

No. A-12018/9/2020-JCM  
Government of India  
Ministry of Statistics and Programme Implementation

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Sardar Patel Bhawan, Sansad Marg  
New Delhi, Dated: 07/12/2020

OFFICE MEMORANDUM

**Subject**:- Revision of Recruitment Rules (RRs) for Group 'B' (Non-Ministerial) post in National Statistical Office (NSO), Field Operation Division (FOD) - Regarding

The undersigned is directed to upload the draft revised RR for Group 'B' (Non-Ministerial) post of Data Entry Operator – Grade 'C' (***to be re-designated as Data Entry Operator Grade D***) in NSO (FOD) on the website of MoS&PI for 30 days seeking comments from all the stakeholders.

2. It is, therefore, requested that the comments, if any, on the same may be sent to the undersigned at email: [sanjaykumar.moca@nic.in](mailto:sanjaykumar.moca@nic.in) by 06.01.2020.



(Sanjay Kumar)

Under secretary to the Government of India

Tel: 011-23747356

To,

All Stakeholders

**Copy to:** Under Secretary, DIID, East Block – 10, R. K. Puram, New Delhi with the request to upload this OM on the website of MoS&PI under '**WHAT's NEW**' tab.

(1)	(2)	(3)	(4)	(5)
Name of Post	Number of Posts	Classification	Level in the Pay Matrix	Whether Selection Post or Non-selection Post
Data Entry Operator – Grade 'D'	1* (2020)  *(Subject to variation dependent on workload)	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial	Level – 6 (₹35400 - ₹112400)	Selection

(6)	(7)	(8)	(9)	(10)
Age limit for direct recruits	Educational & other qualifications required for direct recruits	Whether age & 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 promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods
Not Applicable	Not Applicable	Not Applicable	Two years for promotees	By promotion failing which by deputation

(11)	(12)	(13)
In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment

<p><b>Promotion:-</b> Data Entry Operator – Grade ‘A’ in NSO (FOD) in Level - 4 (₹25500-₹81100) in the Pay Matrix with Ten (10) years service in the grade rendered after appointment thereto on a regular basis and have successfully completed training of four weeks in the relevant areas.</p> <p><b>Note 1:</b> 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.</p> <p><b>Deputation:</b> Officers of the Central Government / State Government / Union Territory -</p> <p><b>(i)</b> holding analogous post on regular basis in the parent cadre or Department; <b>or</b></p> <p><b>(ii)</b> with six (06) years regular service in the post in Level - 5 (₹29200 - ₹92300) in the Pay Matrix or equivalent in the parent cadre or Department; <b>or</b></p> <p><b>(iii)</b> with ten years regular service in the post in Level - 4 (₹25500 - ₹81100) in the Pay Matrix or equivalent in the parent cadre or Department; <b>and</b></p> <p><b>(b) (i)</b> possessing Bachelor’s Degree in Computer Applications / Information Technology / Computer Science of a recognized university / institute.</p> <p><b>(ii)</b> A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.</p> <p><b>Note 1:</b> The speed of 15000 key depressions per hour of data</p>	<p>Group ‘B’ Departmental Promotion Committee (for considering promotion) consisting of:-</p> <ol style="list-style-type: none"> <li>1. Director (Administration), Field Operations Division – Chairman</li> <li>2. Deputy Director (Administration), Field Operations Division – Member</li> <li>3. Senior Administrative Officer, Field Operations Division - Member</li> </ol>	<p>Consultation with Union Public Service Commission not necessary</p>
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entry work will be judged by the Staff Selection Commission by conducting a speed test on electronic Data Processing Machine.

**Note 2:** Qualifications are relaxable at the discretion of the SSC / Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.

**Note 3:** The Departmental Officers in the feeder category who are to the direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly deputationists shall not be eligible for consideration for appointment by promotion.

**Note 4:** The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some or some other organization or Department of the Central Government shall ordinarily not exceed three (03) years.

**Note 5:** The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date or receipt of applications.