

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUITMENT RULES FOR THE POST OF EXECUTIVE ASSISTANT

1.	Name of Post	Stenographer (now Executive Assistant)
2.	Number of Post	Six
3.	Classification	Similar to Group 'C' Post in Central Government
4.	Scale of Pay	Rs.4000-6000/- corresponding to Pay Band Rs.5200-20200/- (PB-I) + Grade Pay Rs.2400/-.
5.	Whether selection post or non-selection post	Not Applicable
6.	Age limit for direct recruits	25 years (Relaxable in case of Council/ Govt./CAPART employees on merits in each case).
7.	Educational and other qualifications required for direct recruits	Essential: 1. Matriculation of equivalent 2. English/Hindi Shorthand speed 80 w.p.m. English typing with a minimum speed of 30 w.p.m./ 25 w.p.m. in Hindi.
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:	Direct Recruitment (100%)
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	
12.	If a Departmental promotion Selection Committee exists, what is its composition:	The composition of the Selection Committee is as Follows: 1. DDG(Admn.) – Chairman 2. Director - Member 3. Chief Administrative Officer – 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).		