

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 (Full composition 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 Processing Assistant Grade A.

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

5. Whether Selection or Non Selection Post

Not applicable.

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

30 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 Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)

8. Educational and other qualifications required for direct recruits.

(i) Degree of a recognised University with Science, Mathematics, Economics, Commerce, Statistics (for other EDP relevant areas as decided by the organisation) or equivalent. The subjects considered relevant may be specified in the rules by individuals Departments.

(ii) [Diploma/Certificate in Computer Application from a recognised institution, or Knowledge of Programming, System Operations and systems analysis to be judged through suitable tests.]

Note 1 :—Qualifications are relaxable at the discretion of 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 from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

9. Whether age & Educational Qualifications prescribe 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 incumbent being away on transfer on deputation or long leave or under other allowable circumstances for a duration of one year or more may be filled on transfer or deputation basis from officers of Central Governments:

(a) (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; and

(b) Possessing the qualifications and experience prescribed for direct recruits under column 8.