

GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING
TAKYELPAT
(email:sat.manipur@gov.in)

NOTIFICATION

Imphal, the 11th January,2019.

No. 9/46/2017(5): It is hereby notified to all concerned that the State Academy of Training shall conduct **Office Procedure Examination, 2019 on 10th February,2019 (Sunday)** in the premises of the Academy. Any **group 'C'** employees who are willing to participate in the said examination should get himself/herself nominated by the concerned Head of Office/Department in the prescribed Nomination Form (attached herewith as **Annexure-II**) and the nomination along with 2(two) passport size photographs (duly attested) of the nominee(s) should reach the Academy on or before **25th January,2019.**

2. The Scheme of the Examination shall be as detailed below:

Paper	Topic	Full Marks	Remarks
I	Office Procedure	50	Without Book.
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	With Book

Pass Marks:

LDCs/Stenographers 33%(in aggregate)
UDCs/Head Clerks 40%(in aggregate)

3. Further details such as prescribed format of Nomination Form, Time Table, etc. may be downloaded from the official website of SAT: www.satmanipur.nic.in.

4. Admit Card of the examination will be issued on **5th February,2019** during Office hours at the State Academy of Training,Takyelpat.



(O. Nabakishore Singh),
Director General.

State Academy of Training, Manipur.

Copy to :-

1. The Joint Secretary(AR),Govt. of Manipur.
2. All Heads of Departments,Manipur.
3. All Deputy Commissioners,Manipur.
4. TheEditor..... **He is requested to publish the Notification consecutively for 2 days and submit bill in duplicate for early payment.**
5. Notice Board.

P R O F O R M A
(OFFICE PROCEDURE EXAMINATION)

1. Name of Candidates:.....
(In capital letters)
2. Name of Office where posted :.....
3. Post held :.....
4. Date of Appointment in the
Present post :.....
5. Education qualification:.....
6. Whether Belongs in SC/ST :.....
7. EIN No.....

2(two) passport
photographs

Signature of candidates

I certify that the statement given by Shri/Smt/Miss.....
..... is true the best of my knowledge & belief.

Signature
With seal of HOD/HOO

Annexure –I to Notification. No. 9/46/2017(5) dated 11th January,2019

TIME TABLE

(Office Procedure Examination,2019)

Date	Day	Time	Paper
10 th February,2019	Sunday	10.00 am to 12.00 noon	I
		1.00 pm to 3.00 pm	II