

No. A-12018/1/2021-E II
Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture and Farmers Welfare

Krishi Bhawan, New Delhi

Date: /06/2024.

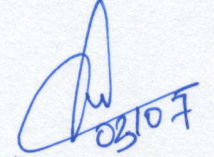
03/07/24

OFFICE MEMORANDUM

Subject: Revision of RRs for the posts of Data Entry Operator (Grade 'A' and Grade 'B' posts) in DA&FW-seeking comments from stakeholders regarding.

The undersigned is directed to say that the existing RRs for the post of Data Entry Operator (Grade 'A' and Grade 'B' posts) in DA&FW is under consideration for revision.

2. All Stakeholders are, therefore, requested to provide their specific comments/suggestions for revision of the said RRs. The requisite comments/suggestions may please be furnished to this Department within 30 days from the issue of this OM.



(U. K. Sah)

Under Secretary to the Govt. of India

Tel: 011-23389144

Email: umeshk.shah@nic.in

Encl: Draft Recruitment Rules for the post of Data Entry Operator Grade 'A' and Grade 'B' in this Department.

To

NIC, DA&FW with the request to upload this OM alongwith enclosure on the website of this Department.

MINISTRY OF AGRICULTURE AND FARMERS WELFARE
(DEPARTMENT OF AGRICULTURE AND FARMERS WELFARE)

NOTIFICATION

New Delhi, May 2024

G.S.R.....- In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Agriculture, Department of Agriculture and Cooperation, Data Entry Operator (Grade 'A' and 'B' posts) Recruitment Rules, 2015, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Electronic Data Processing discipline Group 'C' Posts in the Department of Agriculture and Farmers Welfare, Ministry of Agriculture and Farmers Welfare, namely:-

1. Short title and commencement.- (1) These rules may be called the Ministry of Agriculture and Farmers Welfare, Department of Agriculture and Farmers Welfare, Data Entry Operator (Grade 'A' and 'B' posts) Recruitment Rules, 2024.

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

2. Application.- These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

3. Number of posts, classification and level in pay matrix.- The number of said posts, their classification and level in pay matrix relating thereto, shall be as specified in columns (2) to (4) of the aforesaid Schedule.

4. Method of recruitment, age-limit, qualifications, etc.- The method of recruitment to the said post, age-limit, qualification and other matters relating thereto 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 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.

6. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. 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, the Other Backward classes, the Ex-Servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post.	Number of posts.	Classification.
(1)	(2)	(3)
1. Data Entry Operator Grade 'B'	4*(2024) *(Subject to variation dependent on workload).	General Central Service, Group 'C', Non-Gazetted, Non-ministerial.

Level in the Pay Matrix	Whether selection or non-selection post	Age limit for direct recruitment
(4)	(5)	(6)
Level 5 (Rs. 29200- 92300) in the Pay Matrix.	Not Selection.	18 to 27 years. (Relaxable up to 40 years in case of Government servants in accordance with the instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits

(7)

(i) 12th Standard Pass in Science stream with Mathematics as a subject from a recognized board with one year diploma in Computer Applications or DOEACC-A level from a recognized institute and two years' experience in EDP work in a Government Office / PSU / Statutory / Autonomous Organizations / Recognized Institutions;

OR

Bachelor's Degree in Computer Applications / Information Technology / Computer Science of a Recognized University / Institute.

(ii) A Speed test of not less than 8,000 key depressions per hour for data entry work to be ascertained through speed test on computer.

Note-1: The qualification is relaxable at the discretion of the Staff Selection Commission or the Competent Authority for reasons to be recorded in writing in case of candidates otherwise well qualified.

Note-2: The qualification(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission or the Competent Authority, for reasons to be recorded in writing in the case of candidates belonging to Scheduled Castes or Scheduled Tribes, if at any stage of selection the Staff Selection Commission or 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.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods
(8)	(9)	(10)
Not applicable	Two years for direct recruits.	80% by Promotion failing which by Deputation. 20% by Direct Recruitment

In the case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made

(11)

Promotion:

Data Entry Operator Grade 'A' in Level-4 (Rs. 25500-81100) in the pay matrix with five years' regular service in the grade and have successfully completed 1-2 weeks training in MS-Power Point/ MS-Office Suite/ MS-Excel.

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 year, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Deputation:

Officials under Central Government:-

(a) (i) holding analogous posts on regular basis in the parent cadre/Department; or

(ii) with 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs. 25500-81100) in the pay matrix or equivalent in the parent cadre/ Department; and

(b) Possessing the educational qualification and experience prescribed for direct recruits under column 7.

Note 1: The Departmental Officers in the feeder grade 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.

Note 2: The period of deputation including the period 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.

If a Departmental Confirmation Committee exists, what is its composition

(12)

Group 'C' Departmental Promotion Committee (for considering promotion) consisting of:-

1. Director or Deputy Secretary, Incharge of Personnel Division, Department of Agriculture and Farmers Welfare — Chairman;
2. Under Secretary (Personnel), Department of Agriculture and Farmers Welfare — Member;
3. Under Secretary or equivalent level officers as nominated by the Chairman of the Committee— Member.

Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of:-

1. Director or Deputy Secretary, Incharge of Personnel Division, Department of Agriculture and Farmers Welfare — Chairman;
2. Under Secretary (Personnel), Department of Agriculture and Farmers Welfare — Member;
3. Under Secretary or equivalent level officers as nominated by the Chairman of the Committee— Member.

Note 3: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

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

(13)

Consultation with Union Public Service Commission is not necessary.

Name of post.	Number of posts.	Classification.
(1)	(2)	(3)
2. Data Entry Operator Grade 'A'	5* (2024) *(Subject to variation dependent on workload).	General Central Service, Group 'C', Non-Gazetted, Non-ministerial.

Level in the Pay Matrix	Whether selection or non-selection post	Age limit for direct recruitment
(4)	(5)	(6)
Level-4 (Rs.25500- 81100).	Not applicable.	Between 18-27 years. (Relaxable up to 40 years in case of Government servants in accordance with the instructions or orders issued by the Central Government from time to time). Note: The crucial date for determining the age-limit shall be as advertised by Staff Selection Commission.

Educational and other qualifications required for direct recruits
(7)
12th Standard or equivalent examination from a recognized Board or University. Data Entry Speed of 8,000 (Eight Thousand) Key Depressions per hour on Computer. Note: Qualifications are relaxable at the discretion of Staff Selection Commission / Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation, any.	Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods
(8)	(9)	(10)
Not applicable	Two years.	<p style="text-align: center;">Direct Recruitment</p> <p>Note: Vacancies caused by the incumbent being away on deputation, or long leave or study leave or under other circumstances for a duration of one year or more, may be filled on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for the direct recruits under column 7.</p>

In the case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made
(11)
Not Applicable.

If a Departmental Confirmation Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(12)	(13)

<p>Group 'C' Departmental Confirmation Committee (for considering confirmation) consisting of:-</p> <ol style="list-style-type: none"> 1. Director or Deputy Secretary, Incharge of Personnel Division, Department of Agriculture and Farmers Welfare — Chairman; 2. Under Secretary (Personnel), Department of Agriculture and Farmers Welfare — Member; 3. Under Secretary or equivalent level officers as nominated by the Chairman of the Committee— Member. 	<p>Consultation with Union Public Service Commission is not necessary.</p>
--	--

[F. No. 12018/1/2021-E II]

U.K. Sah, Under Secretary