

SCHEDULE

1. Data Processing Assistant Grade 'A'

S. No.	Title	Draft Recruitment Rules
1	Name of Post	Data Processing Assistant Grade 'A'
2	Numbers of posts	19* (2022) *(subject to variation dependent on workload)
3	Classification	General Central Service, Group B, Non-Gazetted, Non-Ministerial
4	Scale of pay	Level 6
5	Whether selection post or non-selection post	Selection
6	Age limit for direct recruits	Not exceeding 30 years (relaxable for Government servant upto 5 years in accordance with the instructions orders issued by the Central Govt.) 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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)
7	Educational and other qualification required for direct recruits	(i) Bachelor's Degree in Computer Applications /Information Technology / Computer Science of a recognized University / Institute; or (ii) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer Note 1: Qualifications are relaxable at the discretion of the SSC/Competent Authority, for reasons to be recorded in writing, in case of candidates otherwise well qualified.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Educational qualification: No
9	Period of probation, if any	Two years for direct recruits and promotees
10	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	(i) 57.89% by Direct Recruitment (ii) 42.11% by Promotion failing which by deputation (including short-term contract)

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11	<p>In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made</p>	<p>Promotion: Data Entry Operator Grade 'B' in Level - 5 with 6 years' regular service in the grade and have successfully completed training of 4 weeks in the relevant areas.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.</p> <p>Deputation [including short-term contract] Officers under the Central/State Governments / Universities / Recognized Research Institutes/Public Sector Undertakings/Semi-Government Statutory or Autonomous organizations.</p> <p style="margin-left: 40px;">(a) (i) holding analogous posts on regular basis in the parent cadre or Department (ii) With six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level – 5 or equivalent in the parent cadre/department; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under Col.7.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: 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 organization/ department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.</p>
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12	If a Departmental Promotion Committee exists, what is the composition	<p>(i) Departmental Promotion Committee (For considering promotion)</p> <ol style="list-style-type: none">1. Secretary / Deputy Secretary(Admn.) Staff Selection Commission - Chairman.2. Under Secretary (Establishment) — Member.3. Deputy Director (EDP) — Member <p>(ii) Department Confirmation Committee (for considering confirmation of direct recruits)</p> <ol style="list-style-type: none">1. Secretary / Deputy Secretary(Admn.) Staff Selection Commission - Chairman.2. Under Secretary (Establishment) — Member.3. Deputy Director (EDP) — Member
13	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	Not necessary

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2. Data Entry Operator Grade 'B'

S. No.	Title	DRAFT Recruitment Rules
1	Name of Post	Data Entry Operator Grade 'B'
2	Numbers of posts	8* (2022) *(subject to variation dependent on workload)
3	Classification	General Central Service, Group C, Non-Gazetted, Non Ministerial
4	Scale of pay	Level - 5
5	Whether selection post or non-selection post	Non Selection
6	Age limit for direct recruits	Not applicable
7	Educational and other qualification required for direct recruits	Not applicable
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	Two years for Promotees
10	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 deputation.
11	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><u>Promotion</u> Data Entry Operator Grade 'A' in Level - 4 with five years' regular service in the grade and have successfully completed training of 4 weeks in the relevant areas.</p> <p>Note: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade alongwith their juniors who have already completed such qualifying or eligibility service.</p> <p><u>Deputation</u></p>

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		<p>Officers under the Central Government:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ Department; or</p> <p style="padding-left: 40px;">(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level - 4 or equivalent in the parent cadre / department; and</p> <p>(b) Possessing the education qualifications and experience prescribed for direct recruits under Col.7.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: 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 organization/ department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date or receipt of applications).</p>
12	If a Departmental Promotion Committee exists, what is the composition	<p>i) Group 'C' DPC (For considering promotion)</p> <ol style="list-style-type: none"> 1. Secretary / Deputy Secretary(Admn.) Staff Selection Commission - Chairman. 2. Under Secretary (Establishment) — Member. 3. Under Secretary (EDP) — Member
13	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	Not Applicable

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3. Data Entry Operator Grade 'A'

S. No.	Title	Draft Recruitment Rules
1	Name of Post	Data Entry Operator Grade 'A'
2	Numbers of posts	22* (2022) *(subject to variation dependent on workload)
3	Classification	General Central Service, Group C, Non- Gazetted, Non- Ministerial
4	Scale of pay	Level - 4
5	Whether selection post or non-selection post	Not applicable
6	Age limit for direct recruits	<p>18 to 27 years (relaxable upto 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Govt.</p> <p>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.</p> <p>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, 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).</p>
7	Educational and other qualification required for direct recruits	<p>(a). 12th Standard pass in Science Stream with Mathematics as a subject form a recognized Board or equivalent.</p> <p>(ii) A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.</p> <p>Note:- Qualification is relaxable at the discretion of the SSC/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9	Period of probation, if any	Two years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and	<p>Direct recruitment.</p> <p>Note:- Vacancies caused by the incumbent being away on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled on deputation</p>

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	percentage of the vacancies to be filled by various methods	from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under col. 7.
11	In case of recruitment by promotion/deputation/ transfer, grades from which promotion/deputation/transfer to be made	Not applicable
12	If a Departmental Promotion Committee exists, what is the composition	(i) Group 'C' Department Confirmation Committee (for considering confirmation of direct recruits) 1. Secretary / Deputy Secretary(Admn.) Staff Selection Commission - Chairman. 2. Under Secretary (Establishment) — Member. 3. Under Secretary (EDP) — Member
13	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment	Not Applicable