

क्रमांक प.2(150)/डीओआईटीएण्डसी/2022/02812/2024

जयपुर, दिनांक 19-07-2024

समस्त विभागाध्यक्ष  
**राजस्थान ।**

विषय:- राजस्थान लोक सेवा आयोग द्वारा आयोजित परीक्षा एनालिस्ट-कम-  
प्रोग्रामर (उप निदेशक) भर्ती-2024 में प्रोग्रामर/सहायक प्रोग्रामर/  
सूचना सहायक को अनुभव प्रमाण पत्र जारी किये जाने के संबंध में।

महोदय,

उपरोक्त विषयान्तर्गत राजस्थान लोक सेवा आयोग द्वारा आयोजित की जाने वाली एनालिस्ट-कम-प्रोग्रामर (उप निदेशक) भर्ती-2024 की परीक्षा में 03 वर्ष का कंप्यूटर तकनीकी अनुभव चाहा गया है। राजस्थान लोक सेवा आयोग द्वारा अनुभव प्रमाण पत्र का प्रारूप भर्ती परीक्षा के विज्ञापन के साथ जारी किया गया है।

इस विभाग के प्रोग्रामर/सहायक प्रोग्रामर/सूचना सहायक जो कि आपके अधीन कार्य सम्पादित कर रहे हैं, कि मूल सेवा पुस्तिकाएं आपके कार्यालय के स्तर पर ही संधारित की जा रही हैं। अतः उक्त अनुभव प्रमाण पत्र में सेवा सम्बन्धित जानकारी सेवा पुस्तिका से एवं किये गये कार्य का विवरण कॉलम में कार्मिकों का कार्य इस विभाग द्वारा जारी जॉब चार्ट के अनुसार अंकित कर अनुभव प्रमाण पत्र आपके कार्यालय के स्तर से समय रहते जारी करवायें, ताकि कार्मिक परीक्षा में सम्मिलित होने के लिए आवेदन कर सकें।

यह सक्षम स्तर से अनुमोदित है।

संलग्न:- जॉब चार्ट।

भवदीय,

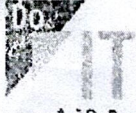
(संजय जगदीश कर्णिक)  
संयुक्त सचिव एवं कार्यालयाध्यक्ष

प्रतिलिपि: सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1. प्रभारी अधिकारी, वेबसाइट, वेबसाइट पर अपलोड कराने हेतु।
2. रक्षित पत्रावली।

संयुक्त सचिव एवं कार्यालयाध्यक्ष





सूचना प्रौद्योगिकी और संचार विभाग

राजस्थान सरकार  
सूचना प्रौद्योगिकी और संचार विभाग

क्रमांक: प0 46(3)/आयो/कम्प्यू/91/पार्ट/00572/2022

जयपुर, दिनांक 21-1-2022

कार्यालय आदेश

राजस्थान कम्प्यूटर अधीनस्थ सेवा के सहायक प्रोग्रामर एवं सूचना सहायक के पदों के लिए नवीन कार्य विवरण के मानदण्ड संलग्न परिशिष्ट-1 के अनुसार निर्धारित किये जाते हैं।

भवदीय,

*rah*  
21/1/22

(संदेश नायक)

आयुक्त एवं संयुक्त शासन सचिव

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है—

1. प्रमुख सचिव, माननीय मुख्यमंत्री, राजस्थान, जयपुर।
2. विशिष्ट सहायक/निजी सचिव, समस्त मंत्री/राज्य मंत्री, राजस्थान, जयपुर।
3. उप सचिव, मुख्य सचिव, राजस्थान, जयपुर।
4. निजी सचिव, समस्त अतिरिक्त मुख्य सचिव/प्रमुख शासन सचिव/शासन सचिव/ संभागीय आयुक्त/ विशिष्ट शासन सचिव।
5. समस्त जिला कलक्टर/विभागाध्यक्ष।
6. प्रभारी अधिकारी, वेबसाइट, सूचना प्रौद्योगिकी एवं संचार विभाग।
7. निजी/रक्षित पत्रावली।

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तकनीकी निदेशक एवं पदेन संयुक्त सचिव



### **Job Chart for IA (Informatics Assistant)**

- Provide technical support on the administration and operation of the Local Area Network, Wide Area Network and communications, including hardware/ software.
- Install, set up and assist in configuring new hardware and software for DoIT&C- supported projects in the respective office.
- To assist Assistant Programmer/reporting officer concerning in the design, writing, and testing of websites/portals/application software/mobile applications etc.
- Software development, maintenance and quality assurance.
- Documentation of IT and ITeS projects.
- To participate in on-the-job and formal training sessions organized by reporting officer/department.
- To assist users on software related issues/maintaining the Helpline service.
- To assist in the implementation of software and hardware installation.
- Operates online terminals and related computing equipment as required.
- Coordinate with GoI/GoR departments/offices/Divisional offices for installation, set-up, implementation of applications and assist in training/workshop.
- The task of Feeding of data, Validation of Data/information and its backup as per local need.
- Will coordinate with engineers/team of FMS (Facility Management Services).
- Will perform any other necessary IT/ITeS/IT-administration/Coordination/Administrative-exigency related work in the department as assigned.
- Any other task delegated by the competent authority.

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**Job Chart for AP (Assistant Programmer)**

- Provide technical support on the administration and operation of the Local Area Network, Wide Area Network and communications, including hardware/ software.
- Install, set up and assist in configuring new hardware and software for DoIT&C- supported projects in the respective office.
- To assist Programmer/reporting officer concerning in the design, writing, and testing of websites/portals/application software/mobile applications etc.
- Software development, maintenance and quality assurance.
- Documentation of IT and ITeS projects.
- To participate in on-the-job and formal training sessions organized by reporting officer/department.
- To assist users on software related issues/maintaining the HelpLine service.
- To assist in the implementation of software and hardware installation.
- Operates online terminals and related computing equipment as required.
- Coordinate with GoI/GoR departments/offices/Divisional offices for installation, set-up, implementation of applications and assist in training/workshop.
- The task of Feeding of data, Validation of Data/information and its backup as per local need.
- Will coordinate with engineers/team of FMS (Facility Management Services).
- Will perform any other necessary IT/ITeS/IT-administration/Coordination/Administrative-exigency related work in the department as assigned.
- Any other task delegated by the competent authority.

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## Job Specification / Norms for Computer Personnel

(Prescribed vide order no. F10(1)/A.R./1/91 Dated 15.12.92)

### Systems Analyst

- ☆ Project Planning for Computerisation
- ☆ Responsibility for ensuring appropriate Data Base design, Man-Machine interfaces, recovery procedures for faulty processes.
- ☆ Detailing of System Specifications.
- ☆ Design of System
- ☆ Design of Computer Programs
- ☆ Guidance and Monitoring of Software Development
- ☆ Integrated testing of Modules developed with test data
- ☆ Post Implementation Review of the System
- ☆ Over all Supervision of Technical and Other Staff

### Analyst-com-Programmer

- ☆ Support to System Analyst on all of the Job of System Analyst
- ☆ Study of Requirements for User Organisation
- ☆ Design of Output Layouts, Input Performas
- ☆ Design of Coding structure and database/ data files
- ☆ Design of Program Logic
- ☆ Documentation of Environmental, Procedural and Data Description details
- ☆ Setting of Control Procedures for Computers Operations of the Systems
- ☆ Co-ordinating Systems that are in Production Stage
- ☆ Scheduling, Training and Systems Maintenance and Modification
- ☆ Supervision of Programming and Implementation Work
- ☆ Supervision of Technical and Other Staff

### Programmer

- ☆ Coding of Application as per System Specification
- ☆ Testing of Modules with Test data
- ☆ Documentation of Programs
- ☆ Implementation of System Developed
- ☆ Maintenance of Programs and their documentation
- ☆ Controlling the issue and receipt of all Software related documents
- ☆ Training to user for Operational Procedures
- ☆ Supervision of Computer Operations
- ☆ Supervision of Technical and Other Staff

### Computer Operator

- ☆ Operations of Computer including Bootup, Shut down, Backup, Preventive Maintenance
- ☆ Monitoring and Logging of Up time and Problem descriptions
- ☆ Entry of Programs and data and processing
- ☆ Organisation of the Library of Magnetic Tapes and Disks
- ☆ Classification and Cataloguing files in accordance with their contents and use, affixing and updating the identifying labels.
- ☆ Keeping files upto date, releasing, re documenting files as necessary
- ☆ Controlling the issue and receipt of all files and operating and updating of software
- ☆ Maintaining a stock of media.
- ☆ Responsibility for the security of all files.

### Data Entry Operator

- ☆ Entry of Data (Minimum 400 records each of 125 characters per day)
- ☆ Validation of Data
- ☆ Backups
- ☆ Support to Computer Operator for his jobs.