

6. SCHEME OF EXAMINATION:

All the eligible candidates should appear in an written exam (multiple choice question, MCQ) as detailed below.

For the posts of Computer Operator there will be a Typing Test and computer proficiency test after clearing the Written Examination. And for the posts Junior Establishment Assistant , there will be a Typing Test after clearing the Written Examination *i.e.* , 30 word per minute in typing (English), (relaxable for SC/ST candidate upto 25 words per minute in typing. The test will be of qualifying nature.

Candidates will be selected for appointment to the posts based on the merit list drawn thereafter.

The scheme of Examination / Test will be as below : -

Sl. No.	Name & Class of the Posts	Test Group	Total marks & Type of Question for Written Examination	Test Duration	Medium of Written Examination	Syllabus
1	Group 'C' Post *Computer Operator	TEST 1	Total Marks-150	150 mins	English	Graduate level (on General Knowledge, General English , Aptitude and Basic Computer knowledge)
2	Group 'C' Post *Meter Reader cum Bill Distributor *Junior Establishment Assistant *Bill Assistant	TEST 2	Total Marks-150	150 mins	English	Class XII level (on General Knowledge, General English , Aptitude)
3	Group 'D' Post *Junior Technical Assistant *Watchman cum Cleaning Assistant *Office Assistant	TEST 3	Total Marks-150	150 mins	English	Class X level (on General Knowledge, General English, Aptitude)

7. Applications forms may be downloaded from the websites www.manipur.gov.in and www.mspdcl.com .

8. Only those applications duly sponsored by the respective District Employment Exchanges Offices shall be accepted.

9. Duly sponsored candidates from the respective Employment Exchange may submit applications in sealed cover envelopes superscribed with name of the post, notification no. along with a non-refundable examination fee of Rs.500/- for UR/OBC candidates and Rs. 300/- for SC/ST candidates respectively in cash to the Receipt/issue Counter of MSPDCL, Corporate Office, 3rd Floor, New Directorate Building near 2nd M.R. Gate, Imphal -Dimapur Road, Imphal, Manipur – 795001.

The last date of submission of duly filled in Application Form is 28th February 2019, (4:30 PM)

Examination fee will be exempted for PWD candidates.

10. Candidates applying for the **Common Examination Test in more than one Test should submit separate applications for each Test and examinations fees should be paid separately.**

11. Submission of application does not imply that a candidate has fulfilled all criteria given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected at any subsequent point of time, if any ineligibility condition is detected at any point of time.

12. Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate only will be accepted for determining the age and no subsequent request for change will be considered or granted.

13. While submitting Application form, all required documents in photocopies (Marksheets /Certificates, Caste Certificate, PWD Certificate) should be attested by the Gazetted officer.

14. Application received after the closing date or incomplete /without documents or otherwise found incomplete in any respect in the prescribed performa is liable to be rejected and no correspondence shall be entertained in this regard.

15. Candidates who wish to be considered against reserved vacancies or seek age relaxation must submit requisite certificate from the competent authority.

16. Date of examination and centre of examination will be indicated on the Admit Card to be issued at the Office of the Managing Director MSPDCL, Corporate Office. Date of Issue of Admit Card along with Examinations Centre shall be notified separately.