

SCHEDULE

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| 1. Name of Post | DATA ENTRY OPERATOR GRADE A |
| 2. No. of Posts | *(Year of framing) *(Subject to variation dependent on workload). |
| 3. Classification | General Central Service (Group C) Non-Gazetted, Non-Ministerial. |
| 4. Scale of Pay | Rs. 1150-25-1500. |
| 5. Whether Selection post or Non-selection post | Not Applicable. |
| 6. Whether benefit of added years of service admissible under Rule 30 of the Central Civil Service (Pension) rules 1972. | Not Applicable. |
| 7. Age limit for direct recruits | 25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST candidates) in case of Government Servants in accordance with the instructions or orders issued by the Central Government. Note:—The crucial date for determining the age limit shall be as advertised by Staff Selection Commission (in case the direct recruitment is not done through SSC the following note may be inserted). Note:—The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Mizoram, Manipur, Nagaland, Meghalaya, Arunachal Pradesh, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti Districts and Pangu Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep). |
| 8. Educational and other qualifications required for direct recruits. | (a) 12th Standard pass or equivalent. (b) should possess a speed of not less than 8000 Key Depressions per hour for Data Entry Work. Note 1:—Qualifications are relaxable at the discretion of the SSC/Competent Authority in case of candidates, otherwise well qualified. Note 2:—The qualification(s) regarding experience is/are relaxable at the discretion of the SSC/Competent Authority in case of candidates belonging to Scheduled Castes/Scheduled Tribes, if, at any stage of selection the SSC/Competent Authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. Note 3:—The speed of 8000 Key Depressions per hour for Data Entry Work is to be judged by conducting a speed test on the EDP Machine(s), by the Competent Authority. |