

GOVERNMENT OF MANIPUR  
STATE ACADEMY OF TRAINING  
TAKYELPAT

**NOTIFICATION**

Imphal, the 31<sup>st</sup> December, 2020.

No. 9/46/2017(5)-SAT: It is hereby notified to all concerned that the State Academy of Training shall conduct **Office Procedure Examination on 28<sup>th</sup> February, 2021 (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 **3(three) Passport size photographs** and **Service Identity Card** (duly attested) of the nominee(s) should reach the Academy on or before **30<sup>th</sup> January, 2021**.

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](http://www.satmanipur.nic.in).

4. Admit Card of the examination will be issued on **24<sup>th</sup> February, 2021** during Office hours at the State Academy of Training, Takyelpat.

Sd/-

( P. Vaiphei ),

Additional Chief Secretary  
Director General (Link)/SAT

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**Memo No. 9/46/2017(5)-SAT:**

Imphal, the 31<sup>st</sup> December, 2020.

Copy to :-

1. The Deputy Secretary(AR), Govt. of Manipur.
2. All Heads of Departments/Offices, Manipur.
3. All Deputy Commissioners, Manipur.
4. The Additional Director/SAT
5. The Sr. Finance Officer/SAT
6. The Editor..... **He is requested to publish the Notification consecutively for 2 days and submit bill in duplicate for early payment.**
7. Notice Board.

(W. Ibemhal Devi),

Deputy Director,  
State Academy of Training, Manipur.

Annexure -I to Notification. No. 9/46/2017(5)-SAT dated 31<sup>st</sup> December,2020

## TIME TABLE

(Office Procedure Examination,2021)

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Paper</b>
28 <sup>th</sup> FEBRUARY, 2021	Sunday	10.00 am to 12.00 noon	I
		1.00 pm to 3.00 pm	II

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

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



Signature of candidate

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

Signature  
With seal of HOD/HOO