

No. A.12012/01/2023-Ad.VI
C. No. 300573333
Government of India
Ministry of Finance
Department of Economic Affairs
(Ad. VI Section)

CORRIGENDUM

Please refer to the Department's Advertisement No. 52/47 published in the Employment News dated 25- 31 March 2023 inviting applications for two (02) posts of Data Entry Operator Grade 'B' [General Central Service, Group 'C', Non-Gazetted] with pay of Level – 5 (Rs. 29200-92300) in the Pay Matrix in Ministry of Finance, Department of Economic Affairs by deputation/ absorption basis.

In S. No. 7 (a) (ii) in the Annexure-I of the advertisement, against 'with three years regular service in posts in the Pay Band-1 (Rs. 5200 - 20200/-) with Grade Pay of Rs. 2400 or equivalent; and', it may be read as 'with five years regular service in posts in the Pay Band-1 of Rs. 5200 - 20200 with Grade Pay of Rs. 2400 or equivalent; or'

Also, a point (iii) in S. No. 7 (a) is inserted as 'with thirteen years regular service in posts in the Pay Band-1 of Rs. 5200 - 20200 with Grade Pay of Rs. 1900 or equivalent; and'.

The above correction may please be noted. Other terms and conditions will remain the same.

Santosh Kumar
13.4.23
(Santosh Kumar)

Under Secretary to the Government of India

No. A.12012/01/2023-Ad.VI
C. No. 300573333
Government of India
Ministry of Finance
Department of Economic Affairs
(Ad. VI Section)

Room No. 230, North Block,
New Delhi-110001
Dated the 13 March, 2023

CIRCULAR

Subject:- Filling up of two (02) posts of Data Entry Operator Grade 'B' [General Central Service, Group 'C', Non-Gazetted] with pay of Level – 5 (Rs. 29200-92300) in the Pay Matrix in Ministry of Finance, Department of Economic Affairs by deputation/ absorption basis.

Applications in the prescribed proforma, as per the **Annexure-II** are invited from eligible persons for filling up two (02) posts of **Data Entry Operator Gr. 'B'** in the Budget Press of Department of Economic Affairs, Ministry of Finance on deputation/ absorption basis. The particulars regarding the post are given in **Annexure-I**.

2. Controlling Offices of the applicants are requested that the applications of such eligible candidates who are desirous of being considered for the post and who can be relieved immediately on selection, may be forwarded alongwith attested photocopies of last 5 years' ACR/APAR dossier, Vigilance Clearance and Integrity Certificate to the undersigned within a period 60 days from the date of publication of this Advertisement in the Employment News/Rozgar Samachar. Applicants will not be allowed to withdraw their candidature at a later date. Applications not received through proper channel or received without the up-to-date CR dossiers, Vigilance Clearance and Integrity certificate will not be entertained.

Hindi version will follow.

Santosh Kumar
13.3.23
(Santosh Kumar)

Under Secretary to the Government of India
Ph. No. 011-2309 5770

Copy to:

1. All Ministries/Departments of Government of India.
2. Assistant Editor (Advt.), Employment News, Publication Division, Ministry of I&B, 7th Floor, Sookhana Bhawan, CGO Complex, Lodhi Road, New Delhi with the request to publish the above vacancy circular in the forthcoming issue of Employment News.
3. O/o the CAA&A, Janpath Bhavan, New Delhi.
4. Director (NIC) with the request to upload the vacancy circular on the website of DEA, Ministry of Finance.
5. NIC, DoP&T with the request to upload the vacancy circular on the website of DoP&T.
6. Spare copies-15.

1. Name of the post : **Data Entry Operator Grade 'B'**
2. Number of vacancy : **Two (02)**
3. Classification : General Central Service, Group-'C',
Non- Gazetted
4. Ministry/Department : Ministry of Finance,
Department of Economic Affairs
5. Scale of pay : Level – 5 (Rs. 29200-92300) in the pay
matrix [pre revised- Pay Band-1 of Rs.
5200-20200 with grade pay of Rs. 2800]
6. Method of Recruitment : by deputation/ absorption
7. Eligibility conditions :

DEPUTATION

Officers from the Central Government:

(a) (i) Holding analogous posts on regular basis; or

(ii) with five years regular service in posts in the Pay Band-1 (Rs. 5200 - 20,200/-) with Grade Pay of Rs. 2400 or equivalent; **and**

(b) Possessing the following education qualifications and experience, **subject to qualifying a trade test:**

Essential:

1. Degree from a recognized University or equivalent.
2. Should possess a speed of not less than 8000 Key Depression per hour for Data Entry Work.
3. Preference will be given to candidate knowing operation of Key board of Computer in Hindi and English both.

BIO-DATA/CURRICULUM VITAE

Paste a Passport
size Photograph

1.	Post applied for	
2.	Name and Address (in Block Letters)	
3.	Contact No. & Email Address	
4.	Date of Birth	
5.	Date of entry into service	
6.	Date of retirement under Central/State Government Rules	
7.	Educational Qualifications	
8.	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)	
	Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential		Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
Desirable		Desirable
	A) Qualification	A) Qualification
	B) Experience	B) Experience
8.1	In the case of Degree and Post Graduate Qualifications Elective / main subjects and subjects and subsidiary subjects may be indicated by the candidate	
9.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
10.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.	

Office/Institution	Post held on regular basis	From	To	* Pay Scale/Pay Band with Grade Pay/ Level in the pay matrix of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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* **Important:** Pay Band with Grade Pay and Level in the pay matrix granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band with Grade Pay and Level in the pay matrix drawn under ACP/MACP Scheme	From	To

11.	Nature of present employment i.e., Ad-hoc or Temporary or Quasi-Permanent or Permanent		
12.	In case the present employment is held on deputation/contract basis, please state-		
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
12.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.		
12.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation		
13.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
14.	Additional details about present employment: Please state whether working under (indicate the name of your employer * against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
15.	Please state whether you are working in the same Department and are in the feeder grade or		

	feeder to feeder grade.	
16.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
17.	Total emoluments per month now drawn	

Basic Pay and Level of the Pay Matrix		Total Emoluments
18.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.	
Basic Pay with Scale of Pay and rate of increment		Dearness Pay/interim relief/other Allowances etc., (with break-up details)
		Total Emoluments
19.	Additional information, if any, relevant to the post you applied for 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 (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)	
20.	Please state whether you are applying for deputation/absorption basis	
21.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer / Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____.

ii) His/Her integrity is certified.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank or Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer / Cadre Controlling Authority with Seal)