

GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING
TAKYELPAT

NOTIFICATION

Imphal, the 22nd September, 2021.

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 13th November, 2021 (2nd Saturday)** 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 **20th October, 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(equivalent)	33%(in aggregate)
UDCs/Head Clerks(equivalent)	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 **8th November, 2021** during Office hours at the State Academy of Training, Takyelpat.

Sd/-


(**Letkhogin Haokip**),
Director General,
State Academy of Training, Manipur.

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

Imphal, the 22nd September, 2021.

Copy to :-

1. The Deputy Secretary(AR), Govt. of Manipur.
2. All Heads of Departments/Offices, Manipur.
3. All Deputy-Commissioners, Manipur.
4. The Deputy 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.


(**N. Shokhongam Baite**),
Additional Director,
State Academy of Training, Manipur.

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.....

3(three) passport
photographs

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

Annexure -I to Notification. No. 9/46/2017(5)-SAT dated 22nd September,2021

TIME TABLE

(Office Procedure Examination,2021)

Date	Day	Time	Paper
13th November, 2021	2nd Saturday	10.00 am to 12.00 noon	I
		1.00 pm to 3.00 pm	II