

13. If a DPC exists, what is its composition.

(i) **Group 'B' DPC :**

(The composition may be such that direct recruitment and transfer is one of the methods of recruitment).

(ii) The words 'for considering confirmation' to be added after the words 'Group B DPC' if promotion is not one of the methods of recruitment, together with the following note:—

Note:—The proceedings of the DPC relating to confirmation shall be sent to the Commission for approval. If, however, these are not approved by the Commission, a fresh meeting of the DPC to be presided over by the Chairman or a Member of the UPSC shall be held.

(iii) 'Not applicable' if transfer on deputation (including short term contract) is the only method of recruitment.

14. Circumstances in which UPSC is to be consulted in making recruitment.

(i) At the time of appointment by a method other than the method of promotion.

(ii) While amending or relaxing the rules.

SCHEDULE

MODEL RECRUITMENT RULES FOR VARIOUS POSTS IN THE COMPUTER PROGRAMMING AND INFORMATION SYSTEM

- | | |
|---|--|
| 1. Name of Post | Programme Assistant-cum-Console Operator/
Programming Assistant. |
| 2. No. of Posts | *
*(Subject to variation dependent on workload). |
| 3. Classification | General Central Service Group 'B' Non-Gazetted. |
| 4. Scale of pay | Rs. 1640-60-2600-EB-75-2900 (revised). |
| 5. Whether selection post or non-selection post. | 'Selection' (if promotion is one of the methods) or
'Not applicable' (if promotion is not a method of
recruitment). |
| 6. Age limit for direct recruits. | 30 years (relaxable for Govt. servants upto 5 years
in accordance with the instructions or orders issued
by the Central Govt.).
NOTE:— The crucial date for determining the age
limit shall be the closing date for receipt of applica-
tion from candidates in India (Other than those in
Andaman and Nicobar Islands and Lakshadweep). |
| 7. Whether benefit of added years of service admis-
sible under the Rule 30 of the CSS (Pension)
Rules, 1972. | Yes, for direct recruits only.
'Not applicable' (if direct recruitment is not one of
the methods of recruitment). |
| 8. Educational and other qualifications required
for direct recruits. | Essential:—
(i) Masters' Degree in Statistics/Mathematics/
Operations Research/Physics or Economics/
Commerce (with Statistics) or Degree in Engi-
neering/Computer Science of a recognised
University or equivalent.
(ii) Two years' experience of an electronic data
processing work including one year's experience
of computer programming/operation.
or
Two years' experience of data processing work
including one year's experience of unit record
system (Tabular or accounting machines,
collator, etc.). |

OR

- (i) Degree with Statistics as a subject:
- (ii) Five years' experience as mentioned in (ii) above.

Note-I.—Qualifications are relaxable at the discretion of UPSC in the case of candidates otherwise well qualified.

Note-II.—The qualifications regarding experience are relaxable at the discretion of the UPSC in the case of candidates belonging to SC & ST if, at any stage of selection, the UPSC are of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable:—

- (i) Formal training in computer programming operation.
- (ii) Knowledge of one or more of the programming languages.
- (iii) Experience of operating mechanical tabulation equipment and of planning and supervising work on such equipment.

9. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.

'Not applicable' if promotion/direct recruitment is not the methods of recruitment. If both the methods are there, the following:—

Age:—No.

Educational Qualifications; Yes.

10. Period of Probation, if any.

Two years for direct recruits only. 'Not applicable' (if there are other methods of recruitment).

11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.

Any one or more of the following methods of recruitment according to the requirements in each case:—

- (i) By promotion failing which transfer on deputation.
- (ii) By transfer on deputation or transfer on deputation/transfer, failing which by direct recruitment.
- (iii) By direct recruitment.

12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

@Promotion

(Designation of the feeder post)

With—————Years' regular service in the grade.

[Qualifying service to be laid down on the basis of para 3.13.2 of DP&AR's OM No. 14017/24/76-Estt(RR), dated 22-5-79].

@Transfer on Deputation/Transfer:

Officers under the Central/State Govts./Universities/Recognised Research Institutions/Public Sector Undertakings/Statutory or Semi-Govt. or Autonomous Organisations:—

- (a) (i) Holding analogous posts on regular basis; or
- (ii) With five years regular service in posts in the scale of Rs. 1400-2600 (revised) ; and

- (b) Possessing educational qualifications and experience prescribed for direct recruits in column 8.

(The period of deputation/contract including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Deptt. in the Central Govt. shall ordinarily not exceed 3 years).

@To be omitted if not one of the methods of recruitment. ('Not applicable' if direct recruitment is the only method of recruitment).

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