

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUITMENT RULES FOR THE POST OF LIBRARY CLERK

1.	Name of Post	Library Clerk
2.	Number of Post	One
3.	Classification	Similar to Group 'C' post in Central Govt.
4.	Scale of Pay	Rs.975-1540/- (now Rs. 3200-4900/-) corresponding to Pay Band Rs.5200-20,200/- (PB-1) + Grade Pay Rs. 2000/-.
5.	Whether selection post or non-selection post	Non- Selection
6.	Age limit for direct recruits	25 years / 30 years for SC/ST (Relaxable in the case of Central Govt. / CAPART Employees)
7.	Educational and other qualifications required for direct recruits	<u>Essential:</u> (1) Higher Secondary (2) Certificate in Library Science (3) Typing at a speed of 30 w.p.m. <u>Desirable:</u> One year's working experience in cataloguing books / journals.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
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
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	Not applicable
12.	If a Departmental promotion Selection Committee exists, what is its composition:	The composition of the Selection Committee is as Follows: 1. Chief Admn. Officer – Chairman 2. Documentation and Media Officer - Member 3. DIO/ADIO - Member *4. One Officer belonging to SC/ST/Minority Community - Member
* (In case none of those at 1 to 4 above belongs to SC/ST or Minority Community).		