

RECRUITMENT RULES FOR THE POST OF JUNIOR ASSISTANT (ACCOUNTS)
(Approved by the Board in its 247 meeting held on 26.06.2013)

1	Name of Post	Junior Assistant (Accounts)
2	Classification	Group C (S-3)
3	Scale of Pay	Rs. 8200-22200 (IDA)
4	Whether Selection Post or Non-selection Post	Non Selection
5	Educational and other qualifications required for direct recruits	<u>Essential:</u> B.Com with minimum 55%* marks from a recognized university. <u>Desirable:</u> 1 year experience in related field and Knowledge of computer (MS Office).
6	Age limit for direct recruits	27** years as on the first of January of the year in which recruitment is made.
7	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees.	50% by direct recruitment and 50% by promotion of the employees of Group 'D' category working in the next below scale with the following specifications, failing which by direct recruitment:- Graduates : 5 years
8	Period of probation	One year- extendable by maximum period of one more year, if considered necessary.
9	Method of recruitment	50% by Promotion of employees of Group 'D' categories working in next below pay scale. 50% by Direct Recruitment

*** Not applicable for departmental candidates.**

**** { 1. Age Relaxation as per Govt. Rules
 2. No age bar for Departmental Candidates }**
