

**GOVERNMENT OF MANIPUR  
DEPARTMENT OF TAXES**

**NOTIFICATION**

Imphal, the 20<sup>th</sup> February, 2024

**No. TAX/1(266)/IMP/96:** In pursuance of Government Convey letter No.FX-7/1/2024-e-FD-Part(2) dated 6<sup>th</sup> February, 2024 for approval of recruitment of 4 (four) Lower Divisional Clerks (LDCs), 11(eleven) Data Operator and 7(Seven) Drivers on contract basis as approved by the State Cabinet in its meeting held on 15<sup>th</sup> January, 2024 with the concurrence of D.P. vide U.O. No. 253/2023-2024/DP dated 05-02-2024 and FD(PIC) vide U.O. No. 219/2023-2024/FD(PIC) dated 02-02-2024 . applications in the prescribed format are invited from intending candidates for recruitment of the following posts on contract basis through sponsorship of the concerned Employment Exchanges.

Sl. No.	Name of the post	Qualification	Pay	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.10,850.00	4	3	1	X	X	X
2.	Data Operator	(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.9,950.00	11	7	3	X	1	X
3.	Driver	(i) Class X pass/Matriculate/HSLC/Equivalent from a recognised Board/Institution. (ii) Driving experience for 3 years possessing requisite driving license.	Rs. 9,950.00	7	4	2	X	1	X
<b>Total</b>				<b>22</b>	<b>14</b>	<b>6</b>	<b>X</b>	<b>2</b>	<b>X</b>

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

3. **Examination Scheme:**

<b>FOR THE POST OF LOWER DIVISIONAL CLERK (LDC), DATA OPERATOR</b>			
Subjects	Full Marks	Qualifying marks	Time Allowed
(A) General English	50	30%	2 hours
(B) General Knowledge	50	30%	
(C) Computer (Practical)	50	30%	To be notified later
Questions for General English and General Knowledge will be purely based on multiple choice questions (MCQs)			

<b>FOR THE POST OF DRIVER</b>			
Subjects	No. of Questions	Total Marks	Time Allowed
(A) General Intelligence & Reasoning	25	25	2 hours
(B) General Knowledge	25	25	
(C) Quantitative Aptitude	25	25	
(D) English Language	25	25	
Total	100	100	
Questions will be purely based on multiple choice questions (MCQs)			

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

1.	Date of notification	20.02.2024
2.	Date of commencement of Online Registration of Application	20.02.2024
3.	Last date of Registration/Submission of Online Application	15.03.2024
4.	Issue of admit card	To be notified later
5.	Date of Written Examination	To be notified later
6.	Date for Computer (Practical) Test ("for the post of LDC & Data Operator only")	To be notified later

5. **Age Limit:** A candidate must have attained the age of 18 years (21 years for driver) and must not have attained the age of 38 years on the 20<sup>th</sup> of February, 2024 i.e. he/she must have been born not earlier than 21<sup>st</sup> February, 1986 and not later than 20<sup>th</sup> February, 2006 (20<sup>th</sup> February, 2003 for driver). 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

**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.

6. **Eligibility Condition:**

- The candidate must be a citizen of India.
- The candidate must be able to speak Manipuri or any of the notified Schedule Tribe dialects of Manipur.
- The candidate must be a permanent resident of Manipur provided that a candidate whose parent or any of 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.

7. **Application Fees:** Candidates are required to pay applicable fee at the time of submission of forms. The fees payable is indicated as under:

Sl. No.	Name of the Post	Application Fee
1.	Lower Divisional Clerk (LDC)/Data Operator/Driver	a) UR/OBC- Rs. 500.00 b) SC/ST- Rs. 250.00

- 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.
  - Eligible candidates who have applied for the various posts notified vide notification No. TAX/1(266)/IMP/96 dated 06.01.2021 are requested to re-apply and upload the requisite documents. They are not required to pay the examination fee again.
  - 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.
8. **List of documents to be uploaded at the time of application:**
- Permanent Resident Certificate issued by the respective District Magistrate/Deputy Commissioner.
  - Age proof Certificate.
  - Concerned Employment Exchange Office sponsored document.
  - Educational qualification Certificates along with relevant Mark Sheets from matriculation and onwards.
  - SC/ST/OBC for candidates seeking reservation /benefit available for SC/ST/OBC category.
  - Recent photograph.
  - Signature.
  - "NO OBJECTION CERTIFICATE" from the employer, if Candidates are serving in any Government Department or Public Sector Undertaking or Autonomous Body.

viii) 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.


9. **Submission of application:**

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

10. **How to apply:** Application should be submitted through online mode only by registering themselves 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.

11. The Taxation department deserves the right to cancel the advertisement/ notification, any other terms and conditions at any stage.

  
(Mercina R Panmei)  
Commissioner of Taxes,  
Manipur

**Copy to: -**

- 1) The Secretary to the Hon'ble Chief Minister, Manipur.
- 2) The Staff officer to Chief Secretary (Finance), Government of Manipur
- 3) The Joint Secretary (DP), Government of Manipur.
- 4) The Joint Secretary (Finance), Government of Manipur.
- 5) The Director, DIPR, Manipur for wide publicity of the notification.
- 6) The Editor, AIR/DDK/ISTV/Impact TV,  
(with a request to include the details of the above notification as news item in the local news bulletin.)
- 7) The Editor, Pknapham (M)/ Sangai Express (E/M)/Naharol Thaodang/ Imphal Free Press.  
(with a request to publish the above notification for two alternate days only and to submit the bills in Triplicate to this Department for early payment.)
- 8) Guard File.

  
(Mercina R Panmei)  
Commissioner of Taxes,  
Manipur