

Draft Recruitment Rules for the post of Data Entry Operator Grade 'A', 'B' and Grade 'D' in Staff Selection Commission are attached herewith for perusal of all concerned. Comments of stakeholders, if any, may please be sent to this Department on or before 17.04.2017 at the following address:

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A soft copy of the comments may also be sent to this Department at [selvakumar.m13@nic.in](mailto:selvakumar.m13@nic.in).

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Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

New Delhi, the

2017

**NOTIFICATION**

G.S.R. - In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Staff Selection Commission (Non-Ministerial Group 'C' & 'B' Posts of Electronic Data Processing Group 'C' post of Data Entry Discipline) Recruitment Rules 1996, (except as respect things done or omitted to be done, before such super-session) the President hereby makes the following rules regulating the method of recruitment to Group 'C' & 'B' Non-Gazetted, Non-Ministerial posts in the Staff Selection Commission, namely:-

1. Short title and commencement :-

- (1) These rules, may be called the Staff Selection Commission (Electronic Data Processing Group 'C' & 'B' Posts of Data Entry Discipline) Recruitment Rules 2017.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Application:- These rules shall apply to the posts specified in column 1 of the Schedule annexed to these rules.

3. Number of posts, classification and scale of pay – The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.

4. Method of recruitment, age limit and qualification etc. - The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 13 of the said Schedule.

5. Disqualification – No person-

- (a) Who has entered into or contracted a marriage with a person having a spouse living, or
- (b) Who having a spouse living, has entered into or contracted a marriage with any person.

Shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds or so doing exempt any person from the operation of this rule.

6. Power to relax - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Savings - Nothing in these rules shall affect reservations /relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex- Servicemen, Other Backward Class and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

### THE SCHEDULE

Name of the post	No. of post (s)	Classification	Pay Level in the Pay Matrix	Whether Selection Post or non-selection post	Age Limit for direct recruits
1	2	3	4	5	6
Data Entry Operator Grade 'A'	22* (2017)  * Subject to variation depending on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level - 4	Not Applicable	<p>18 to 25 years, (relaxable upto 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government.</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 Jammu &amp; Kashmir State, Lahaul &amp; Spiti Districts and Pangu Sub Division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Islands or Lakshadweep.</p>

Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
7	8	9	10
<p>12<sup>th</sup> Standard pass in Science Stream with Mathematics as a subject from a recognized Board or equivalent.</p> <p>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 Staff Selection Commission / Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.</p>	Not Applicable.	Two years.	<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 from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for the direct recruits under column 7.</p>

In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment.
11	12	13
Not Applicable	<p>Group 'C Departmental Confirmation Committee for considering confirmation of direct recruits;</p> <ol style="list-style-type: none"> <li>1. Director (EDP), SSC -Chairman</li> <li>2. Under Secretary (Establishment) -Member</li> <li>3. Under Secretary/Deputy Director (EDP) -Member.</li> </ol> <p>Note: Any Change in the composition of Committee can be made with the approval of Chairman, SSC.</p>	Not Applicable.

**THE SCHEDULE**

Name of the post	No. of post (s)	Classification	Pay Level in the Pay Matrix	Whether Selection Post or non-selection post	Age Limit for direct recruits
1	2	3	4	5	6
Data Entry Operator Grade 'B'	8* (2017)  * Subject to variation depending on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level – 5	Non-Selection	Not Applicable

Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
7	8	9	10
Not Applicable	Not Applicable	Not Applicable	Promotion failing which by deputation

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment.
11	12	13
<p><b>Promotion</b> Data Entry Operator Grade 'A' in level-4 in the Pay Matrix with five years' regular service in the grade and have successfully completed training of 4 weeks in the relevant areas.</p> <p><b>Note 1:</b> 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 along-with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Deputation:</b> Officers under the Central Government:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ Department; or</p> <p>(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix or equivalent in the parent cadre/ department; and</p> <p>(b) possessing the following educational qualifications:</p> <p>(i) 12<sup>th</sup> standard pass in Science stream with Mathematics as a subject from 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>Group 'C' Departmental Promotion Committee for considering promotion.</p> <ol style="list-style-type: none"> <li>1. Director (EDP), SSC -Chairman.</li> <li>2. Under Secretary (Establishment)-Member.</li> <li>3. Under Secretary/ Deputy Director (EDP) – Member.</li> </ol> <p>Note: Any change in the composition of committee can be made with the approval of Chairman, SSC.</p> <p>Not applicable if deputation is prescribed as the method of recruitment.</p>	<p>Not Applicable.</p>



**Note 1:** Qualification is relaxable at the discretion of Staff Selection Commission / Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.

**Note 2:** 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.

**Note 3:** 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.

**Note 4:** The Maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

### THE SCHEDULE

Name of the post	No. of post (s)	Classification	Pay Level in the Pay Matrix	Whether Selection Post or non-selection post	Age Limit for direct recruits
1	2	3	4	5	6
Data Entry Operator Grade 'D'	7* (2017)  * Subject to variation depending on workload	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial	Level - 6	Selection	Not Applicable

Educational and other qualification required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.
7	8	9	10
Not Applicable	Not Applicable	Not Applicable	Promotion failing which by deputation

In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	If DPC exists, what is its composition	Circumstances in which UPSC is to be consulted in making recruitment.
11	12	13
<p><b>Promotion</b> Data Entry Operator Grade 'B' in level-5 in the Pay Matrix with six years' regular service in the grade and have successfully completed training of 4 weeks in the relevant areas to be provided by the Department.</p> <p><b>Note 1:</b> 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 along-with their juniors who have already completed such qualifying or eligibility service.</p> <p><b>Deputation:</b> Officers under the Central Government:-</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre/ Department; or</p> <p>(ii) With 6 years' service in the grade rendered after appointment thereto on a regular basis in posts in level-5 of the Pay Matrix or equivalent in the parent cadre/ department; and</p> <p>(b) possessing the following educational qualifications:</p> <p>(i) Bachelor's Degree in Computer Applications/Information Technology/ Computer Science from a recognized Board or equivalent and a speed test of not less than 15000 key depressions per hour for data entry work.</p>	<p>Group 'B' Departmental Promotion Committee for considering promotion.</p> <ol style="list-style-type: none"> <li>1. Member, SSC (looking after Estt.) - Chairman.</li> <li>2. Director (EDP), SSC – Member.</li> <li>3. Under Secretary (Estt.) – Member.</li> <li>4. Under Secretary/ Deputy Director (EDP) – Member.</li> </ol>	<p>Consultation with Union Public Service Commission is not necessary.</p>

**Note 1:** Qualification is relaxable at the discretion of Staff Selection Commission / Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.

**Note 2:** 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.

**Note 3:** 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.

**Note 4:** The Maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.