

TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (I) OF THE GAZETTE OF INDIA

Government of India
Ministry of Culture
(Department of Culture)
New Delhi 2017

Notification

G.S.R..... In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Culture, Department of Culture, Data Processing Assistant Recruitment Rules 1975, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts Data Processing Assistant in the Anthropological Survey of India, namely:

1. Short title and commencement:
 - (i) These rules may be called the Anthropological Survey of India Data Processing Assistant, Group – B (Gazetted) (Non - Ministerial) posts Recruitment Rules, 2017.
 - (ii) They shall come into force on the date of their publication in the Official Gazette.
2. Application – These rules shall apply to the posts specified in column 1 of the Schedule annexed to these rules.
3. Number of posts, classification and scale of pay – The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.
4. Method of recruitment, age limit, qualifications, etc. – The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be specified in column 5 to 13 of the said Schedule.
5. Disqualification – No person:
 - (a) Who has entered into or contracted a marriage with a person having 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 post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law 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.
6. Power to relax – Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
7. Saving – Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, 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	No. of Post	Classification	LEVEL in the PAY MATRIX	Whether selection or Non-Selection Post	Age limit for direct recruits
1	2	3	4	5	6
Data Processing Assistant	2* (2017) *Subject to variation dependent on workload.	General Central Service, Group – B (Gazetted) (Non-Ministerial)	LEVEL – 06 (35400 – 112400) in the PAY MATRIX	Selection	Not exceeding 30 years. (Relaxable for Govt. servants upto 5 years) (5 years Relaxable for SC / ST candidates and 3 years Relaxable for OBC candidates for direct recruitment) Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)

Educational & other qualifications required for Direct Recruits	Whether Age & 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 & percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ Deputation/ Absorption grades from which Promotion/ 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
7	8	9	10	11	12	13
Essential: (i) Master's Degree in Computer Applications / Information Technology / Computer Science of a recognized University / Institute. Note: Qualifications are Relaxable at the discretion of the Staff Selection Commission, in case of candidates otherwise well qualified.	No.	2 years (For direct recruits)	By promotion failing which by transfer on deputation and failing both by direct recruitment.	Promotion: Data Entry Operator, Grade – A in LEVEL – 04 (25500 – 81100) in the PAY MATRIX with 10 years' service in the grade. Deputation: Officers under the Central/State Govt./ Recognized Research Institutes / Universities / Semi – Government, Statutory /Public Sector Undertakings or Autonomous organizations: - (a) (i) holding analogous post on regular basis (ii) with six years' service in LEVEL – 05 (29200 – 92300) in the PAY MATRIX or ten years' service in LEVEL – 04 (25500 – 81100) in the PAY MATRIX with similar educational qualifications as in direct recruitment.	Group – B DPC (for considering cases of promotion) Composition : 1. Joint Secretary, Ministry of Culture, New Delhi Chairman 2. Director / Deputy Secretary, Ministry of Culture, New Delhi Member 3. Director/Head of the Department Anthropological Survey of India. Member Group – B DCC (for considering cases of confirmation) Composition: 1. Director/Head of the Department Anthropological Survey of India Chairman 2. Under Secretary, Ministry of Culture, New Delhi Member 3. Senior Administrative Officer/ Head of Office, Anthropological Survey of India, Member	Not Applicable.

TO BE PUBLISHED IN PART II, SECTION 3, SUB-SECTION (I) OF THE GAZETTE OF INDIA

Government of India
Ministry of Culture
(Department of Culture)
New Delhi 2017

Notification

G.S.R..... In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of Culture, Department of Culture, Data Entry Operator Recruitment Rules 1975, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Data Entry Operator in the Anthropological Survey of India, namely:

1. Short title and commencement:
 - (i) These rules may be called the Anthropological Survey of India, Data Entry Operator, Group – C (Non-Gazetted) (Non-Ministerial) posts Recruitment Rules, 2017.
 - (ii) They shall come into force on the date of their publication in the Official Gazette.
2. Application – These rules shall apply to the posts specified in column 1 of the Schedule annexed to these rules.
3. Number of posts, classification and scale of pay – The number of the said posts, their classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the said Schedule.
4. Method of recruitment, age limit, qualifications, etc. – The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be specified in column 5 to 13 of the said Schedule.
5. Disqualification – No person:
 - (a) Who has entered into or contracted a marriage with a person having 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 post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law 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.
6. Power to relax – Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
7. Saving – Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, 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	No. of Post	Classification	LEVEL in the PAY MATRIX	Whether selection or Non-Selection Post	Age limit for direct recruits
1	2	3	4	5	6
Data Entry Operator Grade – A	04 * (2017) *Subject to variation dependent on workload.	General Central Service, Group – C (Non-Gazetted) (Non-Ministerial)	LEVEL – 04 (25500 – 81100) in the PAY MATRIX	Not applicable.	18 to 27 years. (Relaxable upto 40 years in case of Government Servants in accordance with the instructions or orders issued by the Central Government) (5 years Relaxable for SC / ST candidates and 3 years Relaxable for OBC candidates for direct recruitment) Note: The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission. In case the direct recruitment is not done through Staff Selection Commission the crucial date of determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State, Lahul and Spiti districts of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep)

Educational & other qualification required for Direct Recruits	Whether Age & Educational Qualification prescribed for Direct Recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by Direct Recruit or by Promotion or by Deputation / Absorption & % of the vacancies to be filled by various methods	In case of recruitment by promotion/ Deputation/ Absorption grades from which Promotion/ Deputation/ Absorption to be made	If a DPC exists what is its composition	Circumstances in which UPSC to be consulted in making recruitment
7	8	9	10	11	12	13
Essential: (i) 12 th Standard pass in Science Stream with Mathematics as a subject from a recognized Board. (ii) A speed test of not less than 15000 key depressions per hour for data entry work on computer. Note : Qualification is relaxable at the discretion of the Staff Selection Commission/Competent Authority for reasons to be recorded in writing, in case of candidates otherwise well qualified.	Not applicable	2 years.	Direct recruitment. Note: Vacancies caused by the incumbent being away on deputation or long leave or study leave or under other circumstances for 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 qualification prescribed for direct recruits under column 7.	Not applicable.	Group – C DCC (for confirmation) Composition : 1. Director/Head of the Department Chairman Anthropological Survey of India, 2. Under Secretary, Member Department of Culture, New Delhi. 3. Senior Administrative Officer / Member Head of Office, Anthropological Survey of India	Not applicable.