

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUITMENT RULES FOR THE POST OF JUNIOR ASSISTANT

1.	Name of Post		LDC (now Junior Assistant)
2.	Number of Post		Twenty
3.	Classification		Clerical-Similar to Group 'C' Post in Central Government
4.	Scale of Pay		Rs.3050-4590/- corresponding to Pay Band Rs.5200-20200/- (PB-I) + Grade Pay Rs.1900/-.
5.	Whether selection post or non-selection post		Non Selection
6.	Age limit for direct recruits		25 years (Relaxable in the case of Govt./CAPART employees on merits of each case).
7.	Educational and other qualifications required for direct recruits		1. Matriculation or equivalent 2. (Knowledge of typing with a minimum speed of 30 w.p.m. in English or 25 w.p.m. in Hindi; or Knowledge of elementary machines in data 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:		80% by direct recruitment and 20% by promotion.
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:		Promotion: Group 'D' staff possessing the minimum educational qualifications prescribed for direct recruitment with 5 years service. A Departmental examination will be conducted in this regard. Typing test will be taken as a part of the examination. The composition of the Selection Committee is as Follows:
12.	If a Departmental promotion Selection Committee exists, what is its composition:		1. Chief Administrative Officer – Chairman 2. Chief Accounts Officer - Member 3. Deputy Director - 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).		