


1.	Name of Post	DATA PROCESSING ASSISTANT
2.	Number of Post	One * *(Subject to variation depending on workload)
3.	Scale of Pay	Rs.9300-34800/- (PB-2) G.P. Rs.4200/-
4.	Whether selection or non-selection post.	Not Applicable
5.	Age limit for direct recruitment	Not exceeding 30 Years Note: Nothing in these rules shall affect reservation's relaxation of age limits and other concessions required to be provided for the SC/ST/ Ex-servicemen and other categories of person in accordance with orders / instruction Issued by the Central Government from time to time in this regard.
		The crucial date for determining the age – limit shall be the closing date for receipt of applications from candidates in India.
6.	Educational and other qualifications required for direct recruits	Essential: A(i) Master's Degree in Statistics / Mathematics (with Statistics) Operation Research / Physics / Economics (with Statistics)/ Commerce (with Statistics) or Degree in Engineering / Computer Science of a recognized university or equivalent. (ii) Two years' experience of electronic data processing work including experience of computer operation Or B(i) Bachelors degree in Statistics / Mathematics / Physics / Commerce (with Statistics)/ Economics (with Statistics) from a recognized university or equivalent. (ii) Four years' experience of electronic data processing work, including computer operation. Desirable: i) Formal training in Computer programming and Operation ii) Knowledge of one or more of the programming languages. Note-1: Qualifications are relaxable at the discretion of the Administrative Committee of the Foundation in the case of candidates otherwise well qualified. Note-2: The Administrative Committee of the Foundation may also prescribe such additional qualifications as may be deemed necessary for any specialized type of work.
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees.	Age – No Qualification - (1) Bachelors degree in Statistics / Mathematics / Commerce (with Statistics) / Economics (with Statistics). (2) Training in Computer Computation
8.	Period of probation, if any	Two years for direct recruits
9.	Method of recruitment (whether by direct recruitment or by deputation &% of the vacancies to be filled by the various methods)	By Promotion, failing which by Deputation failing both by direct recruitment.
10.	In case of recruitment by promotion/deputation / transfer, classes from which promotion/ transfer to be made	Promotion from: Statistical Assistant (G.P. 2800/-) with 6 years regular service in the grade and possessing qualification and experience mentioned in column 7. Deputation from: Amongst officers of Central / State government /Semi-Government/ Statutory or Autonomous Bodies, including universities, Research Institutions etc. holding: a) Analogous posts and b) Possessing educational qualifications / experience


 Director/Deputy
 Director
 Ministry of Culture
 New Delhi

requirements as prescribed in column 7.

Or

Having 6 years regular service in the grade pay of Rs.2800/- and possessing qualification and experience mentioned in column 7

The qualifications regarding experience is/are relaxable at the discretion of the Administrative Committee in terms of SR 12 approved by the Govt. of India including SC/ST.

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| 11. | If a DPC/Selection Committee exists, what is its composition? | Director, RRRLF Chairman
System Manager Member
Deputy Director (A&A) ...Member
One Officer representing Ministry of Culture
One Officer representing SC/ST from Local/ Central / State Government offices. |
| 12. | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable. |

PM

Minister Director
Ministry of Culture
New Delhi