

**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.

(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).

13. If a Departmental Promotion Committee exists what is its Composition?

Group C Departmental Promotion Committee for considering confirmation of direct recruits (Full composition may be given).

14. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.

Not applicable.

### SCHEDULE

#### DATA ENTRY OPERATOR GRADE D

\*(Year of framing)

\*Subject to variation dependent on workload.

General Central Service, Group C, Non-Gazetted, Non Ministerial.

Rs. 1600-50-2300-EB-60-2660.

Non-Selection

Not applicable.

1. Name of Post

2. No. of Posts

3. Classification

4. Scale of Pay

5. Whether Selection or Non-Selection Post

6. Whether benefit of added years of Service admissible under rule 30 of the Central Civil Services (Pension) Rule, 1972.

7. Age limit for direct recruits.

Not applicable.

8. Educational and other qualifications required for direct recruits.

Not applicable.

9. Whether age & educational qualification required for direct recruits will apply in the case of promotees.

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 C With 4 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 4 years regular service in posts in the scale of Rs. 1400—2300—2600 or equivalent; or

(iii) With 7 years regular service in posts in the scale of Rs. 1350—2200 or equivalent 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.