

**DEPARTMENT OF INFORMATION TECHNOLOGY  
GOVERNMENT OF MANIPUR**

**NOTIFICATION**

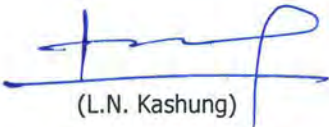
*Imphal the 28<sup>th</sup> October, 2016*

**No. 3/2/2010 – DIT (part-3):** Applications are invited from the intending candidate for direct recruitment to the following posts in the Directorate of Information Technology & Communication on regular basis.

Name of post	Pay scale	Reserved & Unreserved Post		
		UR	ST	OBC
Deputy Director	Rs. 9300-34800+ GP Rs.5400	1	-	-
Informatics Officer	Rs. 9300-34800+ GP Rs.4400	2	5	1 (Meitei)
Office Assistant	Rs. 5200-20200+GP Rs.1900	-	1	-
Driver	Rs. 5200-20200+GP Rs.1900	1	-	-
Grade -IV	Rs. 4400-7400 + GP Rs. 1300	1	1	-

**Note:**

1. The application form and details can be downloaded from [www.manipur.gov.in](http://www.manipur.gov.in).
2. Last date of form submission will be on 5<sup>th</sup> November, 2016 till 12:00 noon.

  
(L.N. Kashung)

Deputy Secretary (IT),

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***Not to be published.***

**Copy to:**

- I. PS to Hon'ble Minister (IT), Manipur.
- II. Staff Officer to Chief Secretary, Government of Manipur.
- III. Commissioner (IT), Government of Manipur.
- IV. Special Secretary (IT), Government of Manipur.
- V. Director Information and Public Relations, Manipur  
– To publish the notification for 3 consecutive days on .....
- VI. Shri Martha Khuman, IO, DIT  
– To upload in the [www.manipur.gov.in](http://www.manipur.gov.in)
- VII. Notice Board/ Guard file.

**DEPARTMENT OF INFORMATION TECHNOLOGY  
GOVERNMENT OF MANIPUR**

**NOTIFICATION**

*Imphal the 28<sup>th</sup> Oct, 2016*

**No. 3/2/2010 – DIT (part-3):**

Applications are invited in prescribed format (enclosed herewith) from the intending candidate for direct recruitment to the following posts in the Directorate of Information Technology & Communication on regular basis.

Name of post	Qualification	Pay Scale	Reserved and Unreserved Post				
			UR	ST	SC	OBC	PWC
Deputy Director (IT)	<p><b>Essential :</b></p> <ol style="list-style-type: none"> <li>B.E./B.Tech (Computer Science, Electronics &amp; Communication, Electrical &amp; Electronics, Electronics, Information Technology)/MCA with Master of Business Administration (MBA) or Postgraduate Diploma in Management.</li> <li>7 years working experience in IT sector.</li> <li>At least 1 year experience in implementation of e-Governance Projects and Mission mode project in State or Central Government Departments.</li> <li>Project management certification-PMP or Prince 2.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Knowledge of Government processes.</li> <li>Knowledge in IT project and SEZ project.</li> <li>Experience/ Exposure to Business Re-engineering.</li> <li>Experience in preparation of DPRs, RFP, MOUs, Contract Agreement and Service Level Agreement etc.</li> <li>Capacity to initiate new IT projects including preparation of Detailed Project Reports etc.</li> <li>Capacity of identifying and replicating the best practices of e-governance and IT project to the state.</li> <li>Working knowledge of Project management tools or done any project management training or certifications.</li> <li>Knowledge on Project Appraisal, Risk analysis or management.</li> <li>Working experience in the State e-Governance Mission Team.</li> </ol>	Rs. 9300-34800 +GP 5400	1	-	-	-	-

Name of post	Qualification	Pay Scale	Reserved and Unreserved Post				
			UR	ST	SC	OBC	PWC
Informatics Officers	<p><b>Essential :</b></p> <ol style="list-style-type: none"> <li>B.E./B.Tech (Computer Science, Electronics &amp; Communication, Electrical &amp; Electronics, Electronics, Information Technology)/MCA/ Msc (IT &amp; Computer Sc.)</li> <li>Minimum 5 years' experience in IT Sector.</li> <li>Experience in implementation of e-Governance Projects and Mission mode project in State or Central Government Departments.</li> <li>Project management certification - PMP/Prince 2</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Knowledge of preparation of RFPs, MOUs, Contract Agreement, Service Level Agreement etc.</li> <li>Capability of conceptualizing, preparing DPRs etc. for IT projects.</li> <li>Capacity to initiate new IT projects including preparation of Detailed Project Reports etc.</li> <li>Vendor Management.</li> <li>Master of Business Administration (MBA) or Postgraduate Diploma in Management.</li> <li>Working experience in the State e-Governance Mission Team.</li> <li>Knowledge in IT SEZ project.</li> </ol>	Rs. 9300-34800 +GP 4400	2	5	-	1 (Meitei)	-

Name of post	Qualification	Pay Scale	Reserved and Unreserved Post				
			UR	ST	SC	OBC	PWC
Office Assistant (OA)	<p><b>Essential :</b></p> <ol style="list-style-type: none"> <li>Class X with minimum 6 (six) months Diploma/Certificate in Computer Applications</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Proficiency in office Management Software</li> <li>Good writing skills in English</li> </ol>	Rs. 5200-20200 in Pay Band-1 Grade Pay: Rs.1900	-	1	-	-	-

Name of post	Qualification	Pay Scale	Reserved and Unreserved Post				
			UR	ST	SC	OBC	PWC
Driver	<b>Essential :</b> Middle School Certificate, possessing Light Motor Vehicle Driving Licence, Minimum 3 years' experience in driving.	Rs.5200-20200 in Pay Band-1 Grade Pay: Rs. 1900	1	-	-	-	-

Name of post	Qualification	Pay Scale	Reserved and Unreserved Post				
			UR	ST	SC	OBC	PWC
Grade IV/Peon	<b>Essential</b> Class X Passed.	Rs. 4400-7400 in IS scale Grade Pay: Rs.1300	1	1	-	-	-

**Term and Condition**


- Age of the candidate shall not be less than 21 years and not more than 38 years on the last date of the submission of form. Upper age limit relaxable by 3 years for OBC 5 years, for SC/ST.
- Application must be accompanied by four recent passport size photograph duly signed by the candidate.
- Self-attested copy of the certificates/mark sheets/testimonials etc.
- Applicants are advised to fill up their application forms correctly; proper and completely otherwise their application may be rejected.
- Interview will be held in the Office Chamber of Commissioner (IT), Government of Manipur on the following dates:

1. Deputy Director and Informatics Officer	10 <sup>th</sup> November, 2016 at 10:00 AM
2. Office Assistant, Driver and Grade IV.	11 <sup>th</sup> November, 2016 at 10:00 AM

- Decision of the authority as to the eligibility or otherwise of the candidates will be final.

The Notification may be cancelled any time without assigning any reason as per decision of the authority

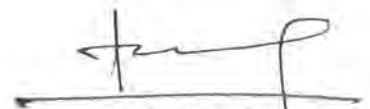
No.3/2/2010 – DIT (Part3)



(L.N. Kashung)  
Deputy Secretary (IT),  
Government of Manipur

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