

No. T-21011/6/2014-Academy Desk
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
Training Division

Block IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067

Dated: 09th October, 2017

Office Memorandum

Subject: Amendment in Recruitment Rules for the EDP Cadre posts viz. Senior System Analyst, Data Processing Assistant and Data Entry Operator in LBSNAA, Mussoorie -reg.

The undersigned is directed to upload the draft recruitment rules for the EDP Cadre posts viz. Senior System Analyst, Data Processing Assistant and Data Entry Operator in LBSNAA, Mussoorie and to request for comments, if any, from all the stakeholders on the draft RRs. The comments may kindly be sent to the undersigned on e-mail id: 'syedimran.ahmed@nic.in' latest by 07.11.2017.



(Syed Imran Ahmed)
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To

All concerned Stakeholders

Copy to: NIC, Training Division with the request to upload the above OM along with draft RRs for the EDP Cadre posts viz. Senior System Analyst, Data Processing Assistant and Data Entry Operator in LBSNAA, Mussoorie.

Schedule

| Name of post. | Number of post. | Classification. | Level in pay matrix. | Whether selection post or non-selection post. | Age-limit for direct recruits. | Educational and other qualifications required for direct recruits. | Whether age and educational qualifications prescribed for direct recruits will apply in case of promotes. |
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| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1. Senior System Analyst. | 1* (2017) *Subject to variation dependent on work load. | General Central Service Group 'A' Gazetted Non-Ministerial. | Level - 11 (Rs. 67700 - 208700) in the Pay Matrix. | Selection. | Not applicable. | Not applicable. | Not applicable. |

| Period of Probation, if any. | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods. | In case of recruitment by promotion or deputation or absorption grades from which promotion or deputation or absorption is to be made. | If Departmental Promotion Committee exists, what is its composition. | Circumstances in which Union Public Service Commission is to be consulted in making recruitment. |
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| (9) | (10) | (11) | (12) | (13) |
| One year for promotees. | Deputation (including short-term contract) or Promotion. | <p>Deputation/Promotion (including short term contract):</p> <p>1) Officers of the Central Government or State Government or Universities or recognised Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department (ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in the Pay Level - 10 (Rs.56100-177500) in the Pay Matrix or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications and experience:</p> <p>(i) Master's Degree in Computer Application or M.Sc. (Computer Science or Information Technology) from a recognised University or Institute; or B.E./B.Tech. (Computer Engineering or Computer Science or Computer Technology or Computer Science & Engineering or Information Technology) from a recognised University or Institute.</p> <p>(ii) Five years post qualification experience of Programming or Information System (in design, development and organizing computerized information storage and retrieval system) in a Government Office/Public Sector Undertakings or Autonomous Body or Statutory Body or in any recognised institution.</p> | Not applicable. | Consultation with Union Public Service Commission is necessary. |

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| | | <p>2) The departmental Data Processing Assistant in Pay Level-7 (Rs.44900-142400) in the pay matrix with seven years' regular service in the grade as considered alongwith outsiders and in case he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>Period of deputation (including short term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/Department in the Central Government shall not exceed four years. The maximum age limit for appointment on deputation shall not exceed fifty-six years as on the closing date of receipt of application.</p> | | |
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| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
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| 2. Data Processing Assistant. | 1* (2017) *Subject to variation dependent on work load. | General Central Service Group 'B', Gazetted Non-Ministerial. | Level - 7 (Rs. 44900 - 142400) in the Pay Matrix. | Selection. | Not applicable. | Not applicable. | Not applicable. |

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| (9) Not applicable. | (10) Promotion failing which by deputation (including short-term contract). | (11) Promotion: Data Entry Operator Grade 'C' in the Pay Level-6 (Rs.35400-112400) in the Pay Matrix with five years' regular service in the grade and have successfully completed mandatory training of 2 – 4 weeks in the relevant area from the Institute prescribed by the Lal Bahadur Shastri National Academy of Administration. Note: Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service. Deputation (including short term contract):- Officers of the Central Government or State Government or Universities or recognised Research Institutes or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations: (a) (i) Holding analogous posts on regular basis in the parent cadre/department; or (ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Level -6 (Rs.35400-112400) in the Pay Matrix; and (b) possessing the following educational qualifications and experience: (i) Master's Degree in Computer Application or Information Technology or Computer Science of a recognised University or Institute; or (ii) B.E. or B. Tech. in Computer Engineering or Computer Science or Computer Technology or Computer Science & Engineering or Information Technology from a recognised University or Institute. | (12) Group B Departmental Promotion Committee (for considering promotion): 1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Admin.), Lal Bahadur Shastri National Academy of Administration, Mussoorie - Member 3. Deputy Director (Computers), Lal Bahadur Shastri National Academy of Administration, Mussoorie- Member | (13) Consultation with Union Public Service Commission not necessary. |
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| | | <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion will 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: Period of deputation (including short term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department in the Central Government shall not exceed three years.</p> <p>Note 3: The maximum age limit for appointment on deputation shall not exceed fifty-six years as on the closing date of receipt of application.</p> | | |
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| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
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| 3. Data Entry Operator Grade 'C'. | 2* (2017) *Subject to variation dependent on work load. | General Central Service Group 'B' Non-Gazetted Non-Ministerial. | Level - 6 (Rs. 35400 - 112400) in the Pay Matrix. | Selection. | Not exceeding 30 years. (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government). Note: The crucial date for determining the age limit shall be the closing date for receipt of application 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 and Nicobar Islands or Lakshadweep). | (i) Bachelor's Degree in Computer Application or Information Technology or Computer Science of a recognised University or Institute. (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 Staff Selection Commission, for reasons to be recorded in writing in case of candidates, otherwise well qualified. Note 2: The qualifications regarding experience is relaxable at the discretion of the Staff Selection Commission, for reasons to be recorded in writing, in case of candidates belonging to the Scheduled Casts or the Scheduled Tribes, if, at any stage of selection the Staff Selection Commission 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. |

| (8) | (9) | (10) | (11) | (12) | (13) |
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| <p>Age:- No</p> <p>Educational qualifications: No</p> | <p>Two year for direct recruits and promotees.</p> | <p>(i) 50% by Deputation/Promotion (ii) 50% by direct recruitment.</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of one year or more or till the post are filled up on regular basis through Staff Selection Commission may be filled on deputation.</p> | <p>Deputation: Officers of the Central Government or State Governments or Union Territories :</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) With six years' regular service rendered after appointment thereto on regular basis in the Pay Level-5 (Rs.29200-92300) in the Pay Matrix or equivalent; and (b) possessing the educational qualifications and experience prescribed for direct recruits in column (7).</p> <p>Note 1: The departmental Data Entry Operator Grade 'B' in the Pay Level-5 (Rs.29200-92300) in the Pay Matrix with six years' regular service in the grade is considered along with outsiders, if the candidate is selected for appointment to the post; it shall be treated as having been filled by promotion.</p> <p>Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department in the Central Government shall not exceed three years.</p> <p>Note 3: The maximum age limit for appointment on deputation shall not exceed fifty-six years as on the closing date of receipt of application.</p> | <p>Group B Departmental Promotion Committee (for considering promotion and confirmation):-</p> <ol style="list-style-type: none"> 1. Joint Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie - Chairman 2. Deputy Director (Admin.), Lal Bahadur Shastri National Academy of Administration, Mussoorie - Member 3. Deputy Director (Computers), Lal Bahadur Shastri National Academy of Administration, Mussoorie - Member. | <p>Consultation with Union Public Service Commission not necessary.</p> |

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(Syed Imran Ahmed)
Under Secretary to the Government of India