

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

**NOTIFICATION**

Imphal, 20<sup>th</sup> June, 2026

**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 26<sup>th</sup> July, 2026 (Sunday). Those who desire to appear in the said examination may submit duly filled application form in the prescribed format not later than 4.00 pm. of 13<sup>th</sup> July, 2026 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. Kangpokpi
- iv. Churachandpur,
- v. 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](http://www.satmanipur.nic.in)

5. Admit Card of examination can be collected from respective examination centres on 23<sup>rd</sup> & 24<sup>th</sup> July, 2026.

\* For further enquiries, please contact 8415907226/9612380913.



(Md. S. Daulat Khan)  
Additional Director

State Academy of Training, Manipur

Copy to:-

1. APS to Director General, State Academy of Training, Government of Manipur.
2. All Administrative Secretaries, Government of Manipur.
3. All HoDs/HoOs, 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. Website in-charge/State Academy of Training.
8. Notice Board/Guard File.

Annexure –I to Notification. No. TRG-7/1/2023-SAT-SAT dated 20<sup>th</sup> June,2026

**APPLICATION FORM**  
**(OFFICE PROCEDURE EXAMINATION, 2026)**

***(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.  
(iv) Application form along with forwarding letter of the concern HoD/HoO.

3(three) passport  
photographs

11. (Tick the Centre)

1.	State Academy of Training, Takyelpat	
2.	Kangpokpi	
3.	Chandel	

4.	Senapati	
5.	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 20<sup>th</sup> June,2026**

**TIME TABLE**  
(Office Procedure Examination,2026)

<b>Date</b>	<b>Day</b>	<b>Time</b>	<b>Paper</b>	<b>Topic</b>	<b>Full Marks</b>
<b>26<sup>th</sup> July, 2026</b>	<b>Sunday</b>	10.00 am to 12.00 noon	<b>I</b>	Office Procedure <b>(Without Book)</b>	<b>50</b>
		1.00 pm to 3.00 pm	<b>II</b>	<b>(With Books)</b> 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.	<b>50</b>