

RECRUITMENT RULES FOR THE POST OF JUNIOR ASSISTANT

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

1	Name of Post	Junior Assistant
2	Classification	Group C (S-3)
3	Scale of Pay	Rs 8200-22200 (IDA)
4	Whether Selection post or non-selection post	Selection
5	Age limit for direct recruits	27** years as on 1st January of the year of recruitment
6	Educational and other qualifications required for direct recruits	Essential: BBA /BCA/BA (Personnel Management) with minimum 55%* marks OR graduate with 55%* marks from a recognized university/ Institution with one year Diploma in related field. The candidate should have knowledge of MS (Office) with speed of 40/35 WPM in English/Hindi computer typing respectively. Desirable: One year experience in the related field.
7	In case of recruitment by promotion	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 & above : 5 years
8	Method of recruitment	50% by Direct Recruitment 50% by Promotion of employees of Group 'D' categories who are graduate and working in pay scale of Rs 8000- 21100 in related field.
9	Period of probation	One year- extendable by maximum period of one more year, if considered necessary.

*** Not applicable for existing Departmental Candidates**

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