

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
[RECRUITMENT CELL]**

No.F.12-14/2002-Estt.I (RCT)

Ansari Nagar, New Delhi-29  
Dated the: **24 JUN 2016**

**Subject: Restructuring of the cadre of Data Entry Operator and creation of the post of Data Entry Operator Grade-E in the Pay Band-2 Rs.9300-34800 + Rs.4800 Grade Pay at the AIIMS, New Delhi.**

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The undersigned is directed to convey the approval/sanction of the Standing Finance Committee/President, AIIMS being the Chairman of Governing Body for Restructuring of 45 posts of Cadre of Data Entry Operators into 5 grades in the ratio of 33:27:20:13:7 with 6<sup>th</sup> Pay Commission Grade Pays in terms of DoP&T OM No.AB-14017/2/2011-Estt (RR) dated 30.05.2014, with immediate effect, as under:-

S. No.	Existing Cadre of Data Entry Operators at AIIMS					Revised Cadre of Data Entry Operators at AIIMS				
	Name of post	No. of Post	Pay Scale	Mode of Recruitment	Essential Qualification/ Grades for Promotion	Name of post	No. of Post	Pay Scale	Mode of Recruitment	Essential Qualification/ Grades for Promotion
1.	Data Entry Operator Grade 'A'	37	PB-1 Rs.5200-20200 + GP Rs.2400	100% by Direct Recruitment	(i) 12 <sup>th</sup> Standard pass or equivalent; (ii) Should possess a speed of not less than 8000 Key Depressions per hour for Data Entry Work	Data Entry Operator Grade 'A'	15	PB-1 Rs.5200-20200 + GP Rs. 2400	100% by Direct Recruitment	(i) 12 <sup>th</sup> Standard pass or equivalent; (ii) Should possess a speed of not less than 8000 Key Depressions per hour for Data Entry Work
2.	Data Entry Operator Grade 'B'	06	PB-1 Rs.5200-20200 + GP Rs.2800	100% by promotion failing which by direct recruitment	<b>For Promotion:</b> Data Entry Operator Grade A with six years of regular service in the grade. <b>For Direct Recruitment:</b> (i) Degree of a recognized University or equivalent; (ii) Should possess a speed of not less than 8000 Key Depressions per hour for Data Entry Work	Data Entry Operator Grade 'B'	12	PB-1 Rs.5200-20200 + GP Rs.2800	100% by promotion failing which by direct recruitment	<b>For Promotion:</b> Data Entry Operator Grade A with six years of regular service in the grade. <b>For Direct Recruitment:</b> (i) Degree of a recognized University or equivalent; (ii) Should possess a speed of not less than 8000 Key Depressions per hour for Data Entry Work
3.	Data Entry Operator Grade 'C'	01	PB-2 Rs.9300-34800 + GP Rs.4200	100% by promotion	Data Entry Operator Grade B with three years of regular service in the grade.	Data Entry Operator Grade 'C'	09	PB-2 Rs.9300-34800 + GP Rs.4200	100% by promotion	Data Entry Operator Grade B with three years of regular service in the grade.
4.	Data Entry Operator Grade 'D'	01	PB-2 Rs.9300-34800 + GP Rs.4200	100% by promotion	Data Entry Operator Gd. C with 4 years of regular service in the grade, failing which Data Entry Operator Grade C with 7 years of combined regular service	Data Entry Operator Grade 'D'	06	PB-2 Rs.9300-34800 + GP Rs.4600	100% by promotion	Data Entry Operator Gd. C with 4 years of regular service in the grade, failing which Data Entry Operator Grade C with 7 years of combined regular service as Data Entry Operator Gd. C

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REVISED BY AIIMS						Revised Cadre of Data Entry Operators at AIIMS				
NO.	Name of post	No. of Post	Pay Scale	Mode of Recruitment	Essential Qualification/Grades for Promotion	Name of post	No. of Post	Pay Scale	Mode of Recruitment	Essential Qualification /Grades for Promotion
5.	--	--	--	--	--	Data Entry Operator Grade 'E'	03	PB-2 Rs.9300-34800 + GP Rs.4800	100% by promotion	Data Entry Operator Gd. 'D' with 3 years of regular service in the grade, failing which Data Entry Operator Grade 'D' with 5years of combined regular service as Data Entry Operator Grade 'D' and Grade 'C'.

Authority:

Item No. SFC-207/3 of the Standing Finance Committee held on 26<sup>th</sup> May, 2015 and approval of President, AIIMS Note dated 13<sup>th</sup> April, 2016.

*Mamta*  
24/6/2016

[MAMTA KUKRETI]  
ADMINISTRATIVE OFFICER

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Mr. Sanjeev

*[Signature]*  
25.6.16