

(TO BE PUBLISHED IN THE DELHI GAZETTE, PART IV - EXTRAORDINARY)

Government of National Capital Territory of Delhi
(Department of Information Technology)
9th Level, B-Wing, Delhi Secretariat
New Delhi-110113

No.F.19(2)/2006/ITC/ 5025-30

Dated the 08/10/2007

NOTIFICATION

No. F. 19(2)/2006/ITC/. - In exercise of the powers conferred by the proviso to article 309 of the Constitution read with the Government of India, Ministry of Home Affairs Notification No. F. 27/59-Him. (I) dated the 13th July, 1959 and in supersession of recruitment rules for the post of Data Entry Operator Grade 'C' notified vide notification no. F.9(43)/98-CC/Plg./EDP/11668-11757 dated 9th December, 1998, except as respects things done or omitted to be done before such supersession, the Lt. Governor of the National Capital Territory of Delhi, hereby makes the following rules regulating the method of recruitment to the post of Data Entry Operator, Grade 'C', in the Department of Information Technology, Government of National Capital Territory of Delhi, namely:-

1. **Short title and commencement.** - (I) These rules may be called the Data Entry Operator, Grade 'C', Department of Information Technology, Recruitment Rules, 2007.
(II) They shall come into force on the date of their publication in the Delhi Gazette.
2. **Number of posts, classification and scale of pay.** - The number of the said post, its classification and the scale of pay 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 to the said post, age limit, qualifications and other matters connected therewith, shall be as specified in columns (5) to (14) of the said Schedule.
4. **Disqualifications.** - 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 a person;shall be eligible for appointment to the said post.

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

Rajendra

5. **Power to relax.** - Where the Government is of the opinion that it is necessary or expedient so to do, 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 reservations, relaxation of age limit and other concessions, required to be provided for the Schedule Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

By order and in the name of the
Lt. Governor of the National
Capital Territory of Delhi.

Rajendra
(Rajendra Kumar)
Secretary (Information Technology)

No.F.19 (2)/2006/ITC/ 5025-30

Dated: 08/10/07

Copy forwarded for information and necessary action to:-

1. The Deputy Secretary (Services), Govt. of NCT of Delhi, 7th Level, Delhi Sachivalaya, New Delhi along with 04 copies of Notification, in both versions with reference to his U.O. No.F.2/37/RR/ 06-S.IV/32 dated 05.01.2007.
2. The Deputy Secretary (Coordination), General Administration Department, Govt. of NCT of Delhi (in duplicate) for publication in the Delhi Gazette Part - IV (Extra Ordinary), with the request that 05 copies of the Gazette may please be supplied to this department and Services III Department, separately for official use.
3. The Assistant Director (Language), Govt. of NCT of Delhi, Delhi Sachivalaya, New Delhi.
4. The Under Secretary (Law & Judicial), Govt. of NCT of Delhi, Delhi Sachivalaya, New Delhi.
5. P.S. To the Lt. Governor, Govt. of NCT of Delhi.
6. P.S. to Chief Secretary, Govt. of NCT of Delhi, Delhi.

Rajendra
(Rajendra Kumar)
Secretary (Information Technology)

SCHEDULE

Recruitment Rules for the post of DATA ENTRY OPERATOR Grade 'C' in the Pay Scale of Rs. 5000-8000 in the Government of National Capital Territory of Delhi.

Name of the post	No. of post	Classification	Scale of Pay (Rs.)	Whether Selection by merit or Selection-cum-Seniority or Non-Selection post	Age limit for direct recruits	Whether benefit of added years of service admissible under rule 30 of the CCS (Pension) Rules, 1972	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	8
Data Entry Operator Grade 'C'	18 * *2006) Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	5000-150-8000	Selection	Upto 27 years (Relaxable as per orders/instructions issued by Government of India from time to time.) Note: The crucial date for determining the age limit will in each case, be the closing date for receipt of applications from candidates in India (other than Andaman & Nicobar Islands and Lakshadweep). In respect of posts, the appointments to which are made through the Delhi Subordinate Services Selection Board the crucial date for determining the age limit will, in each case, be the last date upto which the Delhi Subordinate Services Selection Board, have asked to submit the names.	Not Applicable	1) A. Degree of recognised University or equivalent. Or B. Diploma in Computer Engineering of three years duration from a recognised Institution with 1 year's experience of Electronic Data Processing. Or C. Degree in Computer Engineering from a recognised Institution/ University. And 2) Should possess a speed of not less than 8000 Key depressions per hour for Data Entry work.

Rajendra

Whether age & educational qualification s 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 posts to be filled by various methods	In case of recruitment by Promotion/ Deputation/ Absorption, grades from which Promotion/ Deputation/ Absorption to be made	If a DPC exists, what is its composition	Circumstances in which U.P.S.C. is to be consulted in making recruitment.
9	10	11	12	13	14
Age: No E.Q.: No	2 years	By Promotion, failing which by deputation and failing both by direct recruitment.	<p><u>Promotion:</u> Data Entry Operator Grade 'B' in the scale of Rs. 4500-7000 with 03 years regular service in the grade.</p> <p><u>Deputation:</u> Officers under the Central / State Governments/ Union Territories: (a) (i) holding analogous post on regular basis in the parent cadre / department; or (ii) With 03 years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.4500-7000 in the parent cadre / department; (iii) With 08 years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.4000-6000 in the parent cadre / department;</p> <p>(b) Possessing the educational and other qualifications prescribed for direct recruits under Col. No. 8.</p>	<p><u>Group 'C' D.P.C.</u> <u>for Promotion/ Confirmation:</u> 1. Principal Secretary / Secretary (IT), Govt of NCT of Delhi - Chairman 2. Joint Director (Planning), Govt. of N.C.T. of Delhi - Member 3. Dy. Secretary (IT), Govt. of N.C.T. of Delhi - Member 4. An officer belonging to SC/ST community not below the rank of ADM/Dy. Secretary in Govt. of NCT of Delhi in cases where SC/ST candidates are considered - Member</p>	Not Applicable


 (Rajendra Kumar)
 Secretary (Information Technology)