

9. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees. Not applicable.
10. Period of probation, if any Two years.
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. Direct recruitment
Note:—Vacancies caused by the incumbent being away on transfer on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled, on transfer on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under column 8.
12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. Not applicable.
13. If a Departmental Promotion Committee exists what is its composition ? Group 'C' Departmental Promotion Committee for considering confirmation. (detailed composition of the DPC may be given).
14. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. Not Applicable.

SCHEDULE

1. Name of Post DATA ENTRY OPERATOR GRADE-B.
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. 1350-30-1440-40-1800-EB-50-2200.
5. Whether Selection or Non-Selection Post Non-Selection.
6. Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rule, 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, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J & K State, Lahaul & Spiti districts and Pangri Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

8. Educational and other qualifications required for direct recruits.

- (1) Degree of a recognised University or equivalent,
- (2) Should possess a speed of not less than 8000 Key Depressions per hour, for Data Entry Work.

Note 1:—Preference will be given to those who possess degree with Science, Mathematics, Commerce, Economics, Statistics (or other EDP relevant areas as decided by the organisation). The subjects considered relevant may be specified in the rules by individual Departments.

Note 2:—Qualifications are relaxable at the discretion of the SSC/competent Authority in case of candidates otherwise well qualified.

Note 3:—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 4:—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.

9. Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees.
10. Period of probation, if any
11. Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods.

Not Applicable.

Two years for direct recruits, Nil for promotees.

Any of the following methods of recruitment ;

- (1) Promotion, failing which by transfer on deputation.
- (2) Percentage by promotion, failing which by transfer on deputation, and percentage by direct recruitment.

(The percentage for promotion of direct recruitment may be fixed taking into account the number of sanctioned posts in the feeder grade. For example if there are 5 posts in the feeder grade and 10 posts in the higher grade, only 50% quota may be prescribed for promotion, and 50% may be earmarked for direct recruitment).

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

Promotion.

Data Entry Operator Grade A with six years regular service in the grade.

Transfer on deputation :

- (a) Officers of the Central Government,
 - (i) Holding analogous posts on regular basis; or
 - (ii) With 3 years regular service in posts in the scale of Rs. 1200—2040; or
 - (iii) With 6/8 years regular service in posts in the scale of Rs. 1150—1500/- Rs. 950—1500 or equivalent; and
- (b) Possessing the qualifications and experience prescribed for direct recruits under Column 8,