

GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION(S)
(Administrative Section)

NOTIFICATION

Imphal, the 28th February, 2023

No. AO/244/RR(SA)/2021(10)-DE(S)Pt.: In pursuance of Govt. Letter No. EST 5/2/2022-EDN(S)-EDN(S) dated 3/2/2023 regarding the framing Recruitment Rules (RR) for the post of System Analyst, A draft Recruitment Rules (RR) for the post of System Analyst is uploaded in the official websites of the Directorate of Education(S), Manipur i.e. <https://manipureducation.gov.in>.

Claims and Objections, if any may be submitted in writing with supporting documents within 30(thirty) days so as to reach the Office of the undersigned.

(Soraisham David Singh)

Senior Administrative Officer
Directorate of Education(S), Manipur

Copy to:-

1. Commissioner of Education/S, Govt. of Manipur.
2. Director of Education/S (Hill/Valley), Manipur.
3. Addl. Director of Education/S (Hill/Valley), Manipur.
4. Relevant File.

**FORM TO BE FILLED BY THE APPOINTING AUTHORITIES/HEAD OF DEPARTMENT WHILE
FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNAL/MPSC FOR FRAMING
RECRUITMENT RULES :**

1	(a)	Name of the post(s)	System Analyst (MIS)
	(b)	Name of the Department	Education Department (Schools)
	(c)	Number of post(s)	23
	(d)	Scale of pay	L-9
	(e)	Classification and services to which the post(s) belongs:	GCS Class-I (Gazetted)
	(f)	Ministerial or Non- Ministerial	N.A
2	Appointing Authority		Administrative Department of Education(S), Govt. of Manipur
3	Duties of the posts in details		1. Management and handling of MIS (Management information System) 2. Controlling and supervising in collection and compilation of School wise data through UDISE (Unified District Information System for Education) software. 3. Management and Analysis of Schools related information in various parameters of schools. 4. Calculation of various Educational Indicators for planning and implementation. 5. To provide Technical support from time to time for various Softwares & Webportal given by Ministry or State. 6. To co-ordinate with various Departments for education related data and information. 7. Handling of IT related works. 8. Handling of E-contents in different mode of Channels such as Youtube, Facebook, JioTV and etc.
4	Described briefly the method(s) adopted for filling the post(s) hitherto.		N.A.
5	Method of Recruitment proposed		50% by Direct Recruitment and 50% by Promotion.
6	If promotion is proposed as a method of recruitment		
	(a)	Designation and number of post(s) proposed to include in the field of promotion	Computer Operator
	(b)	Number of years of Qualifying service proposed to the fixed before persons in the field become eligible by promotion	5 years of Regular Service in the Grade
	(c)	Percentage of vacancies in the grade proposed to be filled by promotion	50%

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	(d)	Reasons for proposing the percentage in (c) above	N.A.
	(e)	Have recruitment rules been framed for the post(s) proposed in the field of promotion, If framed in consultation with the Commission was not required, please attach a copy of rules framed.	Yes
		If recruitment rules were not framed for the post(s) in the field of promotion:	
	(f)	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods:	N.A.
		(ii) Please state briefly the educational qualification possessed by the person(s) in the field of promotion.	N.A.
	(g)	(i) Is the promotion to be made on selection or non-selection basis	N.A.
		(ii) Reasons for the proposal (i) above.	N.A.
	(h)	If a D.P.C. exists, what is the composition?	Class-I (D.P.C.)
7		If promotion is not proposed as a method, please state why is not considered desired/possible/necessary.	N.A.
8		If direct recruitment is proposed as a method of recruitment, please state-	
	(a)	The percentage of vacancies proposed to be filled by direct recruitment:	50%
	(b)	(i) Age for direct recruit.	Lower age limit:-18 (eighteen) Upper age limit:- 38 (thirty-eight) years and below
		(ii) Is age relaxation for Govt. servants	Yes
	(c)	Educational and other qualifications required for direct recruits. It may please be noted that the essential qualification prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified	Essential: i. M.Sc. (computer science)/ M.Sc. (I.T.)/ M.C.A/ M.B.A.(IT)/ B.E (Computer Science/I.T)/ B. tech (Computer Science/I.T)/ PG D.I.T.M or its equivalent from a recognized University/Institute. ii. At least 2(two) years experience in data processing, data management, software development with following skill areas: VISUAL BASICS, VISUAL FOXPRO,SQL,JAVA,COBOL,HTML,SML,ASP,DHTML. Desirable: i. Knowledge of Manipuri/Hindi/English.

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	(d)	Has the post been advertised by the Commission in the past, please quote Commission's reference number.	No
9	If direct recruitment is not proposed as a method; please state why it is not considered desirable/possible/necessary.		N.A.
10	(i)	If promoted and direct recruitment are both proposed as method of recruitment, will the educational qualifications proposed for direct recruits apply in case of promotees.	Yes
	(ii)	If not, to what extent are the educational qualifications proposed to be relaxed in case of promotees.	N.A.
11	(a)	Is deputation/transfer proposed as a method of recruitment? If so, please state clearly whether deputation or transfer or both are proposed.	N.A.
	(b)	The percentage of vacancies proposed to be filled by this method	N.A.
	(c)	The period of which deputation will be limited	N.A.
	(d)	The name of the posts or grades or services etc. from which deputation/transfer is proposed	N.A.
12	If any of the methods proposed fails by what method are such vacancies proposed to be filled?		N.A.
13	Special circumstances, if any other than those covered by the rules, in which the commission may be required to be consulted.		N.A.
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc.		N.A.
15	Name, address and telephone numbers of the Department's representatives with whom these proposals may be discussed if necessary for clarification/early decision.		Deputy Secretary(Education/S), Government of Manipur

Date

Place

**Signature of the Officer
Sending the proposals.
Telephone NO.**

DRAFT RECRUITMENT RULES FOR THE POST OF SYSTEM ANALYST IN DEPARTMENT OF EDUCATION (SCHOOLS), GOVERNMENT OF MANIPUR.

Designation of Post(s)	No. of Post(s)	Classification	Scale of Pay	Whether selection post or non-selection post	Age of direct recruits	Educational and other qualifications required for direct recruits *	Whether age and educational qualification prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/Transfer, grades from which promotion/deputation/transfer to be made	if a DPC exist, what is its composition	Circumstances in which MPSC is to be consulted in making recruitment.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
System Analyst	23	G.C.S. Class-1 {Gazetted}	L-9	N.A	Lower age limit:-18 (eighteen) Upper age limit:- 38 (thirty-eight) years and below (Upper age is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous service put in the post/ service and by 5 years for SC/ST candidates and by 3 years for OBC candidates and a Govt servant who belongs to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates).	Essential: i. M.Sc. (computer science)/ M.Sc. (I.T.)/ M.C.A/ M.B.A.(IT)/ B.E (Computer Science/I.T)/ B. tech (Computer Science/I.T)/ PG D.I.T.M or its equivalent from a recognized University/ Institute. ii. at least 2(two) years experience in data processing, data management, software development with following skill areas: VISUAL BASICS, VISUAL FOXPRO, SQL, JAVA, COBOL, HTML, SML, ASP, DHTML. Desirable: i Knowledge of Manipuri/Hindi/English.	N.A.	2 (two) years	i. 50% by direct recruitment ii. 50% by Promotion	Promotion:- From amongst the Computer Operator who are serving in the grade for continuous 5 (five) years possessing qualification as defined in coi. 7	{Class-I D.P.C.}	As required under MPSC(Exemption from Consultation Regulation, 1972)