

No. RCT/DLI/Admn.Policy/2023

Dated 06-09-24

The Additional Registrar,  
Railway Claims Tribunal,  
All Benches

Sub:- Modalities and Norms regarding engagement of Data Entry Operator on outsourced basis against the sanctioned posts of Sr. Clerk in the Benches of RCT

Ref:- This Office letter No. RCT/DLI/Admn.Policy/2015 dated 22-05-2024

The Terms & conditions for engagement of outsourced Data Entry Operator against the sanctioned post of Sr. Clerk in the Benches of Railway Claims Tribunal contained in Railway Board's letter dated 26-03-202019 has already been circulated to all Benches vide this office letter referred above. After inviting and receipt of applications for the said post, the following modalities and norms for engagement of DEO recommended by the nominated Committee consisting of Vice Chairman(Tech) Allahabad and Vice-Chairman (Judl)/ Secundrabad to follow strictly while engaging Outsourced Data Entry Operator in the Benches:-

Selection process will be divided in two stages:-

- Stage I- Scrutiny of application and short listing of candidates to be called for walk-in interview
- Stage II-Conducting walk-in interview and publishing merit list

A Selection Committee of Three Officers should be constituted by the Administrative Member of the Bench where the outsourcing of DEO is required. In case, the third Member is not available in the Bench, the Selection Committee may consist of Two Officers also.

STAGE-I

- I. The Selection Committee should scrutinize all the applications received by the Bench based on documentary evidence submitted by the applicants.
- II. All applicants must be a graduate with basic knowledge of English language and computer/IT applications.
- III. Short listing of applications may be done based on qualifications and experience.
- IV. Total marks awarded to qualifications and experience should be 10 for each category.

V. The criteria of marks for qualifications may be as under:

- \* Graduate with basic knowledge of English-05 marks
- \* Graduate in Computer Science/B.Tech in Computer Science/(BCA)- 04 additional marks
- \* Post Graduate in Computer Science (MCA) or equivalent -05 additional marks
- \* P.hD- 05 additional marks
- \* Post Graduate in Finance/MBA & other related subjects-04 additional marks

- \* Certificate course- one additional mark
- \* The highest marks in this category cannot exceed 10

- VI. The criteria of marks for experience may be as under:
- More than 2 years experience of working in e-platforms in Tribunals/NIC or IT related work as DEO in Govt Depts/Courts/PSUs-10 marks
  - More than 1 year experience of working in e-platforms in Tribunals /NIC or IT related work as DEO in Govt Depts/Courts/PSUs-7 marks
  - Less than 1 year experience of working in e-platforms /NIC or IT related work as DEO in Govt Depts/Courts/PSUs-5 marks
  - The highest marks in this category cannot exceed 10

- VII. Based on qualifications and experience, the Selection Committee should short-list candidates and invite the candidates five times the number of vacancies for a walk-in interview before the selection committee. In case the number of short-listed candidates on the basis of above evaluation exceeds five times, the number of vacancies with a number of candidates getting same marks, the marks obtained by the candidate in his graduation should be used to draw a merit list and the candidates may be called for walk-in interview before the selection committee accordingly.

#### STAGE-II

- (i) In walk in interview of the shortlist candidates, emphasis should be given by the Selection Committee on selecting candidates with proven experience of date entry, proficiency in typing speed, aptitude for strong diligence and time management skills.
- (ii) A test of the data entry skills of the shortlist candidates must also be conducted by the Selection Committee wherein they may be asked to complete the filing of a data entry set in Microsoft Excel in a given time frame, for example, a cause list of the Bench consisting of 30 items to be filled in 10 minutes in Microsoft Excel and they may be assessed on their proficiency in terms of their speed and accuracy. Total marks awarded to this test must be 20.
- (iii) All the short-listed candidates may be interviewed by the Selection Committee to test their computer/IT application knowledge. Five marks may be allotted to test their computer/IT application knowledge, 3 marks for their test of basic knowledge of English language and 2 marks for the overall personality and the candidates may be given marks by the Selection Committee as per their ability. Total marks awarded by this interview will be 10.

Marks awarded to all the short-listed candidates for qualifications, experience, data entry skills and personal interview should be added up and a merit list drawn. Thereafter, based on merit list, names of the candidates may be recommended for contractual appointment as Data Entry Operator.

This issues is with the approval of Hon'ble Chairman.



(Ajay Kumar)  
Additional Registrar