

**OFFICE OF THE
CHIEF ELECTORAL OFFICER: MANIPUR**

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NOTIFICATION

Imphal, the 1st December, 2025

No.AA-101/2/2025-ELEC-ED: It is hereby notified for information to all regular Group-C employees of this office who wish to appear in the Office Procedure Examination, which shall be conducted on 10th January, 2026 (Saturday) at the State Academy of Training, Takyelpat, Manipur, to submit duly filled application form in the prescribed format enclosed as **Annexure I** along with Self attested photocopy of appointment/promotion orders, self-attested photocopy of Service Identity Card and 3(three) passport size photographs as mentioned in the Notification No.TRG-7/1/2023-SAT-SAT dated 18th November, 2025 issued by the Additional Director, State Academy of Training, Manipur latest by 4.00 pm. of 15th December, 2025 (www.satmanipur.nic.in)

2. The schedule of the examination is enclosed as **Annexure-II**.

Enclosed: As stated.

(Binod Salam)

Assistant Chief Electoral Officer, Manipur

Memo No. AA-101/2/2025-ELEC-ED

Imphal, the 1st December, 2025

Copy and information to:

1. Commissioner (Election), Government of Manipur.
2. Deputy Commissioner/DEO: Imphal West/Imphal East/Jiribam/ Bishnupur/ Thoubal/ Kakching/ Chandel/ Tengenoupal/ Ukhrul/ Kamjong/ Senapati/ Kangpokpi/ Tamenglong/ Noney/ Churchandpur/ Pherzawl.
3. ✓ Database Administrator. He is requested to host in official webpage of this office.
4. Notice board.
5. Relevant e-file/ Guard file.

(Binod Salam)

Assistant Chief Electoral Officer, Manipur

Annexure –II to Notification. No. TRG-7/1/2023-SAT-SAT dated 18th November,2025

TIME TABLE
(Office Procedure Examination,2026)

Date	Day	Time	Paper	Topic	Full Marks
10th January, 2026	Saturday	10.00 am to 12.00 noon	I	Office Procedure (Without Book)	50
		1.00 pm to 3.00 pm	II	(With Books) FR & SR ; CCS(CCA) Rules, 1965, CCS(Conduct(Rules,1964 CCS(Temporary Service) Rules, 1965; Central Treasury Rules, General Financial Rules, MCS (Pension)Rules and MCS (Leave) Rules,1972.	50



Annexure –I to Notification. No. TRG-7/1/2023-SAT-SAT dated 18th November,2025

APPLICATION FORM
(OFFICE PROCEDURE EXAMINATION, 2026)

(Only regular Group-C ministerial employees of the Government of Manipur may apply)

1. Name of Candidate:.....
(In capital letters)
2. Department:.....
3. Date of Birth.....
4. Name of Office where posted.....
5. Post held :.....
6. Date of Appointment in the
Present post :.....
7. Educational qualification:.....
8. EIN No.....
9. Contact No.....
10. Enclosures: (i) Self attested photocopy of appointment/Promotion Order
(ii) Self attested photocopy of Service Identity Card.
(iii) 3(three) passport size photographs.

3(three) passport
photographs

11. (Tick the Centre)

1.	State Academy of Training, Takyelpat	
2.	Chandel	

3.	Senapati	
4.	Churachandpur	

Signature of candidate

I certify that the statement given by Shri/Smt/Miss.....
..... is true the best of my knowledge & belief.

Signature
With seal of HOD/HOO