राजस्थान सरकार
कार्मिक एवं प्रशासनिक सुधार विभाग
{प्रशासनिक सुधार, अनुभाग-1}
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क्रमांक:प0 10{1{प्र0सु0/1/91   जयपुर, दिनांक: 15·12·92

आदेश

कम्प्यूटर विभाग के सिस्टम एनालिस्ट, एनालिस्ट-कम-प्रोग्रामर, प्रोग्रामर एवं कम्प्यूटर-आपरेटर के पदों के लिये कार्य विवरण एवं डाटा एन्ट्री आपरेटर के मानदण्ड संलग्न परिशिष्ट-1 के अनुसार निर्धारित किये जाते हैं। अन्य विभागों के उक्त वर्णित समरूप पदों के लिये भी ये कार्य विवरण एवं मापदण्ड लागू होंगें।

आज्ञा से,

{ए0यू0चेलानी}
उप शासन सचिव

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु:-

1.   सचिव, मुख्य मंत्री।
2.   निजी सचिव, मंत्री/राज्य मंत्री/उप मंत्री।
3.   विशिष्ठ सहायक, मुख्य सचिव।
4.   समस्त प्रमुख शासन सचिव/शासन सचिव/विशिष्ठ शासन सचिव।
5.   समस्त संभागीय आयुक्त।
     समस्त विभागाध्यक्ष/जिलाधीश।
7.   निदेशक, कम्प्यूटर विभाग को मय 10 अतिरिक्त प्रतियों के।
8.   रक्षी पत्रावली।

उप शासन सचिव

{बलराम/14·12·92}

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-cum-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.