

SCHEDULE -III

1	Name of the post	DATA ENTRY OPERATOR
2	Number of posts	1 (One) [2017] Subject to variation dependent on workload.
3	Classification	Group 'C'
4	Pay Band and Grade Pay / Pay Scale	PB -1 : Rs.5,200 – 20,200 + Grade Pay Rs.2800/-
5	Whether selection post or non-selection post?	Not applicable
6	Age limit for direct recruits	<p>Between 18 and 30 years. (Relaxable for Government Servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the post for which selection is made).</p> <p>Note:(1): In the case of recruitment made through advertisement, the crucial date for determining the age limit shall be the closing date for receipt of applications.</p> <p>Note:(2): In the case of recruitment made through Employment Exchange, the crucial date for determining the age limit shall in each case be the last date up to which the Employment Exchanges are asked to submit the names.</p>
7	Educational and other qualifications required for direct recruits.	<p>(i) A Degree in Computer Science / Computer Applications / Information Technology from a recognized University (OR) Any Degree with one year Diploma in Computer Science / Computer Applications / Information Technology from a recognized University/ Institutions.</p> <p>(ii) Speed of 8000 depressions per hour (iii) A pass in skill test to be conducted by the Recruitment Committee.</p>
8	Whether age and educational qualification prescribed for direct recruits will apply in case of promotees?	Not applicable
9	Period of probation, if any	Two years for Direct recruits.

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10	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<p>By Deputation failing which by direct recruitment.</p> <p>Note: The existing consolidated pay / contract employee possessing the qualification prescribed against column 7 shall be absorbed against the post and the post shall be deemed to have been by direct recruitment.</p>
11	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	<p>Deputation:</p> <p>Officials of Puducherry administration:-</p> <p>(i) Holding the post of Data Entry Operator on regular basis and</p> <p>(ii) Possessing the educational qualifications prescribed for direct recruits under column (7).</p> <p>[Period of deputation (ISTC) including the period of deputation (ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organizations or department of the Central /State/ Union Territory Governments shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications].</p>
12	If a Departmental Promotion Committee exists, what is its composition?	<p>Group 'C' Recruitment Committee / Departmental Confirmation Committee (for considering confirmation): -</p> <p>(a) Chairman-EC (PCS&T) ... Chairman</p> <p>(b) Jt/Dy/Under Secretary to Govt. (Env't) Govt. of Puducherry ... Member</p> <p>(c) Member Secretary (PCS&T) ... Member</p>

