

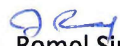
GOVERNMENT OF MANIPUR
DIRECTORATE OF S.C.E.R.T., LAMPHELPAT

N O T I C E

Imphal, the 23rd December, 2024

No.1/44/2024-SCERT(RR): It is hereby informed to all the concerned that draft Recruitment Rules for the post of Audio Visual Officer, SCERT shall be uploaded in the Department's Website www.scertmanipur.nic.in w.e.f. the 27th December, 2024.

2. Claims and objections, if any may be submitted in writing by giving reason to the undersigned within 30 (thirty) days from the date of upload of the said draft Recruitment Rules.


(A. Romel Singh)
Director,
SCERT, Manipur

1. P.S. to the Hon'ble Minister of Education, Manipur
- For kind information
2. The Commissioner, SCERT
Government of Manipur
3. All the Principals concerned
4. Officer-in-charge of IT Unit, SCERT
- He is informed to upload the draft R/Rs in the Department's Website.
5. Notice Board/Guard file.

JOB CHART OF AUDIO VISUAL OFFICER:

1. To assist the Joint Director/SCERT in the Administration and Production of educational Audio/Visual programme.
2. To assist the Joint Director SCERT in organising workshop, Training for development of educational scripts for educational programme.
3. To supervise the work of Educational Technology Unit of SCERT.
4. To Co-ordinate with All India Radio Imphal, Door Darshan, Imphal and other T.V Channel for Broadcasting and Telecasting of the Educational programme of SCERT.
5. To identify the Educational Programme for Broadcasting/Telecasting on priority basis
6. To look after the work of Laboratory/recording studio of SCERT.


23/12/24
Director, SCERT
Government of Manipur

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

- | | | |
|----|---|--|
| 1. | (a) Name of the posts | : Audio Visual Officer |
| | (b) Name of the Department | : S.C.E.R.T. Department, Manipur |
| | (c) Number of posts | : 1 (one) |
| | (d) Scale of Pay | : L – 7 under MS(RP) Rules, 2019 |
| | (e) Class & service to which
the post belongs | : GCS Class-II/Gr. B (Non-Gazetted) |
| | (f) Ministerial or non-ministerial | : Non-ministerial |
| 2. | Appointing Authority | : MPSC, Manipur/Govt. of Manipur |
| 3. | Duties of the posts in details | : Enclosed as Annexure-A |
| 4. | Describe briefly the methods
adopted for filling the posts thereto: | By promotion failing which by direct recruitment. |
| 5. | Method of recruitment proposed | : By promotion failing which by direct recruitment. |
| 6. | If promotion is proposed as a method of recruitment | : |
| | (a) Designation and number of the posts proposed to
include in the field of promotion | : Laboratory Assistance DIET
(9-post). |
| | (b) Number of years of qualifying service
Proposed to the fixed before persons
in the field become eligible for promotion | : 6 (six) years |
| | (c) Percentage of vacancies in the grade proposed
to be filled by promotion | : 100% |
| | (d) Reasons for proposing the percentage in
(c) above | : The no. of sanctioned post is only
one. |
| | (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. | : Yes. RRs copy of the proposed
feeder post i.e. Laboratory Asst.
is enclosed as Annexure-B. |

A. D.

(f) If recruitment rules were not framed for the post in the field for promotion-

(i) Please indicate briefly the method or recruitment actually 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 :

ESSENTIAL

1. 2nd class Master Degree in any subject from a recognized University/ Institution.
2. 2 (two) years Diploma in Teacher Education (D.El.Ed.) from a Recognized University/ Institute.
3. At least 6 (six) years experience in Audio-Visual Education under Central/State Govt. Institution.

DESIRABLE:

1. Knowledge of Manipuri & Hindi

(g) (i) Is the promotion to be made on Selection or Non-Selection basis ?

Selection

(ii) Reasons for the proposal in (i) above

: For recruitment of efficient/ experienced persons.

(h) If a D.P.C. exists, what is the composition.

Class – II DPC

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

: 100% when eligible candidate is not available in the department.

(b) (i) age for direct recruits
(ii) Is age relaxable for Government servants ?

: 38 (thirty eight) years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous services put in the post service and by 5 years for SC/ST and by 3 years for OBC candidates. Further, 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).

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- (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 : 1. 2nd class Master Degree from a recognized University/ Institution.
2. 2 (two) years Diploma in Teacher Education (D.El.Ed.) from a recognized University/ Institute.
3. At least 6 (six) years experience in Audio-Visual Education under Central/State Govt. Institution.

DESIRABLE : 1. Knowledge of Manipuri & Hindi

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9. If direct Recruitment is not proposed as a method, please state why it is not considered desirable/ possible/necessary? : For providing promotional opportunity of the qualified and experienced lower staffs
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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 promotees. : YES
- (ii) If not, to what extent are the educational qualifications proposed to be relaxed in the case of promotees ? : 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
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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. : N.A
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Handwritten signature

(4)

14. If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference etc. : N.A
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15. Name, address & tel. numbers of the Department's Representatives with whom these proposals may be discussed, if necessary for clarification early decision : A. Romel Singh
Director, SCERT, Manipur
Mobile: 9436667958
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DATE : 23/12/24

PLACE : Imphal


Signature of the Officer
Sending the proposals.
Tel. No. Director, SCERT
Government of Manipur

Draft Recruitment Rules for the Post of Audio Visual Officer in the Department of SCERT, Government of Manipur

Designation of Post	No. of Post	Classification	Scale of pay	Whether selection post or non-selection post	Age for direct recruit	Educational & other qualification required for the direct recruits	Whether age and educational qualification prescribed for the direct recruits will apply in the case of promotes	Period of probation, if any	Method of rectt. Whether by direct rectt. or by deputation/transfer and percentage of the vacancies to be filled by various methods.	In case of rectt. by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	If DPC exists what is its composition	Circumstances in which MPSC is to be consulted in making rectt.
1 Audio Visual Officer	2 1	3 G.C.S. Class – II/Group-B (Non-Gazetted)	4 L-7 (Level in Pay Matrix MS(RP) rules 2019)	5 Selection	6 38 (thirty eight) years & below (upper age limit is relaxable for Govt. servants appointed under the Govt. of Manipur to the extent of the period of continuous services 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 belong to SC/ST will get the facility admissible to a Govt. servant in addition to the relaxation admissible to SC/ST candidates.)	7 2 nd class Master Degree in any subject from a recognized University/Institution. 2. 2 (two) years Diploma in Teacher Education (D.El.Ed.) from a recognized University/Institute. 3. At least 6 (six) years experience in Audio-Visual Education under Central/State Govt. Institution. Desirable: Knowledge of Manipuri & Hindi	8 Age: No Education Qualification : Yes	9 2 (two) years	10 By promotion failing which by direct recruitment	11 Promotion: 100% Promotion for Laboratory Assistance of DIET/SCERT. Note: Promotion should possess the essential qualifications prescribed in Col. No. 7	12 Class-II D.P.C	13 As required under MPSC (Exemption from Consultation) Regulation

(Signature)
Director, SCERT
Government of Manipur