

**Government of Nagaland  
Personnel and Administrative Reforms Department  
(Administrative Reforms Branch)**

**OFFICE MEMORANDUM**

Dated, Kohima the 26<sup>th</sup> October, 2012

**No. AR-3/GEN-212/2012** : : The Technical Education Department vide Notification No. THE/TE/10-12/04 dated 29/07/2012, had recognized the 3(three) year Diploma Course in Modern Office Practice offered at the Government Polytechnic, Kohima, for recruitment to various posts, viz, Computer Operator, Receptionist, Data Entry Operator, Stenographer Grade-III and such other posts where the pre-requisite educational qualifications for appointment is equivalent to the afore-mentioned course.

All Administrative Heads and Heads of the Department, therefore, are requested to allow individuals in possession of the 3(three) year Diploma Course in Modern Office Practice to appear in various recruitment examinations against posts where the requisite academic qualifications corresponds to that of the aforesaid course.

**Sd/- LALTHARA**  
Chief Secretary to the Govt. of Nagaland