

**SECRETARIAT OF THE  
ELECTION COMMISSION OF INDIA**

Nirvachan Sadan,  
Ashoka Road,  
New Delhi-110001.

No. 181/1/2020(Requisition-DEO)

Dated: 10.08.2020

CIRCULAR

**Sub:** Filling up of 05 (five) posts of Data Entry Operator (DEO) Grade 'D' in Level 06 (Rs. 35,400-1,12,400) of the Pay Matrix, 05 (five) posts of Data Entry Operator (DEO) Grade 'B' in the Level 05 (Rs. 29,200-92,300) of the Pay Matrix and 09 (nine) posts of Data Entry Operator (DEO) Grade 'A' in the Level 04 (Rs. 25,500-81,100) of the Pay Matrix in the Secretariat of the Election Commission of India on deputation basis.

The Election Commission of India proposes to obtain the services of 05 (five) Data Entry Operators (DEO) Grade 'D' in Level 06 [Rs. 35,400-112,400] of the Pay Matrix, 05 (five) Data Entry Operators (DEO) Grade 'B' in the Level 05 [Rs. 29,200-92,300] of the Pay Matrix and 09 (Nine) Data Entry Operators (DEO) Grade 'A' in the Level 04 [Rs. 25,500-81,100] of the Pay Matrix on deputation basis from amongst the following Officers under the Central Government: -

Sl.No	Name of post	Eligibility Criteria/ Qualification/ Experience
01	Data Entry Operator (DEO) Grade 'D'	<p>a) (i) Holding analogous posts on regular basis in the parent cadre/department, or (ii) With 6 (six) years service in Data Entry Operator Grade 'B' on regular basis in Level-5 [Rs. 29,200-92,300] or equivalent in the parent cadre/department.</p> <p>b) Possessing following minimum educational qualification: (i) Bachelor's degree in Computer Applications/ Information Technology/ Computer Science from a Recognized Board or equivalent and (ii) A speed test of not less than 1500 key depression per hour for Data entry work.</p>
02	Data Entry Operators (DEO) Grade 'B'	<p>a) (i) holding analogous posts on regular basis in the parent cadre/department, or (ii) With 5 years service rendered in Data Entry Operator Grade 'A' on regular basis in Level-04 [Rs. 25,500-81,100] or equivalent in the parent cadre/department.</p> <p>b) Possessing following minimum educational qualification: (i) 12th pass in science stream with Mathematics as a subject from a recognized Board or equivalent. (ii) A speed test of not less than 1500 key depression per hour for Data entry work.</p>
03	Data Entry Operators (DEO) Grade 'A'	Officers under the Central Government holding analogous posts on regular basis.



2. The initial period of deputation will be for 03 (three) year, which may be extended till the services are required in the Commission.
3. The terms and conditions of deputation of the selected persons will be regulated in accordance with the Department of Personnel and Training OM No. 6/8/2009-Estt. (Pay-II), dated 17.06.2010, as amended from time to time.
4. Eligible and interested persons and whose services can be spared immediately by their parent office may apply, through proper channel in prescribed format (Annexure-I), to the undersigned latest by **25.09.2020**.
5. While forwarding the application in the prescribed format, it may be ensured that following documents are enclosed with the application:-
  - I. Attested copies of the Character Rolls of the person concerned for the last three years
  - II. Vigilance clearance and Integrity Certificate.
  - III. Statement of Penalties imposed, if any, during the last ten years.
6. Selection will be based on qualifying in the Interview/Personal Talk conducted by the Commission. The candidates selected will not be allowed to withdraw their candidature subsequently. No TA/DA or any other allowance shall be provided for Interview/Personal Talk.
7. Incomplete applications, in any form, will not be considered.
8. The Commission reserves the right to withdraw the circular/cancel the appointment process at any time without assigning any reason.

  
**(B. C. PATRA)**  
**SECRETARY**  
Tel: 23052079

All Ministries/Departments of Govt. of India

**Bio-Data Proforma**

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Name of the post applied for
4. Date of Retirement
5. Educational Qualifications
6. Service to which belong
7. Whether belongs to SC/ST
8. Details of Employment (in chronological order). Enclose a separate sheet, duly authenticated by your signature if the space below is insufficient.

Office/Institution/Orgn.	Post held	Scale of pay & Basic Pay	Nature of Duties
From		To	

9. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent
10. In case the present employment is held on deputation/contract basis, please state:
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation/contract
11. Additional details about present employment. Please state whether working under:
  - (a) Central Government
  - (b) State Government
  - (c) Autonomous Organization
  - (d) Government Undertaking
12. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Existing total emoluments drawn per month
14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.
15. Remarks

Signature of the candidate  
Address:

**Forwarding Note by the Employer:**

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant.
- (ii) The applicant is clear from vigilance angle.
- (iii) The integrity of the applicant is beyond doubt.
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory  
On behalf of the employer)