

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

**RECRUITMENT RULES FOR THE POST OF ACCOUNTS OFFICER**

1.	Name of Post	Accounts Officer
2.	Number of Post	Three
3.	Classification	Junior executive position similar to junior scale in Group 'B' Post in Central Government.
4.	Scale of Pay	Rs. 7450-225-11,500/- corresponding to Pay Band Rs.9300-34800/- (PB-2) + Grade Pay Rs.4600/-.
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	<p><b><u>Essential:</u></b>                      1. Must be a graduate in B. Com. OR M. Com. OR SAS OR ICWA with five years experience handling accounts matter in Govt. Public Sector Undertaking/Semi Govt./ Govt. Undertaking.                      OR                      MBA in Finance with three years experience handling Accounts matter.                      2. Must possess Computer Skill.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	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:	Promotion, failing which by deputation, failing both DG may appoint a person on contract basis for a period of two years.
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	<p><b><u>Promotion:</u></b> Jr. Accounts Officer with five years service.</p> <p><b><u>Deputation:</u></b> Officers Holding analogous post in Govt. or one grade below i.e Section Officer (Accounts)/ audit or Assistant Audit Officer with 5 years service.</p>
12.	If a Departmental promotion Selection Committee exists, what is its composition:	<p>The composition of the Departmental Promotion/Selection Committee is as Follows:</p> <ol style="list-style-type: none"> <li>1. DDG(Admn.) – Chairman</li> <li>2. Any Officer not below the Rank of Deputy Secretary From the Ministry of Rural Development - Member</li> <li>3. Chief Accounts Officer – Member</li> <li>*4. one Officer belonging to SC/ ST/Minority Community - Member</li> </ol>

\*(In case none of those at 1 to 3 above belongs to SC/ST or Minority Community).