

GOVERNMENT OF MANIPUR  
STATE ACADEMY OF TRAINING  
MANIPUR

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**NOTIFICATION**

Imphal, the 26<sup>th</sup> November, 2024.

No. TNG-7/1/2023-SAT-SAT : The undersigned is directed to notify that the Office Procedure Examination shall be conducted on **5<sup>th</sup> January, 2025 (Sunday)** in the following centres. Regular group "C" ministerial employees of the Government of Manipur who desire to appear in the said examination may submit duly filled in prescribed format latest by 4.00 PM. of **20<sup>th</sup> December, 2024** at the office of the undersigned.

2. **The Scheme of the Examination:-**

Paper	Topic	Full Marks	Remarks
I	<i>Office Procedure</i>	50	Without Book.
II	<i>FR &amp; 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</i>	50	With Book

**Pass Marks:**


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

3. **Centre of the Examination**

- i) State Academy of Training, Takyelpat.
- ii) Chandel
- iii) Senapati
- iv) Churachandpur.

4. The application form is attached at annexure-I, Schedule of the Examination at Annexure-II etc. can be downloaded from the office website i.e. [www.satmanipur.nic.in](http://www.satmanipur.nic.in).

5. Admit Card of the examination can be collected from respective examination centre on **2<sup>nd</sup> & 3<sup>rd</sup> January, 2025**.

  
( Md. S. Daulat Khan )  
Additional Director,  
State Academy of Training, Manipur

Copy to :-

1. APS to Special Chief Secretary(AR), Government of Manipur.
2. APS to Director General/SAT for kind information.
3. All HoDs/HoOs, Govt. of Manipur.
4. All Commissioners/Secretaries, Govt. of Manipur.
5. All Deputy Commissioners, Govt. of Manipur.
6. Website in-charge, State Academy of Training.
7. The Director(DIPR), with request to publish the above Notification for 2(two) alternative days to the local daily newspaper, Sangai Express(English)/ Poknapham.
8. Notice Board.

**APPLICATION FORM**  
**(OFFICE PROCEDURE EXAMINATION2024-25)**

*(Only regular Group-C ministerial employees of the Government of Manipur may apply)*

1. Name of Candidate:.....  
(In capital letters)
2. Department:.....
3. Date of Birth.....\
4. Name of Office where posted.....
5. Post held :.....
6. Date of Appointment in the  
Present post :.....
7. Educational qualification:.....
8. EIN No.....
9. Contact No.....

3(three) passport  
photographs

10. Enclosures: (i) Self attested photocopy of appointment/Promotion Order  
(ii) Self attested photocopy of Service Identity Card.  
(iii) 3(three) passport size photographs.

11. (Tick the Centre)

1.	State Academy of Training, Takyelpat	
2.	Chandel	

3.	Senapati	
4.	Churachandpur	

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 -II to Notification. No. TRG-7/1/2023-SAT-SAT dated 26<sup>th</sup> November,2024

**TIME TABLE**  
(Office Procedure Examination,2024-25)

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Paper</b>	<b>Topic</b>	<b>Full Marks</b>
5 <sup>th</sup> January, 2025	Sunday	10.00 am to 12.00 noon	I	Office Procedure (Without Book)	50
		1.00 pm to 3.00 pm	II	(With Books) FR & SR ;CCS(CCA) Rules, 1965,CCS(Conduct(Rules,1964 CCS (Temporary Service) Rules, 1965; Central Treasury Rules, General Financial Rules, MCS (Pension) Rules and MCS(Leave) Rules,1972.	50