

Guidelines for filling up the posts of MIS Coordinators at Mandal Resource Centers and Cluster Resource Persons at School Complex level during 2012-13

Government of India have identified Sarva Shiksha Abhiyan Programme as main vehicle to implement the provisions of RTE Act 2009 which has been introduced to provide free and compulsory education to all the children in the age group of 6-14 years. In order to absorb the additional work load due to the passage of RTE Act and also to implement the provisions of the Act effectively in letter and spirit, Government of India have sanctioned MIS Coordinators posts at Mandal Resource Centers and Cluster Resource Persons to School Complexes under Sarva Shiksha Abhiyan for the year 2012-13 along with required budget.

The details are as shown below:

(₹ in lakhs)

Sl. No.	Name of the post	Physical	Financial
1.	MIS Coordinator at Mandal Resource Centers	1137	573.048
2.	Cluster Resource Persons (Coordinators) to school complexes	4998	2998.80

As per the norms of Govt. of India there shall be one Cluster Resource Person for every 18 schools and accordingly 4998 posts of Cluster Resource Persons were sanctioned. But there are 6973 School Complexes in the State. In view of this, a decision has been taken to position 6973 CRPs in the State for administrative convenience. The district wise number of posts allotted is at Annexure.

Further, all these posts have to be filled up immediately to implement the approved activities along with the provisions of RTE Act as per the time line specified in the Act. These posts have to be filled up at district level as per the decision taken by the Government of Andhra Pradesh.

Guidelines for recruitment

The following guidelines shall be followed scrupulously while engaging the services of MIS Coordinators and Cluster Resource Persons.

a) Constitution of District level Committee:

A District Level Committee shall be constituted under the Chairmanship of the District Collector. The composition of the committee is as follows:

- | | | | |
|------|------------------------------|---|-----------------|
| i) | District Collector | - | Chairman |
| ii) | District Educational Officer | - | Member |
| iii) | Principal DIET | - | Member |
| iv) | One subject expert | - | Member |
| v) | Project Officer RVM (SSA) | - | Member Convener |

The above Committee shall look after (i) Issue of notification in news papers, (ii) Preparation of roster points and merit lists (iii) Conduct of interviews etc., and (iv) Overseeing the entire process of selection of candidates.

b) Unit of appointment

- Mandal shall be the unit of appointment in respect of MIS Coordinators, and School Complex area with regard to Cluster Resource Persons.
- Candidates belonging to a particular mandal are only eligible to apply for MIS Coordinator's post in that mandal. In case of Cluster Resource Persons school complex area shall be taken as local area.
- In case of non availability of eligible candidates in a unit in a particular reserved category, candidates from other community in the same unit shall be considered.
- If eligible candidates are not available in a particular unit, candidates from outside unit shall be considered in the same reserved category.

c) Rule of Reservation:

Rule of reservation shall be followed as per the norms in vogue to all the posts. It will be prepared by the Project Officer at district level by taking district as a unit.

d) Age: No person shall be eligible for any post unless he/ she is above 18 years and below 39 years of age as on 01.07.2012. However, in case of SC/ST/BC candidates the maximum age limit shall be 44 years and in case of physically challenged candidates the maximum age limit shall be 49 years.

e) Proof of Residence:

Any one of the following documents may be considered to decide the local area of the candidate for selection.

- i. Ration Card
- ii. Aadhar Card
- iii. Bank Pass Book
- iv. Driving License
- v. Residential certificate issued by Tahsildar concerned

f) Qualifications:

1. MIS Coordinator

(i) B.Sc (Maths/ Statistics) with PGDCA

OR

(ii) B.Sc (Maths/ Statistics) with Computer Science as one of the subject

OR

(iii) B.Com (Statistics with Computer Science as one of the subjects)

OR

(iv) B.Com (Statistics and PGDCA)

2. Cluster Resource Person

(i) Master of Social Work (MSW)/ M.A (Psychology)/ M.A (Sociology)

OR

(ii) Any Graduate and B.Ed with TET qualification

g) Merit list

- Merit list shall be prepared mandal-wise in case of MIS Coordinator as the mandal is the unit of appointment.

- In case of Cluster Resource Person, it shall be prepared school complex wise as school complex is the unit of appointment.

h) Honorarium to be paid

1. MIS Coordinators : Rs.8,400/- per month
2. Cluster Resource Person : Rs.5,500/- per month

i) Selection Procedure: Selection shall be made on the overall merit of the candidate as shown below;

1. MIS Coordinator

- (i) 50 marks for academic/ technical qualifications.
- (ii) Skill test shall be conducted for 50 marks at District level with expert committee
- (iii) There is no interview.
- (iv) Selection shall be made on the basis of the overall merit of SI.No (i) & (ii) above.

2. Cluster Resource Person

- i. In respect of the posts of Cluster Resource Persons, qualified NFE Instructors/ Supervisors with B.Ed./ D.Ed., qualifications were already selected without any test by district level committee and positioned after due counseling. For the remaining posts of Cluster Resource Persons, Candidates shall be selected on the basis of overall merit of academic and professional qualifications for 85 marks and interview for 15 marks. The weightage of 85marks shall be calculated as shown below.

$$\text{Weightage} = \frac{\text{Marks secured in academic/ professional courses}}{\text{Total Marks in academic/ professional courses}} \times 85$$

Example: If a candidate secured 650 Marks in academic course and 700 marks in professional course, out of 1000 marks in each course, the weightage of 85 marks will be

$$= \frac{650+700}{1000+1000} \times 85$$

$$= \frac{1350}{2000} \times 85 = \mathbf{57.375}$$

j) Expert Committee for conduct of skill test:

An Expert Committee shall be constituted at District level to conduct skill test for 50 marks for the selection of MIS Coordinators. Skill test shall be conducted to assess the knowledge of candidates in computer applications. The confidential material for conduct of skill test will be provided from State Project Office in due course of time.

k) Duration of engaging the services of staff:

The services of the MIS Coordinators and Cluster Resource Persons shall be engaged till the end of April during the academic year. After a break of 30 days the services of the staff may be engaged again in the succeeding year if their services are satisfactory. If any vacancies arise during the year, they may be filled up with the available candidates in the merit list.

l) Job chart:

1. MIS Coordinator

- Maintenance of all types of Mandal level statistical data including planning & DISE
- Maintenance of Web portal data
- Maintenance of data related to all SSA interventions
- Monitoring the status of working condition of computers in schools
- Any work assigned by Mandal Education Officer
- Analysis of DISE and other data
- Generation of various reports as per requirement

2. Cluster Resource Person

- To assist School Complex Head Master & Asst. Secretary in conducting School Complex meetings.
- Maintenance of school complex records.
- Collection of data from cluster schools and consolidation.

- Conducting survey on school age children and updating the data
- Collecting the data of in school and out of school children school wise, class wise, gender wise and community wise.
- Collecting and maintenance of the data of teacher posts sanctioned school complex wise, school wise - number of teachers functioning and the posts fallen vacant.
- Collection and maintenance of the data on the access to primary and Upper Primary Schooling with in 1km and 3kms in the habitation.
- Collection of data on the availability of transport facility to the habitations.
- Collection and maintenance of data pertaining to KGBVs, MCSs, neighbourhood schools, RSTCs, NRSTCs, School complexes.
- Visiting all schools in the concerned school complex jurisdiction atleast twice in a month.
- Observing the records pertaining to the utilization of school grants, maintaining of records etc.,
- Visiting KGBVs, RSTCs, NRSTCs, EGS centres and providing appropriate guidance/ suggestions.
- Attending the School Management Committees meetings, encouraging to exhibit the performance of the children in the meetings.
- Observing the computer education implementing in the cluster schools.
- Organizing various melas, competitions for the children at School/ School Complex level.
- Monitoring the implementation of mid day meal programme effectively.
- Taking care of all the enrolled children in sending to the next higher classes.
- Monitoring the implementation of RTE Act in the schools.

m) Tentative Schedule:

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|------|---------------------------------------|---|---|
| i. | Issue of notification | - | 13-08-2012 |
| ii. | Last date for receipt of applications | - | 21-08-2012 |
| iii. | Preparation of mandal-wise merit list | - | By 25-08-2012 |
| iv. | Conduct of skill test and interview | - | 27 th to 31 st Aug'12 |

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|-------|---|---|---------------|
| v. | Finalization of selection of candidates | - | By 05-09-2012 |
| vi. | Issue of posting orders | - | 07-09-2012 |
| vii. | Reporting to duty | - | 10-09-2012 |
| viii. | Submission of report to SPO | - | 15-09-2012 |

Sd/- V.Usha Rani
State Project Director

//t.c.attested//

Planning Coordinator

Annexure
District-wise No. of MIS Coordinators and CRPs to be positioned

Sl. No.	Name of the District	MIS Coordinator	CRPs
1	Adilabad	52	307
2	Ananthapur	63	360
3	Chittoor	66	489
4	East Godavari	60	300
5	Guntur	57	296
6	Hyderabad	24	120
7	Kadapa	51	276
8	Karimnagar	57	384
9	Khammam	46	341
10	Krishna	51	297
11	Kurnool	54	293
12	Mahabubnagar	64	353
13	Medak	46	324
14	Nalgonda	59	348
15	Nellore	46	318
16	Nizamabad	36	229
17	Prakasham	56	342
18	Rangareddy	37	193
19	Srikakulam	38	298
20	Vishakhapatnam	43	260
21	Vizianagaram	34	220
22	Warangal	51	371
23	West Godavari	46	254
	Total	1137	6973

Note: Actual No. of CRP posts to be filled directly now are likely to reduce due to appointment of NFE personnel as CRPs in all the districts. The exact no. of CRP posts will be notified by the District Level Committee concerned