

**Administrative Officer (Common pool)**

Sl. No.	Name of the Post	No. of Posts	Classification	Scale of Pay (Rs.)	Whether Selection or Non-Selection	Upper Age limit for direct recruitment (in years)	Educational and other qualifications prescribed for direct recruitment	Whether (a) age (b) educational qualifications (c) experience for direct recruits will apply in the case of promotion/absorption/deputation	Period of Probation (in years)	Method of recruitment (whether by direct recruitment or by promotion/absorption/deputation)	In case of promotion/absorption/deputation, grades from which it should be made	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
8	<b>Administrative Officer</b>	10	Class-I	9100 - 250 - 15100	Selection	N. A.	N. A.	N. A.	2	<b>By promotion.</b>	<b>Class III employees who having put in not less than 15 years regular service in any department and hold post in pay grade Rs.4640-9500 and have passed departmental qualifying examination for promotion to the post of Administrative Officer prescribed by the Chairman shall be eligible for promotion.</b>	As per Cadre Restructuring orders Existing posts of Administrative Officer in the scale of pay of Rs.9100-15100 will be placed in comon pool under Administrative Control of HRD.

1	2	3	4	5	6	7	8	9	10	11	12	13
9	<b>Senior Administrative Officer</b>	3	Class-I	10750-300-16750	Selection	N. A.	N. A.	N. A.	2	<b>By Promotion</b>	<b>Promotion from</b> Administrative Officer in the scale of pay of Rs.9100-15100 with 5 years regular service in the grade.	Posts of Senior Administrative Officer in the scale of pay of Rs.10750-16750 will be placed in common pool under Administrative Control of HRD.