Ministry: Finance (Central Information Systems Division)

Post: Data Entry Controller

Salary:
Rs.  3,500 x 25% - 9,600 x 200 - 9,600 (CMP 9)
Rs.  6,450 x 150 - 5,600 x 200 - 6,300 (CMP 9A)

Effective Date: 27th November, 1992

Qualifications: By promotion on the basis of experience and merit of officers with at least two years' service in a substantive capacity in the grade of Data Entry Supervisor or an aggregate of two years' service in the grade of Data Entry Supervisor and the former grades of Punch Room Supervisor/Input-Output Controller.

Note: For the first intake, by appointment of the Input-Output Controller and Punch Room Supervisors in post at the Central Information Systems Division.

Duties:
1. To be responsible to the Operations Manager for all data capture activities at the Central Information Systems Division and within the Information Services Section Units.

... To ensure close follow up of data capture at the level of Information Services Section Units and Central Information Systems Division.
3. To supervise and monitor the work of all sections under his responsibility.

4. To be responsible for the organisation and operation of shifts and for the judicious allocation of work.

5. To interact with Heads of Information Services Section Units in matters relating to the data capture.

6. To assist the Operations Manager in planning and procuring stationery required and the management of associated stock.

7. To provide training and on the spot assistance to staff.

8. To perform such cognate duties as may be assigned.

Note:
Data Entry Controllers will be required to work on a shift system within the Central Information Systems Division and in the Information Services Section Units of Ministries/Departments.