

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUITMENT RULES FOR THE POST OF JUNIOR ACCOUNTS OFFICER

1.	Name of Post	Junior Accounts Officer
2.	Number of Post	One
3.	Classification	Selection supervisor (Similar to Group 'B' Post in Central Government).
4.	Scale of Pay	Rs.5500-1759,000/- 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	Not more than 30 years / 35 years for SC/ST. (Relaxable in case of Council/ Govt. employees on merits of each case).
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Graduate in Commerce. 2. Must posses Computer Skills. <p><u>Desirable:</u> Supervisory experience of three years in Finance and Accounts of an undertaking of Govt. of India or Commercial firm of repute.</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:	100% by Promotion failing which by deputation failing both DG may appoint a person on contract basis for a period of two years.
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	<p><u>Promotion:</u> Senior Accountant with five years of regular service.</p> <p><u>Deputation:</u> Officer Holding similar post in Govt. or one grade below with 8 years service in that grade or SAS passed personnel awaiting promotion.</p>
12.	If a Departmental promotion Selection Committee exists, what is its composition:	<p>The composition of the Departmental Promotion /Selection Committee is as Follows:</p> <ol style="list-style-type: none"> 1. DDG(Admn.) – Chairman 1. Chief Account Officer - Member 2. 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).		