

No. 4(5)75-76/JNMDA Voll-III
OFFICE OF THE JAWAHARLAL NEHRU MANIPUR
DANCE ACADEMY, IMPHAL

ADVERTISEMENT

Dated 6th May, 2025

Applications are invited from eligible candidates for the following vacant posts in Jawaharlal Nehru Manipur Dance Academy, Imphal, Manipur. Interested candidates may apply in enclosed Performa along with the relevant documents and testimonials to the Director, Jawaharlal Nehru Manipur Dance Academy, Imphal, Manipur – 795001 on or before 20th June, 2025 through post or by hand.

| Sl. No. | Name of the Post(s) | Pay Level | Classification of Posts(s) | No. of Posts(s) | Category |
|---------|----------------------|--------------------------------|----------------------------|-----------------|----------|
| 1. | Assistant | Level – 6 (Rs. 35400-112400/-) | Group B | 1 | UR |
| 2. | Stenographer | Level – 6 (Rs. 35400-112400/-) | Group B | 1 | UR |
| 3. | Senior Clerk | Level – 4 (Rs. 25500-81100/-) | Group C | 1 | UR |
| 4. | Junior Clerk | Level – 2 (Rs. 19900-63200/-) | Group C | 3 | UR |
| 5. | Assistant Technician | Level – 2 (Rs. 19900-63200/-) | Group C | 1 | UR |

Detailed advertisement, terms & conditions and prescribed form are available at www.jnmdaimp.com & www.sangeetnatak.gov.in for full details of the essential and other qualification and experience kindly visit our website at www.jnmdaimp.com & www.sangeetnatak.gov.in.

Sd/-
Director, JNMDA

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| Sl. No. | Name of the Post(s) | Pay Level | Classification of Post(s) | No. of Post(s) | Category | Age limit | Educational & Other Qualification |
|---------|---------------------|-----------------------------------|---------------------------|----------------|----------|---|---|
| 1 | Assistant | Level – 6 (Rs. 35400-112400/-) | Group B | 1 | UR | 21-28 year (Relaxable for SC/ST/Central/State Govt./Autonomous Bodies Employees upto 5 years in accordance with the instruction or orders issued by the Central Government and 3 years for OBC Candidates) | a) Degree from a recognized University b) Should have knowledge of typing and at least experience of 6 years as Senior Clerk/UDC (Pay level – 4, GP-2400) in office work preferably relating to establishment and accounts matters in a Central/State/Autonomous Organization. <u>Desirable</u> 1. Acquaintance with performing Arts. |
| 2 | Stenographer | Level – 6 (Rs. 35400-112400/-) | Group B | 1 | UR | 21-28 year (Relaxable for SC/ST/Central/State Govt./Autonomous Bodies Employees upto 5 years in accordance with the instruction or orders issued by the Central Government and 3 years for OBC Candidates) | a) Degree from a recognized University. b) Should have minimum speed of 100 wpm in English/Hindi Shorthand and 45 wpm in English/Hindi typing. c) Three years experience in an organization of repute/autonomous body or Government undertaking. <u>Desirable</u> Knowledge in Hindi |

| | | | | | | | |
|---|----------------------|----------------------------------|---------|---|----|--|--|
| 3 | Senior Clerk | Level – 4 (Rs. 25500-81100/-) | Group C | 1 | UR | 21-28 year (Relaxable for SC/ST/Central/State Govt./Autonomous Bodies Employees upto 5 years in accordance with the instruction or orders issued by the Central Government and 3 years for OBC Candidates) | Essential a) Degree from a recognized University or equivalent qualification b) Minimum speed of 30 wpm in English typing Desirable c) Five years experience in the clerical cadre of office work in an organization of repute/autonomous body or Government undertaking |
| 4 | Junior Clerk | Level – 2 (Rs. 19900-63200/-) | Group C | 3 | UR | 21-28 year (Relaxable for SC/ST/Central/State Govt./Autonomous Bodies Employees upto 5 years in accordance with the instruction or orders issued by the Central Government and 3 years for OBC Candidates) | Essential a) 12 th Class or equivalent qualification from a recognized Board or Institute. b) Minimum speed of 30 wpm in English typing/25 wpm in Hindi typing c) Working knowledge of Hindi Desirable Experience of Data Entry on bilingual computers |
| 5 | Assistant Technician | Level – 2 (Rs. 19900-63200/-) | Group C | 1 | UR | 21-28 year (Relaxable for SC/ST/Central/State Govt./Autonomous Bodies Employees upto 5 years in accordance with the instruction or orders issued by the Central Government and 3 years for OBC Candidates) | Essential a) 10+2 from a recognized Board/Institute. b) Certificate from a recognized Institute in the field of stage and lighting c) 3 years experience in the field of stage & lighting Desirable a) Knowledge of Manipuri b) Knowledge of photography and tape recording. |

General Conditions:

1. The eligibility conditions including maximum age limit of the candidate for respective post shall be counted on the closing date of receipt of application. Incomplete or unsigned application without photographs or late applications will be summarily rejected.
2. Those employed should route their application through proper channel.
3. The Competent Authority of JAWAHARLAL NEHRU MANIPUR DANCE ACADEMY, IMPHAL reserves the right to extend the last date for receipt of applications and also reserves the right to amend the advertisement and/or cancel the recruitment exercise for the post at any stage of recruitment process without assigning any reason thereof.
4. A fee of Rs. 400/- (Rs. Four hundred only) for Group B Posts & Rs. 300/- (Rs Three hundred only) for Group C posts, in favour of Director JNMDA is to be deposited by all applicants by way of DD/Bankers Cheque except Women/SC/ST/Physically Handicapped /EWS.
5. Age relaxation to SC/ST/OBC candidates is admissible only for the posts reserved under the category.
6. Required Documents: Self-attested copies of the following documents are required to be sent along with the application. (Essential) – Application will be rejected if essential documents are not enclosed.
 - I. Proof of Date of Birth: Matriculation/10th Standard Certificate issued by the Central/State Educational Board indicating the Date of Birth.
 - II. Educational Qualification(s): Mark sheets and Diploma/Post Diploma Certificates
 - III. Experience certificate (s) issued by the employer indicating the date of joining and relieving.
 - IV. No Objection Certificate from present employer, if employed.
 - V. Caste/Tribe/EWS/Physically handicapped (for fee concession): Certificate issued by the Competent Authority in the prescribed format.
7. Details about the date, time and venue of test/interview will be intimated to the eligible candidates. No TADA will be admissible for attending test/interview or joining the post.
8. The jurisdiction for all legal matters for this recruitment will be exclusively at Manipur.
9. The appointment will be subject to medical examination and verification of character and antecedents of the candidate from the competent authorities.
10. The selected candidate will be governed by the Rules and Regulations as are applicable to other employees of the Akademi and necessary undertakings will have to be given before appointment.
11. Initial posting will be at JNMDA. However, the candidate selected for appointment is liable to be transferred anywhere in India.
12. The number of vacancy may vary subject to the requirement at the stage of final selection.
13. Canvassing through any source will lead to disqualification of the candidate.
14. Post wise Selection Criteria will be as under :
 - (a) Assistant: Selection will be based upon 2 tier exam.
 - (i) Objective type exam 200 marks with qualifying marks 100. All the candidates qualify in first phase objective type exam will be called for 2nd phase exam. Questions will be of Graduation level.
 - (i) 50 Questions Arithmetics
 - (ii) 50 Questions English
 - (iii) 50 Questions reasoning
 - (iv) 50 Questions General Knowledge and current affairs.

200 Questions – 2 hours

- (ii) 2nd phase exam (50 marks) – Descriptive to check writing skills and command on language.

Final selection will be made based upon the combined score in two exams in order of merit.

(b) Stenographer

- (i) Written exam – (100 marks) – Qualifying marks will be 50. However limited candidates will be called for skill test in order of merit.
- (ii) Shorthand and typing test – Maximum 25 times i.e. 50 candidates will be called for skill test for shorthand speed @ 100 w.p.m. and typing with speed @ 45 w.p.m. These speeds are mandatory but qualifying only. Final selection will be made on the basis of merit of written exam.

Syllabus: There will be four parts of exam objective type of 100 questions.

- (i) 25 Questions Arithmetics
(ii) 25 Questions English or Hindi
(iii) 25 Questions reasoning
(iv) 25 Questions General Knowledge and current affairs.

100 Questions – 1.5 hours.

(c) Senior Clerk

Written exam – (200 marks) & Typing Test – Minimum speed of 30 wpm in English Typing

Syllabus: There will be four parts of exam objective type of 200 questions.

- (i) 50 Questions Arithmetics
(ii) 50 Questions English or Hindi
(iii) 50 Questions reasoning
(iv) 50 Questions General Knowledge and current affairs.

200 Questions – 2 hours.

(d) Junior Clerk

Selection will be based upon written exam (100) marks with qualifying marks 50, followed by skill test i.e. typing test with speed 30 words per minute.

Written exam will of objective with 100 questions – 1.5. Hours (25 Maths, 25 General Knowledge, 25 English, 25 reasoning) will be of 12th standard and minimum qualifying marks will be 50.

Candidates who will obtain qualifying marks and maximum 20 times candidates i.e. 60 will be called to typing test. Typing test @ 30 w.p.m. is mandatory but qualifying.

Final selection will be based upon the merit in exam subject to qualifying skill test.

(e) Assistant Technician

ANNEXURE – I**“Application”**

Name of the post applied for:

Please affix your
self attested
recent passport
size photograph

| | | |
|----|--|---|
| 1 | Name of the applicant | |
| 2 | Date of birth (in DD/MM/YYYY format) | |
| 3 | Father/Husband's Name | |
| 4 | Age (Year and Month) as on the closing date of receipt of applications | |
| 5 | Category – SC/ST/OBC/EWS/PH or General | |
| 6 | Sex (Please tick) | Female/Male |
| 7 | Nationality | |
| 8 | Present Employment Status (Please tick) | Central/State Govt., PSU, Autonomous Body or Statutory Body |
| 9 | Aadhaar No. | |
| 10 | Mailing Address | |
| 11 | Postal Address | |
| 12 | Mobile Nos. | |
| 13 | Email | |

14. Educational & Professional Qualifications

| Qualification | College/Institution | University | Year of passing | Class/Division | Percentage of marks obtained | Subjects/Core discipline |
|---------------|---------------------|------------|-----------------|----------------|------------------------------|--------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

15. Details of employment (if any):

| Office/ Institution/ Organisation | Post Held | From | To | Pay Scale and Present Pay | Nature of duties |
|---|-----------|------|----|------------------------------|---------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

16. Total Experience (After the acquiring of the requisite qualification(s)) : Year

| | |
|--|--|
| | |
|--|--|

 Months

| | |
|--|--|
| | |
|--|--|

17. Additional Information, if any, which you would like to mention in support of your suitability for the post (Enclose a separate sheet, if the space is insufficient).

18. Please tick below as applicable:

| | | |
|-------|---|---------|
| (i) | Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) | Yes*/No |
| (ii) | Whether any punishment/penalty was awarded to you or any vigilance case pending as far as your knowledge goes | Yes*/No |
| (iii) | Have you applied before for employment in JNMDA or Sangeet Natak Akademi? | Yes*/No |

*If yes, please give details.

Undertaking

I hereby declare that the information & particulars furnished by me as above true and correct to the best of my knowledge and belief and nothing has been concealed or suppressed. I understand that if any of the information is found incomplete/incorrect, false or misleading, my candidature is liable to be cancelled at any stage before appointment; and if appointed, my appointment is liable to be terminated without notice or compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria/conditions stipulated in the advertisement.

Date.....

Signature of the Applicant

Note: Every page of the application, along with enclosures, should be continuously page numbered and also self-attested by the candidates.

Enclosure (*as mandatory)

- | | | |
|--|---|--------------------------------------|
| 1. For DOB | - | 10 th /Matric certificate |
| 2. For educational qualification | - | Mark sheets/Degree |
| 3. For caste certificate | - | In the specific format |
| 4. No Objection Certificate | - | From present employer |
| 5. Experience Certificate with date of joining/relieving | - | Issued by employers |
| 6. Age relaxation Certificate (for Government servants) | - | Issued by employers |

- (i) 50% weightage will be for written exam – (100 marks) – Qualifying marks will be 50.

Syllabus: There will be four parts of exam objective type of 100 questions.

- (i) 25 Questions Arithmetics
- (ii) 25 Questions English or Hindi
- (iii) 25 Questions reasoning
- (iv) 25 Questions General Knowledge and current affairs.

100 Questions – 1.5 hours.

- (ii) 50% weightage will be for technical knowledge/interview.

15. Language of exam will be English.

16. Exam/Interview will be held at Imphal.

Sd/-
Director, JNMDA