

**COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY**

**RECRUITMENT RULES FOR THE POST OF**

**ADMINISTRATIVE OFFICER**

1.	Name of Post	Administrative Officer
2.	Number of Post	One
3.	Classification	Junior Executive position (Similar to junior time scale in Grade 'A' of Central Government)
4.	Scale of Pay	Rs.8,000-275-13,500/- corresponding to Pay Band Rs.15,600-39,100/- (PB-3) + Grade Pay Rs.5400/-.
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	Not more than 35 years.
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> 1. Must be a graduate.  2. Must have put in a minimum of five years post qualification service in administrative position in Govt./public Sector/Voluntary Organization/Autonomous Institutions. <b>Desirable:</b> Experience in office automation in which case the experience required is relaxable up to 3 years.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	No
9.	Period of probation if any	Two years
10.	Methods of recruitment whether by direct recruitment or by promotion or by transfer on deputation and percentage of vacancies to be filled by the various methods:	100% by direct recruitment. However all things being equal, preference will be given to departmental candidates.
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	Not applicable
12.	If a Departmental promotion Selection Committee exists, what is its composition:	The composition of the Departmental Promotion/ Selection Committee is as Follows: 1. DDG(Admn.) – Chairman 2. Any officer not below the rank of Deputy Secretary from the Ministry of Rural Development - Member 3. Chief Administrative Officer – Member *4. One Officer belonging to SC/ ST/Minority Community - Member
* (In case none of those at 1 to 3 above belongs to SC/ST or Minority Community).		