

**GOVERNMENT OF MANIPUR
DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS
(PERSONNEL DIVISION)**

2869
6/12/12

NOTIFICATION

Imphal, the 4th December, 2012

THE MANIPUR EDUCATION SERVICE RULES, 2012

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and of all other powers enabling him in this behalf, the Governor of Manipur, in consultation with the Manipur Public Service Commission, hereby makes the following Rules, namely:

PART-I General

1. **SHORT TITLE:** These rules may be called the **Manipur Education Service Rules, 2012.**

They shall come into force on the date of their publication in the official Gazette.

2. **DEFINITIONS:** In these rules unless the context otherwise requires –

- (a) **“Administrative Department”** means the Secretariat Education (School) Department.
- (b) **“Cadre Controlling Authority”** means the Secretariat Education (School) Department.
- (c) **“Commission”** means the Manipur Public Service Commission.
- (d) **“Duty post”** means any post specified in Schedule I and includes a temporary post carrying the same designation as any of the posts specified in that Schedule and the scale of pay of which is identical to that attached to Grade II of the Service, and any other temporary Post declared as duty post by the Governor.
- (e) **“Governor”** means the Governor of Manipur.
- (f) **“Member”** of the Service means a person appointed in a substantive capacity to one grade of the Service and includes a person appointed on probation to Grade III of the Service.
- (g) **“Schedule”** means a Schedule appended to these rules.
- (h) **“Service”** means “Manipur Education Service”.
- (i) **“Year”** means financial year starting from 1st March of every year.

3. **Constitution of Service and its classification:**

- (1) There shall be constituted a Service to be known as **“Manipur Education Service”**.
- (2) The Service shall have the following three grades, namely:-
 - (i) Manipur Education Service (Grade I)

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- (ii) Manipur Education Service (Grade-II)
- (iii) Manipur Education Service (Grade-III)

(3) The posts in Grade I, & Grade II of the Manipur Education Service shall be Class I Gazetted and those in Grade III of Service shall be Class II Gazetted.

PART II – AUTHORIZED STRENGTH

4. Strength of the Service:

- (1) The authorized permanent strength of Service and the Posts included therein shall be as specified in Schedule I.
- (2) The Governor may, by order, create duty posts for such period as may be specified therein.

PART III – METHOD OF RECRUITMENT

5. Method of Recruitment:- (1) Save as provided in Rule 16 and 27(1)(b) appointment to the Service shall be made by the following methods namely:-

(a) For recruitment of Manipur Education Service Grade-III

- i. **Direct Recruitment:** 50% of the total number of the posts of Grade III level of the Service shall be filled by direct recruitment in the manner specified in Part IV of these rules.
- ii. **Direct Recruitment through Limited Departmental Examination:** Remaining 50% of the total number of posts shall be filled through Limited Departmental Examination from amongst the persons who hold substantively any of the posts given in Schedule II, with necessary educational and other qualifications and also with not less than 10 years regular service in the State Government.

(b) For appointment of Manipur Education Service Grade-II

- i. **Promotion:** 50% of the posts of Grade II shall be filled up by promotion from amongst the officers in Grade-III who have completed not less than 5 years of regular service in the post/grade.
- ii. **Direct recruitment through Limited Departmental Examination:** Remaining 50% of the vacancies shall be filled through Limited Departmental Examination from amongst the persons who hold substantively any of the posts given in Schedule III, with necessary educational and other qualifications and also with not less than 10 years regular service in the State Government.

(c) For appointment of Manipur Education Service Grade-I

- (i) **By Promotion:** 70% of the vacancies under Grade – I shall be filled up by promotion from amongst the officers holding substantive post

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under Manipur Education Service Grade – II, who have completed not less than 5 years of regular service.

(ii) **Direct recruitment through Limited Departmental Examination:** 30% of the Vacancies are to be filled up through Limited Departmental Examination from amongst the persons holding posts listed under Schedule-IV.

PART IV – DIRECT RECRUITMENT

6. Competitive Examination:

(a) A Competitive Examination for direct recruitment to the Service for posts under Rule 5 (a), (b) (ii) and (c) (ii) shall be held at such intervals as the Governor, in consultation with the Commission from time to time, may determine. The dates and the places of the examination shall be fixed by the Commission.

(b) The qualifications for admission to the examination and the conduct thereof shall be in accordance with such regulations as the Governor, may from time to time issue in this behalf in consultation with the Commission.

- 7. Nature of Examination:** The scheme of the Competitive Examination for direct recruitment to the Service shall be laid down separately.
- 8. Decision of the Commission to be final:** The decision of the Commission as to the eligibility or otherwise the candidate for admission to the examination shall be final.
- 9. Commission to forward a list in order of Merit:** The Commission shall forward to the Governor a list arranged in order of merit of the candidates who have qualified by such standards as the Commission may determine, and of the candidates belonging to the Scheduled Castes, Scheduled Tribes and OBC including Physically challenged who, though not qualified by the prescribed standard, are declared by the Commission with due regard to the maintenance of efficiency of administration, to be suitable for appointment to the Service.
- 10. Physical Fitness:** No candidate shall be appointed to the Service unless he is declared after such medical examination as the Governor may prescribe, to be in good health and free from any mental or physical defect likely to interfere with the discharge of the duties of the Service.
- 11. Inclusion in the list not to confer right to appointment:** The inclusion of a candidate's name in the lists referred to in rule 9 confers no right to appointment unless the Governor is satisfied after such inquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the Service and an actual offer of appointment is made.

12. **Orders of appointment of Candidates in the list:** Subject to the Provisions of these Rules the candidates included in the lists referred to in rule 9 shall be appointed to the service in order of merit.

PART V- RECRUITMENT BY PROMOTION

13. **Constitution of Selection Committee:** Recruitment under clause (b) (i) and (c) (i) and of rule 5 shall be made on the recommendation of a Selection Committee (*hereinafter referred to as the Committee*), consisting of

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|---|---|----------|
| (i) Chairman or Member of MPSC | - | Chairman |
| (ii) Principal Secretary/Commissioner (Education-S) | - | Member |
| (iii) Secretary/Commissioner (DP) | - | Member |
| (iv) Director /Education(Schools) | - | Member |

(If the Chief Secretary also functions as Secretary(DP), then any other officer not below the rank of Joint Secretary to be nominated by the Chief Secretary).

14. **Conditions of eligibility and procedure for Selection:**

1. The Committee shall consider from time to time the cases of Officers eligible under Clauses (b) (i) and (c) (i) of sub-rule (I) of rule 5, who have served in the respective cadres or posts given in Schedule I as applicable, who have completed the qualifying service as applicable and prepare a list of Officers recommended, taking into account the actual vacancies at the time of selection and those likely to occur during a year. The selection for inclusion in the list shall be based on merit and suitability in all respects for appointment to the Service with due regard to seniority.
2. The names of persons included in the list shall be arranged in order of merit.
3. The list so prepared shall be forwarded to the Government by the Commission.
4. The list thus finally approved shall ordinarily be in force until a fresh list is prepared for the purpose in accordance with these rules.

15. **APPOINTMENT TO THE SERVICE :**

Appointment to Service shall be made in order of merit in the list referred to in sub-rule (3) of rule 14 with due regard to the proportion specified in rule 5.

PART VI - INITIAL CONSTITUTION OF SERVICE

16. Initial appointment of persons to the service:

(1) The Governor may, at the commencement of these rules, appoint to the Service any person who at such commencement is holding any of the posts specified in Schedule I on regular basis.

Provided that the appointment to the Service of these Officers who belong to, or are on deputation from, a service under the Central or a State Government shall be made with their consent and the concurrence of the Department or the Government as the case may be to which they belong.

EXPLANATION : (1) For the purpose of this Sub-rule, a person who would have held a post mentioned in Schedule I but for his being on leave or on foreign service or but for his temporary or officiating appointment to an equivalent on higher post, shall be deemed to be holding such a post.

(2) (i) For the purpose of appointment of persons referred to in sub-rule (1), the Governor may require the Committee to make a preliminary selection from among the Officers referred to in that sub-rule of such of them who in its opinion are suitable for appointment to the service. The names of the Officers so selected shall be arranged by the Committee in the order of merit with due regard to seniority.

(ii) The list prepared under Clause (i) shall be forwarded by the Committee to the Governor. Thereupon the Governor shall forward the same to the Commission along with the relevant records.

(iii) If the Commission considers it necessary to make any changes in the list received from the Governor the Commission shall inform the Governor of the changes proposed.

(iv) The list shall finally be approved by the Governor after taking into account the changes if any, proposed by the Commission.

(3) Initial appointment to the service shall be made in order of merit of persons included in the finally approved list referred to in Clause (iv) of sub-rule (2).

PART VII - APPOINTMENT, PROBATION, TRAINING & CONFIRMATION

17. **Appointments:** All appointments to the service shall be made to Grade I, Grade II and Grade-III of the Service and not against any specific post(s) in the service.

18. **Dis-qualifications :** (a) No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reasons of its taking place during the life-time to such spouse, shall be eligible for appointment to the Services; and

(b) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment to the Service.

Provided that the Governor may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.

19. SPECIAL PROVISIO FOR ST, SCs, OBC AND PERSONS WITH DISABILITY:

Appointments to the Service made either by direct recruitment and promotion shall be subject to the orders/instructions issued in regard to reservations for SC, ST and OBC including Physically Challenged by the Government from time to time.

20. Period of Probation:

1. Every person appointed under rule 5 or rule 16 and to Grade III of the Service shall be on probation for a period of 2 years.
2. The Governor may in the case of any deserving person extend or reduce the period of probation by a speaking order.
3. A person on probation shall be liable to be discharged from service at any time without assigning any reasons.

Provided that if the person holds a lien on any permanent post under the Central Government, a State Government, he/she shall be liable to be reverted to that post.

4. A person on probation who holds a lien on any permanent post under the Central or a State Government may, if he/she so desires during the period of probation, have the option to revert back to his/her parent department after giving such notice as may be prescribed by the Governor.

21. Training: A person appointed under rule 5 (a) (i) to the Service shall complete such training and pass such departmental examinations as the Governor may, from time to time, prescribe during the prescribed period of probation.

Provided that the duration of the training and module shall the prescribed by the Secretariat Education (School) Department.

22. Confirmation in Service: A person who has been declared to have satisfactorily completed the period of probation particularly at Grade -III level of the Service may be confirmed in the Service.

PART VIII – MISCELLANEOUS

23. **Posting of members of the Service** : Every member of the Service shall, unless he is appointed to an ex-cadre post, or is otherwise not available for holding a duty post owing to the exigencies of service, be posted against a duty post under the Government of Manipur by the Governor.

24. **Duty post to be hold by a member of the Service**: Every duty post shall be held only by a member of the Service.

25. **Seniority**: The Governor shall prepare a list of members of the Service arranged in order of seniority as determined in the manner specified below:-

(i) In the case of persons appointed on the result of competitive examination, or by selection under rule 5, seniority in the service shall be determined by the order in which appointments are made to the Service provided that:

(a) Persons recruited on the results of the competitive examination in any year shall be ranked inter-se-seniority in order of merit in which they are placed in the result of the competitive examination on the results of which they are recruited, and those recruited on the basis of an earlier examination being ranked senior to those recruited on the basis of later examination.

(b) The relative seniority inter-se of persons recruited by Promotion (selection) shall be determined on the basis of the order in which their names are arranged in the list prepared under rule 14.

(ii) the seniority of members of the Service appointed at the initial constitution of the service in accordance with the provisions of Part VI of these Rules, shall be determined ad-hoc by the Governor in consultation with the Commission, due regard being had to the posts previously held by them under the concerned Government and the length of service rendered by them therein.

Provided two or more persons belonging to the same parent service or Department are thus appointed, they shall be ranked inter-se in order of their relative seniority in the parent service or Department, as the case may be.

(iii) The relative seniority of direct recruits and promotees shall be determined to the extent of the number of vacancies between direct recruitment and promotees as determined under Rule 5, for that year, additional direct recruits selected against the carried forward vacancies of the previous year would be placed en-bloc below the last promotees (or direct recruits as the case may be). The same principle shall also be followed in the case of appointments made under Rule 27(1) (b).

- (iv) Seniority of those promotees promoted through Limited Departmental Examination shall be junior (en bloc) to those promotees promoted in normal course particularly during the same recruitment year.

26. Pay and allowances: (1) The scales of pay attached to the service shall be as follows or subject to revision from time to time by the State Government:

Sl. No.	Grade	ROP, 2010
1	M. E.S. (Grade- III)	₹ 9,300-34,800/- with GP ₹4,300
2	M. E.S. (Grade -II)	₹ 9,300-34,800/- with GP ₹ 4,400
3	M. E.S. (Grade- I)	₹ 15,600-39,100/- with GP ₹ 6,600

(2) A person recruited on the result of Competitive examination shall, on appointment to the service, draw pay at the minimum of the time scale. The pay and increments in the case of other persons appointed to the service shall be regulated in accordance with the Fundamental Rules as may be adopted in the State from time to time.

Provided that it shall be open to the Governor to determine the pay of any members of the service if the special circumstances of his case so require in such manner as the Governor may deem fit.

(3) Additional allowances shall be paid to persons holding duty posts at such rates as may be determined by the Governor from time to time.

27. (1) Procedure for filling up of vacancies:

- (a) Appointment of the members of the Service shall be made on the recommendation of Commission on the basis of merit with due regard to seniority.
- (b) 50% of vacancies in Grade III shall be filled by Direct recruitment through *Limited Competitive Examination* from amongst the candidates holding posts listed in Schedule-II, who have passed Master's Degree and degree of Bachelor of Education (B.Ed) and has completed 10 years of regular service in State Government. Remaining 50% of the vacancies in Grade-III shall be filled by Direct recruitment through open competition from the candidates possessing postgraduate degree in any discipline and degree of Bachelor of Education (B.Ed).
- (c) 50% of the substantive vacancies available at Grade II shall be filled by promotion from amongst the members of the M.E.S. (Grade III) with a minimum of 5 years regular service including service against duty posts. Principle of promotion shall be selection i.e., on the basis of merit with due regard to seniority. Remaining 50% of vacancies in Grade II shall be filled by Direct recruitment through *Limited Competitive Examination* from amongst the candidates holding posts listed in Schedule-III, who have passed Master's Degree and B.Ed, and have completed 10 years of regular service in the State Government.

(d) 70% of the substantive vacancies available at Grade I shall be filled up by promotion from amongst the members of the M.E.S. (Grade II) with a minimum of 10 years' regular service including service against duty posts, shall be eligible for being considered for promotion to the M.E.S. (Grade I). The remaining 30% of the posts at Grade I shall be filled up by Limited Departmental Examination from amongst the persons holding posts listed under Schedule -IV.

(2) The Composition of the Selection committee as mentioned in (1)(a) above shall be as follows:

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|---|-----------|
| i) Chairman or Member of Commission | -Chairman |
| ii) Principal Secretary/ Commissioner (Education-S) | -Member |
| iii) Secretary or Commissioner/DP | -Member |
| iv) Director/Education (S)(HOD) | -Member |

(if the Chief Secretary also functions as Secretary (DP), then any officer not below the rank of Joint Secretary to be nominated by the Chief Secretary shall be member of the committee).

28. Regulations: the Governor may make regulations not inconsistent with these rules, to provide for such matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

29. Residuary matters: In regards to matters not specifically covered by these rules or by regulations or orders issued hereunder or by special orders, the members of the service shall be governed by the rules, regulations and orders applicable to corresponding officers serving in connection with the affairs of the State.

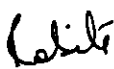
30. Interpretation: If any question arises relating to the interpretation of these rules, the same shall be decided by the Government.

31. Saving: Any order made or action taken under appropriate rules prior to the publication of the notification shall be deemed to have been validly made or taken under the provisions of these rules.

32. Transition period: On an after the commencement of these rules and until persons are appointed to hold the duty posts in accordance with the provisions of these rules, such posts may continue to be held by officers/ officials who are holding such posts at the time of the commencement of these rules as if these rules have not come into force.

33. Power to Relax: Where the Governor is of the opinion that it is necessary or expedient to do so, he may by order, for reasons to be recorded in writing and, in consultation with the Commission, relax any of the provisions of these rule with respect to any class or Category of persons or Posts.

By orders & in the name of Governor,


(Yumnam Robita)
Deputy Secretary(DP),
Government of Manipur.

Copy to:

1. Secretary to Governor, Raj Bhavan, Imphal, Manipur.
2. Pr. Secretary to Chief Minister, Manipur.
3. PPs to all Ministers, Manipur.
4. Staff Officer to Chief Secretary, Govt. of Manipur.
5. PSs to Addl. Chief Secretaries, Govt. of Manipur.
6. PSs to all Pr. Secretaries/Commissioners/Secretaries, Govt. of Manipur.
7. Secretary, MPSC, North A.O.C., Imphal with reference to Commission's letter No. 5/2/2012-MPSC(RR) dated 21-08-2012. 10(ten) spare copies are sent herewith for official record as desired.
8. Director of Printing & Stationery, Manipur with 2(two) spare copies for publication in the Manipur extra ordinary Gazette. He is requested to send 15 copies of the said Rules to this Department. Necessary bill(s) may be sent to Under Secretary(GAD), Govt. of Manipur.
9. Director of Education (School), Manipur.
10. Under Secretary(GAD), Govt. of Manipur.
11. Under Secretary(PIC), Govt. of Manipur.
- ✓ 12. Shri Martha Khuman, Website Manager, Deptt. of Information Technology, 4th Floor, West Block, New Secretariat.
13. Guard File/ Notification book.

File

SCHEDULE - I
(SEE RULE 4 (1))

(I) Specified posts under the Manipur Education Service:

- (a) MES (Grade-I) - 18 (eighteen)
 (b) MES (Grade- II) - 53 (fifty three)
 (c) MES (Grade - III) - 82 (eighty two)
- (ii) Deputation / Leave / Training Reserve - 47 (forty seven)
- (iii) Total cadre strength - 200 (Two hundred)

M.E.S. Grade - I

Sl. No.	Name of Post	Scale of pay as per ROP, 2010	Grade Pay	No. of post
1	Joint Director	₹ 15,600-39,100	₹ 6,600	7
2	Zonal Education Officer	₹ 15,600-39,100	₹ 6,600	11
	<i>Total No. of posts with pay scales of ₹15,600-39,100 + GPRs. 6,600/-</i>			18

M.E.S. Grade - II

Sl. No.	Name of Post	Scale of pay as per ROP, 2010	Grade Pay	No. of post
1	D.I.(Schools)	₹ 9,300-34800	₹ 4,400	48
2	Asstt. Director	₹ 9,300-34800	₹ 4,400	5
	<i>No. of posts with pay scales of ₹.9,300-34,800 + GP ₹4,400</i>			53

M.E.S. GRADE-III

Sl. No.	Name of Post	Scale of pay as per ROP, 2010	Grade Pay	No. of post
1	A.I. of Schools	₹ 9,300-34,800	₹ 4,300	82
	<i>Total No. of posts with pay scales of ₹ 9,300-34,800 + GP ₹4,300/-</i>			82

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(a) Total MES (Grade-I)	- 18 (eighteen)
(b) Total MES (Grade- II)	- 53 (fifty three)
(c) Total MES (Grade – III)	- 82 (eighty two)

Deputation / Leave / Training Reserve

1. Deputation reserve @ 20% of 153	- 31 (thirty one)
2. Leave reserve @ 5% of 153	- 08 (eight)
3. Training reserve @ 5% of 153	- 08 (eight)
Total	- 47 (forty seven)

Grand Total - 200

SCHEDULE – II

(See Rules 5)

1. Primary teachers with Post graduation degree and B.Ed
2. Graduate Teacher (All Category) with Post graduation degree and B.Ed
3. Assistant Head Masters of High Schools
4. Head masters of Junior High Schools

Schedule – III

(See Rules 5)

1. Head masters of High Schools
2. Lecturers of Higher Secondary Schools

Schedule – IV

(See Rules 5)

1. Principal of Higher Secondary Schools
2. Vice-Principals of Higher Secondary Schools

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