

GOVERNMENT OF MANIPUR
DEPARTMENT OF SOCIAL WELFARE

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**Notice for Contract Engagement of Coordinator-cum-Machine Supervisor (Braille Press),
Braille Editor, Proof Reader, Asstt. Proof Reader, Binder and Chowkidar- cum -Helper
Imphal, the 31st May, 2013.**

No. 10/182/2006-SW(IBM)Pt : In pursuance of Government approval, applications are invited in the prescribed format from eligible candidates for contractual engagement in the Braille Press, Takyel, Manipur as under :

Sl. No.	Name of the Staff	No. of post	Remuneration	Eligibility Criteria
(1)	(2)	(3)	(4)	(5)
1	Coordinator-cum-Machine Supervisor (Braille Press)	1(one)	Rs.8000/- p.m.	<p>Essential :</p> <ol style="list-style-type: none"> 1. Bachelor of Engineering in Printing Technology from a recognized University/Institution. <p>Desirable :</p> <ol style="list-style-type: none"> 1. One year working experience in digitalized printing. 2. Knowledge of English & Hindi.
2.	Braille Editor	1(one)	Rs.7600/- p.m.	<p>Essential :</p> <ol style="list-style-type: none"> 1. Graduate Degree from a recognized University. 2. Diploma in Special Education for Visually Impaired from a recognized Institution. <p>Desirable :</p> <ol style="list-style-type: none"> 1. Having one year working experience in any recognized press. 2. Knowledge of English & Hindi.
3.	Proof Reader	1(one)	Rs.7600/- p.m.	<p>Essential :</p> <ol style="list-style-type: none"> 1. Graduate Degree from a recognized University. 2. Diploma in Special Education for Visually Impaired from a recognized Institution. <p>Desirable :</p> <ol style="list-style-type: none"> 1. Having one year experience in proof reading. 2. Having good speed in Braille Reading & Writing. 3. Knowledge of English & Hindi.
4.	Asstt. Proof Reader	1(one)	Rs.7100/- p.m.	<p>Essential :</p> <ol style="list-style-type: none"> 1. Graduate Degree from a recognized University. 2. Diploma in Special Education for Visually Impaired from a recognized Institution. <p>Desirable :</p> <ol style="list-style-type: none"> 1. Having good speed in Braille Reading & Writing. 2. Knowledge of English & Hindi.

(1)	(2)	(3)	(4)	(5)
5.	Binder	2(two)	Rs.6090/- p.m.	Essential : 1. Matriculate or equivalent. 2. Trained in Book Binding Works. Desirable : 1. Knowledge of English & Hindi. 2. One year experience in book-binding work.
6.	Chowkidar cum Helper	1(one)	Rs.5740/- p.m.	Essential : 1. Class VIII passed. Desirable : 1. Knowledge of Manipuri & Hindi.

2. The engagement will be up to one year and may be extended based on performance and requirements of the Braille Press, Takyel.

3. Application format may be downloaded from the State Government Website <http://www.manipur.gov.in> or may be collected from the Department of Social Welfare, Directorate Complex Near 2nd Bn. Manipur Rifles, A.T. Line, North A.O.C., Imphal.

4. Age: 35 years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of period of continuous services put in the post/service and by 5 years for SC/ST and by 3 years for OBC. Further, a 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).

Last date for receipt of application at office of the Directorate of Social Welfare, Manipur at Directorate Complex Near 2 nd Bn. Manipur Rifles, A.T. Line, North A.O.C., Imphal	By June 22 , 2013.
Date and time of interview	Will be notified later.

5. Any canvassing by any candidate or anyone on his/her behalf will lead to automatic disqualification.


(Th. Chitra Devi)
Director (Social Welfare),
Manipur.

Copy to :

1. The SO to the Chief Secretary, Govt. of Manipur
2. The Additional Chief Secretary(Finance), Govt. of Manipur.
3. The Director (IPR), Manipur with a request to insert the above Notification as news item in local dailies.
4. The O.S.D. (IT), Govt. of Manipur. He is requested to upload the said Notification along with the prescribed Application Form in the Govt. Website <http://www.manipur.gov.in>.
5. The Asstt. News Editor, AIR, Imphal. He is requested to broadcast the above Notification in all dialects in the interest of the public.
6. The News Editor, with a request for publication of the above Notification for one day only as paid advertisement. A bill may be submitted for necessary payment.
7. The News Editor, ISTV, Imphal. He is requested to telecast the above Notification as News item in the News Bulletin in the interest of the public.
8. The Notice Board (Directorate Office).
9. The relevant file.

APPLICATION FORMAT

To

The Director(Social Welfare),
Manipur.

Subject: Application for Contract Engagement to the post
of

Photograph (Attested by a Gazetted Officer)

1. Full Name :
(in Block Letters)
2. Father's Name :
(in Block Letters)
3. Address for Correspondence:
- Contact Phone No..... e-mail
.....
4. Permanent address:
.....
.....
District.....
5. Date of birth:..... Sex:
.....
- 6.
7. Educational qualification(only those relevant to the application):

Name of examination/ Course passed	Name of Board/ University	Year of Passing	Total Marks & %
Other qualifications/Certificate/Experience etc.			
1.			
2.			

Place:..... Signature of candidate:.....

Date: Name of candidate:

List of documents to be attached:
(The copies must be attested by a Gazetted Officer)

- I. Date of Birth certificate.
- II. Year wise marksheets for all the relevant examination/qualifications.
- III. Certificate of completion of course.
- IV. SC/ST/OBC certificate.
- V. Certificate of experience(*if applicable*)