

13. If a Departmental Promotion Committee exists what is its composition ?
14. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.

(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 3 years).
Group 'C' Departmental Promotion Committee for considering confirmation of direct recruits. (Full composition of the DPC may be given).
Not applicable.

SCHEDULE

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| 1. Name of Posts | DATA ENTRY OPERATOR GRADE C |
| 2. No. of Post | *(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. 1400-40-1800—EB-50-2300 |
| 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 | Not applicable |
| 8. Educational and other qualifications required for direct recruits | Not applicable |
| 9. Whether age & educational qualifications prescribed for direct recruits will apply in the case of Promotions | Not applicable |
| 10. Period of probation, If any | Not applicable |
| 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. | Promotion, failing which by transfer on deputation. |
| 12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. | Promotion :
Data Entry Operator Grade B with 3 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. 1350—2200, or
(iii) With 6 years regular service in posts in the scale of Rs. 1300—2040, and
(b) Possessing Degree of a recognised University or equivalent and a speed of not less than 8000 Key Depressions per hour for Data Entry Work.
Note ; 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. |