

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUMENT RULES FOR THE POST OF SR. EXECUTIVE SECRETARY

1.	Name of Post	Personal Secretary (now Sr. Executive Secretary)
2.	Number of Post	Three
3.	Classification	Similar to Group 'B' Post in Central Government
4.	Scale of Pay	Rs.6500-200-10,500/- corresponding to Pay Band Rs.9300-34800/- (PB-2) + Grade Pay Rs.4600/-. Vide CAPART Order No.2-16/2008-AED dated 17.09.2010
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruits	40 years (Relaxable in case of Council/ Govt. employees).
7.	Educational and other qualifications required for direct recruits	<u>Essential:</u> 1. Degree of a recognized University. 2. Shorthand sped of 120 w.p.m. and typing speed of 40 w.p.m. in English. 3. 5 years working experience as P.S. to Senior Officers/ Executives in Govt./Semi Govt. or any establishment of standing.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	NA
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:	Promotion, failing which by transfer deputation failing both by direct recruitment.
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	<u>Promotion:</u> Stenographers in the scale of pay of Rs.1400-2600/- with five years service. <u>Deputation:</u> Officer Holding analogous post in Govt. or one grade below with 5 years service.
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).