

NATIONAL SEEDS CORPORATION LTD
(A GOVERNMENT OF INDIA UNDERTAKING)
BEEJ BHAWAN, PUSA COMPLEX
NEW DELHI-110012

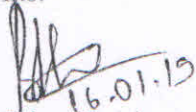
No. 146(1)/18-19/HR/NSC

Dated: 16th January, 2019

Circular

Consequent on approval of manpower setup of HR cadre in NSC, it is decided to give opportunity to the existing Assistant(HR)/Trainee(HR.) who are fulfilling the educational qualification for the post of Data Entry Operator Gd- V to Data Entry Operator Gd- II to switch over to equivalent post of Data Entry Operator cadre. The essential qualification for switching over to Data Entry Operator Gd- V, Gd- IV, Gd-III, Gd-II is enclosed at Annexure "I".

Therefore, the interested Assistant(HR) of NSC including Trainees(HR) are advised to give their option to undersigned to switch over to Data Entry Operator cadre in option form enclosed at Annexure "II" within 7 days of issue of this circular. The place of posting of DEO (IT) will be anywhere in India including farms.


(Binod Bihari Saw)
Sr. General Manager(HR)

Distribution.

1. Director (Finance), Corporate Office.
2. All Head of Department, Corporate Office.
3. All Regional Managers, Head of Farms.
4. Addl.GM(QC)/Company Secy/Addl.GM(HR)/CVO.
- ✓ 5. Dy.GM(Engg./IT) for uploading on the website of NSC.
6. PS to CMD.
7. Notice Board.
8. Guard File.

Pl upload on website

087

17/1

Annexure I to Circular No 146(1)/18-19/HR/NSC Dated 14th January 2019

Sl.No	Name of the Post	Required essential qualification for switching over to Data Entry Operator cadre
1.	Data Entry Operator Gd-V (NS-3) to Data Entry Operator Gd-II (NS-6)	BCA/B.Sc.(Computer Science/IT) OR 3 years Diploma in Engg. in (Computer Application/Computer Science/IT/Electronics) OR Graduate with 1 year Diploma in Computer Application from a recognized University/Institution with minimum 60% marks.

Application for switching over to Data Entry Operator Cadre.

- 1 Name of the
Asst.(HR)/Trainee(HR) : _____

- 2 Existing post &w.e.f : _____

- 3 Existing Scale of Pay & w.e.f : _____

- 4 Place of posting : _____

- 5 Educational Qualification of
Asst.(HR)/Trainee(HR) (with
percentage(%) of marks) : _____

- 6 Details of works handled : _____

Signature of the candidate

To
Senior General Manager(HR)
Corporate Office, New Delhi
Channel.

Through Proper