

By posting on the website of Cabinet Secretariat

No. A-11019/01/2011-Ad. I

**भारत सरकार / GOVERNMENT OF INDIA
मंत्रिमंडल सचिवालय / CABINET SECRETARIAT
राष्ट्रपति भवन / RASHTRAPATI BHAVAN**

New Delhi, the 17th November, 2017

NOTICE

Subject: Framing of Recruitment Rules for the post of Data Processing Assistant (DPA) in Cabinet Secretariat (Rashtrapati Bhavan) – reg.

The undersigned is directed to say that in pursuance of implementation of 7th Pay Commission and on the lines of DoP&T Model Recruitment Rules circulated on 30.05.2014, draft Recruitment Rules (RRs) for the post of **Data Processing Assistant (DPA)** in Cabinet Secretariat have been framed. The RRs have been framed as per guidelines circulated by DoP&T vide their O.M. No. AB.14017/48/2010-Estt. (RR) dated 31.12.2010.

2. DoP&T, vide their O.M. No. AB-14017/61/2008-Estt.(RR) dated 13.10.2015, have mentioned that before referring any proposal for framing/amendment in Recruitment Rules of any post in Ministries/Departments and their subordinate and attached office, the proposed amendments/revision in the Recruitment Rules would have to be put up on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders. Thereafter, taking into account the comments so received, the proposal would be sent to DoP&T, UPSC and Ministry of Law for finalization of the same.

3. In view of the above, all the stakeholders are requested to visit the website of Cabinet Secretariat and send their comments on the draft RR on the email id kj.sibichan@nic.in for above mentioned post within the 30 days from the date of issue of this letter.

Your faithfully,



(K.J. Sibichan)

Under Secretary to the Government of India

Tel: 2301 4224

Fax: 2379 2281

To,

All Stakeholders.

**GOVERNMENT OF INDIA
CABINET SECRETARIAT
RASHTRAPATI BHAVAN**

NOTIFICATION

New Delhi, the

2017

G.S.R. _____ In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the President hereby makes the following rules regulating the methods of recruitment to the post of Data Processing Assistant in the Cabinet Secretariat namely: -

1. Short title and commencement:

- (i) These rules may be called the "Cabinet Secretariat (Data Processing Assistant) Recruitment Rules, 2017,"
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Initial Constitution – The incumbent of the post shown in the column 1 of the said Schedule, who is holding such post on regular or long term basis on the date of commencement of these Rules shall be deemed to have been duly appointed under the provisions of these Rules and the services rendered by him/her in the said post before the said commencement shall be taken into account for the purpose of probation, confirmation, promotion and pension.

3. Number of posts, classification and pay band and grade pay or pay scale: - The number of the said post, its classification and Pay Level in Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these Rules.

4. Method of recruitment, age-limit, qualification: - The method of recruitment to said post, age limit, qualifications and other matter concerned therewith shall be as specified in columns (5) to (13) of the aforesaid Schedule.

5. Disqualification: - 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 other person,

shall be eligible for appointment to the said post:

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 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 to do so, it may, by order, and for reasons to be recorded in writing, and in consultation with Union Public Service Commission, relax any of the provisions of these Rules in respect of any class or category of persons.

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

Schedule

Name of post	Number of Post	Classification	Pay Level in Pay Matrix	Whether Selection post or non-selection post	Age limit for direct recruits	Education 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
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Data Processing Assistant	*05 (as in 2017) *Subject to variation depending on workload	General Central Service Group B Gazetted Non-Ministerial	L-7 of Pay Matrix (corresponding to PB-2 with Grade Pay of Rs. 4600/- in 6 th Central Pay Commission Scale)	Selection	Not exceeding 30 years. (relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Govt.) 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 Jammu & Kashmir State, Lahaul and Spiti District and Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)	(i) Master's Degree in Computer Applications/ Information Technology/ Computer Science of a recognized University/Institute; or B.E./B. Tech in Computer Engineering/Computer Science/Computer Technology/Computer Science & Engineering/ Information Technology from a recognized University/ Institute. Note 1:- Qualifications are relaxable at the discretion of the U.P.S.C., for reasons to be recorded in writing, in case of candidates otherwise well qualified.	Age: No Educational Qualification: No	Two years for direct recruits

Method of recruitment, whether by direct recruitment or by promotion/ transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation grades from which promotion or deputation to be made	If a Departmental Promotion Committee exists for promotion/ confirmation (for direct recruitment), what is its Composition	Circumstance in which Union Public Service Commission is be consulted in making recruitment.
(10)	(11)	(12)	(13)
Promotion failing which by deputation (including short-term contract) failing both by direct recruitment	<p>Promotion: Promotion is to be made from departmental Data Entry Operator Grade 'C' with 5 years of regular service, possessing an 'A' level Diploma Under D/o Electronic Accredited Computer Course Programme or post graduate diploma in Computer Application offered under University programme or Post Polytechnic Programme in Computer Application awarded by State Council of Technical Education and 3 years' experience of Electronic Data Processing and Programming.</p> <p>Deputation is to be made from officers of Central/State Government / University / Recognized Research Institution / Public Sector Undertakings / Semi-Government Statutory or autonomous organizations fulfilling all the eligibility conditions as laid down in the column 6 and 7 of the Schedule.</p> <p>Direct recruitment is to be made from candidates possessing academic and other qualifications as mentioned in columns 6-7 of the Schedule.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whoever 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 or eligibility service.</p> <p>Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st January, 2016 i.e. the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding Pay Level in Pay Matrix extended based on the recommendations of the Pay Commission.</p> <p>Deputation [including short-term contract]</p> <p>(i) Officers under the Central/State Governments/Universities/Recognized Research Institutes/Public Sector Undertakings/Semi-Government Statutory or Autonomous organizations.</p> <p>(i) holding analogous posts on regular basis in the parent department</p> <p>Or</p> <p>(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in L-6 of Pay Matrix (corresponding to Pay Band 2, Rs. 9300-34800/- with Grade Pay Rs. 4200 of 6th CPC Scale) or equivalent in the parent cadre/department; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under Col. 7.</p>	<p>Departmental Promotion Committee for considering promotion and confirmation consisting of:</p> <p>(i) Joint Secretary (Admin.), Cabinet Secretariat - Chairman.</p> <p>(ii) Director/Deputy Secretary (Admin.), Cabinet Secretariat - Member</p> <p>(iii) Technical Director (NIC) Cabinet Secretariat - Member</p>	Consultation with UPSC necessary while making appointment by Deputation (including short term contract) or by Direct Recruitment

	<p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall 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: 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 organization/ department of the Central Government shall ordinarily not exceed three years. The Maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 3: For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 (the date from which the revised pay structure based on the Seventh Central Pay Commission recommendation has been extended) shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>		
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(Indrani Gupta)
Director

File No. No. A-11019/01/2011-Ad. I (part) dated , 2017.

To,

The General Manager, - with Hindi version.
Government of India Press
Maya Puri, Ring Road
New Delhi.

Copy to:

1. D/o Personnel & Training (R R Cell), North Block, New Delhi.
2. Union Public Service Commission, Dholpur House, New Delhi.
3. M/o Law & Justice, Legislative Department, Shastri Bhavan, New Delhi.
4. Recruitment Rules/ Notification folder, Cabinet Secretariat.