

**GOVERNMENT OF MANIPUR  
DIRECTORATE OF EDUCATION (S)  
(ADMINISTRATIVE SECTION)**

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**NOTIFICATION**

Imphal, the 24<sup>th</sup> October, 2024

Subject: Draft Recruitment Rules for the post of Computer Operator in  
Education Department (S), Manipur.

No.AO/15/RR Mod.2024-DE(S): It is hereby notified for information to all concerned that the draft Recruitment Rules for the post of Computer Operator in the Education Department (S) is being framed in the form of MPSC form No.8 and MPSC form No.9 which are uploaded in the Official website of the Department.

2. Claims and objections, if any from stakeholders may be submitted in writing along with relevant copies of the supporting documents so as to reach the undersigned on or before 24<sup>th</sup> November, 2024.
3. The Notification is uploaded for ready reference in the official website of the Department **[www.manipureducation.gov.in](http://www.manipureducation.gov.in)**

Yours faithfully,



**(L.Nandakumar Singh)**  
Director of Education(S),  
Manipur

Copy to :-

1. Commissioner of Education (S), Govt. of Manipur.
2. Addl. Director of Education(S/ Hill/Valley), Dte. of Education(S), Manipur.
3. Sr. Administrative Officer, Dte. of Education(S), Manipur (for kind information and request to upload the same in the Department's website)
4. Relevant File.

**GOVERNMENT OF MANIPUR  
DIRECTORATE OF EDUCATION (S)  
(ADMINISTRATIVE SECTION)**

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AO/15/RR Mod.2024 (7)-DE(S)

Imphal the 2<sup>nd</sup> July, 2024

To,

The Commissioner, Education(S)  
Government of Manipur.

Subject: Change of Nomenclature as Computer Operator and granting of commensurate grade pay to the Data Entry Operator (DEOs) appointed under SSA scheme absorbed in the Education-S Department.

Sir,

I have the honour to invite a reference to your Office Letter No.30/33/2016-SE(S) dated 24/07/2023 and submit herewith updated MPSC 8 & 9 for framing of RR for Computer Operator in the Department of Education(S), Manipur by incorporating the essential qualification for the Post as advised in the above referred letter of the Government.

Encls: As stated above

Yours faithfully,



**(L.Nandakumar Singh)**  
Director of Education(S), Manipur

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

1	(a)	Name of the Post (s)	Computer Operator
	(b)	Name of the Department	Education Department (Schools)
	(c)	Number of Post(s)	
	(d)	Scale of pay	L-6
	(e)	Classification and service to which the post(s) belongs:	GCS Group-C (Non-Gazetted)
	(f)	Minister or Non- Ministerial	Non-Ministerial
2	Appointing Authority		Director, Directorate of Education (S), Manipur
3	Duties of the Posts in details		<ol style="list-style-type: none"> <li>1. Provides data by operating a Computer.</li> <li>2. Determines sequence of operations by studying production schedule.</li> <li>3. Performs defined tasks per documented Instructions/processes.</li> <li>4. Prepares equipment for operations by accessing software in computer.</li> <li>5. Makes appropriate changes to documentation, as needed.</li> <li>6. Monitors and manipulates daily system jobs.</li> <li>7. Maintains operations by monitoring error and stoppage messages, observing peripheral equipment, and making adjustments in the process.</li> <li>8. Continuously monitors and reacts to IT operations processing schedule.</li> <li>9. Maintains supply inventory by checking stock to determine inventory level.</li> </ol>
4	Describe briefly the method (s) adopted for filling the post(s) hitherto		NA
5	Method of Recruitment proposed		Direct Recruitment and promotion is 50: 50 ratio
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	From amongst the Data Entry Operator (DEOs)
	(b)	Number of years of Qualifying service proposed to the fixed become eligible by promotion	5 (five) Years continuous regular service in the Grade
	(c)	Percentage of vacancies in the grade proposed to be filled by promotion	50%
	(d)	Reasons for proposing the percentage in (c) above	NA
	(e)	Have recruitment rules been framed for the posts (s) proposed in the field of promotion, if framed in consultation with the Commission was not required, Please attach a copy of rules framed.	No

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	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:	Direct Recruit
	(ii) Please state briefly the educational qualification possessed by the person (S) in the field promotion	NA
(g)	(i) Is the promotion to be made on selection or non-selection basis	Selection
	(ii) Reasons for the proposal (i) above	NA
(h)	If a D.P.C. exists, what is the composition?	Class-III (D.P.C)
7	If promotion is not proposed as a method, please state why is not considered desired/possible/necessary.	NA
	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	Upper age limit: 38 (thirty-eight) years with admissible relaxation as Rules.
	(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	a) Essential:- Graduate with one year Post Graduate Diploma or Degree in Computer Science/Application from a recognized University/Institute b) Desirable:- 1. Experience/Proficiency in Computer programming/Computer Operations in a reputed Organization. 2. Typing speed of 40 words per minute 3. knowledge of Manipuri and Hindi
(d)	Has the post been advertised by the Commissions 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.	NA
10	(i) If promoted and direct recruitment are both proposed as method of recruitment, will the educational qualification proposed for direct recruits apply in case of promotees.	Yes
	(ii) If not, to what extent are the educational qualification proposed to be relaxed in case of promotee.	NA
(a)	Is deputation/transfer proposed as a method of recruitment? If so, please state clearly whether deputation or transfer or both are proposed.	NA

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	(b) The percentage of vacancies proposed to be filled by this method	NA
	(c) The period of which deputation will be limited	NA
11	(d) The name of the posts of grades or services etc. from which deputation/transfer is proposed	NA
12	If any of the methods proposed fails by what method are such vacancies proposed to be filled	NA
13	Special circumstances, if any other than those covered by the rules, in which the commission may be required to be consulted.	NA
14	If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc.	NA
15	Name, address and telephone number of the Department's representative with whom these proposals may be discussed if necessary for clarification/early decision.	Joint Secretary (Education/S) Government of Manipur

Imphal, the 16<sup>th</sup> July, 2024

*AS*

Directorate of Education(S), Manipur

**RECRUITMENT RULES FOR THE COMPUTER OPERATOR IN DEPARTMENT OF EDUCATION (SCHOOLS), GOVERNMENT OF MANIPUR**

Designation of post	No. of post	Classification	Scale of pay	Whether selection or non-selection post	Age for direct recruits	Educational and other qualifications required for direct recruits	Whether age & educational qualification prescribed for direct	Period of probation, if any	Method of recruitment whether by direct recruit or by promotion	In case of recruitment by promotion / deputation / transfer	If a DPC exists, 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
Computer Operator		G.C.S. Group -C- (Non-Gazetted/Non-Ministerial)	L-6	Non Selection	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).	<p>a) <b>Essential:-</b> Graduate with one year Post Graduate Diploma or Degree in Computer Science/Application from a recognized University/Institute</p> <p>b) <b>Desirable:-</b> 1. Experience/Proficiency in Computer programming/Computer Operations in a reputed Organization. 2. Typing speed of 40 words per minute 3. knowledge of Manipuri and Hindi</p>	Yes, for educational qualification only	2 (two) Years	Direct (50%): Promotion (50%)	Promotion (from amongst the Data Entry Operator (DEOs) who are serving in the Grade for continuous 5 (five) years possessing qualification as defined in column (7)	(Class-III D.P.C)	NA