

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUMENT RULES FOR THE POST OF EXECUTIVE SECRETARY

1.	Name of Post	Personal Assistant (now Executive Secretary)
2.	Number of Post	Twelve
3.	Classification	Similar to Group 'B' Post in Central Government
4.	Scale of Pay	Rs.5500-175-9000/- corresponding to Pay Band Rs.9300-34800/- (PB-2) + Grade Pay Rs.4200/-.
5.	Whether selection post or non-selection post	Non Selection
6.	Age limit for direct recruits	25 years (Relaxable in case of Council/ Govt. employees on merits in each case).
7.	Educational and other qualifications required for direct recruits	Essential: 1. Graduate of a recognized University. 2. Shorthand sped of 120 w.p.m. and typing speed of 40 w.p.m. in English. 3. Preference will be given to candidates having experience in work processing
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:	1. 50% by Direct Recruitment 2. 50% by promotion failing which by deputation. Recruitment Roster: 1. Promotion 2. Director Recruitment 3. Promotion 4. Direct Recruitment and so on.
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	Promotion: Five years service as Stenographer Grade-III. Deputation: Officer Holding analogous post in Govt. or one grade below with 5 years service in that grade.
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).