

**GOVERNMENT OF MANIPUR**  
**MANIPUR STATE LEGAL SERVICES AUTHORITY**

**NOTIFICATION**

Imphal, the 3<sup>rd</sup> March, 2022

No.1/157/2020-MASLSA: Applications in the prescribed format are invited from intending candidates for direct recruitment of the following posts on temporary basis, in the office Manipur State Legal Services Authority:

Sl. No.	Name of Posts	Scale of Pay	No. of Posts				
			UR	ST	SC	OBC	Total
1.	Office Assistant (OA)	Rs. 5200-20200 + GP of Rs. 2000 (Level 4)	-	01	-	-	01
2.	Driver	Rs. 5200-20200 + GP of Rs. 1900 (Level 3)	01	-	-	-	01

2. Details along with application form are available at website - [www.maslsa.nic.in](http://www.maslsa.nic.in).

3. The last date for submission of Application Form shall be 30<sup>th</sup> March, 2022.



(Ojesh Mutum)

Member Secretary,  
Manipur State Legal Services Authority

No.1/157/2020-MASLSA:

Imphal, the 3<sup>rd</sup> March, 2022

Copy to:

1. The Commissioner (Law), Government of Manipur.
2. The Director, DIPR, Govt. of Manipur for favour of wide publicity.
3. The News Editor, DDK, Imphal - for favour of wide announcement.
4. The News Editor, AIR, Imphal - for favour of wide announcement
5. The Editor: Sangai Express (English Edition) & Poknapham (Manipuri Edition).  
- *With a request to publish the above advertisement in the esteemed daily in a print area of not more than 10 cm x 25 cm for 2(two) alternate days at the earliest possible and to submit the bill in "triplicate" for early payment.*
6. P.S. to the Hon'ble Executive Chairman, MASLSA.
7. Notice Board.



(Ojesh Mutum)

Member Secretary,  
Manipur State Legal Services Authority

## 1. DETAILS FOR THE POST OF OFFICE ASSISTANT (OA)

1.	Name of Post	Office Assistant (OA)
2.	No of post	1 (one)
3.	Category	Reserved for ST candidates
4.	Pay Scale	Rs.5200 - Rs. 20200 + GP Rs. 2000 (Level 4)
5.	Essential Qualification	<ul style="list-style-type: none"> <li>Graduate from recognized university with typing speed of at least 35 w.p.m</li> <li>Must possess a Computer Certificate from a recognized institution (minimum 3 months)</li> </ul>
6.	Desirable Qualification	(a) Law graduate, or having sound legal knowledge or of legal services (b) Graduate in Commerce or having knowledge of commerce and accounting (c) Well versed in computer graphics and animation, creative and copy writing and data entry. (d) Knowledge of Manipuri language.
7.	Age	43 years and below on the last date of submission of application form.
8.	Mode of Recruitment	Selection examination will be conducted in three phases- Written examination, Computer Typing test and viva voce.
9.	Examination Fees	<b>Rs. 1500/- (Rupees one thousand five hundred) only</b> To be paid by Cash or Bankers Cheque/ DD drawn from any branch of State Bank of India (payable at Imphal) in favour of the <u>Member Secretary, Manipur State Legal Services Authority.</u>

### 1. Scheme of examination

Mode of direct recruitment for the post of Office Assistant will be conducted in three phases; written test, typing test and viva voce. Only those candidates who have qualified in preceding phase will be called for the succeeding phase i.e., only those candidates who have qualified the written test will be eligible for giving typing test and only those candidates who have qualified both the test will be called for viva voce. Final Select list will be prepared on the basis of total marks secured in the written examination and Viva voce/interview.

#### (i) Written Test: 200 marks

Written examination will be conducted in 2 phases (Paper I & Paper II). Paper-I will comprise of General English, General Knowledge & Quantitative test, which will be conducted in OMR sheet. Paper II will be of descriptive type which will comprise of précis writing, drafting & essay writing.

Paper	Scheduled date & time	Subject	Maximum marks	Duration
Paper-I		General English (MCQ) (50 multiple choice questions to be answered on OMR sheet)	50	150 minutes
		General Knowledge & Quantitative Aptitude (100 multiple choice questions to be answered on OMR sheet)	100	
Paper II		General English (Descriptive) Precis writing, drafting & Essay writing	50	60 minutes

(ii) **Computer Typing Test:**

The computer Typing Test will be conducted for those candidates who qualify in the written examination. Candidates should have net speed of 35 words per minute as minimum speed. Computer test is only of qualifying nature.

(iii) **Viva Voce/Interview: 50 marks**

**2. DETAILS FOR THE POST OF DRIVER**

1.	Name of Post	Driver
2.	No of post	1 (one)
3.	Category	Unreserved
4.	Pay Scale	Rs.5200 - Rs. 20200 + GP Rs. 1900 (Level 3)
5.	Essential Qualification	<ul style="list-style-type: none"> <li>• Matriculation or any equivalent certificate from any recognized Board or Institution in India</li> <li>• Must possess a valid driving license at the time of application</li> <li>• Must have at least 3 (three) years driving experience</li> <li>• Knowledge of Manipuri language</li> </ul>
6.	Age	<ul style="list-style-type: none"> <li>• 38 years and below on the last date of submission of application forms</li> </ul> <p>(Note- Upper age is relaxable upto 5 years for SC/ST candidates and 3 years for OBC candidates)</p>
7.	Mode of Recruitment	Selection examination will be conducted in two phases- Driving skill test and viva voce.
8.	Examination Fees	<p><b>Rs. 1000/- (Rupees one thousand) only</b></p> <p>To be paid by Cash or Bankers Cheque/ DD drawn from any branch of State Bank of India (payable at Imphal) in favour of the <u>Member Secretary, Manipur State Legal Services Authority.</u></p>

## GENERAL INSTRUCTIONS

1. Application form shall be made available only in the website of Manipur State Legal Services Authority ([www.maslsa.nic.in](http://www.maslsa.nic.in)) and can be **DOWNLOADED & PRINTED** in A4 size paper.
2. The candidates shall **PHYSICALLY** submit the filled-in Application Form along with the supporting documents & requisite fees to the **Member Secretary, Manipur State Legal Services Authority, ADR building, Lamphel Court Complex, Imphal.**
3. The candidates shall wear face masks and maintain **COVID APPROPRIATE BEHAVIOUR.**
4. Candidates in their own interest are advised to go through the detailed instructions contained in this notice.
5. Candidates must carry at least one photo bearing **IDENTITY PROOF** in original such as Driving Licence, Voter ID, Aadhaar Card, Identity Card issued by University/ College, Income Tax PAN Card to the examination centre along with the **Admit Card** issued by this Authority, failing which **THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**
6. Applicants are advised to fill up their application forms correctly, properly and completely otherwise their application will not be accepted.
7. Enclosures :-
  - (a) Educational Qualification Certificates.
  - (b) Matriculation certificate in support of age.
  - (c) Photocopy of the Driving Licence (Applicable only for the post of Driver)
  - (d) 3(three) recent passport size photographs (to be affixed in the application form/ admit card)
  - (e) Certificate of SC/ST/OBC, if applicable.
  - (f) Any other experience certificate.
8. Those applications submitted after the last date of submission are liable to be rejected and no request whatsoever will be entertained.
9. 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.
10. Candidates already in services should apply through proper channel.
11. **Date of Examinations and Centre of Examinations** will be indicated in the Admit Cards issued.
12. Any further changes/ subsequent Notifications will be uploaded in the website ([www.maslsa.nic.in](http://www.maslsa.nic.in)).
13. The decision of the Hon'ble Executive Chairman, MASLSA shall be final for any matter relating to this recruitment exam.

# APPLICATION FORM FOR THE POST OF .....

*Affix here your  
recent passport  
size photograph*

**ROLL NO.....**

(To be filled in by officials)

1. Name in full (IN CAPITAL LETTERS)


2. Father's/Husband's Name (IN CAPITAL LETTERS)


3. Permanent Address (IN CAPITAL LETTERS)

District																						
State																Pin						

4. Postal Address (IN CAPITAL LETTERS)

District																						
State																Pin						

5. Date of Birth

D	D	M	M	Y	Y	Y	Y
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6. Age as on 30<sup>th</sup> March, 2022: ..... Years ..... Months ..... Days

6. Sex: Male ☐ Female ☐ Others ☐ (Tick appropriate box)

7. Banker's Cheque/DD No. with date.....

8. Educational Qualification (Attach Photostat copy of the Certificates/ Mark sheets)

Exam passed	Name of Board/ University	Year of Passing	Roll Number	Percentage of marks secured

9. Experience, if any

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10. Marital status: Married ☐ Unmarried ☐

11. Phone No.

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12. Category (General/ST/SC/OBC) : \_\_\_\_\_

13. List of enclosures:-

- (i).....
- (ii).....
- (iii).....
- (iv).....
- (v).....
- (vi).....
- (vii).....

I do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

Place :

SIGNATURE OF THE APPLICANT

Date :

**GOVERNMENT OF MANIPUR  
MANIPUR STATE LEGAL SERVICES AUTHORITY**

**ADMIT CARD**

**ROLL NO.....**

(To be filled in by officials)

*Affix here your  
recent passport  
size photograph*

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Address : \_\_\_\_\_
4. Signature of Candidate : \_\_\_\_\_

**Date of Examination (To be filled in by the officials) :** \_\_\_\_\_

**Examination centre (To be filled in by the officials) :** \_\_\_\_\_

**Controller of Examination**

\_\_\_\_\_

**GOVERNMENT OF MANIPUR  
MANIPUR STATE LEGAL SERVICES AUTHORITY**

**ADMIT CARD**

**ROLL NO.....**

(To be filled in by officials)

*Affix here your  
recent passport  
size photograph*

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Address : \_\_\_\_\_
4. Signature of Candidate : \_\_\_\_\_

**Date of Examination (To be filled in by the officials) :** \_\_\_\_\_

**Examination centre (To be filled in by the officials) :** \_\_\_\_\_

**Controller of Examination**