

Economics, Statistics and Evaluation Division

ANNEXURE-I

Filling up the post of Data Entry Operator Grade 'C' in Economics, Statistics and Evaluation Division, Department of Agriculture and Farmers Welfare.

Applications are invited in duplicate from eligible candidate for filling up one post of Data Entry Operator Grade 'C' in Economics, Statistics and Evaluation Division, Department of Agriculture and Farmers Welfare, Govt. of India. The details are as under:-

1	Name of Post	Data Entry Operator Grade 'C'
2	Number of post	One (01)
3	Mode of Recruitment	Deputation
4	Pay Level	Level-6 of Pay Matrix (Rs. 35400 -112400)
5	Qualification	(i) Possessing Bachelor's Degree of a recognized University; and (ii) possess a speed of not less than 8000 key depressions per hour for Data Entry work.
6	Eligibility	Officers of the Central Government: (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with six years' regular service in posts in Level-5 (Rs. 29200-92300) of the pay matrix in the parent cadre or Department; or (iii) with ten years' regular service in the post in Level-4 (Rs. 25500- 81100) of pay matrix in the parent cadre or Department.
7	Desirable	Degree with Economic or Statistics as one of the subjects. 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 deputationists shall not be eligible for consideration for appointment by promotion.
8	Age limit	Not exceeding 56 years of age as on closing date of receipt of applications.
9	Tenure of Deputation	The deputation tenure will be of 3 years
10	Place of Duty	New Delhi (Hq)
11	Last date of receipt of application	The applications complete in all aspects should reach "Under Secretary (ES&E), Economics, Statistics and Evaluation Division, Department of Agriculture and Farmers Welfare, Room No. 119-F Wing, Shastri Bhawan, New Delhi-110001" within 30 days from the date of publication of advertisement for the post through Employment News/Rozgar Samachar.

**Application in duplicate for the post of Data Entry Operator Grade 'C' in
Economics, Statistics and Evaluation Division, Department of Agriculture
and Farmers Welfare**

1	Name in Block Letters					PHOTO	
2	Address/Tel No./Mobile No./E-mail ID						
3	Date of Birth (in Christian Era)						
4	Age as on the last date of submission of application						
5	Education and other qualifications						
6	Details of Employment in chronological order						
	Name of Office	Post held	Nature of employment i.e. Ad-hoc or temporary or quasi-permanent or permanent or deputation	From	To	Scale of Pay	Nature of duties performed
8	Please state clearly whether in the light of the entries made by you above you meet the requirements of the post.						
9	Additional information, if any, which applicant would like to mention in support of his suitability for the post.						
10	List of documents attached (All documents should be self attested. Application should be continuously page numbered).						
	Name of documents			Page No.			

I, hereby, declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed false or incorrect or ineligibility being detected before or after the selection my candidature/ appointment is liable to be cancelled.

Signature of the candidate-----

Name of the candidate-----

Mobile No. -----

Place -----

Date -----

**CERTIFICATE/DOCUMENTS TO BE GIVEN BY HEAD OF THE
OFFICE OF THE APPLICANT**

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the vigilance angle.

3. It is certified that no major/minor penalty has been imposed or contemplated on him/her during last 10 years.
4. The record of service of the officials has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. This office has no objection and the applicant will be immediately relieved consequent upon his/her selection for the post.
6. The photocopies of the ACRs for the last 5 years duly attested on each page are enclosed.

Signature _____

Name _____

Designation _____

Place _____

Date _____

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