

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUITMENT RULES FOR THE POST OF DOCUMENTATION-CUM- INFORMATION OFFICER

1.	Name of Post	Documentation cum Information Officer
2.	Number of Post	One
3.	Classification	Similar to Junior level Group 'A' Post in Central Government
4.	Scale of Pay	Rs. 8,000-13,500/- 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	35 years/ 40 years for SC/ST (Relaxable in case of CAPART/ Govt. employees on merit of each case).
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>1. Graduate of a recognized university or equivalent.</p> <p>2. Master's Degree in Library and Information Science or equivalent.</p> <p>3. 5 years working experience of documentation work in a responsible capacity in documentation centre of repute.</p> <p><u>Desirable:</u></p> <p>Working knowledge of any foreign language.</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 by direct recruitment.
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	<p><u>Promotion:</u> ADIO with three years service.</p> <p><u>Deputation:</u> Officer Holding analogous posts or which 3/5 years service in the scale of pay of Rs.2000-3500/- Rs.1640-2900/- and possessing qualifications prescribed in column 7.</p> <p>(Relaxable in case of candidates otherwise well qualified).</p>
12.	If a Departmental promotion Selection Committee exists, what is its composition:	<p>The composition of the Selection Committee is as Follows:</p> <ol style="list-style-type: none"> 1. DDG(Admn.) – Chairman 2. DDG, CAPART - Member 3. Chief Administrative Officer – Member 4. Field Expert in case of direct recruitment - Member *4. An Officer belonging to SC/ ST/Minority Community - Member
* (In case none of those at 1 to 4 above belongs to SC/ST or Minority Community).		