

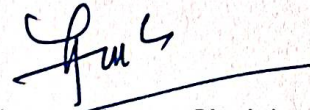
GOVERNMENT OF MANIPUR
DIRECTORATE OF HEALTH SERVICES

NOTIFICATION
Imphal, the 19th May, 2026.

No. G(RR-BDM/SHMISA)/2026-DHS: This is to notify a tentative draft RR for the post of **BLOCK DATA MANGER & STATE HMIS ASSISTANT** in Health Department in the prescribed MPSC Form 8 & 9.

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.

Encl.: As annexed.




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

Copy to:

1. Commissioner-cum-Secretary (Health & FW), Government of Manipur.
2. All Heads of Offices under Health Department.
3. Webmaster of the official website www.manipurhealthdirectoratemanipur.gov.in for uploading in the website.
4. Notice Board.
5. File.

MPSC FORM NO.8
RECRUITMENT RULES FOR THE POST OF STATE 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
State HMIS Assistant	01 (one)	GCS Class-II or Group-B	Rs.9300 - 34800 + GP 4300 (Pre-revised) and Level-8 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.	ESSENTIAL: Qualification: MCA/DOEAC-A/ BE Computer Science & IT	N.A.	2(two) Years	100% by promotion.	Block HMIS Assistant with 5 (five) years regular service in the grade under State Health Department	Class-II DPC	As required except as provided under MPSC (Exemption from Consultation) Regulations, 1972


 Director of Health Services
 Manipur

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 : **STATE HMIS ASSISTANT**
 (b) Name of Department : Medical, Health Department, Manipur
 (c) Number of post : 01 (one)
 (d) Scale of Pay : Rs.9300-34800 + GP Rs.4300 (Pre-revised) and Level – 8 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 reporting, data quality validation checks and submission of analytical reports of all health facilities to State NHM Mission Director with copy to MoHFW by 20th of following month;
- Facilitate in providing HMIS report on key indicators to various programme division on monthly basis with copy to MoHFW;
- Conduct at least 3 monitoring, evaluation and supervision visit to health facilities every month and furnish monthly report to State NHM Mission Director with copy to MoHFW;
- Ensure time to time updates in HMIS portal;
- Facilitate Programme Officers in the Districts with analytical report on various indicators;
- Support IT systems on emergency : Cowin, OCMIS, FPLMIS etc.
- Support and facilitate various Programme divisions on operation of IT based programme systems.

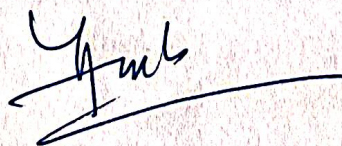
4. **Describe briefly the methods adopted for filling the posts thereto :**

Initially contract engagement was made against the contractual post of Assistant HMIS Consultant under the State Health Society, National Health Mission, Manipur from amongst the candidates possessing qualification of MCA/DOEAC-A/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 State HMIS Assisdtant under State Health Department.

5. **Method of recruitment proposed : By promotion.**

6. **If promotion is to be adopted as a method of recruitment,**

- (a) Designation and number of the posts proposed to include : **Block HMIS Assistant & 53 feeder posts under State Health Department**
 in the field of promotion.
- (b) Number of years of qualifying service proposed to be fixed : **5(five) years regular service in the Grade.**
 for persons in the field become eligible for promotion.
- (c) Percentage of vacancies in the grade proposed to be filled : **100% by promotion**
 by promotion



- (d) Reasons for proposing the percentage in (c) above. : Where the number of sanctioned Posts of State HMIS Assistant is 1(one), there are 53 feeder posts of Block HMIS Assistant with incumbents holding the posts for promotion to State HIMS Assistant
- (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. : **Not 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 for filling the posts. Please also state the percentage filled by each of the methods. : **As mentioned at Sl. No. 4 above.**
 (ii) Please state briefly the educational qualification possessed by the persons in field of promotion. : **MCA/DOEAC-A/BCA/BE Computer Science & IT Selection.**
- (g) (i) Is the promotion to be made on Selection or Non-selection basis ?
 (ii) Reasons for the proposal in (i) above. : **The posts are key & responsible post Class - II DPC.**
- (h) If a DPC exists, what is the composition ?

7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.

Not Arise.

8. If direct recruitment is proposed as a method of recruitment please state :- : **Not proposed. Proposed for filling by promotion; failing which by direct recruitment.**

(a) The percentage of vacancies proposed to be filled by direct recruitment : **NA**

(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-recruitments.

MCA/DOEAC-A/BE Computer Science & IT

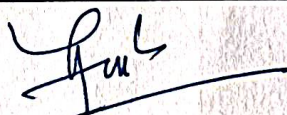
9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/possible/necessary?

: There are 53 Block HMIS Assistants and under the Health Department possessing EQ of MCA/ DPEAC-A/BCA/BE Computer Science & IT i.e. the feeder posts for promotion to the State HIMS Assistant. Their career path is to be created by making the State HMIS Assistant promotional post.

Contd page 3

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 promotees. **Does not arise as promotion only is proposed.**
- (ii) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees ? **Does not arise.**
-
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 ?
-
12. If any of the methods proposed fails, by what method, are such vacancies proposed to be filled ? **Does not arise as there are adequate number of incumbents holding the feeder posts.**
-
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.**
-
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.**
-
15. Name, address & telephone numbers of the Department's Representatives with whom these proposals may be discussed, if necessary for clarification and early decision.
-

Place : Imphal
Date :


**Director of Health Services
Manipur**

MPSC FORM NO.8
RECRUITMENT RULES FOR THE POST OF BLOCK DATA MANGER 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 Data Manager	33 (thirty three)	GCS Class-II or Group-B	Rs. 9300 - 34800 + GP 4300 (Pre-revised) and Level-8 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.	ESSENTIAL: Qualification: MCA/DOEAC-A/ BCA Computer Science & IT	N.A.	2(two) Years	100% by promotion.	Block HMIS Assistant with 5 (five) years regular service in the grade under State Health Department.	Class- II DPC	As required except as provided under MPSC (Exemption from Consultation) Regulation, 1972


 Director of Health Services
 Manipur

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 Data Manager**
 (b) Name of Department : Medical, Health Department, Manipur
 (c) Number of post : 33 (thirty three)
 (d) Scale of Pay : Rs.9300-34800 + GP Rs.4300 (Pre-revised) and Level – 8 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 and HMIS monthly reporting format at facility level;
- Ensuring uploading of beneficiary data in RCH Portal;
- Ensuring uploading of Daily Report in HMIS Portal;
- Ensuring uploading of Monthly Service Delivery Report in HMIS Portal;
- Ensuring uploading of Infrastructure & Human Resource Report in HMIS Portal;
- Ensuring monthly reporting for Pradhan Mantri Surakshit Matruva Abhiyan (PMSMA) in the Portal;
- Organize training on RCH/ HMIS portal as per ROP approvals and furnish quarterly report on physical and financial achievements against the approved target;
- Conduct monthly Block Level Review Meeting on HMIS & RCH reporting and workplan respectively;
- Ensure complete reporting by facilities by 10th of the following month;
- Conduct monitoring and supervision visit to at least 20% of the health facilities of the block every month and to ensure that actual number of service delivery as mentioned in registers etc. is reflected in HMIS

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

Initially contract engagements were made against the contractual posts of Block Data Manager 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 services of the contractual employees thus engaged, had been regularized against the regular post created under State Health Department.

Contd page 2



5. Method of recruitment proposed : By promotion.

6. If promotion is to be adopted as a method of recruitment,

(a) Designation and number of the posts proposed to include : **Block HMIS Assistant & 53 feeder posts under State Health Department**
in the field of promotion.

(b) Number of years of qualifying service proposed to be fixed : **5(five) years regular service in the Grade.**
for persons in the field become eligible for promotion.

(c) Percentage of vacancies in the grade proposed to be filled : **100% by promotion**
by promotion

(d) Reasons for proposing the percentage in (c) above. : **Where the number of sanctioned Posts of Block Data Manager is 33, there are 53 feeder posts of Block HMIS Assistants with incumbents holding the posts for promotion to Block Data Manager.**

(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 SI. No. 4 above.**
for filling the posts. Please also state the percentage filled by each of the methods.

(ii) Please state briefly the educational qualification possessed : **MCA/DOEAC-A/ BE Computer Science & IT with Experience in Working in Health Management Information system.**
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.

Selection.
The posts are key & responsible posts
: Class - II DPC.

(h) If a DPC exists, what is the composition ?

7. If promotion is not proposed as a method, please state why it is not considered desirable/possible/necessary.

Not Arise.

8. If direct recruitment is proposed as a method of recruitment : **Not proposed.**
please state :- **Proposed for filling by promotion.**

(a) The percentage of vacancies proposed to be filled : **NA**
by direct recruitment :

Contd page 3

- (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-recruitments. **MCA/DOEAC-A/BCA/BE Computer Science & IT**
-
9. If direct recruitment is not proposed as a method, please state why it is not considered desirable/ possible/necessary? : There are 53 Block HMIS Assistants under the Health Department possessing EQ of MCA/ DPEAC-A/BE Computer Science & IT with working experience in Health Management Information System i.e. the feeder posts for promotion to the Block Data Manager. Their career path is to be created by making the Block Data Manager promotional post.
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 promotees. **Does not arise as promotion only is proposed.**
- (ii) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees ? **Does not arise.**
-
11. (a) If deputation/transfer is proposed as a method of recruitment ? **Not proposed.**
If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed . **Hence, does not arise.**
- (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 ?
-
12. If any of the methods proposed fails, by what method, are such vacancies proposed to be filled ? **Does not arise as there are adequate number of incumbents holding the feeder posts.**
-
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.**
-
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.**
-
15. Name, address & telephone numbers of the Department's Representatives with whom these proposals may be discussed, if necessary for clarification and early decision.

Place : Imphal
Date :


Director of Health Services
Manipur