

**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