

DEO'A' 5/c

To be published in the Delhi Gazette (Part-IV) Extra Ordinary)

Govt. of N.C.T. of Delhi
Planning Department
1-Kirpa Narain Marg, Delhi-54.

No.F.9(42)/98-CC/Plg./EDP/2261-2352 Dated the 17/6/99

NOTIFICATION

In exercise of the powers conferred by the proviso to the article 309 of the constitution read with the Govt. of India, Ministry of Home Affairs notification No.F.27/59-Him(1) dated the 13th July, 1959, the Lt. Governor of the National Capital Territory of Delhi is pleased to ;

- 1) Make the rules in the schedule here to annexed regarding the method of recruitment to the post of Data Entry Operator - Grade-A under the Govt. of NCT of Delhi, and
- 2) To cancel the recruitment rules for the post of Data Entry Operator Grade-A notified vide notification No.F.10(20)/89/DES/Pt.II dated 27.7.95.

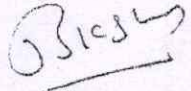
By Order,


(Dr. B K Sharma)
Jt. Director (Plg.)

No.F.9(42)/98-CC/Plg./EDP 2261-2352 Dated the 17-6-99

Copy forwarded for information & necessary action to :-

1. All Head of the Departments, Govt. of NCT of Delhi, Delhi.
2. The Deputy Secretary (Services), Govt. of NCT of Delhi with four copies each of both version with reference to his U.O. No.F.2(24)/98-S.III/217 dated 15.3.99
3. The Deputy Director (Language), Govt. of NCT of Delhi.
4. The Under Secretary (Law), Govt. of NCT of Delhi.
5. P.S. to the Lt. Governor, Govt. of NCT of Delhi.
6. P.S. to the Chief Secretary, Govt. of NCT of Delhi.
7. P.R. Department, Govt. of NCT of Delhi, in duplicate, for publication in the Delhi Gazette, Part-IV (Extra-Ordinary) 05 copies of the Gazette may please be supplied to this Department and Services-II Department, separately for official use.


(Dr. B K Sharma)
Jt. Director (Plg.)

Notes:

1. Where the Administrator is of the opinion that it is Necessary or expedient to do so, he may by order, for reasons to be recorded in writing relax any of the provisions of the rules with respect to a class or category of person/posts.
2. Nothing in these rules shall effect reservations and other concessions required to be provided for scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.
3. No male candidate who has more than one wife living or no female candidate who has married a person already having a wife living shall be eligible for appointment in case of direct recruitment. Provided that the Administrator, Delhi may after being satisfied that there are special grounds for doing so, exempt any such candidate from the operation of this rule.
4. The age limit for direct recruitment will be relaxable in the case of Scheduled Caste/Tribes Candidates, Govt. servants and other special categories of persons in accordance with the general orders issued from time to time by the Central Govt.
5. The crucial date for determining the age limit mentioned in Column. No. 5 of the recruitment rules will in each case, be the closing date for receipt of applications from candidates in India (other than Andaman & Nicobar Islands and Lakshadweep). In respect of posts, the appointment to which are made through the Employment Exchange, the crucial date for determining the age limit will, in each case, be the last date upto which the Employment Exchange, are asked to submit the names.

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ANNEXURE-I

Recruitment Rules for the post of DATA ENTRY OPERATOR GRADE 'A' in the pay scale in the Govt. of NCT of Delhi, Delhi.

Name of the post	Number of posts	Classification	Scale of Pay	Whether selection post or non-selection post
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01

02

03

04

05

Data Entry Operator Grade-A

20* (1998)

Group 'C'

Rs. 4000-100-6000

Not-Applicable

* subject to variation dependent on work-load.
Non-Gazetted Non-Ministerial

Recruitment Rules for the post of DATA ENTRY OPERATOR GRADE 'A' in the pay scale of in the Govt. of NCT of Delhi, Delhi.

Whether benefit of added years of Service admissible under rule 30 of the CCS (Pension) rules, 1972	Educational & other qualifications required for direct recruits	Whether age & educational qualifications prescribed for direct recruit will apply in case of promotion
07	08	09
Not Applicable	Essential (a) 12th Standard pass from a recognised Institution/Board or Equivalent. (b) Should possess a speed of not less than 8000 key depressions per hour for Data Entry work and should qualify the Aptitude test.	Not Applicable
	Desirable One year recognised Certificate Course in Data Preparation & Computer Software or equivalent from a recognised Institution.	

Recruitment Rules for the post of DATA ENTRY OPERATOR GRADE 'A' in the pay scale in the Govt. of NCT of Delhi, Delhi.

Method of Rectt. whether by direct rectt. or by promotion or by deputation/absorption & percentage of the posts to be filled by various methods

In case of Rectt. by promotion/deputation/absorption, Grades from which promotion/Deputation/absorption to be made.

If a D... what is composi...

11

12

13

By Direct Recruitment

Not Applicable.

Not Appl

Note:

Posts 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 Govt./ Govt. of NCT of Delhi holding analogous posts on regular basis and possessing the qualifications prescribed for the direct recruits under Col. No.8.