



VACANCY CIRCULAR

NO A/51366/DEO-D/D-8/CAO/R-III

**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
OFFICE OF THE JOINT SECRETARY (TRG) & CAO**

**Room No. 174, 'E' Block,
Dalhousie Road,
New Delhi – 110011**

Dated, the 29 Jun 2016

To

All the Ministries/Depts. of Govt of India

SUB : FILLING UP OF ONE VACANCY OF DATA ENTRY OPERATOR, GRADE 'D' IN SIGNAL INTELLIGENCE DIRECTORATE, DEFENCE STAFF HEADQUARTERS, INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY), NEW DELHI ON DEPUTATION BASIS

Sir,

I am directed to say that **01 Vacancy** of Data Entry Operator, Grade 'D' is required to be filled in SI Dte, Ministry of Defence, New Delhi on deputation basis. The details of the post are as under :-

Post & Classification : Data Entry Operator, Grade 'D'
General Central Service,
Group 'B', Non-Gazetted, Non-Ministerial

Pay Scale : : Pay Band 2, ₹9300-34800 plus Grade Pay of ₹ 4200/-

Eligibility Condition : **Deputation** :-
Officers of the Central Government

(A) (i) holding analogous posts on regular basis:

or

(ii) with six years service in the grade rendered after appointment thereto on regular basis in the Pay Band-1 ₹ 5200-20200 with grade pay of ₹ 2800; and

(b) possessing Bachelor's degree with Mathematics or Statistics or Mathematical Statistics or Science (with Physics as a main subject) or Computer Science or Electronics or Computer Programming as one of the subjects from recognised University and a speed of not less than 8000 Key Depressions per hour for Data Entry Work, and

(c) Three years working experience relating to data analysis in computer from any recognized Institute or organization.

Job Profile:- Analysis and study of the simple tasks assigned to him. Routine analytical work and clearance of the output of the results of operational research. Assisting in the periodical destruction of the obsolete classified documents/materials.

3. The speed of 8000 Key Depressions per hour for Data Entry Work is to be judge by conducting a speed test on the Electronics Data Processing machine(s) by the Central Government.

4. The departmental officers in the feeder category who are in direct line of promotion will not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

5. Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications. The appointment on deputation shall be governed by the terms and conditions laid down in Department of Personnel & Training No 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

6. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendation has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

contd.....p/3


7. It is requested that the applications (in duplicate) in the enclosed proforma along with the complete and up-to-date CR dossiers or photocopies of ACRs/APARs for the last 05 years (duly attested by an officer not below the rank of Under Secretary) and Integrity Certificate (duly verified by an officer not below the rank of Deputy Secretary) of the officers who could be spared in the event of their selection may be sent so as to reach Administrative Officer, CAO/R-III, O/o JS(Trg) & CAO, Ministry of Defence, E Block, Room No. 174, Dalhousie Road, New Delhi 110011 within 60 days of the date of publication of this advertisement in the Employment News. **Applications received late or without the ACRs/APARs, Integrity Certificate, Cadre Clearance and Vigilance Clearance or otherwise found incomplete will not be considered.** While forwarding the applications, it may be verified and certified by the Cadre Controlling Authorities that the particulars furnished by the officers are correct and that no disciplinary/vigilance case is pending or contemplated against the officer. **A Separate certificate is also required to be furnished by Cadre Controlling authority that honesty and integrity of the officer is satisfactory and no major/minor penalty has been awarded to him during the last 10 years.**

8. The Curriculum Vitae Proforma can also be downloaded from our website www.caomod.gov.in/vacancy/Recruitment.html.

9. All Ministries/Departments are requested to circulate this vacancy circular to all organisations, under their administrative control.

NOTE : **CANDIDATES WHO ONCE APPLY FOR THE POST WILL NOT BE ALLOWED TO WITHDRAW THEIR CANDIDATURE.**

Yours faithfully,


(ZS Koireng)
Dy Director (R-I & R-III)
for Joint Secretary(Trg) & CAO

Copy to :-

All Coord Sections of Integrated HQ of MOD (Army)

Integrated HQ of Min of Defence (Air) PC Coord

Integrated HQ of Min of Defence (Navy)/DOA(Civ)

All Coord Sections of Inter Service Organisations

All Sections of the Office of JS (Trg) & CAO

CAO/P-2 - w.r.t your Note No. A/25347/CAO/P-2 dated 18 Apr 16.

