

**GOVERNMENT OF MANIPUR
SECRETARIAT: ELECTION DEPARTMENT**

NOTIFICATION

Imphal, the 3rd October, 2025

No. AA-102/1/2025-ELEC-ED: It is hereby informed to all concerned that amendment(s) is/are being proposed to the Recruitment Rules (RRs) for the posts of Computer Operator, Election Supervisor and Assistant Election Supervisor. Comments or objections are invited to the proposed amendment (s) on or before 2nd November, 2025. Proposed amendment (s) in the prescribed MPSC Form No.10 and copy of notified RR (MPSC Form 8) is enclosed herewith for reference.

Binod Salan
3/10/2025
(Binod Salan)

**Under Secretary (Election)
Government of Manipur**

Copy to:

1. Chief Electoral Officer, Manipur.
2. Database Administrator (Election), for hosting in official website.
3. All concerned.
4. Relevant e-file/Guard file.

FORMS TO BE FILLED BY THE APPOINTING AUTHORITIES/HEADS OF DEPARTMENT WHILE FORWARDING PROPOSAL TO THE DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (PERSONNEL DIVISION), GOVERNMENT OF MANIPUR AND THE MANIPUR PUBLIC SERVICE COMMISSION FOR AMENDING APPROVED RECRUITMENT RULES

1.	Name of Post	Computer Operator
2.	Name of Department	Election
3.	Reference number in which Commission's advice on recruitment rules was conveyed.	1/29/10-RR(Election)/DP
4.	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced)	6 th October, 2010

Sl. No	Name	Provision in the existing /Approved Rules	Revised Provision proposed	Reason for proposing revision
(1)	(2)	(3)	(4)	(5)
1.	Name of the post	Computer Operator	Assistant Programmer	Assistant Programmer are the feeder post of Assistant Computer Programmer
2.	No. of posts	1(one) Post	86 (eighty-six) Posts	85 post of Data Entry Operator were re-designated to Computer Operator <i>vide</i> Order dated 7 th January, 2022. Copy attached as <i>Annexure I</i>
3.	Classification	Class-III Non-Gazetted (Non- Ministerial)	Class-II Non-Gazetted (Non-Ministrial)	

4.	Scale of Pay	<p>L-6</p> <p>L-7 [After 10 years of regular service in the grade]</p>	<p>L-6</p> <p>L-7 [Senior Scale after 8 years of regular service in the grade]</p> <p>L-8 [Sr. Grade Scale after 5 years of regular service in the Senior Grade]</p>	<p>As there is growing importance of computerization and computer related works as per instructions of the Election Commission of India and 40 (forty) IT Applications are currently used for election & revision process. The digitization and conversion of electoral rolls with their continuous updating of data throughout the year has been also been done by the Computer Operator. Further, the promotion avenue of Computer Operator is very limited to 16 (sixteen) ACP posts only. <i>Annexure II.</i></p>
5.	Selection or non-selection	Selection		
6.	Age limit for direct recruitment	Age of direct recruit-35 (thirty-five) yrs.	38 (thirty-eight)	<p>Age relaxation vides DP orders dated 04.03.2015. Copy attached as <i>Annexure III</i></p>
7.	Educational and other qualifications for direct recruitment	<p>ESSENTIAL:</p> <p>1. Graduate in Science/Engineering</p> <p>2. One year Post Graduate Diploma/Certificate in Computer Application from a University/Govt. of India recognized Institute.</p>		

		<p>DESIRABLE:</p> <p>1.Experience in Programming/Computer Operations in a reputed Organization.</p> <p>2.Experience in third generation On -line Multiuser Computer System.</p> <p>3. Knowledge of Manipuri and Hindi.</p> <p>4. Typing capacity of 40 words/minute.</p>		
8.	Whether educational qualifications and age limit prescribed for DR will apply for promotes	N.A.		
9.	Period of Probation, if any	2(two) years		
10.	Method of recruitment Whether by DR or by promotion/deputation/absorption and percentage of the vacancy to be filled by various method.	By direct recruitment		
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made.	N.A.		
12.	If Departmental promotion committee exists what is its composition	N.A.		
13.	Circumstances in which MPSC is to be consulted in making recruitment	Vide Order No. 16/2/81(DPC)/DP dated 04.04.2023 of the DP & AR (Personal Division), GOM.		

1. (a). Name of posts: - **Assistant Election Supervisor**
(b). Name of Department: - **Election**
2. Reference number in which Commission's advice on recruitment rule was conveyed: -
- 3.

Col.No.	Provisions in the approved rules	Revised provision proposed.	Reasons for the revision proposed.																																
4.	<p>Rs.3050-75-3950-80-4590/- Rs.4000-100-6000/-(after ten years of regular service in the grade) (ROP-1999)</p> <p>Rs.5200-20200/- GP of Rs.2400 after 10 (ten) years of regular service in the same grade under (ROP 2010)</p> <p>L-3 L-4 [Pay scale upgraded w.e.f 01.01.2016] L-5 [After 10 yrs of regular service in the Grade (ROP 2019)]</p>	<p>L-4 L-5 [Sr. Scale after 5 years of regular service in the grade] L-6 [SG scale after 5 years of regular service in the Sr. Scale]</p>	<p>ROP 2019 is currently in force. (Annexure-I) As there is growing importance of computerization and computer related works as per instructions of the Election Commission of India and 40 (forty) IT Applications are currently used for election & revision process. Besides Assistant Election Supervisor are subjected to filed visits of polling stations both during the election and non-election periods. The digitization and conversion of electoral rolls with their continuous updating of data throughout the year has been done by the Assistant Election Supervisor. Further, the promotion avenue of Assistant Election Supervisor is very limited to 11 (eleven) Election Supervisor posts only.</p>																																
7.	<p>Essential: (1). Degree in Arts/Science/ Commerce/Computer Science (2). Knowledge of computer application (a certificate of a minimum of 6 months course from a recognized Institution). (3). Candidates should come through the Employment Exchange and should qualify in the Recruitment Examination to be held by the Department in the following subjects: -</p> <table border="1"> <thead> <tr> <th>Subject</th><th>Full Marks</th><th>Pass Marks</th><th>Time allowed</th></tr> </thead> <tbody> <tr> <td>English</td><td>100</td><td>45%</td><td>3 hrs</td></tr> <tr> <td>Computer</td><td>50</td><td>45%</td><td>1½ hrs</td></tr> <tr> <td>G.K.</td><td>50</td><td>45%</td><td>1½ hrs</td></tr> </tbody> </table> <p>Oral Test for those candidates who are qualified in the written test and computer test conducted by the Selection Board as constituted by the orders of the Govt. of Manipur from time to time. Desirable: Knowledge of Manipuri and Hindi</p>	Subject	Full Marks	Pass Marks	Time allowed	English	100	45%	3 hrs	Computer	50	45%	1½ hrs	G.K.	50	45%	1½ hrs	<p>Essential: (1). Degree in any discipline. (2). Knowledge of computer application (a certificate of a minimum of 12 months course from a recognized Institution). (3). Candidates should come through the Employment Exchange and should qualify in the Recruitment Examination to be held by the Department in the following subjects: -</p> <table border="1"> <thead> <tr> <th>Subject</th><th>Full Marks</th><th>Pass Marks</th><th>Time allowed</th></tr> </thead> <tbody> <tr> <td>English</td><td>100</td><td>45%</td><td>3 hrs</td></tr> <tr> <td>Computer</td><td>50</td><td>45%</td><td>1½ hrs</td></tr> <tr> <td>G.K.</td><td>50</td><td>45%</td><td>1½ hrs</td></tr> </tbody> </table> <p>Computer test conducted by the Selection Board as constituted by the orders of the Govt. of Manipur from time to time. Desirable: Knowledge of Manipuri and Hindi</p>	Subject	Full Marks	Pass Marks	Time allowed	English	100	45%	3 hrs	Computer	50	45%	1½ hrs	G.K.	50	45%	1½ hrs	<p>Discontinuation of interviews for various junior level posts in the Government Department. O.M dated 2015 of DOPT, GOI. (Annexure II)</p>
Subject	Full Marks	Pass Marks	Time allowed																																
English	100	45%	3 hrs																																
Computer	50	45%	1½ hrs																																
G.K.	50	45%	1½ hrs																																
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Computer	50	45%	1½ hrs																																
G.K.	50	45%	1½ hrs																																

4. Name, address & Telephone numbers of the Department's representative with whom these proposals may be discussed, if necessary, for clarification/early decision:
Shri Ramananda Nongmeikapam, MCS, Joint Chief Electoral Officer, Manipur

FORMS TO BE FILLED BY THE APPOINTING AUTHORITIES/HEADS OF DEPARTMENT WHILE FORWARDING PROPOSAL TO THE DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (PERSONNEL DIVISION), GOVERNMENT OF MANIPUR AND THE MANIPUR PUBLIC SERVICE COMMISSION FOR AMENDING APPROVED RECRUITMENT RULES

1.	Name of Post	Election Supervisor
2.	Name of Department	Election
3.	Reference number in which Commission's advice on recruitment rules was conveyed.	No. 1/25/79-RR/DP
4.	Date of Notification of the original rules and subsequent amendments (copy of the original rules & subsequent amendments should be enclosed, duly flagged and referenced)	31 st January, 2003

Sl. No	Name	Provision in the existing/ approved Rules	Revised Provision proposed	Reason for proposing revision
(1)	(2)	(3)	(4)	(5)
1.	Name of the post	Election Supervisor		
2.	No. of posts	12(twelve)	11(eleven)	Because of the re-designation of one post of Election Supervisor to Computer Operator vide Order No. 5/7/2002- Election dated 9 th December, 2002. Copy attached at Annexure-I
3.	Classification	G.C.S. Class-III (Non-Gazetted)	G.C.S. Class-II/Group B(Gazetted)	With changing trend and sophistication in latest IT applications and strenuous field work, the job requires higher responsibility and hence the proposal.

4.	Scale of Pay	L-6	L-7 L-8 [Sr. Scale after 5 years of regular service in the Grade]	As there is growing importance of computerization and computer related works as per instructions of the Election Commission of India and 40 (forty) IT Applications are currently used for election & revision process. The Election Supervisor are presently supervising/managing digitization and conversion of electoral rolls with their continuous updating of data throughout the year at DEO Level. Further, they manage and assist the ROs during the dispersal of polling party along with the polling material.
5.	Selection or Non-Selection	Selection		
6.	Age limit for direct recruitment	N.A.		
7.	Educational and other qualifications for direct recruitment	N.A.		
8.	Whether educational qualifications and age limit prescribed for DR will apply for promotes	N.A.		
9.	Period of Probation, if any	2(two) years.		
10.	Method of recruitment Whether by DR or by promotion/ deputation/ absorption and percentage	By promotion		

	of the vacancy to be filled by various method.			
11.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made.	<p>Promotion:</p> <p>(1) UDCs promoted from the Electoral Registration Clerk in Election Department with a minimum of 5 yrs. regular service in the grade and who have passed the Office Procedure Examination and Accounts Training conducted by Govt. of Manipur.</p> <p>(2) Electoral Registration Clerk in the Election Department with a minimum of 10 yrs. regular service in the grade and who have passed the Office Procedure Examination and Accounts Training conducted by the Govt. of Manipur</p>	<p>(1) At present RR for UDCs is a common post and this provision may be deleted.</p> <p>(2) Assistant Election Supervisor in the Election Department with a minimum of 10 yrs. regular service in the grade and who have passed the Office Procedure Examination and Accounts Training conducted by the Govt. of Manipur</p>	Electoral Registration Clerk has been re-designated to Assistant Election Supervisor <i>vide</i> Orders dated 18/08/2012. Copy attached as Annexure-II.
12.	If Departmental promotion committee exists what is its composition	Class-III D.P.C.	N.A.	

13.	Circumstances in which MPSC is to be consulted in making recruitment	Vide Order No. 16/2/81(DPC)/DP dated 04.4.2023 of the DP & AR (Personal Division)		
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(4)

GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

NOTIFICATION
Imphal, the 6th October, 2010.

No. 1/29/10-RR(Election)/DP: In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India, the Governor of Manipur hereby makes the following rules regulating the method of recruitment to the post of **Computer Operator** in the Department of Election, Manipur as shown in the M.P.S.C. Form-8, namely :-

1. **Short title :-** These rules may be called the Department of Election, Manipur (**Computer Operator**) Recruitment Rules, 2010.

2. **Application :-** These rules shall apply to the post specified in column 1 of the M.P.S.C. Form-8 hereto annexed.

3. **Classification, Scale of pay, method of recruitment etc. :-** Classification of the said post, scale of pay, method of recruitment and other matters connected therewith shall be as specified in the columns 3 to 13 of the said MPSC Form-8.

4. **Disqualifications :-**

(a) No person, who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to the aforesaid post, and

(b) No woman, whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the said post.

Provided that the Governor of Manipur may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.

5. "Power to relax - Where the Governor is of opinion that it is necessary or expedient so to do, he may order, for reasons to be recorded in writing and in consultation with the Department of Personnel & Administrative Reforms(Personnel Division), for relaxation of any of the provisions of these rules with respect to any class or category of persons or posts."

6. These rules shall come into force with effect from the date of publication in the Manipur Gazette.

By orders & in the name of the Governor.

K.C. Laishram, 6/10/10
(K.C. Laishram)

Under Secretary(DP), Govt. of Manipur.

Copy to :-

1. The Secretary to Chief Minister, Manipur.
2. The P.S. to Chief Secretary, Govt. of Manipur.
3. The Joint Chief Electoral Officer, Manipur with 5 spare copies.
4. The Director of Printing & Stationery, Manipur with 2(two) spare copies for publication in the Manipur extra ordinary Gazette. He is requested to send 15 copies of the said Rules to this Department.
5. The Under Secretary(GAD), Govt. of Manipur.
6. The Under Secretary(PIC), Govt. of Manipur.

MPSC - FORM 8

No. 1/29/10-RR(Election)/DP
Imphal, the 6th October, 2010

RECRUITMENT RULES FOR THE POST OF COMPUTER OPERATOR IN THE ELECTION DEPARTMENT, MANIPUR

Whether age and educational qualification prescribed for the direct recruits will apply in the case of promotion.	Period of probation	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of 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 D.P.C. exist, what is its compositions	Circumstances in which MPSC is to be consulted in making the recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
N.A.	2(two) years	By direct recruitment.	N.A.	Class III D.P.C.	N.A.

Laishram, 6/10/10
(K.C. Laishram)
Under Secretary(DP),
Government of Manipur.

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GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)

NOTIFICATION
Imphal, the 31st January, 2003.

No. 1/25/79-RR/UP : In supersession of all previous rules issued in this regard and in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Manipur hereby makes the following rules, namely :-

1. SHORT TITLE & COMMENCEMENT : (1) These rules may be called the Election Department, Manipur (Election Supervisor) Recruitment Rules, 2003.

(2) They shall come into force with effect from the date of publication in the Manipur Gazette.

2. APPLICATION : These rules shall apply to the post specified in column 1 of the MPSC Form - B annexed hereto.

3. CLASSIFICATION, SCALE OF PAY, METHOD OF RECRUITMENT etc. : Classification of the said post, scale of pay, method of recruitment and other matters connected therewith shall be specified in Column 3 to 13 of the said MPSC Form - B.

4. DISQUALIFICATION : No person —

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the aforesaid post.

Provided that the Governor may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of the rules.

5. POWER TO RELAX : Where the Governor is of the opinion that it is necessary or expedient so to do, he may by order for reasons to be recorded in writing, and in consultation with the Department of Personnel & Administrative Reforms (Personnel Division), Government of Manipur relax any of the provisions of these rules with respect to any class or category of persons.

By orders and in the name of the Governor,

K. Lalsharm, 31/1/2003
(K. Lalsharm)

Under Secretary (C), Government of Manipur.

Copy to :-

- (1) The Director of Printing & Stationery, Manipur with spare copy for publication in the Manipur Gazette (Extra-Ordinary) with a request to send 20 (twenty) copies of the Gazette publication to this Department. Necessary bill may please be sent to the Under Secretary (GAC), Govt. of Manipur.
- (2) The Commissioner (Election), Govt. of Manipur with 5 (five) spare copies, with ref. to File No. 6/47/95-ELECTION.
- (3) The Joint Chief Electoral Officer, Manipur with 5 (five) spare copies.
- (4) The Joint Secretary (Finance-PIO), Govt. of Manipur.
- (5) The Under Secretary (GAC), Govt. of Manipur.
- (6) Notification Book/ward File.

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Contd. from page 90...

M.S.C. Form-8 (Election Supervisor)

-(2):-

NO. 1/25/79-104/2
dated. 31-1-2003.

Uncter age & educational qualification prescribed for the direct recruits will apply in the case of promotion.	Period of probation, if any.	Method of rectt. whether by direct rectt. or by promotion or by deputa-tion/transfer and percentage of the vacancies to be filled by various methods.	In case of rectt. by promotion/ deputa-tion/transfer, grades from which promotion/deputa-tion/transfer to be made.	If a SFC exists what is its com-position.	Circumstances in which M.S.C. is to be consulted in making rectt.
(8)	(9)	(10)	(11)	(12)	(13)

N.A.

2(two) years.

By promotion.

Promotion I-

Class-III
M.S.C.

N.A.

- (1) U.Cs promoted from the Electoral Registration Clerks in the Election Department with a minimum of 5(five) years regular service in the grade and who have passed the Office Procedure Examination and Accounts Training conducted by the Government of Manipur.
- (2) Electoral Registration Clerks in the Election Department with a minimum of 10(ten) years regular service in the grade and who have passed the Office Procedure Examination and Accounts Training conducted by the Government of Manipur.

K. C. Leishram, 21/1/2003
(K. C. Leishram)
Under Secretary (P), Govt. of Manipur.
21/1/2003

PSC FORM-9

Notification No
Dated

RECRUITMENT RULES FOR THE POST OF ASSISTANT ELECTION SUPERVISOR IN THE ELECTION DEPARTMENT, MANIPUR

RECRUITMENT RULES FOR THE POST OF ASSISTANT ELECTION SUPERVISOR IN THE ELECTORAL DIVISION																						
Designation of post	Number of posts	Classification	Scale of pay	Whether selection Post or non-selection post	Age of direct recruits	Educational and other qualification required for direct recruits																
(1)	(2)	(3)	(4)	(5)	(6)	(7)																
Assistant Election Supervisor	78(seventy-eight)	G.C.S. Class-II. (Non-Gazetted)	Rs.3050-75-3950-80-4590	N.A.	35 years and below (Upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous service put in the post/service and by 5 years for SC/ST candidates and Govt. servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates)	Essential: (1) Degree in Arts/Science/ Commerce/Computer Science (2). Knowledge of computer application (a certificate of a minimum of 6 months course from a recognized Institution). (3).Candidates should come through the Employment Exchange and should qualify in the Recruitment Examination to be held by the Department in the following subjects:- <table><tr><th>Subject</th><th>Full Marks</th><th>Pass Marks</th><th>Time allowed</th></tr><tr><td>English</td><td>100</td><td>45%</td><td>3 hrs</td></tr><tr><td>Computer</td><td>50</td><td>45%</td><td>1 1/2 hrs</td></tr><tr><td>G.K.</td><td>50</td><td>45%</td><td>1 1/2 hrs</td></tr></table>	Subject	Full Marks	Pass Marks	Time allowed	English	100	45%	3 hrs	Computer	50	45%	1 1/2 hrs	G.K.	50	45%	1 1/2 hrs
Subject	Full Marks	Pass Marks	Time allowed																			
English	100	45%	3 hrs																			
Computer	50	45%	1 1/2 hrs																			
G.K.	50	45%	1 1/2 hrs																			

Oral Test for those candidates who are qualified in the written test and computer test conducted by the Selection Board as constituted by the orders of the Govt. of Manipur from time to time.

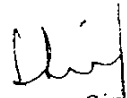
Desirable: Knowledge of Mahipuri and Hindi

Oral Test for those candidates who are qualified in the written test and computer test conducted by the Selection Board as constituted by the orders of the Govt. of Manipur from time to time.
Desirable: Knowledge of Mahipuri and Hindi

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Whether age & educational qualification prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods	If a D P C. exists, what is its composition	Circumstances in which MPS to be consulted in making recruitment
(8) N.A	(9) 2(two) years	(10) N.A	(11) Class-III DPC	(12) N.A

Date: 14/08/2008
Place: Imphal


 (Shambhu Singh)
 Chief Electoral Officer, Manipur cum
 Commissioner (Election), Govt. of Manipur

the next promotion post or level