

**GOVERNMENT OF MANIPUR**  
**SECRETARIAT: GENERAL ADMINISTRATION DEPARTMENT**

**NOTIFICATION**

Imphal, the 25<sup>th</sup> November, 2016.

17/2/2014 –GAD: The General Administration Department, Government of Manipur hereby invites applications in the prescribed format from willing and eligible candidates for recruitment of the following category of post in the General Administration Department, Government of Manipur.

**2. Number of vacancies:**

Name of Post	Post Code	Vacancies	Remark
Driver	GDR	1	The number of post may also increase according to the vacant posts available in the Department.

**3. Eligibility:**

<b>Driver</b>	<p>1. <b>Essential qualifications:</b> Matriculate. A male candidate possessing valid licence of driving of light or heavy vehicles and having driving experience of 5(five) years.</p> <p>2. <b>Selection Scheme:</b> Walk in interview.</p> <p>3. Candidates should come through Employment Exchange.</p>
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**4. Age limit:** Above 18 years and upper age limit shall be 38 years or below as on 1<sup>st</sup> December, 2016, relaxable upto 41 years for OBC category and 43 years for ST/SC.

**5. Reservation:** Unreserved.


Sl. No.	Name of Post	No. of Post	
1	Driver	UR	1
		ST	0
		SC	0
		OBC(Meitei)	0
		OBC(Meitei Pangal)	0
		Differently Abled Person	0
		Total	1

**6. Issue/submission of Application form:** The willing and eligible candidates should get their names sponsored by the concerned Employment Exchange offices on or

before 9<sup>th</sup> December, 2016. Thereafter, the sponsored candidates should download the application form (enclosed) from the website ([www.manipur.gov.in](http://www.manipur.gov.in)) and submit the completed forms along with the required self attested copies of certificates on or before 05:00 pm of 15<sup>th</sup> December, 2016 at Manipur Secretariat (South Block), GAD Section.

7. **Fee** : Candidates are required to pay Rs.300/- while submitting application form.

8. **Documents to be submitted**: Completed application form for the post along with passport size photographs (3 nos.) and self-attested copies of the documents/certificates (mentioned in the application form)

  
(R. Lalthanliana),  
Under Secretary (GAD),  
Government of Manipur.

Copy to :-

1. PPS to Hon'ble Minister (GAD), Manipur.
2. Commissioner (GAD), Govt. of Manipur.
3. The Director, Information & Public Relations, Manipur.
4. The Additional Director of Employment Exchange, Manipur with the request to instruct the Employment Exchange offices in the State to sponsor willing and eligible candidates within the stipulated time.
5. The Web Manager, Department of IT, Manipur for favour of uploading the Notification of the Department on the Department's Website.
6. The Editor, ..... He is requested to publish the Notification for 1(one) day and to send the Bill in duplicate to the GAD, Govt. of Manipur for necessary payment.

Roll No. GDR/.....  
(to be filled by officials)

**APPLICATION FORM FOR THE POST OF SECRETARIAT DRIVER**  
(Read instructions carefully before filling up the form)

Affix recent  
passport size  
photograph  
with self  
attestation.

1. Name of applicant:
2. Father's name:
3. Sex (Male/Female):
4. Date of Birth (DD/MM/YYYY):
5. Age as on 01/12/2016: Years..... Months.....Days.....
6. Present address & contact no.:
7. Permanent Address:
8. Mother Tongue:
9. Whether Un-reserved/ST/SC/OBC (Meitei/Meitei Pangal/Others):  
(Please tick in the relevant box below and enclose copy of self attested certificate)

Un-reserved	ST	SC	OBC (Meitei)	OBC (Meitei Pangal)	OBC (Other)

10. Whether a government employee: YES/NO  
If "yes", "No Objection Certificate" in original issued by the employer (Competent authority) should be enclosed.

11. Documents enclosed:

Sl. No.	Details of documents enclosed	Tick if enclosed
1.	Class-X certificate	
2.	Class-XII certificate	
3.	Degree certificate	
4.	ST/SC/OBC Certificate	
5.	No Objection certificate (if applicable)	
6.	Employment Exchange registration number	
7.	Employment Exchange sponsoring serial number	

12. I,.....Son of Shri/Smt.....  
aged.....(D.O.B.....) Resident of .....  
.....District.....,

Manipur hereby declare that the information given above and in the enclosed documents are true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face the criminal proceedings as per provision of section 177,193,197,198,199 and 200 of Indian Penal code and any other suitable provisions of the Law. Also, all the benefits availed by me shall be summarily withdrawn and my application shall liable for disqualification.

(Signature of Applicant)

Date:

Place:

Roll No. GDR/.....  
(to be filled by officials)

**ADMIT CARD**  
DRIVER OF GENERAL ADMINISTRATION DEPT, GOVT  
OF MANIPUR.

Affix recent  
passport size  
photograph  
with self

(To be filled up by Candidate)

Name of the Candidate:.....

Father's Name:.....

Address:.....

Whether SC/ST/OBC/PH.....

(Signature of the candidate)

(Signature of the issuing Authority)

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Roll No. GDR/.....  
(to be filled by officials)

**ADMIT CARD**  
DRIVER OF GENERAL ADMINISTRATION DEPT, GOVT  
OF MANIPUR.

Affix recent  
passport size  
photograph  
with self

(To be filled up by Candidate)

Name of the Candidate:.....

Father's Name:.....

Address:.....

Whether SC/ST/OBC/PH.....

(Signature of the candidate)

(Signature of the issuing Authority)