

**REQUISITION FORM FOR NOTIFYING VACANCIES TO THE
EMPLOYMENT EXCHANGE AND OTHERS FOR THE POST OF POLICE CONSTABLE
(FEMALE/CIVIL) IN MANIPUR POLICE DEPARTMENT**

1. Name of Office/Department : Police Department, Manipur.
2. Name and designation of inviting Officer : **Shri Y. Joykumar Singh, IPS,**
Director General of Police, Manipur.
3. Name and designation of the officers to whom the list of candidates sponsored by the Employment Exchange should be submitted. Last date for submission of Application Forms to the concerned Employment Exchange will be **13/09/08**
- A. Superintendent of Police, Churachandpur District
in respect of candidates belonging to Churachandpur District.
- B. Superintendent of Police, Ukhrul District
in respect of candidates belonging to Ukhrul District
- C. Superintendent of Police, Senapati District
in respect of candidates belonging to Senapati District.
- D. Superintendent of Police, Chandel District
in respect of candidates belonging to Chandel District.
- F. Superintendent of Police, Tamenglong District
in respect of candidates belonging to Tamenglong District.
- F. Superintendent of Police, Thoubal District
in respect of candidates belonging to Thoubal District.
- G. Superintendent of Police, Bishnupur District
in respect of candidates belonging to Bishnupur District.
- H. Superintendent of Police, Imphal West District
in respect of candidates belong to Imphal West District.
- I. Superintendent of Police, Imphal East District
in respect of candidates belonging to Imphal East District.
- J. SDPO, Jiribam in respect of candidates from Jiribam Sub-Division.
4. Place of recruitment : **2nd Bn. Manipur Rifles ground, Imphal**

5.

<i>Date & Time of Physical Efficiency Test to be held</i>		<i>Candidates belonging to which district would be tested.</i>
(i)	0800 hrs of 22/09/08	-Churachandpur District
(ii)	0800 hrs of 23/09/08	-Senapati District
(iii)	0800 hrs of 24/09/08	-Ukhrul District
(iv)	0800 hrs of 25/09/08	- Chandel District.
(v)	0800 hrs of 26/09/08	-Tamenglong District.
(vi)	0800 hrs of 27 & 28 /09/08	- Bishnupur District.
(vii)	0800 hrs of 29/09/08 to 02/10/08	-Thoubal District
(viii)	0800 hrs of 03/10/08 to 05/10/08	- Imphal East District minus JBM Sub- Division
(ix)	0800 hrs of 06/10/08	- Jiribam Sub-Division
(x)	0800 hrs of 07/10/08 to 11/10/08	- Imphal West District

N.B - The undersigned reserves the right to modify the above schedule for unavoidable reasons with due intimation through media.

6. i) Designation of the post to be filled up : Police Constable (Female/Civil)
 ii) Scale of pay : Rs.3050-75-3950-80-4590/-p.m.
 (ROP, 1999)

They will be covered under the newly restructure contributory pension system issued vide Govt. of Manipur's Finance Department's O.M No. 9/44/2004-FD(PIC(A)) dated 28/2/2006.

7. Number of posts to be filled up : 288
 (Two hundred eighty-eight)
 (Class-III, Non-Gazetted, and Combatant)

There will be reservation for SC/ST /OBC and meritorious sportsmen as rules.

8. Qualification for eligibility:-

- i) Essential : (a) Passed Matric/HSLC Examination
 (b) Minimum Height: For Female (General) : 5'
 For Female (ST/SC) : 4'11"
- ii) Desirable : (a) Knowledge of Hindi,
 (b) Trained in NCC;
 (c) Proficiency in Sports.
- iii) Age : i) Minimum 18 years as on 01/09/2008
 ii) Maximum 23 years as on 01/09/2008
 (Upper age limit relaxable upto 5 years in case of SC/ST candidates and upto 3 years in case of OBC candidates For meritorious sportspersons the same is relaxable upto 10 years in case of SC/ST,8 years for OBC and 5 years for the general candidate).

9. Place of duty : Anywhere in India.
10. Probation, if any : 2(two) years from the date of appointment and extendable by one more year.

11. Posts are temporary but likely to be declared permanent later on.

12. Candidates will be tested in the following recruitment tests :-

- i) Physical Efficiency Test : 40 marks
 ii) Written Test : 40 marks
 iii) Viva Voce : 20 marks.

13. **Physical Efficiency Test will comprise the following events:-**

- i) **100 meters race : Full marks-10**

Scales of marking for different timings for the race will be as follows:

Above 17.50 seconds	-	No mark
16.51 seconds to 17.50 seconds	-	4 marks
15.51 seconds to 16.50 seconds	-	6 marks
14.51 seconds to 15.50 seconds	-	8 marks
14.50 seconds and below	-	10 marks.

The Maximum qualifying timing for 100 metres race will be 17.50 seconds.

- ii) **Broad Jump : Full marks -10**

Scales of marking for different distances will be as follows :

Below 3.05 metres	-	No marks
3.05 metres to 3.45 metres	-	4 marks
3.46 metres to 3.85 metres	-	6 marks
3.86 metres to 4.25 metres	-	8 marks
Above 4.25 metres	-	10 marks

iii) **Shot Put : Full marks-10**

Ball to be used for the shot put would be 5.00 Kgs. Weight and scale of marking for various distances thrown are given as below :

Below 4.50 metres	-	No marks.
4.50 mtrs to 5.20 metres	-	4 marks.
5.21 mtrs. To 5.90 metres	-	6 marks.
5.91 mtrs to 6.50 metres,	-	8 marks.
Above 6.50 metres	-	10 marks.

The Minimum qualifying distance for the shot put is 4.50 metres.

iv) **200 meters race: Full marks 10 :**

Scales of marks for various timings for the race are given below:

Above 38.00 seconds	-	No marks.
36.51 seconds to 38.00 seconds	-	4 marks.
35.01 seconds to 36.50 seconds	-	6 marks.
33.51 seconds to 35.00 seconds	-	8 marks.
33.50 seconds and below	-	10 marks.

The Maximum qualifying timing for the race is 38.00 sec

Each candidate has to qualify in all the above four events. Disqualification in any of the four events will automatically disqualify the candidate from being considered for the post.

14. **Written Test : Total 40 marks.**

Candidates who have qualified in the PET shall only be allowed to take part in the written tests which will consist of ;

- (i) Writing of an essay in about 200 (two hundred) words in English/Manipuri/Hindi (Four topics will be prescribed. Candidate will have to choose one topic) = 20 marks.
- (ii) Test in English (spelling, singular/plural, gender etc) = 10 marks.
- (iii) General Knowledge. = 10 marks.

Maximum time allowed for the written test would be 45 (forty five) minutes.

15. **Viva Voce : Total : 20 marks**

Candidates who are declared qualified in the PET and written tests will have to appear in a Viva-Voce test.

16. **Final Selection (Grand total 100 marks)**

Final selection of candidates will be on the basis of cumulative performance in Physical Efficiency Test, Written Test and Viva Voce and subject to clearing Medical Examination and Police verification.

17. Only female candidates are eligible for the post of Constable.
18. Duties : Prevention of Crime, Maintenance of Law and Internal Security.
19. All selected candidates are to undergo medical examination and will be considered for appointment only if found medically fit.
20. Any other information considered relevant:-

- i) Candidates would be required to apply in the prescribed application form which will be available at all the offices of Superintendent of Police of the concerned districts and office of SDPO Jirbam in respect of Jirbam Sub-Division. On payment of Rs.50/-(Rupees fifty) only per form. The form should be filled up by the candidate himself in clear hand writing.
- ii) While submitting the application form, the candidate must ensure to enclose attested copies of educational qualifications, date of birth, ST/SC, OBC, NCC, Sports, etc.

- iii) Candidates should bring original certificates of educational qualification, NCC Training, Sports, Schedule Tribe/Schedule Caste/OBC Certificate at the time of coming for the physical efficiency test and also subsequently as required by the DPC. In case any candidate fails to produce the original certificates, his candidature is liable to be rejected.
- iv) Candidates belonging to a District will submit the application form to the concerned Employment Exchange. Only the application forms received through District Employment Exchanges will be entertained. Application submitted after the expiry of the last date of submission will not be entertained in any case.
- v) Any candidate who uses unfair means including outside pressure will be disqualified.

21. DGP Manipur reserves the right to increase/decrease the number of vacancies without making any formal notification in this regard.

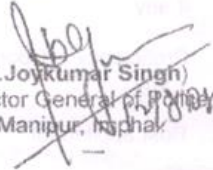
(Y. Joykumar Singh)
Director General of Police,
Manipur, Imphal.

Endst. No. E/31/21(W)/2008-PHQ (Adm)/ 1002A
Copy to :-

Imphal, the 12th August, 2008.

1. The Principal Secretary (Home), Government of Manipur, Imphal.
2. All Addl. Ds.GP(L&O/AP)/(Adm)/(Trg/HR/HG), Manipur, Imphal.
3. All Inspectors General of Police, Manipur.
4. The Director, MPFS, Pangei.
5. All Dy-Inspectors General of Police, Manipur.
6. The Director Manipur Police Wireless, Manipur, Imphal.
7. All District SsP, Manipur
- The prescribed application forms (copy enclosed) should be printed in sufficient number for issue to the intending candidates. The Application Forms be allotted with distinctive SI.Nos. and arrange to supply to the willing candidates on payment of Rs.50/-(Rupees fifty) per form and prepare a list of candidates sponsored by the Employment Exchange and submit in the prescribed proforma in quadruplicate to PHQ on or before 17.09.2008 without fail. Applications submitted after the expiry of last date of submission of forms will not be entertained in any case.
8. Superintendents of Police, DGCR – (for doing the needful) /CID(SB) /CID(CB) /CMTW/ NAB/VIG, Manipur.
9. All Commandants of Manipur Rifles including (IR Bns.)/Home Guard (VA), Manipur.
10. The Additional Director, FSL, Pangei.
11. The SDPO Jiribam – The prescribed application form (copy enclosed) should be printed in sufficient number for issue to the intending candidates. The Application Forms be allotted with distinctive SI.Nos. and arrange to supply to the willing candidates on payment of Rs.50/-(Rupees fifty) per form and prepare a list of candidates sponsored by the Employment Exchange, Jiribam and submit in the prescribed proforma in quadruplicate to PHQ on or before 17.09.2008 without fail. Applications submitted after the expiry of last date of submission of forms will not be entertained in any case.
12. The Director of Information and Public Relations, Government of Manipur, Imphal.
- He is requested to communicate the gist of the above Notification to the Local Press as item of the Employment News and also announce it for the information and benefit of the general public and also add that no application submitted after due date of submission will be entertained, in any case.

13. The Station Director, All India Radio, Imphal – He is requested to include the gist of the above information in the Employment Bulletin for 5 (five) consecutive days for the benefit of the general public and also add that no application submitted after the due date of submission will be entertained, in any case.
14. The Director Doordarshan Kendra, Imphal – He is requested to include the gist of the above information in the Employment bulletin for 5 (five) consecutive days for the benefit of the general public and also add that no application submitted after the due date of submission will be entertained, in any case.
15. All District Employment Exchange Officers/Employment Exchange officers, Jiribam, Canchipur, Kangpokpi, Saikul, Sugnu, and Moreh – They are requested to sponsor list of eligible candidates along with their applications in the prescribed form. The list of candidates with the application forms shall be furnished to the District Superintendent of Police concerned on or before **16.09.2008**. In respect of Employment Exchanges - Jiribam, Canchipur, Kangpokpi, Saikul, Sugnu and Moreh - the lists shall be furnished to the SDPO Jiribam and SsP-Imphal West /Senapati/Thoubal/Chandel respectively on or **16.09.2008**. No application submitted after due date of submission will be entertained, in any case.
16. PHQ Notice Board.

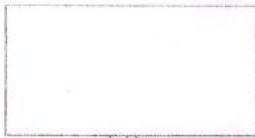

(Y. Joy Kumar Singh)
Director General of Police
Manipur, Imphal

**APPLICATION FORM FOR THE POST OF POLICE CONSTABLE (FEMALE/CIVIL)
IN POLICE DEPARTMENT: MANIPUR.**

1. Name : _____
(in Block letters)
2. Father's Name : _____
3. Present Address : _____
4. Permanent Address : _____
5. District & P.S. : _____
6. Date of Birth : _____
7. Age as on **01.09.2008** : _____
8. Educational Qualification(s) : _____
9. Whether belonging to SC/ST/OBC : _____
10. N.C.C. Experience, if any. : _____
11. Proficiency in Sports, if any. : _____
12. Post applied for : _____
13. Whether ever arrested: in a police case. If so, details thereof. : _____
14. Whether a deserter or : not. _____
15. Employment Exchange Registration Number : _____
16. Identification Mark(s) : _____
17. Thumb impression (left hand)

One recent
Passport size
Photograph to be
Pasted
(not to be pinned)

One recent
Passport size
Photograph to be
Attached/
pinned.



L.H.

Signature of the applicant.

Signature of the Employment Exchange
Officer with seal.

N.B. (i) One recent passport size photograph of the candidate duly attested by a Gazetted Officer or Magistrate should be pasted on the form (not to be pinned) at the place earmarked. Half the signature of Gazetted Officer/Magistrate to be on the photograph and half on the Form.

(ii) One recent passport size photograph of the candidate duly attested by a Gazetted Officer or Magistrate should be attached/Pinned to this form at the place earmarked. The name of the candidate to be written in ink, on the back side of the Photograph.

(iii) If any of the information given above is found to be false, the candidate will be disqualified.

(Candidates are advised to keep another 3(three) copies of same photograph for use in future, in case of need).