

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUITMENT RULES FOR THE POST OF Senior ASSISTANT

1.	Name of Post	Assistant (now Sr. Assistant)
2.	Number of Post	Two
3.	Classification	Similar to Group 'B' Post in Central Government).
4.	Scale of Pay	Rs. 5500-175-9,000/- corresponding to Pay Band Rs.9300-34,800/- (PB-2) + Grade Pay Rs. 4200/-.
5.	Whether selection post or non-selection post	Non-Selection
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u> 1. Graduate from recognized university.</p> <p><u>Desirable:</u> i) Diploma in Management. ii) 3 years experience in administration in any Govt./Semi Govt. Organization. iii) Typing at a speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.</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:	<p>25% by Direct recruitment 75% by promotion failing which by deputation.</p> <p><u>Recruitment Roster:</u> 1. Promotion 2. Promotion 3. Promotion 4. Direct recruitment 5. Promotion 6. Promotion 7. promotion 8. Direct Recruitment And so on.</p>
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	<p><u>Promotion:</u> Upper Division Clerk with 5 years service. <u>Deputation:</u> Officers holding analogous post in Govt. or one grade below with five years service.</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> <p>1. DDG(Admn.) – Chairman 2. Director - Member 3. Chief Administrative Officer – Member</p>

		*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).		