

**No.A-12018/1/2023-Admn.I (E-24019)**  
**Government of India**  
**Ministry of Fisheries, Animal Husbandry and Dairying**  
**Department of Animal Husbandry and Dairying**

Krishi Bhawan, New Delhi-110001  
Dated, the 21<sup>st</sup> July, 2023

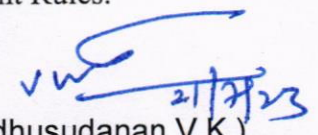
**OFFICE MEMORANDUM**

Subject: Framing of the Recruitment Rules for the posts of Data Entry Operator Grade 'A' and Date Entry Operator Grade 'B' in the Department of Animal Husbandry and Dairying - regarding.

The undersigned is directed to say that as per DoPT's O.M. No. AB-14017/61/2008- Estt (RR) dated 13.10.2015, the proposal for framing /amendment of Recruitment Rules are to be uploaded on the website of respective Ministries/Departments for 30 days for inviting comments from the stakeholders.

2. Therefore, the draft Recruitment Rules for the posts of Data Entry Operator Grade 'A' and Date Entry Operator Grade 'B' in the Department of Animal Husbandry and Dairying are uploaded on the website of Department of Animal Husbandry and Dairying for information of stakeholders. All stakeholders are requested to go through the draft Recruitment Rules and furnish their comments, if any, to the undersigned within a period of one month i.e. date of its uploading on the website. In case, no comments are received by that date, the Department will proceed further for taking necessary action for amendment of aforementioned draft Recruitment Rules.

Encl.: As above

  
(Madhusudanan V.K.)  
Under Secretary (Estt.)(Hqrs.)  
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To

All concerned Stakeholders

Copy to: NIC with a request to upload this circular on the website of this Department

MINISTRY OF FISHERIES,, ANIMAL HUSBANDRY AND DAIRYING

DEPARTMENT OF ANIMAL HUSBANDRY AND DAIRYING

NOTIFICATION

New Delhi, dated the June, 2023.

**G.S.R.....** - In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the posts of Data Entry Operator Grade 'A' and Grade 'B' in the Department of Animal Husbandry and Dairying, namely:-

1. **Short title and commencement.** - (1) These rules may be called the Department of Animal Husbandry and Dairying, Data Entry Operator Grade 'A' and Grade 'B' Group 'C' Post, Recruitment Rules, 2023.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and level in the pay matrix.** - The number of posts, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age-limit, qualifications, etc.** - The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualification.** - No person, -

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal laws applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to relax.** - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. **Saving.** - Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other

Backward Classes, Ex-Servicemen, and other special categories of persons, in accordance with the orders issued by the Central Government from time to time, in this regard.

**Schedule**

Name of post.	Number of posts.	Classification.	Pay level in the pay matrix.	Whether selection or non-selection post.
(1)	(2)	(3)	(4)	(5)
Data Entry Operator Grade 2* 'A'	(2023)  *Subject to variation dependent on workload.	General Central Service Group 'C', Non-Gazetted, Non-Ministerial	Level - 4 in the pay matrix Rs. (25500 – 81100).	Not applicable.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.
(6)	(7)
Between 18 and 27 years (relaxable for Government servant upto 40 years) <b>Note:</b> The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.	(a). 12th Standard pass in Science Stream with Mathematics as a subject from a recognized Board or equivalent.  (ii). A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer. <b>Note:</b> Qualification is relaxable at the discretion of the SSC/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.

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 the vacancies to be filled by various methods.
(8)	(9)	(10)
Not applicable.	Two years.	Direct Recruitment. <b>Note:-</b> Vacancies caused by the incumbent being away on deputation or long leave or study leave or under other circumstances for a duration of one year or more may be filled, on deputation from the officials of the Central Government holding analogous posts on regular basis and possessing the qualifications prescribed for direct recruits under col. 7.

In case of recruitment by promotion or by deputation/absorption, grades from which promotion or deputation/absorption is 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.
(11)	(12)	(13)
Not applicable.	Group 'C' Departmental Confirmation Committee (for considering confirmation) :  1. Director/Deputy Secretary (Administration) - Chairman  2. Under Secretary (Administration) - Member  3. Under Secretary of the concerned Division - Member	Not applicable.

(1)	(2)	(3)	(4)	(5)
Data Entry Operator Grade 'B' (2023)	3*  *Subject to variation dependent on workload.	<b>General Central Service</b> Group 'C', Non-Gazetted, Non-Ministerial	Level - 5 in the pay matrix Rs. (29200 – 92300).	Non-selection

(6)	(7)
Between 18 and 27 years (relaxable for Government servant upto 40 years) <b>Note:</b> The crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission.	(i) 12th Standard pass or equivalent in Science Stream with Mathematics as a subject from a recognized Board with one year Diploma in Computer Applications or DOEACC-A Level from a recognized Institute and 2 years experience in EDP work in a office/PSU/Statutory/Autonomous Organizations/Recognized Institution; Or Bachelor's Degree in Computer Applications/Information Technology/Computer Science of a recognized University/Institute;

(ii). A speed test of not less than 15000 key depressions per hour for data entry work to be ascertained through speed test on computer.  
 Note 1: Qualifications are relaxable at the discretion of the SSC/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.  
 Note 2:- The qualification(s) regarding experience is/are relaxable at the discretion of the SSC/Competent Authority in case of candidates belonging to Scheduled Casts/Scheduled Tribes, if, at any stage of selection the SSC/Competent Authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

(8)	(9)	(10)
Not applicable.	Two years for direct recruits, Nil for promotees.	Promotion failing which by deputation failing both by direct recruitment
(11)	(12)	(13)
<p>Data Entry Operator Grade 'A' with five years' regular service in the grade.</p> <p><b>Note 1:</b> 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 by more than half of such qualifying or eligibility service or 2 years, whichever is less, and have successfully completed</p>	<p>Group 'C' Departmental Promotion Committee (for considering promotion/confirmation):</p> <ol style="list-style-type: none"> <li>1. Director/Deputy Secretary (Administration) - Chairman</li> <li>2. Under Secretary (Administration) - Member</li> <li>3. Under Secretary of the concerned Division - Member</li> </ol>	<p>Consultation with Union Public Service Commission is not necessary.</p>

their probation period for promotion to the next higher grade alongwith 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 1st January, 2006 or 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 pay or pay scale extended based on the recommendations of the Pay Commission.

**Deputation**

Officers under the Central Governments:-  
(a) (i) holding analogous posts on regular basis in the parent cadre/ Department; or

(ii) With 5 years' service in the grade rendered after appointment thereto on a regular basis in posts in Level - 4 in the pay matrix Rs. (25500 – 81100) or equivalent in the parent cadre/department; and (b) Possessing the educational qualifications and experience prescribed for direct recruits under Col.7.

**Note 1:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this

appointment in the same or some other organization/ department of the Central Government shall ordinarily not exceed three years.

The Maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications).

**Note 3:** For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 (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.	
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[File No. A-12018/01/2023-Admin.I/E-24019]

(G. N. SINGH)  
Joint Secretary to the Government of India