

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUITMENT RULES FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER

1.	Name of Post	Chief Administrative Officer
2.	Number of Post	One
3.	Classification	Similar to middle level executive Group 'A' post in Government.
4.	Scale of Pay	Rs.3000-4500 (now Rs. 10,000-15,200/-) corresponding to Pay Band Rs.15,600 – 39,100 (PB-3) + Grade Pay Rs. 6600/-.
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	Not more than 45 years.
7.	Educational and other qualifications required for direct recruits	Essential: 1. Must be a graduate. 2. Must have put in a minimum of eight years post qualification service in a responsible supervisory administrative position in Govt./public Sector/Voluntary Organization/ Autonomous Institutions. Desirable: 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 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 transfer/deputation failing both by direct recruitment.
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	Promotion: Administrative Officer with 5 years service. Deputation ii) Officer holding analogous post or officer in the scale of Rs. 8,000-13,500/- (pre-revised) with five years service or officers in the scale of pay of Rs. 6500-10,500- (pre-revised) with 8 years service. (ii) Experience in establishment and general administration.
12.	If a Departmental promotion Selection Committee exists, what is its composition:	The composition of the Departmental Promotion/ Selection Committee is as Follows: 1. DG, CAPART – Chairman 2. Any officer not below the rank of Deputy Secretary from the Ministry of Rural Development - Member 3. DDG(Admn.) – 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).