

GOVERNMENT OF MANIPUR  
DIRECTORATE OF HEALTH SERVICES

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ORDERS

Imphal, the 12<sup>th</sup> May, 2026

No. G(RR)/Grade-III/2026: This is to notify a tentative draft RR for the post of Block HMIS Assistant in Health Department in the prescribed MPSC Form 8 & 9 (as Annexure-A & B).

Objections & suggestions to the draft are invited from all stakeholders within 30 (thirty) days of uploading in the official website for consideration before submitting to the Administrative Department.

Enclosed: As annexed.



(Dr. N. Hemantakumar Singh)  
Director of Health Services, Manipur

Copy to :

1. Commissioner-cum-Secretary (Health & FW), Govt. of Manipur
2. All Heads of Offices under Health Department, Manipur.
3. Webmaster of the official website [www.manipurhealthdirectorate.mn.gov.in](http://www.manipurhealthdirectorate.mn.gov.in) for uploading in the website.
4. Notice Board.
5. Guard File.

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

1. (a) Name of post : **BLOCK HMIS ASSISTANT**  
 (b) Name of Department : Medical, Health Department, Manipur  
 (c) Number of post : 53 (fifty three)  
 (d) Scale of Pay : Rs.9300-34800 + GP Rs.4200 (Pre-revised) and  
 Level – 7 in Pay Matrix of MS(RP) Rules, 2019  
 (e) Class & Service to which the post belongs : Class – II, Group B  
 (f) Ministerial or Non-ministerial : Non-ministerial

2. **Appointing Authority** : Government of Manipur  
 Secretariat : Health Department

3. **Duties of the post in details : Responsible for the following –**

- Ensure availability of Integrated RCH Register at every facility level under the Block Unit;
- Ensuring uploading of beneficiary data in RCH/MCTS portal;
- Organize training on RCH/ MCTS portal as per ROP approvals and furnish quarterly report on physical and financial achievements against the approved target;
- Ensure HMIS data quality validation checks and submission of analytical reports of all program-in-charge/ Departments of the concern health facilities under the respective Block unit;
- Provide HMIS & RCH report on key indicators to various Department-in-charges/Departments on monthly basis of the facilities under the Block unit;
- Organize HMIS & RCH training of Report Sections of all Departments within the Health Facilities under the Block & ANMOL trainings of all ANMs under the Block Unit;
- Facilitates the facility & Block in-charge with analytical report on various indicators of HMIS & RCH and review the performance report on monthly/quarterly basis;
- Management and analysis of data of all MIS software/portal of the facility/block;
- Providing supervision (Technical Guidance) to ANMs under the Block about using of digital reporting tools of ANMOL and Troubleshooting ANMOL;
- Providing facility-wise Monthly Workplan of the concern Health facilities under the Block Unit;
- Point of contact of all IT infrastructure developments of the concern health facilities under the Block unit;
- Conduct monitoring and supervision visit to at least 20% of the health facilities of the block every month and to ensure that actual numbers of service delivery as mentioned in registers etc. is reflected in HMIS & RCH;
- Supervising IPHS Annual Assessment Report through Digital Platform across the Health Facilities under the Block to the Facility -in-charges (MO i/c, CHO, ANM i/c);
- Generate & Providing RCH & HMIS quality data to Finance Section under the Block in case of ASHA Incentive Payments related to Reproductive & Child Health Program (JSY, Full immunization, Complete Immunization etc.);
- Ensure availability of HMIS & RCH Report Formats at every facility level under the Block unit.

4. **Describe briefly the methods adopted for filling the posts thereto :**

Initially contract engagements were made against the contractual post of Block HMIS Consultant under the State Health Society, National Health Mission, Manipur from amongst the candidates possessing qualification of MCA/DOEAC-A/BCA/BE Computer Science & IT through open advertisement and on the recommendation of a duly constituted Selection Committee. At the time of contract engagement, there was no State Govt's notified approved Recruitment Rules for the post and the EQ was as per NRHM/NHM's guidelines. The service of the contractual employee thus engaged, had been regularized against the regular post created as HMIS Assistant under State Health Department.

*Y. Paul*

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5. **Method of recruitment proposed : By Direct Recruitment.**
6. **If promotion is to be adopted as a method of recruitment,**
- (a) Designation and number of the posts proposed to include : **N.A.**  
in the field of promotion.
  - (b) Number of years of qualifying service proposed to be fixed : **N.A.**  
for persons in the field become eligible for promotion.
  - (c) Percentage of vacancies in the grade proposed to be filled : **N.A.**  
by promotion
  - (d) Reasons for proposing the percentage in (c) above. : **N.A.**
  - (e) Have recruitment rules been framed for the post proposed in : **Not framed.**  
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.
  - (f) If recruitment rules were not framed for the post in the field for promotion,
    - (i) Please indicate briefly the method of recruitment actually adopted : **As mentioned at**  
for filling the posts. Please also state the percentage filled by each **SI. No. 4 above.**  
of the methods.
    - (ii) Please state briefly the educational qualification possessed : **N.A.**  
by the persons in field of promotion.
  - (g) (i) Is the promotion to be made on Selection or Non-selection basis ?  
(ii) Reasons for the proposal in (i) above.
  - (h) If a DPC exists, what is the composition ? : **NA.**
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7. **If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.**

**Not Arise.**

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8. **If direct recruitment is proposed as a method of recruitment :  
please state :-**
- (a) The percentage of vacancies proposed to be filled : **100%**  
by direct recruitment :
  - (b) (i) Age for direct recruits :
    - **Minimum age – 18 years**
    - **Maximum age – 38 years.**
  - (ii) Is age relaxable for Government servants ?
    - **Yes. To the extent of the period of**  
**continuous service put in the post/**  
**service under the Govt. of Manipur.**
  - (iii) Educational & other qualifications required for direct- **MCA/DOEAC-A/BCA/BE Computer**  
recruitments. **Science & IT**
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9. If direct recruitment is not proposed as a method, : Proposed  
please state why it is not considered desirable/  
possible/necessary?
10. (i) If promotion & direct recruitment are both proposed as methods  
of recruitment, will the Educational qualifications proposed for direct  
recruits will apply in the case of promotes. **Does not arise  
as direct recruitment  
only is proposed.**
- (ii) If not, to what extent are the educational qualifications proposed  
to be relaxed in the case of promotes ? **Does not arise.**
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11. (a) If deputation/transfer is proposed as a method of recruitment ? **Not proposed.  
Hence, does not arise.**  
If so, please state the reasons for the proposal. Please state clearly  
whether deputation or transfer or both are proposed .
- (b) The percentage of vacancies proposed to be filled by this method : **Does not arise**
- (c) The period of which deputation will be limited : **Does not arise**
- (d) The names of the posts, grades or services etc. from which : **Does not arise.**  
deputation/transfer is proposed ?
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12. If any of the methods proposed fails, by what method, are such  
vacancies proposed to be filled ? **N.A.**
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13. Special circumstances, if any, other than those covered by the Rules,  
in which the Commission may be required to be consulted. **Does not arise.**
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14. If these proposals are being sent in response to any reference  
from the Commission, please quote Commission's reference etc. **No. Hence does not arise.**
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15. Name, address & telephone numbers of the Department's  
Representatives with whom these proposals may be discussed,  
if necessary for clarification and early decision. **Joint Secretary(Health&FW)  
Government of Manipur.**
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Place : Imphal

Date :

  
**Director of Health Services  
Manipur**

**MPSC FORM NO.8**

**RECRUITMENT RULES FOR THE POST OF HMIS ASSISTANT UNDER HEALTH DEPARTMENT, MANIPUR**

Designation of post(s)	No. of post(s)	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 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 total sanctioned post to be filled by various methods	In case of recruit 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
Block HMIS Assistant	53 (fifty three)	GCS Class-II or Group-B	Rs.9300 - 34800 + GP 4200 (Pre-revised) and Level-7 in Pay Matrix of MS(RP) Rules, 2019	Selection	Minimum 18 years. Maximum 38 years [Upper age limit is relaxable for Govt. Servants appointed under the Government of Manipur to the extent of the period of continuous service put in the post/ service and by 5(five) years for SC/ST and by 3(three) 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). Relaxation may also be applicable in case of disabled person, ex-serviceman, etc as per Govt. Orders, OM etc.	<b>ESSENTIAL:</b> <b>Qualification:</b>  MCA/DOEAC-A/ BCA/ BE Computer Science & IT	N.A.	2(two) Years	By direct recruitment	NA	NA	As required except as provided under MPSC (Exemption from Consultation) Regulations, 1972

  
 Director of Health Services  
 Manipur