

COUNCIL FOR ADVANCEMENT OF PEOPLE'S ACTION & RURAL TECHNOLOGY

RECRUITMENT RULES FOR THE POST OF UPPER DIVISION CLERK

1.	Name of Post	Upper Division Clerk
2.	Number of Post	Eleven
3.	Classification	Clerical - Similar to Group 'C' Post in Central Government).
4.	Scale of Pay	Rs. 4,000-100-6,000/- corresponding to Pay Band Rs.5200-20,200 (PB-1) + Grade Pay Rs. 2400/-.
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	<u>Essential:</u> 1. Degree of a recognized university. <u>Desirable:</u> Two years experience in Govt./Semi Govt. Organization.
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 direct recruitment
11.	In case of recruitment by promotion /transfer/deputation grade from which promotion/ transfer on deputation to be made:	<u>Promotion:</u> LDC with five years of regular service.
12.	If a Departmental promotion Selection Committee exists, what is its composition:	The composition of the Selection Committee is as Follows: 1. Chief Administrative Officer – Chairman 2. Chief Account 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).		