

**OFFICE OF THE
MANIPUR STATE LEGAL SERVICES AUTHORITY**
(ADR Centre, Lamphel Court Complex, Lamphelpat, Imphal – 795004)

NOTIFICATION


Imphal, the 18th December, 2019

No.1/17/2017-MASLSA/ : Pursuant to Government approval vide order No. 15/5/2015-MALSA/L dated the 14th January, 2016 of the Law & Legislative Affairs Department, Government of Manipur and under Section 6(5) of the Legal Services Authorities Act, 1987, application are invited from eligible candidate for appointment to the post of Accountant in the office of the Manipur State Legal Services Authority:

Sl. No.	Name of post	No. of post	Pay-scale	Nature of recruitment
1.	Accountant	1(one)	Rs. 5200 - 20,200 + GP Rs. 2400/- Or Last pay drawn – pension	By deputation from amongst person working in departments under Govt. of Manipur who have passed Accounts Training conducted by the State Academy of Training, Government of Manipur or Re-engagement of retired Accountant/UDC/LDC who have passed Accounts Training conducted by the State Academy of Training, Government of Manipur on contract basis.

Details along with application form are enclosed as **Annexure – A** which may be downloaded from the website (<https://www.maslsa.nic.in>) or can be collected from the office.

Last date for submission of application form is on 17th January, 2020.


(Golmei Gaiphulshillu)
Member Secretary,
Manipur State Legal Services Authority

Annexure – A

Proforma for application for the post of Accountant in the office of Manipur State Legal Services Authority, Imphal on deputation/ re-engagement of Retired Accountant/UDC/LDC on contract basis

1. Name (in block letters):
2. Address :
3. Mobile Number:
4. Date of Birth:.....
5. Highest Educational Qualification:.....
6. Whether serving or retired:.....
7. Name of the post held:.....
8. Name of the Office where presently employed/ Office from which retired:
.....
9. Whether completed Account Training:.....
10. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Institute	Post held	From	To	Scale of Pay/ pay band plus grade pay & basic pay	Nature of duties

11. Last post held at the time of retirement:.....
12. Last basic pay + D.A. at the time of retirement:.....
13. Present pension amount drawn:.....
14. Date of retirement:.....
15. Nature of retirement:.....
16. Experience of Cash, Account & Budget matters:
-
17. Other Service Experience:.....
18. Please state clearly whether in the light of entries made above, you meet the requirements of the post:.....
19. Remarks, if any:.....

Place :

Date:

Signature of the Applicant

**To be certified by the Employer/Head of Department
(FOR SERVING EMPLOYEES ONLY)**

This is to certify that the particulars furnished above have been verified and found to be correct.

Signature:

Name:

Designation:

Seal:

Date:

DETAILS OF THE POST

1.	Name of post	Accountant
2.	No of post	1 (one)
3.	Pay Scale	Rs.5200 - Rs. 20200 + GP Rs. 2400 (For Deputation) Last Pay drawn – Pension (For Re-engagement)
4.	Nature of appointment	By deputation from amongst persons working under departments under Govt. of Manipur who have passed Accounts Training conducted by the State Academy of Training, Government of Manipur or Re-engagement of retired Accountant/UDC/LDC who have passed Accounts Training conducted by the State Academy of Training, Government of Manipur on contract basis.
5.	Period of deputation/ Re-engagement	Initially for a period of 1 (one) year which may be extended.
6.	Essential Qualification	(i) Must have put in not less than 3 years of service in the cadre of LDC in any of the departments under Govt. of Manipur. (ii) Must have passed account training conducted by the State Academy of Training, Government of Manipur or (iii) Retired Accountant/UDC/LDC from the department under Govt. of Manipur who have passed Accounts Training conducted by the State Academy of Training, Government of Manipur on contract basis. (iv) Should not be above 65 years of age for re-engagement. (v) Should not have been compulsorily retired, or services terminated.
7.	Reservation	Unreserved.

HOW TO APPLY/ INSTRUCTIONS:

1. Download the Application Form from the website (<https://www.maslsa.nic.in>) or can be collected from the office of MASLSA.
2. Submit the duly filled up Application Form along with all the required documents to the Member Secretary, Manipur State Legal Services Authority, ADR Centre, Lamphel Court Complex, Imphal on or before 17th January, 2020.

3. Documents required:

- (a) Educational Qualification Certificates.
- (b) Matriculation certificate in support of age.
- (c) 2(two) recent passport size photographs.
- (d) Forwarding/covering letter by the Head of Department (For serving employees).
- (e) Appointment/ Retirement order.
- (f) Last Pay Certificate.
- (g) Photostat copy of the Pension Book (For Re-engagement).
- (h) Experience Certificate, if any.

4. Those applications submitted after the last date of submission are liable to be rejected and no request whatsoever will be entertained.

5. The Authority reserves the right to reject any application which are not in proper form/ incomplete. Rejection of applications will be after proper screening and not at the time of submission of the forms.

6. Candidates already in services should apply through proper channel.

7. Date of interview will be notified/ communicated later.

8. Any further changes/ subsequent Notifications will be uploaded in the website (<https://www.maslsa.nic.in>).

Sd/-
Member Secretary
Manipur State Legal Services Authority