

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

### RECRUITMENT RULES FOR THE POST OF DTP OPERATOR

1.	Name of Post	DTP Operator
2.	Number of Post	One
3.	Classification	Similar to Group 'C' Post in Central Government).
4.	Scale of Pay	Rs. 4,000-100-6,000/- corresponding to Pay Band Rs.5200-20,200 (PB-1) + Grade Pay Rs. 2400/-.
5.	Whether selection post or non-selection post	N. A.
6.	Age limit for direct recruits	18 to 25 years.
7.	Educational and other qualifications required for direct recruits	<b><u>Essential:</u></b> i) Graduate of a recognized university with at least 2 years experience of working on a DTP system including layout and books/broachers annual reports etc.  ii) Familiarity with Software such as MS Excel, Page Maker etc. iii) Typing Speed 50 w.p.m.  <b><u>Desirable:</u></b> Knowledge of cover designing illustrations on DTP Systems/computers.
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 (in case of direct recruits)
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:	<b><u>Direct recruitment:</u></b> Failing which by transfer on deputation.
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	<b><u>Transfer on Deputation:</u></b> Persons holding analogous post in Govt./State Govt/ PSU, Autonomous body or one grade below with three years service and possessing qualifications and experience prescribed in Col. 7.
12.	If a Departmental promotion Selection Committee exists, what is its composition:	The composition of the Department Promotion/Selection Committee is as Follows:  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).		