

No.A-12023/6/2010-Admn.I (B)  
Government of India  
Ministry of Science and Technology  
Department of Science & technology

Technology Bhawan,  
New Mehrauli Road,  
New Delhi-110016

Dated: 19/7/2011

OFFICE MEMORANDUM

Sub: Filling up of one vacancy in the post of Data Entry Operator (Grade 'B'), (Group 'C'), in the Pay Band-I of ₹5200-20200/- with Grade Pay of ₹2800/- on deputation/absorption basis in the Department of Science & Technology.

The undersigned is directed to say that a vacancy in the post of Data Entry Operator (Grade 'B'), Group 'C', in the Department of Science & Technology in the Pay Band-I of ₹5200-20200/- plus Grade Pay of ₹2800/-, is proposed to be filled up on deputation/ absorption basis. The pay of the selected official on deputation/absorption will be regulated in accordance with the Department of Personnel & Training's OM No. 2/29/91-Estt. (P.II), dated 05.01.94, as amended from time to time.

2. Eligibility conditions/qualifications, etc., required for the post of Data Entry Operator (Grade 'B') are mentioned in Annex.-I. Nominations, which are not accompanied by the requisite personal data as per Annex.-II, along with vigilance clearance, integrity certificate and attested copies of ACRs for the last five years, will not be considered. The curriculum vitae (Annex.-II), duly supported by documents, will be assessed by the Selection Committee, while selecting the candidate for appointment to the post on deputation/absorption basis.

3. A Government servant holding a post in a higher scale of pay will not be eligible to apply for this post in terms of DoPT<sup>s</sup> OM referred to above.

4. It is requested that the vacancy may please be circulated and applications of eligible officials, who are willing to be considered and whose services can be spared immediately, if selected, may kindly be sent to the Under Secretary, (Ad.-IB Section), Department of Science and Technology, Technology Bhawan, New Mehrauli Road, New Delhi-110016, so as to reach this Department within eight weeks from the date of publication of the vacancy in the Employment News/Rozgar Samachar. Applicants, nominated by their parent office/department, will not be permitted to withdraw their applications after selection.

(Mahendra Pratap)  
Under Secretary to the Govt. of India  
Tel. No.26590271

To

1. All Ministries/Departments of Govt. of India (as per standard list).
2. Notice Board/Guard File
3. Secretary, Office Council, DST
4. NIC, DST to place it on DST Website for a period of eight weeks from the date of publication of the vacancy in the Employment News/Rozgar Samachar.

1. Name of the post : Data Entry Operator (Grade 'B')
2. Classification : General Central Service, Group 'C',  
(Non-Gazetted, Non-Ministerial)
3. No. of vacancies : One, subject to change.
4. Pay Scale : Pay Band-I scale of pay of ₹ 5200-20200/- plus Grade Pay of ₹2800/-
5. Method of appointment & period : Deputation/absorption.
6. Eligibility conditions:-
  - (a) Officials of the Central Government:
    - (i) Holding analogous posts on regular basis; or
    - (ii) With five years regular service in posts in the pre-revised scale of ₹4000-6000/-; or
    - (iii) With thirteen years on regular service in in the pre-revised scale of ₹3050-4590/-; or equivalent;  
and
  - (b) Possessing the following qualifications and experience as under :-  
Degree of a recognized University or equivalent;  
Should possess a speed of not less than 8000 key depressions per hour for data Entry Work.
7. Period of deputation and age limit for appointment in deputation/absorption : The period of deputation/absorption including period of deputation/ absorption in another ex-cadre post held immediately preceding this appointment in the Department of Science and Technology shall ordinarily not exceed three years. The upper age limit for appointment by deputation/ absorption shall be fifty-six years.

[Application for the post of Data Entry Operator (Grade 'B') in DST on deputation/absorption basis]

PROFORMA (CURRICULUM VITAE)  
(Strike out whichever is not applicable)

1. Name and Office address (in Block letters) :
2. Date of Birth (in Christian era) :
3. Date of retirement :
4. Educational Qualifications :
5. Whether Educational and other qualifications required for the post are satisfied (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). :

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Qualification/Experience required

Qualification/Experience possessed  
by the official

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6. Please state clearly whether, in the light of entries made above, you meet the requirements of the post :

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated, with your signature, if the space below is insufficient

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Office/Deptt.	Post held	From	To	Scale of Pay and basic pay	Nature of duties
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8. Nature of present employment, i.e., ad-hoc or temporary or permanent :
9. In case the present employment is held on deputation/ absorption/ Contract basis, please state:
- (a) The date of initial appointment
  - (b) Period of appointment on deputation/ absorption/contract
  - (c) Name of the parent office/organization to which you belong .
10. Please state whether you are working in the same Department:
11. Present Basic Pay & total emoluments per month now drawn:
12. Additional information, if any, which you would like to mention in support of your suitability for the post (this among other things may provide information with regard to:
- (i) Additional academic qualifications
  - (ii) Professional training and work experience over and above prescribed in the Vacancy Circular. Enclose a separate sheet, if the space is insufficient.
13. Whether belongs to SC/ST/OBC:
14. Remarks:
- I have carefully gone through the vacancy circular and I am well aware that the curriculum Vitae, duly supported by documents submitted by me, will also be assessed by Selection Committee at the time of selection for the post.

Date:  
Place:

Signature of the candidate  
Address -----  
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Tel. No. -----

CERTIFICATE

It is certified that information furnished by Shri/Smt./Kum. .... in his/her application are correct. It is also certified that no vigilance case is either pending or being contemplated against Shri/Smt./Kum..... and his/her integrity certificate is enclosed. ACR Dossier (attested copies) for the last five years is also enclosed.

Signature of the employer with seal