| 1. Name of post  Data Entry Operator  Two  Group -C  Lessification  Group -C  Whether Selection post or non-selection post  (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.  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 Assem, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Splistrict and Pangi Sub-Division of Chamba District of Filmachal Pradesh, Andaman Nicobar Islands or Lakshadweep)  Educational and other qualifications required for direct recruits  (i) Senior Secondary from recognized Board.  (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 5 key depressions of each word).  Note: Cualification (s) are relaxable at the discretion of the Competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee), for reasons to be recorded in writing, in the case of candidates otherwise well qualified.  Note2: the qualification (s) regarding experience is relaxable at the discretion of the competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee/) Departmental Promotion Committee/ Departmental Promotion Committee/ Departmental Promotion Committee/) or reasons to be recorded in writing, in the case of candidates otherwise well qualified.  Note2: the qualification (s) regarding experience is relaxable at the discretion of the 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 vacancy reserved for them.                                                                                                                                                                               | <u> </u> |                                    | Recuritment Rules                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| 3. Classification  Group -C  I. Pay Band and Grade Pay/ Pay Scales  Selection post or non-selection post or non-selection post or non-selection post  II. Age limit for direct recruits  Upto 30 years  (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.  Note: The crucial date for determining the age limit shall be the closing date prescribed for those in Assam, Meghalaya, Arnachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jamma & Kashmir State, Lahal and Spiti District and Pangl Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)  I. Educational and other qualifications required for direct recruits  (i) Senior Secondary from recognized Board.  (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 5 key depressions of each word).  Note1: Qualification (s) are relaxable at the discretion of the Competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee), for reasons to be recorded in writing, in the case of candidates otherwise well qualified.  Note2: the qualification (s) regarding experience is relaxable at the discretion of the competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee), for reasons to be recorded in writing, in the case of candidates belonging to Scheduled castes or scheduled tribes if at any stage of selection the 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                                                                                                                                                                                                                                                                                                                                              | 1.       | Name of post                       | Data Entry Operator                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Pay Band and Grade Pay/ Pay   Pay Matrix Level - 2 Rs.19900-63200/-   Scale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2.       | Number of post                     | Two                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Scale  Whether Selection post or non- selection post  Upto 30 years  (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.  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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)  **C. Educational and other qualifications required for direct recruits  (i) Senior Secondary from recognized Board.  (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9:000 5 key depressions of each word).  Note1: Qualification (s) are relaxable at the discretion Committee/ Departmental Promotion Committee), for reasons to be recorded in writing, in the case of candidates otherwise well qualified.  Note2: the qualification (s) regarding experience is relaxable at the discretion of the competent authority (Search-cum- Selection Committee/ Departmental Promotion Committee/ Departme | 3.       | Classification                     | Group -C                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| b. Age limit for direct recruits  Upto 30 years  (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.  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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Flimachal Pradesh, Andaman Nicobar Islands or Lakshadweep)  '. Educational and other qualifications required for direct recruits  (i) Senior Secondary from recognized Board.  (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 5 key depressions of each word).  Note1: Qualification (s) are relaxable at the discretion of the Competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee/, per                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4.       | 1                                  | Pay Matrix Level - 2 Rs.19900-63200/-                                                                                                                                                                                                                                                                                                                                                                                                                                |
| t). Age limit for direct recruits  Upto 30 years  (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.  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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)  **C. Educational and other qualifications required for direct recruits  (i) Senior Secondary from recognized Board.  (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 5 key depressions of each word).  Note1: Qualification (s) are relaxable at the discretion Committee/ Departmental Promotion Committee/ Departmental Promotion Committee/ Departmental Promotion Committee/ Reach-cum-Selection Committee/ Departmental Promotion Committee/ Search-cum-Selection Committee/ Departmental Promotion Committee/ Departmental Promotion Committee/ Search-cum-Selection Committee/ Search | i).      |                                    | Selection                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| accordance with the instructions or orders issued by the Central Government.  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 Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep)  7. Educational and other qualifications required for direct recruits  (i) Senior Secondary from recognized Board.  (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 5 key depressions of each word).  Note1: Qualification (s) are relaxable at the discretion of the Competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee/). The qualification of the competent authority (Search-cum-Selection Committee/) peartmental Promotion Committee/. Departmental Promotion Committee/) for reasons to be recorded in writing, in the case of candidates belonging to Scheduled castes or scheduled tribes if at any stage of selection the 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | tì.      |                                    | Upto 30 years                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 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 & Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweap)  '.' Educational and other qualifications required for direct recruits  (i) Senior Secondary from recognized Board.  (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 5 key depressions of each word).  Note1: Qualification (s) are relaxable at the discretion of the Competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee/ Selection Committee/ Departmental Promotion Committee/ Departmental Promotion Committee/ Selection the 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                                                                                                                                                                                                                                                                      |          |                                    | accordance with the instructions or orders issued by the Central                                                                                                                                                                                                                                                                                                                                                                                                     |
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| discretion of the competent authority (Search-cum-<br>Selection Committee/ Departmental Promotion Committee), for<br>reasons to be recorded in writing, in the case of candidates<br>belonging to Scheduled castes or scheduled tribes if at any stage<br>of selection the competent authority is of the opinion that sufficient<br>number of candidates from these communities possessing the<br>requisite experience are not likely to be available to fill up the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          | qualifications required for direct | (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 5 key depressions of each word).  Note1: Qualification (s) are relaxable at the discretion of the Competent authority (Search-cum-Selection Committee/ Departmental Promotion Committee), for reasons to be recorded in                                                                                                         |
| ○ Jr.,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |          |                                    | discretion of the competent authority (Search-cum-<br>Selection Committee/ Departmental Promotion Committee), for<br>reasons to be recorded in writing, in the case of candidates<br>belonging to Scheduled castes or scheduled tribes if at any stage<br>of selection the competent authority is of the opinion that sufficient<br>number of candidates from these communities possessing the<br>requisite experience are not likely to be available to fill up the |
| 3). Whether age and educational EQ Yes, but not the age.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |          | Whether are and educational        | EO Vos hut not the age                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|     | qualifications prescribed for direct<br>recruits will apply in the case of<br>promotees                                                                           |                                                                                                                                                                                                                                                                                                                      |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.  | Period of probation, if any,                                                                                                                                      | Two years for Direct Recruitment and one year for Promotion                                                                                                                                                                                                                                                          |
| 10. | Metriod of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods | 50% of the post to be filed by direct recruitment 50% of posts to be filled by promotion of the departmental MTS subject to fulfilling the education qualification and possessing the requirements of typing speed and five years service in the centre.                                                             |
| l1. | In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made                                        | Promotion: The departmental MTS in posts in PB-1, Rs.5200-20200 plus Grade Pay of Rs.1800 with five years' regular service in the grade.                                                                                                                                                                             |
| 12. | If a Selection / PromotiCommittee exists what is its composition                                                                                                  | Director, CCRT – Chairman     One representative of Department of Ministry of Culture of the rank of Under Secretary – Member     One nominee (to be nominated by the Appointing Authority). – Member     One member representing SC/ST communities for reserved posts.     Dy. Director (Admin./Estt.), CCRT Member |
| 13. | Circumstances in which Union<br>Public Service Commission to be<br>consulted in making recruitment                                                                | N/A                                                                                                                                                                                                                                                                                                                  |

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