### **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 <u>https://mis.oneschoolsuite.com/</u>

	<b>Sign in to your account</b> Please enter your credentials below
Welcome to OneSchool Department of School Education. Harvana	Username *       XXXXXX       Password *
	*********
	Sign in

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

MIS - Employee	۵		🖨   🗎 01-08-2023, 12:13:02 pm	<b>0</b> •	~
Welcome Back,	Create Job Positic	on For School/Offic	ce		
	Create Job Position	Where do you want to create Job Position?			
		Select 🗘			
Create Job Position		Enter Code			
<ul> <li>Deputation Preferences</li> </ul>					
⊘ Guest Teachers		Search			
⊘ Voluntary Participation for Inter District Transfer					
O District Choice Preferences					
器 Voluntary Participation					
2 Posting Against Appointment					

**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.

MIS - Employee	۵		🖨   🗎 01-08-2023, 12:13:02 pm	<b>0</b> •	~
Welcome Back,	Create Job Positio	on For School/Offic	ce		
	Create Job Position	Where do you want to create Job Position?			
		Select 0			
Create Job Position		Enter Code			
<ul> <li>Deputation Preferences</li> </ul>					
<ul> <li>Guest Teachers</li> </ul>		Search			
⊘ Voluntary Participation for Inter District Transfer					
<ul> <li>District Choice Preferences</li> </ul>					
器 Voluntary Participation					
名 Posting Against Appointment					

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

MIS - Employee	۵		🖨   📋 01-08-2023, 12:49:38 pm	· @ · · ·
Wetcome Back, G Count	Create Job Posit	ion For School/Of	fice	
온 Initial Appointment	Job Position Will Be Cre	ated As Following		Change School
Create Job Position	School Details	Fill the following deta	ils for creating the Job Position	
Deputation Preferences	School Code	Cadre	Job Post	Designation
	School Name	Select	C Select C	Select \$
⊘ Guest Teachers		Is this Position Sanctioned?		
O Voluntary Participation for Inter District Transfer	City/Village/Town	Yes No		
<ul> <li>District Choice Preferences</li> </ul>	Tehsil	Proceed		
器 Voluntary Participation	District			
은 Posting Against Appointment	Educational Block			
	Zone			

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

MIS	G - Employee	۵	¢	<b>3</b>   曲 01-08-2023, 12:59:51 pm	© • · · ·
NK	Welcome Back.	Create Job Positio	n For School/Office		
දු	Initial Appointment	Job Position Will Be Create	d As Following		Change School
	Create Job Position	School Details	Selected Criteria		
	Deputation Preferences	School Code	Cadre Class II- Educationist	Job Post PGT/Lecturer (Mathematics)	Designation Subject Specialist (Mathematics)
	Guest Teachers	School Name	Job Position Type Temporary	Job Position Sanctioned? Yes	
	Voluntary Participation for Inter District Transfer	City/Village/Town	Job Positions Count for abo	ove criteria	
	District Choice Preferences	Tehsil	Total Job Position(s) Occupie	d Job Position(s) Vacant Job Position	(s) Claimed Job Position(s)
പ്പ	Voluntary Participation	District	Enter No. of Job Positions *	Order Number *	Order Date *
8	Posting Against Appointment	Educational Block			Enter Order Date
		Zone Zone 7	Reason for Job Creation *	Order Issuing Authority *	Order Approving Authority *
			Select 0		
			Proceed		

• After filling all the details, user need to give confirmation. Click on "Confirm & Create Job Position"

MIS - Employee	<u>ه</u>		🖨   📋 01-08-2023, 2:13:12 pr	n 🕘 t 🗸
Welcome Back, Print Log	Create Job Pos	sition For School/Office	2	
2 Initial Appointment	Job Position Will Be (	Created As Following		Change School
Create Job Position	School Details	Selected Criteria		
O Deputation Preferences	School Code	Cadre Class II- Educationist	Job Post PGT/Lecturer (Mathematics)	Designation Subject Specialist (Mathematics)
⊘ Guest Teachers	School Name	Job Position Type Temporary	Job Position Sanctioned? Yes	
• Voluntary Participation for Inter • District Transfer	City/Village/Town	Job Positions Count for abo	ove criteria	
② District Choice Preferences	Tehsil	Total Job Position(s) Occupie	ad Job Position(s) Vacant Job Posit	ion(s) Claimed Job Position(s)
器 Voluntary Participation	District	Enter No. of Job Positions *	Order Number *	Order Date *
2 Posting Against Appointment	Educational Block	7	635282	August 1, 2023 ×
	Zone	Reason for Job Creation *	Order Issuing Authority *	Order Approving Authority *
		Opening of New School	tetete	eee
		Proceed		

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

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### Employee detail submit successfully.

### Create Job Position For School/Office

Create Job Position

Where do you want to create Job Position?		
Select	÷	
Enter Code		
Search		

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