

(C.No. 300781032)
No. A.12011/3/2026-Admn.VI
Government of India/भारत सरकार
Ministry of Finance/वित्त मंत्रालय
Department of Economic Affairs/आर्थिक कार्य विभाग
(Admin. VI)/(प्रशा. VI)

Work Hall:15051, 'A' Wing,
Kartavya Bhawan - 1, New Delhi – 110001
Dated: 4th June, 2026

OFFICE MEMORANDUM

Subject: Inviting comments on the draft recruitment rules of the post of Data Entry Operator Gr. B and Data Entry Operator Gr. D – reg.

The undersigned is directed to refer to Department of Personnel & Training's OM No. AB-14017/61/2008-Estt.RR dated 13th October, 2015 and to say that this Department is in process of amending the recruitment rules of the posts of Data Entry Operator Gr. B and Data Entry Operator Gr. D. The amendments is regarding change of nomenclature, presentation of correct pay system and correct sanctioned strength etc. in the existing Recruitment Rules of the posts. Copies of the draft amended RRs of these posts are attached with this OM for reference.

2. Therefore, comments on the draft RRs are invited from all the stakeholders within 30 days of issue of this Office Memorandum.
- 3 This issues with approval of the competent authority.

Santosh Kumar
4.6.26

(Santosh Kumar)

Under Secretary to the Govt. of India

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To,

1. All the stakeholders.
2. Section Officer (Admin.VII) [for publication on official website of DEA].

Draft amended RRs for the post of Data Entry Operator Gr. B

Name of post.	Number of post.	Classification.	Level in pay matrix.	Whether Selection post or non-selection post.	Whether benefit of added services admissible under Rule 30 of Central Civil Services (Pension) Rules, 1972
(1)	(2)	(3)	(4)	(5)	(6)
Junior Technical Assistant	5* (2026) *Subject to variation dependent on workload	General Central Service, Group 'C', (Non-Gazetted).	Level-5 in the pay matrix (Rs. 29,200 – 92,300)	Not applicable	Not Applicable

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment : whether by direct recruitment or by promotion or by deputation/ absorption and percentage of vacancies to be filled by various methods.
(7)	(8)	(9)	(10)	(11)
Not exceeding 25 years, relaxable up to 40 years	1. Degree of a recognised University or three-year regular Diploma in Printing Technology from a	Not applicable.	2 years	On deputation or absorption failing which by direct

<p>(up to 45 years in respect of Scheduled Caste/ Scheduled Tribes candidates) in case of Government servants in accordance with the instructions or orders issued by the Central Government.</p> <p>Note: The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Aurnachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of</p>	<p>recognized Board/University.</p> <p>2. Should possess a speed of not less than 8000 Key Depression per hour for Data Entry Work.</p> <p>3. Proficiency in Adobe InDesign, Adobe Acrobat, CorelDraw, Photoshop in addition to MS Office.</p> <p>4. Preference will be given to candidate knowing operation of Key Board of Computer in Hindi and English both.</p> <p>Note 1: Qualifications are relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission or Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribe, if at any stage of selection the Staff Selection</p>			<p>recruitment</p>
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Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).	Commission or Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them			
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In case of recruitment by promotion or deputation/ absorption, grades from which promotion or deputation/ absorption to be made.	If a Departmental Promotion Committee exists, what is its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(12)	(13)	(14)
<p>Deputation/ absorption:</p> <p>(a) Officers of the Central Government:</p> <p>(i) holding analogous posts on regular basis: or</p> <p>(ii) with five years regular service in posts in the Pay Level – 4 of the 7th CPC Pay Matrix or equivalent: or</p> <p>(iii) with thirteen years regular service in posts in the Pay Level – 2 of the 7th CPC Pay Matrix or equivalent</p> <p>(b) Possessing the qualifications and experience prescribed for direct recruits under column 8 subject to qualifying a trade test.</p> <p>(The period of deputation shall ordinarily not exceeds three years)</p>	<p>For Confirmation:</p> <p>1. Director/Deputy Secretary (Administration), Department of Economic Affairs – Chairman</p> <p>2. Under Secretary (Administration), Department of Expenditure – Member</p> <p>3. Under Secretary (National Savings), Department of Economic Affairs – Member</p>	Not applicable.

Draft amended RRs for the post of Data Entry Operator Gr. D

Name of post.	Number of post.	Classification.	Level in pay matrix.	Whether Selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
Senior Technical Assistant	3* (2026) *Subject to variation dependent on workload	General Central Service, Group 'B', (Non-Gazetted), (Non-Ministerial)	Level-6 in the pay matrix (Rs. 35,400 – 1,12,400)	Selection

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment: whether by direct recruitment or by promotion or by deputation or absorption and percentage of vacancies to be filled by various methods.
(6)	(7)	(8)	(9)	(10)
Not applicable	Not applicable	Not applicable.	Not applicable	By promotion failing which by deputation or absorption

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

(11)

Promotion:

Data Entry Operator Grade – B in the Pay Level-5 of the 7th CPC Pay Matrix with six years regular service in the grade.

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 or two years, 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.

Note 2: For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to the 1-1-2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations 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 Commission

Deputation or absorption:

(a) Officers of the Central Government:

(i) holding analogous posts on regular basis in the parent cadre or organization: or

(ii) with six years regular service in the post in Pay Level – 5 of the 7th CPC Pay Matrix or equivalent in the parent cadre or department: or

(iii) with ten years regular service in the post in Pay Level – 4 of the 7th CPC Pay Matrix or equivalent in the parent cadre or department.

(b) Possessing the following educational qualifications and experience:

(i) Degree from a recognized University and a speed of not less than 8000 Key Depressions per hours for Data Entry Works; and

(ii) Two years' experience in the operation of computer for composing the matter for printing purposes. (Preference will be given to candidate knowing operation of Key Board of computer in Hindi and English both).

The Departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(The 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 exceed three years. The maximum age limit for appointment by deputation shall not be exceeding fifty –six years as on the closing date of receipt of applications.)

Note : For purposes of appointment on deputation/absorption basis, the service rendered on a regular basis by an officer prior to the 1-1-2006, the date from which the revised pay structure based on Sixth Central Pay Commission's recommendations 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 the benefit will extend only for the post for which that Grade Pay or Pay Scale is the normal replacement grade without any upgradation.

<p>If a Departmental Promotion Committee exists, what is its composition.</p>	<p>Circumstances in which Union Public Service Commission to be consulted in making recruitment.</p>
<p>(12)</p>	<p>(13)</p>
<p>Group ‘B’ Departmental Promotion Committee (for promotion):</p> <ol style="list-style-type: none"> 1. Director or Deputy Secretary (Administration), Department of Economic Affairs – Chairman 2. Director or Deputy Secretary (Administration), Department of Expenditure – Member 3. Director or Deputy Secretary (Administration), Department of Revenue – Member 	<p>Consultation with Union Public Service Commission is not necessary.</p>