

RECRUITMENT RULES FOR THE POST ADMIN. OFFICER

(As approved by the Board in their 247 Meeting held on 26.06.2013)

1	Name of Post	:	Admin. Officer
2	Classification	:	Group 'B' Post (E-0)
3	Whether selection post or Non selection post	:	Selection
4	Scale of Pay	:	Rs.12,600-32,500 (IDA)
5	Age limit for direct recruitment	:	Not exceeding 30** years as on 1st Jan of Recruitment year.
6	Educational and other Qualifications for direct recruitment.		<u>Essential Educational Qualifications & Experience :</u> <u>Education Qualification(s):</u> MBA (HR)/2 Years full time PG Degree/Diploma in personnel/HR/IR/Management from recognized University/Institute with minimum 55%* marks (Desirable 60%). Those having professional degree in Law in addition to above qualification will be added an advantage. <u>Experience:</u> 2 years post qualification experience of working in HR/P&A Deptt. of a large organization/PSU as a Supervisory Officer level. Those working in PSU/Govt. should have 2 years experience in the next below scale i.e. Rs.10,900-31,500 and above or equivalent in related field.
7	Period of Probation		One year extendable by maximum period of one more year, if considered necessary.
8	Method of Recruitment.	:	By promotion of the officers working in HR/Admn. In the scale of Rs.10,900-31,500 or equivalent with following experience, failing which by direct recruitment at E-1 level. a. Those who meets the prescribed qualifications - 5 years b. Those having Graduation degree with Diploma in related field /LLB/MA (Pub. Admn.) - 6 years c. Graduation - 7 years.

*** Not applicable for existing Departmental Candidates**

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