

OFFICE OF THE MANIPUR STAFF SELECTION COMMISSION
DEPUTY COMMISSIONER'S OFFICE COMPLEX, IMPHAL WEST, LAMPHELPAT

ORDERS

Imphal, the 18th February, 2025

No.ES-SSC/9/2025-MSSC-MSSC: The following work allocation amongst the officers of the Manipur Staff Selection Commission (MSSC) is hereby made with immediate effect and until further orders:

Sl.No.	Name & Designation	Works assigned/allotted
1.	Dr. Sonia Oinam Joint Secretary(MSSC)	i) Will assist the Secretary in his/her functions viz. administrative matter, establishment matters, framing of recruitment rules, promotion matters, legal matters etc. ii) Assisting the Commission in planning, formulating its policies organizing their implementation. iii) Coordinating the intra administrative units of the Office etc. iv) Matters related to the Manipur Staff Selection Commission Act, 2022 and Rules & Regulations framed there under. v) Matters related to all entitlements of the Chairperson and Members of the Commission as per the MSSC Act, 2022 and Rules and Regulations framed there under. vi) RTI and Grievances Redressal Matters. vii) Submission of Annual Reports to the AD of the State Government in the prescribed Forms as per the provisions of the MSSC Act 2022 and Rules/Regulation etc. viii) Assembly and Parliament related matters of the Commission. ix) Design and Development of the Commission's Website and all matters related thereto. x) Any other work assigned by the Secretary from time to time.

	Kh. Lalmani Singh Controller/Registrar/DDO(MSSC)	<p>i) Will be in charge/of the Direct Recruitment Cell, will scrutinize the applications received in response to advertisement and will check them carefully to determine the eligibility or otherwise in terms of the qualifications prescribed in the advertisements. Will also prepare the necessary application folders, statements of particulars of the candidates, etc. Will issue notices to the candidates for interview/examinations, etc. and shall arrange for the interviews if required.</p> <p>ii) Formulation and organization of Examination Programme, make all arrangements for the actual conduct of the examination, arrange the candidates in order of preference on the results of examination etc.</p> <p>iii) Matters related to OMR and other related issues.</p> <p>iv) Any other her work assigned by the Secretary from time to time.</p>
3.	Th. Samson Meetei Sr. Finance Officer) (MSSC)	<p>i) Preparation of the Budget and all Finance related matters including Audit etc</p> <p>ii) Vetting /IFD concurrence of all financial proposals of the Commission.</p> <p>iii) Any other works assigned by the Secretary (MSSC) from time to time.</p>

2. Any other works not mentioned specifically in the above Table will be assigned to the Joint Secretary/Controller/Registrar and DDO of MSSC by the Secretary (MSSC) in consultation with the Chairperson.
3. The under Secretary (MSSC), shall put up files to the Joint Secretary and Controller/Registrar (MSSC) as per the work allocation detailed above.

By Orders etc.

(Dr. Rangitabali Waikhom)
Secretary
Manipur Staff Selection Commission

Copy to:

1. Chairperson, Manipur Staff Selection Commission.
2. Joint Secretary/Controller/Registrar/Sr. FO, Manipur Staff Selection Commission.
3. Guard File.
