

# GOVERNMENT OF HARYANA

## Department of School Education



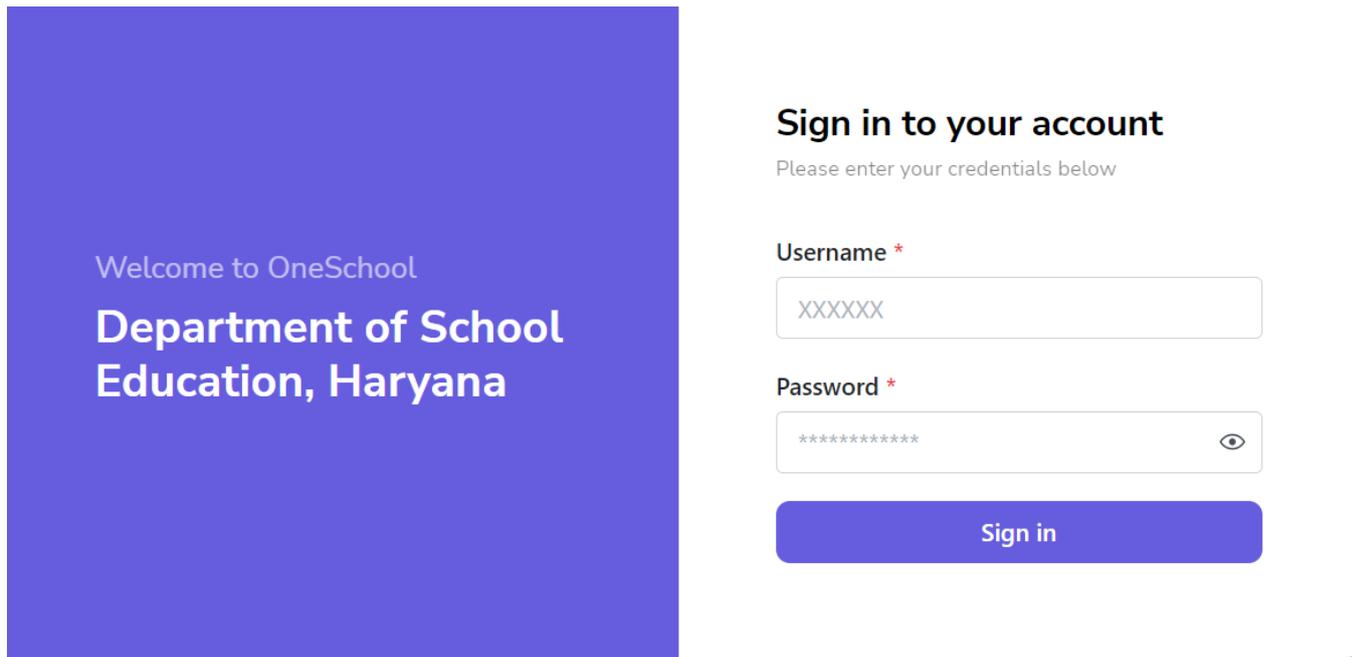
### [Management Information System]

Introduction: The Government of Haryana launched the MIS portal under the education sector with the name DSE MIS Haryana. This Portal is introduced for serving all education officers, teachers, and students to access all technology systems. All the stakeholders who belong to the School Education Department such as Students, teachers, and other education department employees have their logins on the MIS portal and they can access all the services related to the Academic and Administrative purposes in the Department.

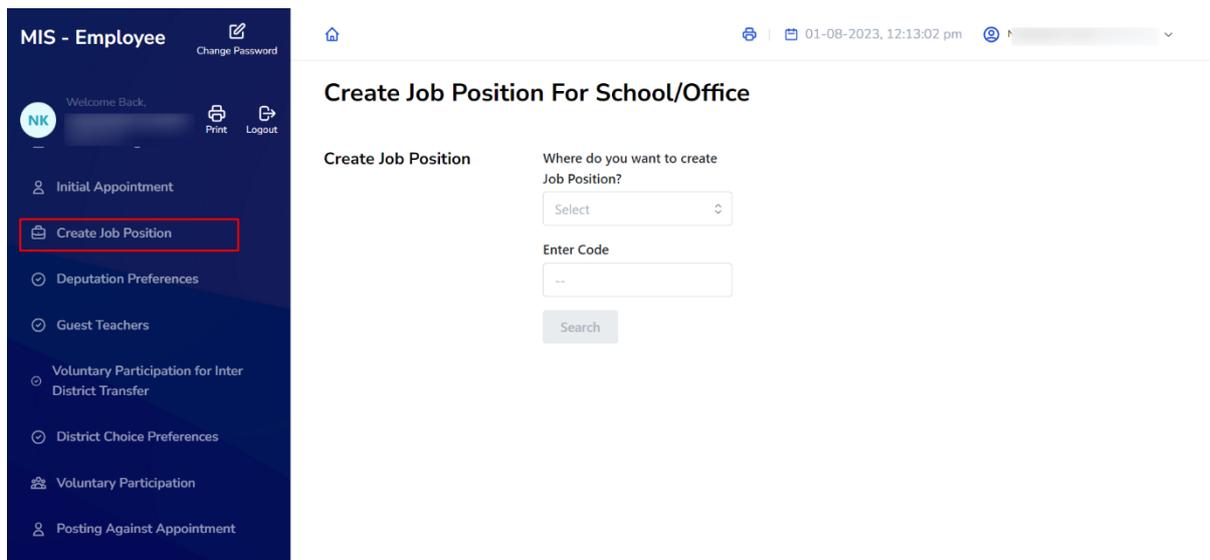
### **USER MANUAL FOR CREATE JOB POSITION**

**This module will be available in the login id of Admin. User will login to the account and shall follow the steps given below to Create Job Position: -**

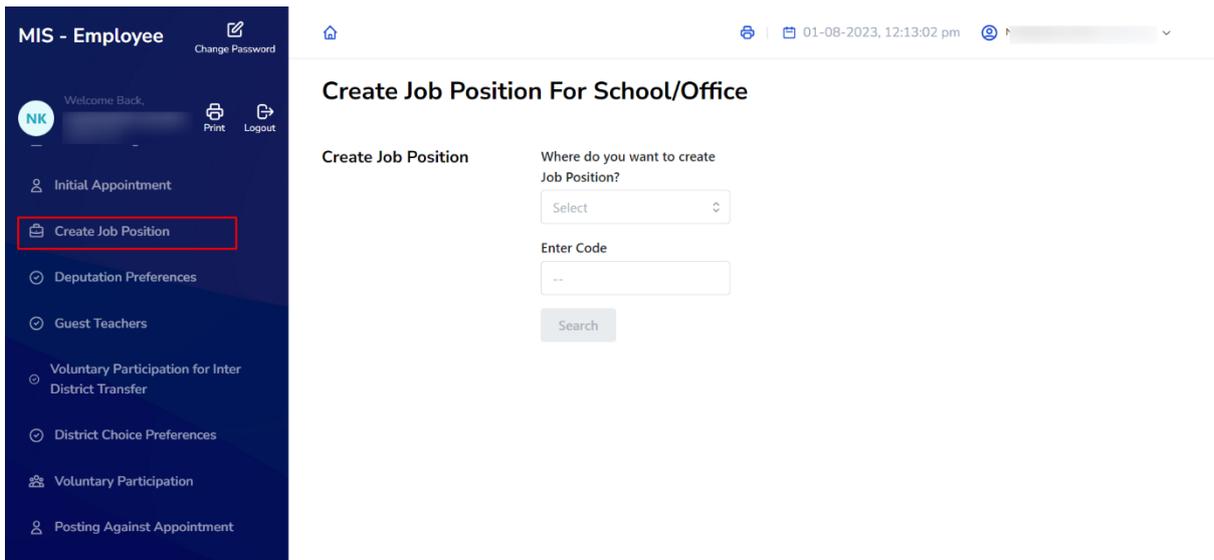
Step 1: - **Login:** User must login to their account on MIS (OneSchool) Portal. User can login through this link <https://mis.oneschoolsuite.com/>



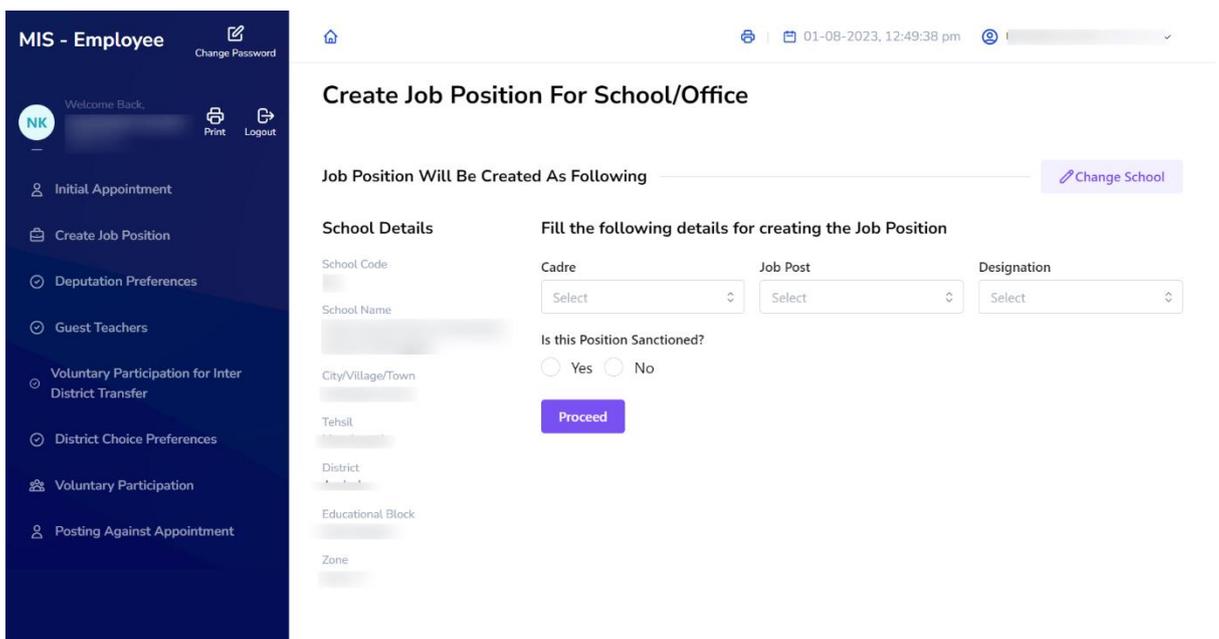
**Step 2: - Navigate to Create Job Position:** After successful login on One School Suite, user must click on the "Create Job Position" tab available on the left side panel



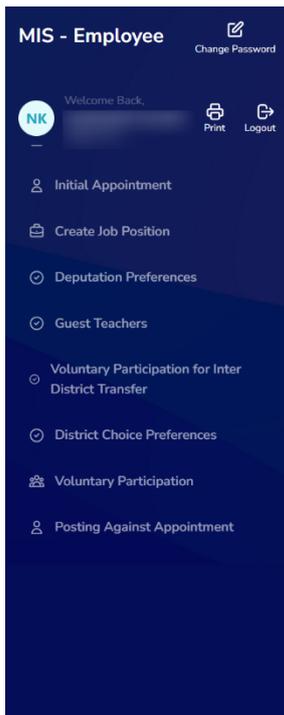
**Step 3:- Enter School Code:-** User should enter the school/office code where they wish to create a job position and then proceed by clicking the "Search" button.



**Step 4:- Enter Create Job Position details :-** User will be presented where they need to input information such as Cadre, Job Post, Designation, Job Position type, and Position Sanctioned. They should then click on the "Proceed" button to proceed further



**Step 5:-** User needs to fill all the details to create job position in selected criteria. Click on "Proceed" Button



01-08-2023, 12:59:51 pm

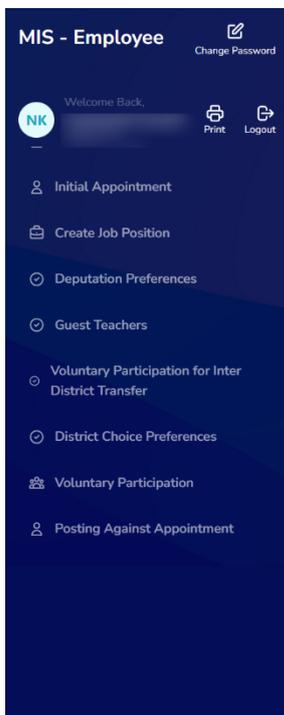
### Create Job Position For School/Office

Job Position Will Be Created As Following [Change School](#)

School Details	Selected Criteria		
School Code	Cadre Class II- Educationist	Job Post PGT/Lecturer (Mathematics)	Designation Subject Specialist (Mathematics)
School Name	Job Position Type Temporary	Job Position Sanctioned? Yes	
City/Village/Town	<b>Job Positions Count for above criteria</b>		
Tehsil	Total Job Position(s) 0	Occupied Job Position(s) 0	Vacant Job Position(s) 0
District	Claimed Job Position(s) 0		
Educational Block	Enter No. of Job Positions * --	Order Number * --	Order Date * Enter Order Date
Zone Zone 7	Reason for Job Creation * Select	Order Issuing Authority * --	Order Approving Authority * --

[Proceed](#)

- After filling all the details, user need to give confirmation. Click on “**Confirm & Create Job Position**”



01-08-2023, 2:13:12 pm

### Create Job Position For School/Office

Job Position Will Be Created As Following [Change School](#)

School Details	Selected Criteria		
School Code	Cadre Class II- Educationist	Job Post PGT/Lecturer (Mathematics)	Designation Subject Specialist (Mathematics)
School Name	Job Position Type Temporary	Job Position Sanctioned? Yes	
City/Village/Town	<b>Job Positions Count for above criteria</b>		
Tehsil	Total Job Position(s) 0	Occupied Job Position(s) 0	Vacant Job Position(s) 0
District	Claimed Job Position(s) 0		
Educational Block	Enter No. of Job Positions * 7	Order Number * 635282	Order Date * August 1, 2023
Zone Zone 7	Reason for Job Creation * Opening of New School	Order Issuing Authority * tetete	Order Approving Authority * eee

[Proceed](#)

- Once you Click on “**Create Job Position**” you will get a pop-up message of saying the details have been successfully submitted



Employee detail submit successfully.



## Create Job Position For School/Office

### Create Job Position

Where do you want to create  
Job Position?

Enter Code