

**By posting on the website of Cabinet Secretariat**

No. A-12018/2/2018-Ad. I

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

\*\*\*\*

New Delhi, the 01<sup>st</sup> August, 2018

**Subject: Framing of Recruitment Rules for the post of Data Entry Operator (DEO) Gr. 'B' in Cabinet Secretariat (Rashtrapati Bhavan) – reg.**

**Sir/Madam,**

I am directed to say that in the wake of implementation of 7<sup>th</sup> Pay Commission's recommendations and on the lines of DoP&T Model Recruitment Rules circulated on 30.05.2014, RRs for the newly created post of **Data Entry Operator (DEO) Gr. 'B'** in Cabinet Secretariat have been framed. These 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 RRs for the said post of DEO Gr. 'B' by post or via email at [cabinet@nic.in](mailto:cabinet@nic.in) within 30 days from the date of issue of this letter.

Your faithfully,



(K.J. Sibichan)

Under Secretary to the Government of India

Tel: 2379 3211

Fax: 2379 2281

**To,**

**The Stakeholders.**

**GOVERNMENT OF INDIA  
CABINET SECRETARIAT  
RASHTRAPATI BHAVAN**

\*\*\*\*

**NOTIFICATION**

New Delhi, the 26<sup>th</sup> July, 2018

**G.S.R.** \_\_\_\_ In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Data Entry Operator Grade 'B' in the Cabinet Secretariat, namely: -

1. Short title and commencement. — (1) These rules may be called the Cabinet Secretariat, Data Entry Operator Grade 'B', Group 'C' Post Recruitment Rules, 2018

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of post, classification and level in pay matrix. — The number of the said post, classification and level in pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age-limit, qualifications etc. — The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns (5) to (13) of the said Schedule.

4. 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 that there are other grounds for so doing, exempt any person from the operation of this rule.

5. 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, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving. — Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, ex-servicemen 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.	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 promotees	Period of Probation, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Data Entry Operator Grade 'B'.	* 2 (2018)  * Subject to variation dependent on workload.	General Central Service, Group C, Non-Gazetted, Non-Ministerial.	Level 5 (Rs. 29,200-92,300/-) in pay matrix.	Non-selection.	Between 18 and 25 years (relaxable upto 40 years in case of Government servants in accordance with instructions or orders issued by the Central Government.)  Note: - The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.	(i) 12 <sup>th</sup> Standard pass or equivalent in Science Stream with Mathematics as a subject from a recognised Board with one-year Diploma in Computer Applications or Department of Electronics Accreditation of Computer Courses (DOEACC)-A Level from a recognised Institute and two years' experience in Electronic Data Processing work in a Government Office or Public Sector Unit or Statutory or Autonomous Organisation or Recognised Institution; or Bachelors Degree in Computer Applications or Information Technology or Computer Science from a recognised University or Institute. (ii) A speed of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.  Note 1: Qualification is relaxable at the discretion of the Staff Selection Commission or Central Government, 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 or Central Government, for reasons to be recorded in writing, in case of candidates belonging to the Scheduled Castes or Scheduled Tribes, if, at any stage of selection the Staff Selection Commission or Central Government 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.	No	Two years for direct recruits.

Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various method.	In case of recruitment by promotion or deputation or absorption, grades form which promotion or deputation or absorption to be made.	If Departmental Promotion Committee exists, 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 failing both, by direct recruitment.	<p>Promotion:</p> <p>Data Entry Operators Grade 'A' in level-4 (Rs. 25,500-81,100/-) in pay matrix with five years' regular service in the grade and have successfully completed training of four weeks in Data Entry and Programming from a Central Government Organisation or Institute.</p> <p>Note 1: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall 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, 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 or eligibility service.</p> <p>Deputation:</p> <p>Officers of the Central Government. -</p> <p>(a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in level 4 (Rs. 25,500-81,100/-) in pay matrix or equivalent in the parent cadre or Department; and</p> <p>(b) possessing the educational qualifications and experience prescribed for direct recruits under Column (7).</p> <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 and 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 organisation or Department of the Central Government shall ordinarily not exceed three years.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.</p>	<p>Departmental Promotion Committee (for considering promotion and confirmation) consisting of:-</p> <ol style="list-style-type: none"> <li>1. Director or Deputy Secretary (Administration), Cabinet Secretariat - Chairman;</li> <li>2. Technical Director (National Informatics Centre) Cabinet Secretariat - Member;</li> <li>3. Under Secretary (Administration), Cabinet Secretariat - Member.</li> </ol>	Not Applicable.

(Indrani Gupta)  
Director

To,  
The General Manager,  
Government of India Press  
Maya Puri, Ring Road  
New Delhi.

with Hindi version.

File No. No. A-12018/2/2018-Ad. I.

Copy to:

1. Department of Personnel & Training (R R Cell), North Block, New Delhi.
2. Ministry of Law & Justice, Legislative Department, Shastri Bhavan, New Delhi.
3. Recruitment Rules/ Notification folder, Cabinet Secretariat.