

**Scheme of Recruitment for the posts of Data Entry Operator, Grade II Seg. "B" Grade II Seg. "A" ,
Grade I and Supra Grade**

POST AND SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Data Entry Operator, Gr. II Seg. "B" (presently Grade II) A-09, CA-09 Rs. 2745-10x55; 7x65-3750 p.m	By advertisement within the University Grants Commission and Higher Educational Institutions in the first instance, if no suitable applicants are available recruitment by procedure approved by the Government. Selection by aptitude test and interview.	(i) GCE (Ordinary Level) Examination in 06 subjects at not more than 02 sittings with Credit passes in five subjects. NOTE : Preference will be given to those with experience as data Entry Operator. <u>For External Applicants</u> Same as for internal applicants. (ii) Age – Not more than 40 years.
Data Entry Operator, Gr. II, Seg. "A" (presently Grade I) A – 07, CA – 07 Rs. 3265-11x65 –3980 p.m.	By promotion Selection by aptitude test and Interview	A Data Entry Operator, Gr. II Seg. "A" who has at least 15 years of satisfactory service in that grade with 03 years in Gr. II Seg. "A" may be considered for promotion.
Data Entry Operator, Gr. I A-06, CA – 06 Rs. 3870-6x65; 12x100-5460 p.m.	By promotion Selection by aptitude test and Interview	A Data Entry Operator, Gr. II Seg. "A" who has at least 15 years of satisfactory service in that grade with 03 years in Gr. II Seg. "A" may be considered for promotion.
Data Entry Operator, } Supra Grade A-05, CA-05 Rs. 4160-19x100 – 6060 p. m.	By promotion Selection after evaluation of capabilities and performances.	A data Entry Operator, Gr. I who has completed 05 years of satisfactory service in that grade may be considered for promotion.