

SRO No. 53  
2/12/92

NOTIFICATION

New Delhi, the 12 February 1992

S.R.O. 53. In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Defence Research and Development Organisation, Data Entry Operator (Group 'C' posts) Recruitment Rules, 1991, namely :-

1. (1) These rules may be called the Defence Research and Development Organisation, Data Entry Operator (Group 'C' posts) Recruitment (Amendment) Rules, 1992.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Defence Research and Development Organisation, (Group 'C' posts) Recruitment Rules, 1991, -

(1) in rule 2,

(a) for the words "said post", the words "said posts" shall be substituted;

(b) for the words "its classification", the words "their classification" shall be substituted;

(c) for the word and figures "columns 2 to 4", the word and figures "columns 3 to 5" shall be substituted;

(2) in rule 3,

(a) for the words "said post", the words "said posts" shall be substituted;

(b) for the word and figures "columns 5 to 14" the word and figures "columns 6 to 15" shall be substituted.

3. For the Schedule to the Defence Research and Development Organisation, Data Entry Operator (Group 'C' posts) Recruitment Rules, 1991, the following Schedule shall be substituted, namely:-

"The Schedule"

*A. K. Tripathi*  
(S. L. TRIPATHI)

Under Secretary to the Government of India.

NOTE: The Principal rules were published in the Gazette of India, Part II, Section 4 dated 27 Jul 1991, vide S.R.O. No. 142 dated 18 Jun 91.

Publish

*A. S. Thirupathi*

( S. L. THIRUPATHI )

Under Secretary to the Government of India.

D(Coord)

SRO No 53 dt. 12.2.92

Serial No.	Name of posts	Number of posts	Classification	Scale of pay	Whether select ion post or non-select ion post	Age limit for direct recruits.	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules, 1972.
1	2	3	4	5	6	7	8
1.	Data Entry Operator Grade 'A'	7* (1991)	General Central Service, Group 'C', Non-Gazetted Non-Ministerial	Rs. 1150-25-1500	Non-select ion	18-35 years relaxable upto 40 years (upto 45 years in respect of Scheduled Castes/ Scheduled Tribes candidates in case of Government Servants in accordance with the instructions or orders issued by the Central Government.	Not Applicable.
	*Subject to variation dependent on workload.					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, Mizoram, Arunachal Pradesh, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of the Jammu	

...cont/-

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Serial No.	Name of posts	Number of posts.	Classification	Scale of pay	Whether selection post or non-selection post.	Age limit for direct recruits.	Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension Rules, 1972.
1	2	3	4	5	6	7	8

and Jammu State,  
Leh and Spiti  
Districts and Pangni  
Sub-division of Chamba  
District of  
Himachal Pradesh,  
Andaman and Nicobar  
Islands of  
Lakshadweep).

Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation if any.	Method of recruitment whether by direct recruitment or by deputation /transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation transfer to be made.	If a Departmental Promotion Committee exists what is its composition.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.
9	10	11	12	13	14	15

Essential

(i) 12th standard pass or equivalent; (ii) Should possess a speed of not less than 8000 key depressions per hour for data entry work.

(ii) Desirable Computer course pass in 'O' Level

Not Applicable.

Two Years.

By direct recruitment through a limited departmental examination amongst Group 'C' and 'D' employees who possess the qualifications mentioned under

Not Applicable.

Departmental Promotion Committee-III (for consideration of confirmation)  
 1. Head of the Establishment/ Laboratory- Chairman.  
 2. Two Senior Officers of the

Not Applicable

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9 Examination conducted by the Computer Society of India (CSI).

10 Note 1. Qualifications are relaxable at the discretion of the competent authority in case of candidates otherwise well qualified.

11 Note 2. The qualification regarding experience is relaxable at the discretion of the competent authority in case of candidates belonging to the Scheduled Castes, Scheduled Tribes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

12 Column 9 and have rendered at least five years regular service in Defence Research and Development Organisation.

13 Note Vacancies caused by the incumbent being away on transfer on deputation or long leave under other circumstances for duration of one year or more may be had from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under Column 9.

14 Establishment/  
Laboratory-  
Member.  
15 3. An officer equivalent to the rank of departmental member but not connected with department-  
Member.

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✓ Note 3. The speed of  
8000 key depressions  
per hour is to be  
judged by competent  
authority by conducting  
a speed test on the  
Electronic Data  
Processing machines  
by the Competent  
Authority.

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1	2	3	4	5	6	7	8
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2. Data, Entry Operator Grade 'B'.	4*(1991)	General Central Service Group 'C', Non-Gazetted, Non-Ministerial.	Rs. 1350-30-1440-40-18J0-EB-50-2200.	Non-Selection	18-35 years, relaxable upto 40 years (upto 45 years in respect of Scheduled Castes/ Scheduled Tribes,) in case of Government servants in accordance with the instructions or orders issued by Central Government. <u>Note:</u> 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 the Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Not Applicable.
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\*Subject to variation depending on work-load.



Essential

(i) Degree of a recognised University or equivalent;  
 (ii) Should possess a speed of not less than 8000 key depressions per hour for Data Entry Work.

(ii) Desirable - Pass 'O' Level Computer Course Examination conducted by the Computer Society of India (CSI).

Note (1) Qualifications are relaxable at the discretion of the competent authority in case of candidates otherwise well qualified.

Note (2) The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes/ Scheduled Tribes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Note (3) The speed of 8000 key depressions per hour is to be judged by competent Authority by conducting a speed Test on the Electronic Data Processing Machines.

Not Applicable. Two years for direct recruits. Nil for promotees. By promotion - 50%. By direct recruitment - 50%.

Promotion

Data Entry Operator Grade 'A' with 6 years regular service in the Grade, after passing a speed test of 8000 key depressions per hour, to be conducted by competent authority on the Electronic Data Processing Machines.

Direct Recruitment  
 Through a limited departmental examination amongst Defence Research and Development Organisation employees with at least four years'

III Departmental Promotion Committee III. (for considering confirmation of direct recruits).

1. Head of the Establishment/ Laboratory- Chairman.

2. Two Senior Officers of the Establishment/ Laboratory- Member.

3. An officer equivalent to the rank of departmental members but not connected with the department- Member.  
Group 'C' Departmental Promotion Committee  
 (for considering promotion)

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regular service in the  
pay scale of Rs. 1200-2040  
and higher posts.

1. Head of the Establishment/  
Laboratory -  
Chairman.
2. Two senior officers of the Establishment/  
Laboratory -  
Members.
3. An officer equivalent to the rank of departmental member but not connected with department-  
Member.

1	2	3	4	5	6	7	8
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3. Data Entry Operator Grade 'C'.	3*(1991) General Service Group 'C' Non-Gazetted, Non-Ministerial.	Rs.1400-40-1800-EB-50-2300.	Non-Selection.	Not Applicable.	Not Applicable.
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\*Subject to variation dependent on workload.

1	2	3	4	5	6	7	8
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3. Data Entry Operator Grade 'C'.	3*(1991) General Central Service Group 'C' Non-Gazetted, Non-Ministerial.	Rs.1400-40-1800-EB-50-2300.	Non-Selection.	Not Applicable.	Not Applicable.
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\*Subject to variation dependent on workload.

1	2	3	4	5	6	7	8
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4.	Data Entry Operator Grade 'D'	*2 (1991) 'C', Non-Gazetted, Non-Ministerial.	General Central Service Group	Rs.1600-50-2300-EB-60-2660.	Non-selection.	Not Applicable.	Not Applicable.
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\* Subject to variation or dependent on workload.

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Not Applicable

Not Applicable.

Not Applicable.

By promotion

Promotion  
 Data Entry Operator Grade 'C' with 4 years regular service in the grade failing which promotion through a departmental competitive examination on amongst the Defence Research and Development Organisation employees holding Group 'C' posts in the pay scale of Rs. 1400-2300 or above, possessing minimum 12th standard pass or equivalent qualifications and a speed of not less than 8000 key depressions per hour for Data Entry Work.

"Note - In case juniors are considered for promotion all persons senior to them shall also be considered for promotion, notwithstanding the fact that they have not completed the requisite qualifying service, provided they have successfully completed the probation period in the grade(s)."

Group 'C' Departmental Promotion Committee (For considering promotion)

1. Head of the Establishment/Laboratory - Chairman.
2. Two senior officers of the Establishment/Laboratory - Members.
3. An officer equivalent to the rank of departmental member but not connected with department-Member.

Not Applicable.

1	2	3	4	5	6	7	8
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5.	Data Entry Operator Grade 'E'.	2* (1991) Service Group 'C', Non-Gazetted, Non-Ministerial.	General Central Rs.2000-3200.	Non-selection.	Not Applicable.	Not Applicable.
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\*Subject to variation or dependent on workload.

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Not Applicable.

Not Applicable.

Not Applicable.

By promotion.

Promotion  
Data Entry Operator Gde 'D' with 4 years regular service in the grade failing which promotion through a limited departmental competitive examination amongst Defence Research and Development Organisation employees holding Group 'C' posts in the pay scale of Rs. 1600-2600 or above, possessing minimum 12th standard pass or equivalent qualifications and a speed of not less than 8000 key depression per hour for Data Entry work.

"Note - In case juniors are considered for promotion all persons senior to them shall also be considered for promotion, notwithstanding the fact that they have not completed the requisite qualifying service, provided they have successfully completed the probation period in the grade (s)."

Group 'C' Departmental Promotion Committee (For considering promotion)

Not Applicable.

1. Head of the Establishment/Laboratory - Chairman.
2. Two senior officers of the Establishment/Laboratory - Members.
3. An officer equivalent to the rank of departmental member but not connected with department - Member.