : Will be a combined written examination / test of Objective Type with Multiple Choice Question for the post of **Meter Reader cum Bill Distributor, Junior Establishment Assistant** and **Bill Assistant** with essential qualification of 12<sup>th</sup> Passed.

There will be a common Application Form for these three Group C posts.

**Candidates are to indicate their order of preference of the Post in the Common Application Form.**

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**\*Common Test - 3** : Will be a combined written examination / test of Objective Type with Multiple Choice Question for the post of **Junior Technical Assistant, Watchman cum Cleaning Assistant** and **Office Assistant** with essential qualification of 10<sup>th</sup> Passed. There will be a common Application Form for these three Group D posts. **Candidates are to indicate their order of preference of the Post in the Common Application Form.**

**4. ELIGIBILITY CRITERIA FOR THE POSTS ARE GIVEN AS BELOW:**

Sl. No.	Name of Post	Minimum Educational Qualification	Age (as on 28 <sup>th</sup> Feb 2019)
1	Computer Operator	Graduate from a recognised University/Institute with minimum 6 months certificate course in Computer Applications	<p>Must have attained 18 years and not more than:</p> <p>a) 38 years for unreserved (UR) candidates Upper age limit is relaxable by 5 years for SC/ST and by 3 years for OBC candidates. (41 years for OBC candidates.) (43 years for SC/ST candidates.)</p> <p>PWD candidates: Upper age limit is relaxable by 10 years ( 15 years for ST/SC and 13 years for OBC)</p> <p>Upper age limit is relaxable for Govt. servant/ MSPDCL employee appointed under Govt of Manipur / MSPDCL to the extent of the period of continuous service put in post/ service.</p>
2	Meter Reader cum Bill Distributor	XII <sup>th</sup> passed or equivalent from a recognized Board/ University	
3	Junior Establishment Assistant	XII <sup>th</sup> Passed or equivalent from a recognized University/Board	
4	Bill Assistant	XII <sup>th</sup> Passed or equivalent with mathematics as a subject in Matriculation/ HSLC from recognized Board.	
5	Junior Technical Assistant	Matriculate/HSLC or equivalent from a recognized Board.	
6	Watchman cum Cleaning Assistant	Matriculate/ HSLC or its equivalent from a recognized Board.	
7	Office Assistant	Matriculation/HSLC or its equivalent from recognized Board.	

**5. MODE OF SELECTION :**

- I. The Direct recruitment to the above post will be on the basis of the performance in Written Examination / Test. and as per the **preferences provided by candidate in the Common Application Form.**
- II. There will be a separate written examination / **Common Test - 1** for the Group C Post of Computer Operator.
- III. There will be a combined written examination / **Common Test - 2** for the Group C Post viz a) Meter Reader cum Bill Distributor, b) Junior Establishment Assistant and c) Bill Assistant.
- IV. There will be a combined written examination / **Common Test - 3** for the Group D Post viz a) Junior Technical Assistant, b) Watchman cum Cleaning Assistant and c) Office Assistant.
- V. The written examination / test will be of Objective Type with Multiple Choice Question.
- VI. The written examination / test will consist of 150 numbers of Multiple Choice Question to be answered in 150 minutes.
- VII. For the posts of Computer Operator, there will be a Typing Test and Computer Proficiency test after clearing the Written Examination. And for the post of Junior Establishment Assistant, there will be a Typing Test after clearing the Written Examination. The test will be of qualifying nature.
- VIII. The Final Merit List will be based on the marks secured in the written examination / test. In case of two or more candidates securing the same marks, preference will be given to the candidate who secures more marks in the qualifying exams i.e. ,
  - a) Class X marks for Junior Technical Assistant, Watchman cum Cleaning Assistant and Office Assistant
  - b) Class XII marks for Meter Reader cum Bill Distributor, Bill Assistant, Junior Establishment Assistant and
  - c) Graduation marks for Computer Operator.

Where in case, both the marks secured in the written examination/test and marks obtained in Minimum Educational Qualification for the applied post are same, the candidate older ( in age) will be ranked higher.

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## 6. SCHEME OF EXAMINATION:

All the eligible candidates should appear in an written exam (multiple choice question, MCQ) as detailed below.

For the posts of Computer Operator there will be a Typing Test and computer proficiency test after clearing the Written Examination. And for the posts Junior Establishment Assistant , there will be a Typing Test after clearing the Written Examination *i.e.* , 30 word per minute in typing (English), (relaxable for SC/ST candidate upto 25 words per minute in typing. The test will be of qualifying nature.

Candidates will be selected for appointment to the posts based on the merit list drawn thereafter.

The scheme of Examination / Test will be as below : -

Sl. No.	Name & Class of the Posts	Test Group	Total marks & Type of Question for Written Examination	Test Duration	Medium of Written Examination	Syllabus
1	Group 'C' Post *Computer Operator	TEST 1	Total Marks-150	150 mins	English	<b>Graduate level</b> (on General Knowledge, General English , Aptitude and Basic Computer knowledge )
2	Group 'C' Post *Meter Reader cum Bill Distributor *Junior Establishment Assistant *Bill Assistant	TEST 2	Total Marks-150	150 mins	English	<b>Class XII level</b> (on General Knowledge, General English , Aptitude)
3	Group 'D' Post *Junior Technical Assistant *Watchman cum Cleaning Assistant *Office Assistant	TEST 3	Total Marks-150	150 mins	English	<b>Class X level</b> (on General Knowledge, General English, Aptitude)

7. Applications forms may be downloaded from the websites [www.manipur.gov.in](http://www.manipur.gov.in) and [www.mspdcl.com](http://www.mspdcl.com) .

8. Only those applications duly sponsored by the respective District Employment Exchanges Offices shall be accepted.

9. Duly sponsored candidates from the respective Employment Exchange may submit applications in sealed cover envelopes superscribed with name of the post, notification no. along with a non-refundable examination fee of Rs.500/- for UR/OBC candidates and Rs. 300/- for SC/ST candidates respectively in cash to the Receipt/issue Counter of MSPDCL, Corporate Office, 3rd Floor, New Directorate Building near 2nd M.R. Gate, Imphal -Dimapur Road, Imphal, Manipur – 795001.

***The last date of submission of duly filled in Application Form is 28<sup>th</sup> February 2019, (4:30 PM)***

***Examination fee will be exempted for PWD candidates.***

10. Candidates applying for the **Common Examination Test in more than one Test should submit separate applications for each Test and examinations fees should be paid separately.**

11. Submission of application does not imply that a candidate has fulfilled all criteria given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected at any subsequent point of time, if any ineligibility condition is detected at any point of time.

12. Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.

13. While submitting Application form, all required documents in photocopies ( Marksheets /Certificates, Caste Certificate, PWD Certificate) should be attested by the Gazetted officer.

14. Application received after the closing date or incomplete /without documents or otherwise found incomplete in any respect in the prescribed performa is liable to be rejected and no correspondence shall be entertained in this regard.

15. Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite certificate from the competent authority.

16. Date of examination and centre of examination will be indicated on the Admit Card to be issued at the Office of the Managing Director MSPDCL, Corporate Office. Date of Issue of Admit Card along with Examinations Centre shall be notified separately.

17. The decision of the MSPDCL in all matters relating to eligibility, acceptance or rejection of the applications, mode of selection, conduct of examination(s), allotment of examination centres, selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

18. MSPDCL reserves the right to cancel the advertisement, notification, any other Terms and Conditions at any stage.

  
(L. Priyokumar Singh)  
Managing Director, MSPDCL

Copy to:

1. The P.P.S. to the Hon'ble Minister (Power) , Manipur.
2. The Chairman, MSPDCL , Manipur.
3. The Commissioner (Power), Government of Manipur.
4. The Director (IT) for kind uploading of the notice in the website of the State Government ([www.manipur.gov.in](http://www.manipur.gov.in))
5. The Additional Director, Directorate of Employment, Manipur
6. Concerned file/Guard file.

### **IMPORTANT INSTRUCTION TO CANDIDATES**

1. Manipur Power Distribution Company Limited will conduct the requisite Competitive Examination for recruitment to the various posts mentioned above.
2. Candidates seeking reservation benefits for SC/ST/OBC/PH must ensure that they are entitled to such reservation as per eligibility prescribed above. They should also be in possession of the required valid certificates in support of their claim.
3. Copies of require certificates for (i) proof of date of birth (ii) OBC/SC/ST/PH and (iii) academic qualifications should be duly attested by a gazetted officer and should submitted along with the application form/forms as enclosures.
4. The dates of issue of admit card will be notified later.
5. 2 (two) copies of candidate's recent passport size photograph along with the required educational certificates from Matriculation onwards and OBC/SC/ST/PH certificates which are to be attested by Gazetted Officer should submitted along with the application by the candidate.
6. Candidates already in Government services should apply through proper channel.
7. The decision of MSPDCL as to the eligibility or otherwise of the candidate is final.
8. MSPDCL reserves the right to terminate/cancel the candidature of the candidate, and shall further lead to cancellation of the appointment (if any)/forfeiture of candidature and even prosecution, if any information furnished by the candidate is found false/forged /wrong/ incorrect.