

F.No. 7/23/2004-E-IV
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
(Establishment-IV)

Room No. 344, Udyog Bhawan,
Dated 15th December, 2008.

OFFICE MEMORANDUM

Subject : Filling up of the post of Data Processing Assistant, Grade 'B' in the Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi- regarding.

The undersigned is directed to fill up a post of Data Processing Assistant, Grade 'B' in the Tariff Commission under the Ministry of Commerce and Industry (Department of Industrial Policy & Promotion) in the scale of pay of Rs. 7450-225-11500 /- (Revised : PB2/9300-34800/- + 4600/-) by promotion/transfer on deputation basis from amongst the officers under the Central Govt. failing which by Direct Recruitment. The eligibility conditions, educational qualifications etc. are as follows :-

Officers under the Central Government:-

- (a) i) holding analogous posts on a regular basis or
ii) with 2 years regular service in posts in the scale of Rs. 6500-10500/- (pre-revised) or equivalent OR
iii) with 4 years regular service in posts in the scale of Rs. 5000-150-8000 (pre-revised) or equivalent OR
iv) with 7 years regular service in posts in the scale of Rs. 5000-150-8000 or equivalent and
- (b) Possessing the educational qualifications and experience:
- (A) Masters Degree in Computer Applications/M. Tech.(with specialization in Computer applications)/Degree in Computer Engineering/Technology or B.E./B.Tech., in Computer Science from a recognized University or equivalent.
OR
- (B) (i) Master Degree in Physics/Statistics/Operations Research or Mathematics/Economics/Commerce (with Statistics) or Business Administration with specialization in Computer Application or Degree in Engineering from a recognized University or equivalent.
- (ii) 2 years' experience of Electronic Data Processing Work with knowledge of programming languages and Computer Operations.

- (C) (i) Bachelor's Degree in Mathematics(with Statistics) or Physics or Statistics or Commerce (with Statistics) or Economics (with Statistics) from a recognized University or equivalent).
- (ii) 6 year's experience of Electronic Data Processing Work with knowledge of programming languages and Computer Operations.

Note 1 : Qualifications are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2 : The qualification(s), regarding Experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to Schedules Castes or Schedules Tribes, if at any stage of selection the Union Public Service Commission 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 vacancies reserved for them.

II) The Departmental Data Processing Assistant Grade 'A' with 4 years regular service in the grade will also be considered and in case he is selected for appointment to the post, the same, shall be deemed to have been filled by promotion.

2. 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.

3. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central government shall ordinarily not exceed 3 years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications).

4. The officers selected will have the option to draw his pay plus Deputation Allowance or to have his pay fixed in the scale of pay of the post as admissible under rules.

5. Applications(in triplicate) in the given proforma duly filled by the candidates along with the complete and up to date annual confidential reports of the officers, who could be spared in the event of their selection may be sent to this Department within 60 days of the appearance of this advertisement in Employment News. Applications received after the last date,

without ACRs or incomplete otherwise, will not be considered. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct and that no disciplinary cases are pending or contemplated against the officer.

6. Officers who apply for the post will not be allowed to withdraw their candidature subsequently.

7. A brief description of duties pertaining to the post of Data Processing Assistant Grade B is as per Annexure.

8. Ministry of Agriculture etc. are therefore, requested to give wide publicity of the circular among all the attached/subordinate and autonomous bodies etc.

(D.K. SHARMA)
Under Secretary to the Govt. of India

All Ministries/Departments under the Government of India.

(D.K. SHARMA)
Under Secretary to the Govt. of India

BRIEF DESCRIPTION OF DUTIES

1. To download data from various websites, create database and analyse the same.
2. To provide training/assistance to all the officials in all computer related matters.
3. To maintain and upgrade the hardware and software facilities.
4. To coordinate with other departments/organizations on IT matters.
5. To collect, store and retrieve the data from internet and from other secondary sources like reports/published sources.
6. To provide all assistance to the Commission in preparation of various reports, including Annual Report, Performance Budget and other financial statements to be sent to the Administrative Ministry and other Departments.
7. To procure the need based hardware and software facilities, their upgradation and maintenance through AMCs.

Proforma

1. Name and address in block letters:
2. Date of Birth
3. Date of retirement under Central Govt. rules:
4. Educational Qualifications:
5. Whether educational and other qualifications required for the post are satisfied? If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same:

Qualification required: Qualification possessed by the officer

Essential: i)

ii)

iii)

Desirable

6. Present post held, date from which held and the scale of pay and pay therein:
7. Nature of present employment i.e. adhoc or temporary or quasi permanent or permanent:
8. Experience in the subject field of selection:
9. Details of Service:
 - a) Name of the post & employer:
 - b) From _____ To _____
 - c) Scale of pay:
 - d) Nature of appointment (i.e. , adhoc or regular)
 - e) Nature of duties performed in brief:

10. Whether belong to SC or ST :

11. Remarks

Date :

Signature of the candidate