

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUITMENT RULES FOR THE POST OF DTP OPERATOR-CUM-DESIGNER

1.	Name of Post	DTP Operator-cum-Designer
2.	Number of Post	One
3.	Classification	Similar to Group 'C' Post in Central Government).
4.	Scale of Pay	Rs. 4500-125-7,000/- corresponding to Pay Band Rs.5200-20,200 (PB-1) + Grade Pay Rs. 2800/-.
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	18 to 25 years.
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>i) Graduate in any discipline with at least four years (relaxable by one year in case of internal candidate) experience of working on a DTP system including layout and books/broachers annual reports etc.</p> <p>ii) Should be capable of visualizing and designing publications including cover page designing, illustrations etc. independently.</p> <p>iii) Typing Speed 50 w.p.m.</p> <p>iv) Experience in working with software like super paint, level draw and other graplines and Animation packages.</p> <p><u>Desirable:</u> Degree/Diploma in commercial are from a recognized institution.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
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:	Transfer pm deputation (including short term contract)/promotion failing which 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> DTP operator with five years regular service in the grade.</p> <p><u>Transfer on Deputation including (Short-term contract/Transfer:</u> Officers under the Central/ State Govt./Universities/Govt. Research Institutes/Public Undertakings/Statutory or Autonomous Organization:</p> <ul style="list-style-type: none"> - holding analogous posts on a regular basis; or - with 5 years regular service in posts in the scale of Rs.1200-2040/- or equivalent, and - Possessing the educational qualifications and experience prescribed for direct recruits under Col. 7.

		(Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationist shall not be eligible for consideration for appointment by promotion. Period of deputation/contract including period of deputation in another ex- in the same or some other organization/department of the Central Govt. shall not exceed 5 years.
12.	If a Departmental promotion Selection Committee exists, what is its composition:	<p>The composition of the Department Promotion/Selection Committee is as Follows:</p> <ol style="list-style-type: none"> 1. DDG(Admn.) – Chairman 2. Chief Administrative Officer - Member 3. Assistant Director (Pub.) – Member *4. An 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).		