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No. AB 14017/75/02-Estt.RR  
Government of India  
Ministry of Personnel, Public Grievances & Pensions  
(Department of Personnel & Trg.)

New Delhi, dated the February, 90.

OFFICE MEMORANDUM

Subject: Model Recruitment Rules for various categories of posts in the Electronic Data Processing Discipline.

The undersigned is directed to forward herewith a copy of the Model Recruitment Rules for various categories of posts in Group 'IC' in the Electronic Data Processing Discipline. These posts are in the Data Entry Operators and Data Processing/Programming Disciplines. The Model Recruitment Rules are based on the suggestions contained in the Department of Expenditure's G.M. No.F.7(1)/IC/86(44) dated 11th September, 1989. All the Ministries/Departments are requested to adopt these rules with suitable modifications, if any, depending on their peculiar requirements. In cases of deviations from these Model Rules, the approval of the Department of Personnel and Training may be obtained.

2. The Ministry of Home Affairs are also requested to forward these Model Rules to the Union Territories Administration for adoption.

*N.M. Perumal*  
(N.M. Perumal)

Under Secretary to the Government of India.  
Tel: 531 7338

To

All Ministries/Departments of Government of India  
(as per standard list)

[75 Spare Copies]

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Note:- The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and the closing date prescribe for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura Sikkim, Ladakh Division of J&K State, Lahaul & Spiti Districts and Pangong Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 1, 1861. It is a very important document, as it is the first official statement of the President's policy towards the South. The President states that he is not a secessionist, and that he is not a supporter of the South. He also states that he is not a supporter of the Union, and that he is not a supporter of the North. He states that he is a supporter of the Constitution, and that he is a supporter of the law. He states that he is a supporter of the people, and that he is a supporter of the country. He states that he is a supporter of the Union, and that he is a supporter of the North. He states that he is a supporter of the South, and that he is a supporter of the secessionists. He states that he is a supporter of the Constitution, and that he is a supporter of the law. He states that he is a supporter of the people, and that he is a supporter of the country. He states that he is a supporter of the Union, and that he is a supporter of the North. He states that he is a supporter of the South, and that he is a supporter of the secessionists.

8. Educational and other qualifications required for direct recruits.

- (a) 12th Standard pass or equivalent.
- (b) should possess a speed of not less than 8000 Key Depressions per hour for Data Entry work.

Note :- Qualifications are relaxable at the discretion of the SSC/Competent authority in case of candidates, otherwise well qualified.

Note 2:- The qualification(s) regarding experience is/are relaxable at the discretion of the SSC/Competent authority in case of candidates belonging to Scheduled Castes/Scheduled Tribes, if, at any stage of selection the SSC/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 for Data Entry Work is to be judged by conducting a speed test on the EDP Machine(s), by the Competent Authority.

9. Whether age & Educational qualifications prescribed for direct recruits will apply in the case of promotees.

Not applicable.

10. Period of probation, if any

Two years

11. Method of recruitment whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled by various methods.

Direct recruitment

Note: Vacancies caused by the incumbent being away on transfer on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled on transfer on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under column 8.

12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made. Not applicable.
13. If a Departmental Promotion Committee exists what is its composition? Group 'B' Departmental Promotion Committee for considering confirmation. (detailed composition of the DPC may be given)
14. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment. Not Applicable.

### SCHEDULE

1. Name of Post Data Entry Operator Grade B
2. No. of Posts \* (Year of framing)  
\* Subject to variation dependent on workload.
3. Classification General Central Service, Group 'C'  
Non Gazetted Non Ministerial
4. Scale of Pay Rs.1350-30-1440-40-1800-18-50-2200
5. Whether Selection or Non-Selection Post Non Selection
6. Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rule, 1972. Not applicable
7. Age limit for direct recruits 25 years, relaxable upto 40 years (upto 45 years in respect of SC/ST candidates) in case of Government Servants in accordance with the instructions or orders issued by the Central Government.

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)

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, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K state, Lahaul & Spiti districts and Pangri Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

8. Educational and other qualifications required for direct recruits.

- 1) Degree of a recognised University or equivalent,
- 2) Should possess a speed of not less than 8000 Key Depressions per hour, for Data Entry Work.

Note 1:- Preference will be given to those who possess degree with Science, Mathematics, Commerce, Economics, Statistics ( or other EDP relevant areas as decided by the organisation) The subjects considered relevant may be specified in the rules by individual Departments.

Note 2:- Qualifications are relaxable at the discretion of the SSC/competent Authority in case of candidates otherwise well qualified.

Note 3:- The qualification(s) regarding experience is/are relaxable at the discretion of the SSC/competent authority in case of candidates belonging to Scheduled Castes/Scheduled Tribes if, at any stage of selection the SSC/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 4:- The speed of 8000 Key Depressions per hour for Data Entry work is to be judged by conducting a speed test on the EDP Machine(s), by the Competent Authority

9. Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotees.

Not Applicable.

10. Period of probation, if any

Two years for direct recruits  
Nil for promotees.

11. Method of recruitment whether by direct recruitment or by promotion or by deputation and percentage of the vacancies to be filled by various methods

Any of the following methods of recruitment:

- 1) Promotion, failing which by transfer on deputation.
- 2) ---Percentage by promotion, failing which by transfer on deputation, and ----- percentage by direct recruitment.

(The percentage for promotion of direct recruitment may be fixed taking into account the number of sanctioned posts in the feeder grade. For example if there are 5 posts in the feeder grade and 10 posts in the higher grade, only 50% quota may be prescribed for promotion, and 50% may be earmarked for direct recruitment)

12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion

Data Entry Operator Grade A with six years regular service in the grade.

Transfer on deputation:

(a) Officers of the Central Government

- i) Holding analogous posts on regular basis: or
- ii) With 3 years regular service in posts in the scale of Rs.1200-2040; or
- iii) With 6/8 years regular service in posts in the scale of Rs.1150-1500/- Rs.950-1500 or equivalent; and
- b) Possessing the qualifications and experience prescribed for direct recruits under Column 2.

(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 organisation/department of the Central Government shall ordinarily not exceed 3 years)

13. If a Departmental Promotion Committee exists what is its composition?

Group 'C' Departmental Promotion Committee for considering confirmation of direct recruits. (Full composition of the DPC may be given).

14. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.

Not applicable.

SCHEDULE

- |   |  |
|---|--|
| 1. Name of Post   | Data Entry Operator Grade C  |
| 2. No. of Post  | * (year of framing)<br>* Subject to variation dependent on workload. |
| 3. Classification   | General Central Service, Group C,<br>Non Gazetted, Non Ministerial   |
| 4. Scale of Pay   | Rs.1400-40-1800 EB 50-2300   |
| 5. Whether Selection or<br>Non Selection Post   | Non Selection  |
| 6. Whether benefit of added<br>years of service admissi-<br>ble under rule 30 of the<br>Central Civil Services<br>(Pension) Rule, 1972.   | Not applicable   |
| 7. Age limit for direct<br>recruits   | Not applicable   |
| 8. Educational and other<br>qualifications required<br>for direct recruits  | Not applicable   |
| 9. Whether age & educational<br>qualifications prescribed<br>for direct recruits will<br>apply in the case of<br>promotees.   | Not applicable   |
| 10. Period of probation,<br>If any  | Not applicable   |
| 11. Method of recruitment<br>whether by direct<br>recruitment or by<br>promotion or by deputa-<br>tion/transfer and<br>percentage of the<br>vacancies to be filled<br>by various methods. | Promotion, failing which by<br>transfer on deputation.               |

12. In case of recruitment by promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.

Promotion:

Data Entry Operator Grade B with 3 years regular service in the grade.

Transfer on deputation:

a) Officers of the Central Government

1) Holding analogous posts on regular basis; or

ii) With 3 years regular service in posts in the scale of Rs.1350-2200; or

iii) With 6 years regular service in posts in the scale of Rs.1200-2040; and

b) Possessing Degree of a recognised University or equivalent and a speed of not less than 8000 Key Depressions per hour for Data Entry Work

Note: The speed of 8000 Key Depressions per hour for Data Entry Work is to be judged by conducting a speed test on the EDP Machine(s) by the competent authority.

(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 organisation/department of the Central Government shall ordinarily not exceed 3 years)

13. If a Departmental Promotion Committee exists what is its composition?

Group C Departmental Promotion Committee for considering confirmation of direct recruits. (Full composition may be given)

14. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.

Not applicable.

SCHEDULE

- |   |   |
|---|---|
| 1. Name of Post   | Data Entry Operator Grade D   |
| 2. No. of Post  | *(year of framing)<br>* Subject to variation dependent on workload. |
| 3. Classification   | General Central Service, Group C, Non-Gazetted, Non Ministerial.    |
| 4. Scale of Pay   | Rs.1600-50-2300-EB-60-2660  |
| 5. Whether Selection or non Selection Post  | Non Selection   |
| 6. Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rule, 1972.   | Not Applicable  |
| 7. Age limit for direct recruits  | Not applicable  |
| 8. Educational and other qualifications required for direct recruits  | Not applicable  |
| 9. Whether age & educational qualification required for direct recruits will apply in the case of promotees.  | Not applicable  |
| 10. Period of probation, if any   | Not applicable  |
| 11. Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods . | Promotion, failing which by transfer on deputation.                 |

12. In case of recruitment by promotion/deputation) transfer, grades from which promotion/deputation/transfer to be made
- Promotion:  
Data Entry Operator Grade C with 4 years regular service in the grade
- Transfer on deputation:
- a) Officers of the Central Government
    - i) Holding analogous posts on regular basis; or
    - ii) With 4 years regular service in posts in the scale of Rs.1400-2300/2600 or equivalent; or
    - iii) With 7 years regular service in posts in the scale of Rs.1350-2200 or equivalent; and
  - b) Possessing Degree of a recognised University or equivalent and a speed of not less than 8000 Key Depressions per hour for Data Entry work

Note: The speed of 8000 Key Depressions per hour for Data Entry Work is to be judged by conducting a speed test on the EDP Machine(s) by the competent authority.

(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 organisation/department of the Central Government shall ordinarily not exceed 3 years)

13. If a Departmental Promotion Committee exists what is its composition?
- Group 'C' Departmental Promotion Committee (Full composition may be given.)
14. Circumstances in which the Union Public Service Commission is to be consulted in making recruitment.
- Not applicable.

SCHEDULE

- |  |   |
|--|---|
| 1. Name of Post  | Data Processing Assistant Grade A   |
| 2. No. of Post   | * (Year of framing)<br>* Subject to variation dependent on workload.  |
| 3. Classification  | General Central Service, Group C, Non Gazetted, Non Ministerial.  |
| 4. Scale of Pay  | Rs.1600-50-2300-EB-60-2660  |
| 5. Whether Selection or Non Selection Post   | Not applicable  |
| 6. Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rule, 1972 | Not applicable.   |
| 7. Age limit for direct recruits   | 30 years, relaxable upto 40 years (upto 45 years in respect of SC/ST candidates) in case of Government Servants in accordance with the instructions or orders issued by the Central Government. |

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)

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, Arunachal Pradesh Mizoram, Manipur Nagaland, Tripura Sikkim, Ladakh Division of J&K State, Lahaul & Spiti districts and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)

8. Educational and other qualifications required for direct recruits.

- (i) Degree of a recognised University with Science, Mathematics, Economics, Commerce, Statistics (for other EDP relevant areas as decided by the organisation) or equivalent. The subjects considered relevant may be specified in the rules by individual Departments.
- ii) Diploma/Certificate in Computer Application from a recognised institution, or Knowledge of Programming, System Operations and systems analysis (to be judged through suitable tests)

Note 1:- Qualifications are relaxable at the discretion of SSC/Competent Authority in case of candidates otherwise well qualified.

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

9. Whether age & Educational Qualifications prescribed for direct recruits will apply in the case of promotees.

Not applicable

10. Period of probation, if any

Two years.

11. - Method of recruitment : Direct recruitment  
whether by direct recruitment or by Note:- Vacancies caused by  
promotion or by deputation incumbent being away on  
/transfer and percentage transfer on deputation or long  
of the vacancies to be leave or under other allowable  
filled by various methods. circumstances for a duration of  
one year or more may be filled  
on transfer or deputation basis  
from officers of Central Govern-  
ments;
- a) (i) holding analogous posts on  
regular basis : or  
(ii) with 4 years regular service in  
posts in the scale of Rs.1400-2300/2600 or equivalent; and
- b) Possessing the qualifications  
and experience prescribed for  
direct recruits under column 8
12. In case of recruitment : Not Applicable  
by promotion/deputation/  
transfer, grades from  
which promotion/deputation  
transfer to be made.
13. If a Departmental Group 'C' Departmental Promotion  
Promotion Committee Committee; for considering  
exists what is its confirmation of direct recruits  
composition ? (Full composition may be given).
14. Circumstances in which Not Applicable.  
the Union Public Service  
Commission is to be  
consulted in making  
recruitment.