

RECRUITMENT RULES FOR THE POST OF SENIOR TECHNICAL ASSISTANT(COMPUTER) IN THE STATE ACADEMY OF TRAINING, TAKYELPAT

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age for Direct recruit	Educational and other qualification required for direct recruits	Whether age & Educational qualification prescribed for direct will apply in case of promotees	Period of probation	Method of recruitment. Whether by direct or promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
SENIOR TECHNICAL ASSISTANT (Computer)	3(three)	G.C.S. Group-B (Non-Gazetted)	Pay Level 7 of the Pay Matrix	Selection	38 years Unreserved category. Upper age limit for ST/SC & OBC category is relax able as per rule	<u>Essential:</u> B.E.(Computer Science) or MCA, or equivalent qualifications from a Govt. recognised university/Institute	N.A.	2(two) years	100% by Promotion	Technical Assistant(Computer) with 3(three) years' regular service in the grade	Class-II DPC	As per Rule

FORM TO BE SUBMITTED BY THE APPOINTING AUTHORITY HEAD OF DEPARTMENTS WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNAL & ADMINISTRATIVE REFORMS (PERSONNAL DIVISION) AND THE MANIPUR PUBLIC SERVICE COMMISSION FOR FRAMING OF RECRUITMENT RULES

1.	(a) Name of the posts	Senior Technical Assistant (Computer)
	(b) Name of the Department	DP & AR (AR Division)
	(c) Number of posts	3(three)
	(d) Pay Level	Pay Level-7 [MS(RP)Rules, 2019]
	(e) Class & service to which the post belongs	G.C.S. Class II/ Gazetted /Non-Gazetted, as applicable
	(f) Ministerial or non-ministerial	Non-Ministerial
2.	Appointing Authority :	Govt. of Manipur
3.	Duties of the posts in details	Responsible for System Administration, Website Maintenance, assisting trainings & administration, taking care of ICT tools & machineries and other IT enabled services, etc
4.	Describe briefly the methods adopted for filling the posts thereto	By promotion.
5.	Method of recruitment proposed	- do -
6.	If promotion is proposed as a method of recruitment (a)Designation and number of the posts proposed to include in the field of promotion.	Technical Assistant (Computer) - 3(three) posts.
	(b)Number of years of qualifying service Proposed to the fixed before persons in the field become eligible for promotion	Technical Assistant (Computer) with 3(three) years' regular service in the grade.
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%
	(d)Reasons for proposing the percentage in (c) above.	To provide promotional avenue to the existing eligible departmental personnel possessing the requisite qualification and experience and to utilise their experience and expertise in the field of computer/IT related work.
	(e) Have recruitment rules been framed for the post proposed in the field of promotion if framed in consultation with the Commission, please quote Commission's reference number. If consultation with the	No separate Recruitment Rules have been framed for the post proposed in the field of promotion.

Commission was not required please attach a copy of rules framed.			
(f) If recruitment Rules were not framed for the post in the field of promotion:-	(i) Please indicate briefly the method or recruitment actually adopted for filling the posts. Please also state the percentage filled by each of the methods.	By Promotion - 100%	
	(ii) Please state briefly the educational qualification possessed by the persons in the field of promotion.	B.E.(Computer Science), MCA or equivalent	
(g)	(i) Is the promotion to be made on Selection or Non-Selection basis ?	Selection	
	(ii) Reasons for the proposal in (i) above.	Considering the technical nature of the post and the duties and responsibilities involved, selection on the basis of merit with due regard to seniority is considered appropriate.	
(h) If a D.P.C. exists, what is the composition		Class II DPC as per rule	
7.	If promotion is not proposed as method, please state why it is not considered desirable/possible /necessary.	N. A.	
8.	If direct recruitment is proposed as a method of recruitment	(a) The percentage of vacancies proposed to be filled by direct recruitment.	N. A.
		(i) Age for direct recruits:	N. A.
		(b) (ii) Is age relax able for Government servants ?	N. A.

	please state:-	(c) Educational & other qualifications required for direct recruitments (If may please be qualifications prescribed are relax able at Commission's discretion in case of candidates otherwise well qualified).	N. A.
9.	If direct Recruitment is not proposed as a method, please state why it is not considered desirable/ possible/necessary?		Direct recruitment is not proposed as the post is intended to provide a promotional avenue to eligible departmental personnel possessing the requisite technical qualification, experience and service in the feeder grade.
10.	(i) If promotion & direct recruitment are both proposed as methods of rectt., will the Educational qualifications proposed for direct recruits will apply in the case of promotees.		N. A.
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees?		N. A.
11.	(a) If deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clear whether deputation or transfer or both are proposed		Deputation, failing which by promotion, is not proposed. The post is proposed to be filled by promotion only.
	(b) The percentage of vacancies proposed to be filled by this method :		100%
	(c) The period of which deputation will be limited		N. A.
	(d) The names of the posts of grades or services etc. from which deputation/transfer is proposed		N. A.
12.	If any of the method proposed fails, by what method, are such vacancies proposed to be filled.		By deputation
13.	Special circumstances, if any other that those covered by the Rules, in which the Commission may be required to be consulted		Nil
14.	If these proposals are being sent in		N. A.

	response to any reference from the Commission, please quote Commission's reference etc.	
15	Name, address & tel. numbers of the Department's Representatives with whom these proposals may be, discussed, if necessary for clarification early decision	Additional Director, SAT

DATE : 7/09/2026

PLACE : Imphal .



Signature of the Officer
Sending the proposals
Tel. No.

RECRUITMENT RULES FOR THE POST OF PRINCIPAL TECHNICAL ASSISTANT(COMPUTER) IN THE STATE ACADEMY OF TRAINING, TAKYELPAT

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age for Direct recruit	Educational and other qualification required for direct recruits	Whether age & Educational qualification prescribed for direct will apply in case of promotees	Period of probation	Method of recruitment. Whether by direct or promotion or by deputation/tr ansfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
PRINCIPAL TECHNICAL ASSISTANT (Computer)	3(three)	G.C.S. Group-B (Non-Gazetted)	Pay Level 8 of the Pay Matrix	Selection	38 years Unreserved category. Upper age limit for ST/SC & OBC category is relax able as per rule	<u>Essential:</u> B.E.(Computer Science) or MCA, or equivalent qualifications from a Govt. recognised university/Institute	N.A.	2(two) years	By Promotion	3(three) years of regular service as Senior Technical Assistant(Computer)	Class-II DPC	As per Rule

FORM TO BE SUBMITTED BY THE APPOINTING AUTHORITY HEAD OF DEPARTMENTS WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNAL & ADMINISTRATIVE REFORMS (PERSONNAL DIVISION) AND THE MANIPUR PUBLIC SERVICE COMMISSION FOR FRAMING OF RECRUITMENT RULES

1.	(a) Name of the posts	Principal Technical Assistant (Computer)
	(b) Name of the Department	DP & AR (AR Division)
	(c) Number of posts	3(three)
	(d) Pay Level	Pay Level-8 [MS(RP)Rules, 2019]
	(e) Class & service to which the post belongs	G.C.S. Class II/Non-Gazetted
	(f) Ministerial or non-ministerial	Non-Ministerial
2.	Appointing Authority :	Govt. of Manipur
3.	Duties of the posts in details	Responsible for System Administration, Website Maintenance, assisting trainings & administration, taking care of ICT tools & machineries and other IT enabled services, etc
4.	Describe briefly the methods adopted for filling the posts thereto	By promotion.
5.	Method of recruitment proposed	- do -
6.	If promotion is proposed as a method of recruitment (a)Designation and number of the posts proposed to include in the field of promotion.	Senior Technical Assistant (Computer)-3(three) posts.
	(b)Number of years of qualifying service Proposed to the fixed before persons in the field become eligible for promotion	Senior Technical Assistant (Computer) with 3(three) years' regular service in the grade.
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%
	(d)Reasons for proposing the percentage in (c) above.	To provide promotional avenue to the existing eligible departmental personnel possessing the requisite qualification and experience and to utilise their experience and expertise in the field of computer/IT related work.
	(e) Have recruitment rules been framed for the post proposed in the field of promotion if framed in consultation with the Commission, please quote Commission's reference	No separate Recruitment Rules have been framed for the post proposed in the field of promotion.



	number. If consultation with the Commission was not required please attach a copy of rules framed.		
(f) If recruitment Rules were not framed for the post in the field of promotion:-	(i) Please indicate briefly the method or recruitment actually adopted for filling the posts. Please also state the percentage filled by each of the methods.		By Promotion - 100%
	(ii) Please state briefly the educational qualification possessed by the persons in the field of promotion.		B.E.(Computer Science), MCA or equivalent
(g)	(i) Is the promotion to be made on Selection or Non-Selection basis ?		Selection
	(ii) Reasons for the proposal in (i) above.		Considering the technical nature of the post and the duties and responsibilities involved, selection on the basis of merit with due regard to seniority is considered appropriate.
(h)	If a D.P.C. exists, what is the composition		Class II DPC as per rule
7.	If promotion is not proposed as method, please state why it is not considered desirable/possible /necessary.		N. A.
8.	If direct recruitment is proposed as a method of recruitment	(a) The percentage of vacancies proposed to be filled by direct recruitment.	N. A.
		(i) Age for direct recruits:	N. A.
		(b) (ii) Is age relax able for Government servants ?	N. A.



	please state:-	(c) Educational & other qualifications required for direct recruitments (If may please be qualifications prescribed are relax able at Commission's discretion in case of candidates otherwise well qualified).	N. A.
9.	If direct Recruitment is not proposed as a method, please state why it is not considered desirable/ possible/necessary?	Direct recruitment is not proposed as the post is intended to provide a promotional avenue to eligible departmental personnel possessing the requisite technical qualification, experience and service in the feeder grade.	
10.	(i) If promotion & direct recruitment are both proposed as methods of rectt., will the Educational qualifications proposed for direct recruits will apply in the case of promotees.	N. A.	
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees?	N. A.	
11.	(a) If deputation/transfer proposed as a method of recruitment ? If so, please state the reasons for the proposal. Please state clear whether deputation or transfer or both are proposed	Deputation, failing which by promotion, is not proposed. The post is proposed to be filled by promotion only.	
	(b) The percentage of vacancies proposed to be filled by this method :	100%	
	(c) The period of which deputation will be limited	N. A.	
	(d) The names of the posts of grades or services etc. from which deputation/transfer is proposed	N. A.	
12.	If any of the method proposed fails, by what method, are such vacancies proposed to be filled.	By deputation	
13.	Special circumstances, if any other than those covered by the Rules, in which the Commission may be required to be consulted	Nil	
14.	If these proposals are being sent in	N. A.	

	response to any reference from the Commission, please quote Commission's reference etc.	
15	Name, address & tel. numbers of the Department's Representatives with whom these proposals may be, discussed, if necessary for clarification early decision	Additional Director, SAT

DATE : 7/09/2026.

PLACE : Imphal.


Signature of the Officer
Sending the proposals
Tel. No.

RECRUITMENT RULES FOR THE POST OF TECHNICAL OFFICER(IT) IN THE STATE ACADEMY OF TRAINING, TAKYELPAT

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age for Direct recruit	Educational and other qualification required for direct recruits	Whether age & Educational qualification prescribed for direct will apply in case of promotees	Period of probation	Method of recruitment. Whether by direct or promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made	If a DPC exists what is its composition	Circumstances in which MPSC is to be consulted in making recruitment
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
TECHNICAL OFFICER(IT)	3(three)	G.C.S. Group-A (Gazetted)	Pay Level 9 of the Pay Matrix	Selection	38 years Unreserved category. Upper age limit for ST/SC & OBC category is relax able as per rule	Essential: B.E.(Computer Science) or MCA, or equivalent qualifications from a Govt.recognised university/Institute	N.A.	2(two) years	By Promotion	After completion of 3(three) years as Principal Technical Assistant(Computer); Or, After completion of 10(ten) years as Technical Assistant (Computer)	DPC as per the relevant Recruitment rules	As per Rule

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1.	(a) Name of the posts	Technical Officer (IT)
	(b) Name of the Department	DP & AR (AR Division)
	(c) Number of posts	3(three)
	(d) Pay Level	Pay Level-9 [MS(RP)Rules, 2019]
	(e) Class & service to which the post belongs	G.C.S. Class I/ Gazetted
	(f) Ministerial or non-ministerial	Non-Ministerial
2.	Appointing Authority :	Govt. of Manipur
3.	Duties of the posts in details	Responsible for System Administration, Website Maintenance, assisting trainings & administration, taking care of ICT tools & machineries and other IT enabled services, etc
4.	Describe briefly the methods adopted for filling the posts thereto	By promotion.
5.	Method of recruitment proposed	- do -
6.	If promotion is proposed as a method of recruitment (a) Designation and number of the posts proposed to include in the field of promotion.	Principal Technical Assistant (Computer)- 3(three) posts.
	(b) Number of years of qualifying service Proposed to the fixed before persons in the field become eligible for promotion	Principal Technical Assistant(Computer) with 3(three) years' regular service in the grade.
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	100%
	(d) Reasons for proposing the percentage in (c) above.	To provide promotional avenue to the existing eligible departmental personnel possessing the requisite qualification and experience and to utilise their experience and expertise in the field of computer/IT related work.
	(e) Have recruitment rules been framed for the post proposed in the field of promotion if framed in consultation with the Commission, please quote Commission's reference	No separate Recruitment Rules have been framed for the post proposed in the field of promotion.

	number. If consultation with the Commission was not required please attach a copy of rules framed.		
(f) If recruitment Rules were not framed for the post in the field of promotion:-	(i) Please indicate briefly the method or recruitment actually adopted for filling the posts. Please also state the percentage filled by each of the methods.	By Promotion - 100%	
	(ii) Please state briefly the educational qualification possessed by the persons in the field of promotion.	B.E.(Computer Science), MCA or equivalent	
(g)	(i) Is the promotion to be made on Selection or Non-Selection basis ?	Selection	
	(ii) Reasons for the proposal in (i) above.	Considering the technical nature of the post and the duties and responsibilities involved, selection on the basis of merit with due regard to seniority is considered appropriate.	
(h)	If a D.P.C. exists, what is the composition	Class II DPC as per rule	
7.	If promotion is not proposed as method, please state why it is not considered desirable/possible /necessary.		N. A.
8.	If direct recruitment is proposed as a method of recruitment	(a) The percentage of vacancies proposed to be filled by direct recruitment.	N. A.
		(i) Age for direct recruits:	N. A.
		(b) (ii) Is age relax able for Government servants ?	N. A.



	please state:-	(c) Educational & other qualifications required for direct recruitments (If may please be qualifications prescribed are relax able at Commission's discretion in case of candidates otherwise well qualified).	N. A.
9.	If direct Recruitment is not proposed as a method, please state why it is not considered desirable/ possible/necessary?		Direct recruitment is not proposed as the post is intended to provide a promotional avenue to eligible departmental personnel possessing the requisite technical qualification, experience and service in the feeder grade.
10.	(i) If promotion & direct recruitment are both proposed as methods of rectt., will the Educational qualifications proposed for direct recruits will apply in the case of promotees.		N. A.
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees?		N. A.
11.	(a) If deputation/transfer proposed as a method of recruitment ? If so, please state the reasons for the proposal. Please state clear whether deputation or transfer or both are proposed		Deputation, failing which by promotion, is not proposed. The post is proposed to be filled by promotion only.
	(b) The percentage of vacancies proposed to be filled by this method :		100%
	(c) The period of which deputation will be limited		N. A.
	(d) The names of the posts of grades or services etc. from which deputation/transfer is proposed		N. A.
12.	If any of the method proposed fails, by what method, are such vacancies proposed to be filled.		By deputation
13.	Special circumstances, if any other that those covered by the Rules, in which the Commission may be required to be consulted		Nil
14.	If these proposals are being sent in		N. A.

	response to any reference from the Commission, please quote Commission's reference etc.	
15	Name, address & tel. numbers of the Department's Representatives with whom these proposals may be, discussed, if necessary for clarification early decision	Additional Director, SAT

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