

RECRUITMENT RULES FOR THE POST OF ASSISTANT GRADE-I (HR)

(As approved by the Board in its 247 meeting held on 26.06.2013)

1	Name of Post	Assistant Gr.-I (HR)
2	Classification	Group – C (S-6)
3	Scale of Pay	Rs. 9360-25700 (IDA)
4	Whether Selection post or non-selection post	Selection
5	Educational and other qualifications required for direct recruits	BBA/BCA/BA (Personnel Management) with minimum of 55%* marks from a recognized University/Institution with 2 years experience in related field OR Graduate with minimum of 55%* marks with one year PG Diploma in Personnel Management/Industrial Relations/Human Resources Management with 5 years experience in the related field.
6	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	By Promotion of the employees in the HR cadre of related field working in the next below pay scale having following specifications, failing which by direct recruitment:- MBA/PG degree in HR : 4 years related disciplines (2 years)/MSW/MA (Pub. Admn.)/LLB Graduates plus Dip. in line : 5 years Matriculation & above : 7 years
7	Period of probation	One year - extendable by maximum period of one more year, if considered necessary
8	Method of recruitment	By promotion failing which by direct recruitment.

*** Not applicable for existing Departmental Candidates**
