

**GOVERNMENT OF MANIPUR
STATE ACADEMY OF TRAINING
MANIPUR**

NOTIFICATION

Imphal, 12th May, 2025

No.TNG-7/1/2023-SAT-SAT: It is hereby informed to all regular group-C ministerial employees of the Government of Manipur that the Office Procedure Examination shall be conducted on 5th July, 2025 (Saturday). Those who desire to appear in the said examination may submit duly filled application form in the prescribed format not later than 4.30 pm. of 17th June, 2025 at the office of the undersigned.

2. The Scheme of the Examination is given 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, MCS (Leave) Rules, 1972	50	With Book

Pass Marks:

LDCs/Stenographers (equivalent)
UDCs/Head Clerks (equivalent)

33% (in aggregate)
40% (in aggregate)

3. The examination shall be conducted in the following Centres.

- i. Chandel,
- ii. Senapati,
- iii. Churachandpur,
- iv. SAT premises,

4. The application form at annexure-I, schedule of the examination at annexure-II etc. can be downloaded from the office website i.e. www.satmanipur.nic.in

5. Admit Card of examination can be collected from respective examination centres from 2nd & 3rd July, 2025.

* For further enquiries, please contact 8415907226.

Yours faithfully

(Md. S. Daulat Khan)
Additional Director

State Academy of Training, Manipur

Copy to:-

1. PA to Director General, State Academy of Training, Government of Manipur.
2. All Administrative Secretaries, Government of Manipur.
3. All Heads of Departments, Government of Manipur.
4. All Deputy Commissioners, Government of Manipur.
5. The Director(DIPR), with request to publish the above Notification for 2(two) alternative days in the local daily newspaper, Sangai Express(English)/ Poknapham(MANIPURI)
6. Under Secretary(AR),Govt. of Manipur.
7. Notice Board/Guard File.

Annexure –II to Notification. No. TRG-7/1/2023-SAT-SAT dated 12th May,2025

TIME TABLE
(Office Procedure Examination,2025)

Date	Day	Time	Paper	Topic	Full Marks
5 th July, 2025	Saturday	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

Annexure –I to Notification. No. TRG-7/1/2023-SAT-SAT dated 12th May,2025

APPLICATION FORM
(OFFICE PROCEDURE EXAMINATION, 2025)

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

3(three) passport
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