

(Published in Part II, Section 4 of the Extraordinary Gazette of India)

Ministry of Defence
(Department of Defence Research and Development)

Dated the 29 May, 1998

Notification

S.R.O. 13E. In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Defence Research and Development Organisation, Data Entry Operator (Group 'C' posts) Recruitment Rules, 1991, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the Group 'C' (Data Entry) posts in the Defence Research and Development Organisation, Ministry of Defence, namely:—

1. Short title and commencement:

- (i) These rules may be called the Defence Research and Development Organisation, Ministry of Defence, Group 'C' (Data Entry) posts Recruitment Rules, 1998.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Initial Constitution: The incumbents of the following posts in the Defence Research and Development Organisation at the commencement of these rules shall be re-designated as indicated below:—

- (i) Data Entry Operator Grade 'A'—Data Entry Operator 'A'
- (ii) Data Entry Operator Grade 'B'—Data Entry Operator 'B'
- (iii) Data Entry Operator Grade 'C'—Data Entry Operator 'C'
- (iv) Data Entry Operator Grade 'D'—Data Entry Operator 'D'

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 3 to 5 of the said Schedule.

4. Method of recruitment, age limit and qualifications,—

- (i) The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns 6 to 15 of the Schedule aforesaid.
- (ii) Composition of Departmental Promotion Committee III for confirmation/promotion (Col 14 of Schedule aforesaid)
 1. Head of the Concerned Establishment or Laboratory.
— Chairman
 2. Two senior officers of the Concerned Establishment or Laboratory.
— Members
 3. An officer from another Laboratory/Establishment or HQrs equivalent to or above the rank of the members of the concerned Laboratory/Establishment.
— Member

5. Disqualifications. —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 for 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 so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons or posts.

7. *Saving*—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 and other special categories of persons in accordance with the orders issued by the Central Government from time to time.

(N C S Negi)
Under Secretary to the Government of India

File No. DRDO/76257/RR/DEO/MPD

Publish

(N C S Negi)
Under Secretary to the Government of India

D(Coord)

File No. DRDO/76257/RR/DEO/MPD/1688(4)/D(R&D)

date 29-5-1998

Serial No.	Name of Post	Number of Post	Classification	Scale of Pay	Whether selection post or non-selection post.	Age Limit for direct recruitment	Whether benefit of added years of service admissible under rule 30 of the Central Civil Service (Pension) Rules 1972	Educational and other qualifications required for direct recruitment.
1	2	3	4	5	6	7	8	9

1.	Data Entry Operator 'D'	10* (1998)	General Central Service, Group 'C' Non-Gazetted, Ministerial	Rs. 5500-175-9000	Selection-cum-seniority.	Not applicable	Not admissible.	Not applicable
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*Subject to variation dependent on work load

Whether age & educational qualification 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/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15
Not applicable	Not applicable	By Promotion	<p><i>Promotion</i> Data Entry Operator 'C' with five years regular service in the grade in the respective Laboratory/ Establishment.</p> <p><i>Note 1:</i> For the purpose of counting of qualifying service, the regular service rendered in the erstwhile post of Data Entry Operator Grade 'C' in the respective Laboratory/Establishment shall also be taken in account.</p> <p><i>Note 2:</i> Where juniors who have completed their qualifying Service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service by more than half of such qualifying service or two years, whichever is less, and have successfully completed their probation period for promotion to</p>	Departmental promotion Committee-III	Not applicable

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the next higher grade alongwith their juniors who have already completed such qualifying service.

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1	2	3	4	5	6	7	8	9
2.	Data Entry Operator 'C'	20* (1998)	General Central Service, Group 'C' Non-Gazetted, Ministerial	Rs. 5000-150-8000	Selection-cum-seniority.	Not applicable	Not admissible.	Not applicable

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Whether age & educational qualification 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/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15
Not applicable	Not applicable	By Promotion	<p>Promotion Data Entry Operator 'B' with five years regular service in the grade in the respective Laboratory/Establishment.</p> <p><i>Note 1:</i> For the purpose of counting of qualifying service, the regular service rendered in the erstwhile post of Data Entry Operator Grade 'B' in the respective Laboratory/Establishment shall also be taken in account.</p> <p><i>Note 2:</i> Where juniors who have completed their qualifying service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying service by more than half of such qualifying service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade</p>	Departmental promotion Committee-III	Not applicable

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1	2	3	4	5	6	7	8	9
3.	Data Entry Operator 'B'	50* (1998)	General Central Service, Group 'C' Non-Gazetted, Ministerial	Rs. 4500-125-7000	Selection-cum-seniority.	Not applicable	Not admissible.	Not applicable

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Whether age & educational qualification 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/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15
Not applicable	Not applicable	By Promotion	<p>Promotion Data Entry Operator 'A' with five years regular service in the grade or with combined regular service of 5 years in the grades of Data Entry Operator 'A' and in the erstwhile post of Upper Division Clerk, out of which atleast 2 years should have been rendered in the grade of Data Entry Operator 'A' in the respective Laboratory / Establishment.</p> <p><i>Note 1:</i> For the purpose of counting of qualifying service, the regular service rendered in the erstwhile post of Data Entry Operator Grade 'A' in the respective Laboratory/Establishment shall also be taken in account.</p> <p><i>Note 2:</i> Where juniors who have completed their qualifying service are being considered for promotion, their seniors would also be considered</p>	Departmental promotion Committee-III	Not applicable

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10	11	12	13	14	15

provided they are not short of the requisite qualifying service by more than half of such qualifying 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 service.

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1	2	3	4	5	6	7	8	9
4.	Data Entry Operator 'A'	95* (1998)	General Central Service, Group 'C' Non-Gazetted, Ministerial	Rs. 4000-100-6000	Selection-cum-seniority.	Not applicable	Not admissible.	Not applicable

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Whether age & educational qualification 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/absorption and percentage of the posts to be filled by various methods	In case of recruitment by promotion/absorption grades from which promotions to be made	If a DPC exists what is its composition	Circumstances in which UPSC is to be consulted in making recruitment
10	11	12	13	14	15
Not applicable	Not applicable	By deputation	Deputation: Administrative Assistant 'A' and Store Assistant 'A' with five years regular service or Administrative Assistant 'B', or Store Assistant 'B' or Personal Assistant 'A' and possessing the following qualifications:— (i) Senior Secondary School Certificate (10 + 2) or equivalent qualification recognised by the Central/State Governments. (ii) Accurate speed of 8000 key depressions per hour for data entry into the computer. Desirable Computer course pass at 'O' level.	Not applicable	Not applicable