

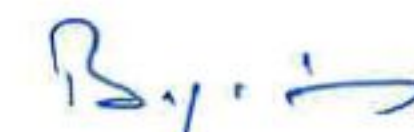
DRAFT

**RECRUITMENT RULES FOR THE POST OF INFORMATION TECHNOLOGY (IT) ASSISTANT
IN THE DEPARTMENT OF ENVIRONMENT & CLIMATE CHANGE, MANIPUR**

MPSC FORM NO. 8

Designation of post	No. of post(s)	Classification	Scale of pay	Whether selection or non-selection post	Age for direct recruits	Educational and other qualification required for direct recruits	Whether age & educational qualification prescribed for direct recruits will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruit or by promotion or by deputation/ transfer and percentage of the total sanctioned post 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 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
Information Technology (IT) Assistant	9 (nine)	Group C	Rs. 5200-20200 + 2800 (GP) [As per MS(RP) Rules, 2010 or as revised from time to time.]	Non-selection	Lower Age limit: 18 (Eighteen) Upper Age limit: 38(thirty-eight) years and below. (Upper age is relaxable for Government Servants appointed under the Government 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 Government Servant who belongs to SC/ST will get the facility admissible to a Government servant in addition to the relaxation admissible to SC/ST Candidates).	Essential: (i) Bachelor of Computer Applications (BCA) or B.Sc./B.E./B.Tech. in Computer Science/Information Technology from a recognized University / Institute. (ii) At least 3 years' experience in computer programming and applications. Preference will be given to those candidates who possess higher qualification in the above mentioned streams. Desirable: Knowledge of Manipuri / Hindi / English.	N.A.	2 (two) years.	By Direct Recruit [As per the Scheme of Exam decided by the Department from time to time]	N.A.	Class - III D.P.C.	N.A.

Notification No..... dated:.....



(Dr. T. Brajakumar Singh)
Director

Department of Environment & Climate Change, Manipur

MPSC FORM-9

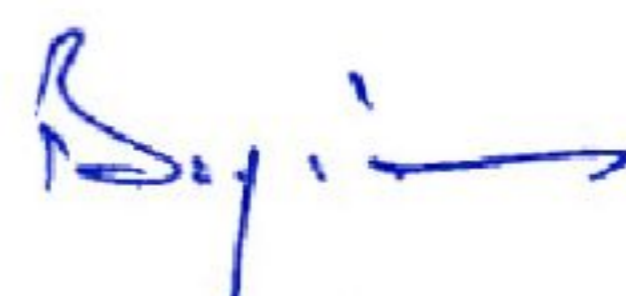
FORM TO BE SUBMITTED BY THE APPOINTING AUTHORITY HEAD OF DEPARTMENTS WHILE FORWARDING PROPOSALS TO THE DEPARTMENT OF PERSONNAL & ADMINISTRATIVE REFORMS (PERSONNAL DIVISION) AND THE MANIPUR PUBLIC SERVICE COMMISSION FOR FRAMING OF RECRUITMENT RULES.

1.	(a)	Name of the posts	Information Technology (IT) Assistant
	(b)	Name of the Department	Department of Environment and Climate Change, Manipur.
	(c)	Number of posts	9 (nine) [3 Redesignated from Computer Operator and 6 new post creation.]
	(d)	Scale of Pay	Rs. 5200 - 20200 + 2800 (GP) as per MS(RP) Rules, 2010 or as revised from time to time.
	(e)	Class & service to which the post belongs	G.C.S. Group-C
	(f)	Ministerial or non-ministerial	Non-Ministerial
2.	Appointing Authority		Director, Environment & Climate Change Department, Manipur.
3.	Duties of the posts in details		<ul style="list-style-type: none"> i. Software Development & Maintenance ii. Database Management Information System iii. Website development and management iv. Information Technology Infrastructure Support v. Network Management vi. Cloud Services Management vii. Data Digitization & Archiving
4.	Describe briefly the methods adopted for filling the posts thereto		N.A.
5.	Method of recruitment proposed		By Direct Recruit.
6.	If promotion is proposed as a method of recruitment:		N.A.
	(a) Designation and number of the posts proposed to include in the field of promotion.		N.A.
	(b) Number of years of qualifying service Proposed to the fixed before persons in the field become eligible for promotion.		N.A.
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.		N.A.
	(d) Reasons for proposing the percentage in (c) above.		N.A.
	(e) Have recruitment rules been framed for the post proposed in the field of promotion if framed in consultation with the Commission, please quote Commission's reference number. If consultation with the Commission was not required, please attach a copy of rules framed.		No.
	(f) If recruitment rules were not framed for the post in the field for promotion.		N.A.
	(i) Please indicate briefly the method or recruitment adopted for filling the posts. Please also state the percentage filled by each of the methods.		N.A.
(ii) Please state briefly the educational qualification possessed by the persons in the field of promotion.		N.A.	
(g)	(i) Is the Promotion to be made on Selection or Non- Selection basis?		N.A.
	(ii) Reason for the proposal in (i) above.		N.A.
(h) If a D.P.C. exists, what is the composition.		Class-III (DPC)	


 DIRECTOR
 Environment & Climate Change Department
 Government of Manipur

7.	If promotion is not proposed as method, please state why it is not considered desirable/ possible/ necessary.	This is the First Entry way.
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.	100%
	(b) (i) age for direct recruits:	Lower Age : 18 years.
	(ii) Is age relaxable for Government servants?	Upper Age : 38 years.
	(c) Educational & other qualifications required for direct recruitments (If may please be qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified).	Essential: (i) Bachelor of Computer Applications (BCA) or B.Sc./ BE / B.Tech in Computer Science/Information Technology from a recognized University / Institute. (ii) At least 3 years' experience in computer programing and applications. Preference will be given to those candidates who possess higher qualification in the above mentioned streams. Desirable: i. Typing speed of 40 words per minute. ii. Knowledge of Manipuri / Hindi / English.
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 promotion & direct recruitment are both proposed as methods of rectt., will the educational qualifications proposed for direct recruits will apply in the case of promotes.	N.A.
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotes?	N.A.
11.	(a) If deputation/transfer proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clear 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 names of the posts of grades or services etc. from which deputation/transfer is proposed:	N.A.
12.	If any of the method proposed fails, by what method, are such vacancies proposed to be filled.	N.A.
13.	Special circumstances, if any other that 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 & tel. numbers of the Department's Representatives with whom these proposals may be discussed, if necessary for clarification early decision:	Dr. N. Sanamacha Meetei, Development Officer, Department of Environment and Climate Change, Manipur. M.No. 7005401412.

Dated: 27/06/2026
Place: Imphal



(Dr. T. Brajakumar Singh)
Director

Department of Environment & Climate Change, Manipur
Signature of the Officer sending the proposals
Telephone No. 9436035880

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Environment & Climate Change Department
Government of Manipur