

Receipt No: .....

Date: .....

Signature

**GOVERNMENT OF MANIPUR  
TOWN PLANNING DEPARTMENT**

**APPLICATION FORM FOR RECRUITMENT OF GRADE - C & D POSTS, 2021  
(Read instructions carefully before filling up the form)**

**Post Applied For (Tick):**

**1. Office Assistant Cum Computer Operator**

☐

**2. Lower Division Clerk**

☐

**3. Driver**

☐

**4. Peon**

☐

*Affix a recent  
passport size  
photograph (To  
be self- Attested  
across the  
photograph)*

1. Name of the applicant (in CAPITAL letters) : .....

.....

2. Father's/Husband's name: .....

3. Sex (Male/Female): .....

4. Date of Birth (DD/MM/YYYY): .....  
(As in Matriculation Certificate)

5. Age as on 30<sup>th</sup> September, 2021: Years ..... Months ..... Days .....

6. Present address & contact No.: .....

.....

7. Permanent Address: .....

.....

8. Mother Tongue: .....

9. Whether Un-reserved/ ST/ OBC (Meitei): .....

10. Whether a government employee: YES/ NO: .....

If "Yes", a "No Objection Certificate" in **original** issued by the employer (Competent authority) should be enclosed.

*Contd. 2*

**11. Details of Educational qualifications:**

***a) Essential Qualification***

Name of the Exam passed	Division/ Grade % of Marks	Year of Passing	Name of the Board/University

**12. Documents enclosed:**

No.	Details of documents enclosed	Tick if Enclosed
1.	Class-X certificate	
2.	Class-XII certificate	
3.	Degree Certificate/ Graduate Certificate.	
4.	Computer Course Certificate (if applicable)	
5.	Driving License (if applicable)	
6.	ST/ OBC (M) Certificate	
7.	No Objection Certificate (if applicable)	
8.	Employment Exchange Registration Number	
9.	Employment Exchange Sponsoring Serial Number	
10.	Physically Handicap/ Disability Certificate (If applicable)	

**DECLARATION**

I, ..... Son/ Daughter of  
Shri/Smt.....aged.....  
Resident of .....

Manipur hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am aware of the fact that if the information given by me is proved false/not true, I will have to face the criminal proceedings as per relevant provisions of Indian Penal code and any other suitable provisions of the Law. Also, all the benefits availed by me shall be summarily withdrawn and my application shall be liable for disqualification.

Date:

Place:

**Signature of the Applicant**

~~~~~

**TOWN PLANNING DEPARTMENT**  
*Directorate Complex, 2<sup>nd</sup> M.R. Gate, Imphal- 795001*

**RECRUITMENT OF GRADE - C & D POSTS, 2021**  
**ADMIT CARD**

*To be filled by Office:*

**Roll Number:**.....

Date of Written Examination: .....

\* Venue: .....

\* Time: .....

*Affix a recent  
passport size  
photograph  
(To be self-  
Attested  
across the  
photograph)*

**Name of the Candidate:** .....

**Father's/ Husband's Name:** .....

**Post Applied For:** .....

**Important Directives:**

1. Candidates are required to bring photo identity card in original (AADHAAR, PAN Card, Driving License, Passport etc.)
2. Any forms of electronic communication device (Mobile phones, digital books, notes, pagers etc.) are strictly prohibited in the examination hall and the campus.
3. Candidates are allowed to enter the examination hall & campus only before 15 minutes of the commencement of the written examination. No candidates will be allowed to enter the hall after 15 minutes of commencement of the examination.

**Signature of the issuing Authority**

**Signature of the Candidate**

**TOWN PLANNING DEPARTMENT**  
*Directorate Complex, 2<sup>nd</sup> M.R. Gate, Imphal- 795001*

**RECRUITMENT OF GRADE - C & D POSTS, 2021**  
**ADMIT CARD**

*To be filled by Office:*

**Roll Number:**.....

Date of Written Examination: .....

\* Venue: .....

\* Time: .....

*Affix a recent  
passport size  
photograph  
(To be self-  
Attested  
across the  
photograph)*

**Name of the Candidate:** .....

**Father's/ Husband's Name:** .....

**Post Applied For:** .....

**Important Directives:**

1. Candidates are required to bring photo identity card in original (AADHAAR, PAN Card, Driving License, Passport etc.)
2. Any forms of electronic communication device (Mobile phones, digital books, notes, pagers etc.) are strictly prohibited in the examination hall and the campus.
3. Candidates are allowed to enter the examination hall & campus only before 15 minutes of the commencement of the written examination. No candidates will be allowed to enter the hall after 15 minutes of commencement of the examination.

**Signature of the issuing Authority**

**Signature of the Candidate**

### **INSTRUCTION TO THE CANDIDATES FOR FILLING UP THE APPLICATION FORMS**

1. Candidates sponsored for more than one post should apply separately.
2. In case of Caste/ OBC certificates, the same should be valid as on the date of submission of the application form.
3. Application fee shall be Rs. 500/- (Five hundred) for Un-Reserved, Rs. 400/- (Four hundred) for OBC Categories; and Rs. 300/- (Three hundred) for ST category.
4. Only cash will be accepted on counter at the time of submission of application form.
5. Candidates applying for different post should pay fees for each type of post.
6. In any case, the Examination fee shall not be refunded.
7. Non-relevant parts of the application form should be strike off while filling the application form.
8. Any part of the application should not be left blank at the time of submission of the form.
9. Application Form should be filled up only with a blue colour ball point pen.
10. All the documents submitted along with the Application form should be self-attested.
11. Original Documents should be produced for verification at the time of submission of forms.
12. The submission of Application form does not summarily mean the eligibility of the Applicant. On further verification, if it is found false or incorrect, the candidature is liable to be cancelled.
13. The decision of the Town Planning Department as to the eligibility or otherwise for allowing a candidate to appear the examination shall be final.