

भारत सरकार
GOVERNMENT OF INDIA
परमाणु ऊर्जा विभाग
DEPARTMENT OF ATOMIC ENERGY
निर्माण, सेवा एवं संपदा प्रबंध निदेशालय
DIRECTORATE OF CONSTRUCTION, SERVICES AND ESTATE MANAGEMENT
Vikram Sarabhai Bhavan, 2nd floor, North Wing, Anushaktinagar, Mumbai – 400 094.

ADVERTISEMENT NO. DCSEM/ 01 /2012

LAST DATE OF RECEIPT OF APPLICATION - 28/01/2013

Directorate of Construction, Services and Estate Management (DCSEM) a constituent unit of Department of Atomic Energy (DAE) is responsible for providing infrastructural support and executing construction works for various Units of DAE including its aided institutions. This Directorate is responsible for operation and maintenance of various services, estate management and security for the housing colonies of DAE at Mumbai. This Directorate also takes up project management consultancy for other Government departments.

Applications are invited from young, dynamic and dedicated candidates fulfilling the qualifications for the following posts in Directorate of Construction, Services & Estate Management, Department of Atomic Energy. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

Category I	: Technical Officer `C` (Civil)
No. of Post	: 01 (Reserved for candidates with Locomotor Disability with 40% and above disability)
Essential Qualification	: B.E./B.Tech. in Civil Engineering from a recognized University with a minimum 60% marks.

Category II	: Technical Officer `C` (Electrical)
No. of Post	: 01 (One SC)
Essential Qualification	: B.E./B.Tech. in Electrical Engineering from a recognized University with a minimum 60% marks.

Note	: Please note that in cases where Universities award letter grades, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by that University. In the absence of the same the candidature will not be considered.
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Category III	: Scientific Assistant/ B (Civil)
No. of Post	: 02 (Two) (One OBC , One Unreserved)
Essential Qualification	: Diploma in Civil Engineering from a recognized University with a minimum of 60% marks (3 years after S.S.C.)

Category IV	: Scientific Assistant/ B (Electrical)
No. of Post	: 02 (Two) (One OBC , One Unreserved)
Essential Qualification	: Diploma in Electrical Engineering from a recognized University with a minimum of 60% marks (3 years after S.S.C.)

Category V	: Scientific Assistant/ B (Mechanical)
No. of Post	: 01 (One OBC)
Essential Qualification	: Diploma in Mechanical Engineering from a recognized University with a minimum of 60% (3 years after S.S.C.)

Mode of Selection (Cat I to V)	: Selection will be on the basis of performance in the Personal Interview.
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Category VI	: Technician /B (Plumber)
Number of Posts	: 09 (Nine) (One ST , Three OBC and Five Unreserved)
Qualification	: SSC/HSC (both Science and Maths) with a minimum 60% marks in aggregate plus Trade certificate of not less than one year duration recognized by the Competent Authority in the Trade of Plumbing.
Category VII	: Technician /B (Carpenter)
Number of Posts	: 08(Eight) (One ST, Two OBC and Five Unreserved)
Qualification	: SSC/HSC (both Science and Maths) with a minimum 60% marks in aggregate plus Trade certificate of not less than one year duration recognized by the Competent Authority in the Trade of Carpentry.
Category VIII	: Technician /B (Mason)
Number of Posts	: 06(Six) (Six Unreserved)
Qualification	: SSC/HSC (both Science and Maths) with a minimum 60% marks in aggregate plus Trade certificate of not less than one year duration recognized by the Competent Authority in the Trade of Masonry.
Category IX	: Technician /B (Electrical)
Number of Posts	: 12(Twelve) (One ST, Four OBC, Six Unreserved, One reserved for Locomotor Disability with 40% and above disability)
Qualification	: SSC/HSC (both Science and Maths) with a minimum 60% marks in aggregate plus Trade certificate of not less than one year duration recognized by the Competent Authority in the Trade of Electrical.
Category X	: Technician /B (Fitter)
Number of Posts	: 08 (Eight) (One OBC, Seven Unreserved)
Qualification	: SSC/HSC (both Science and Maths) with a minimum 60% marks in aggregate plus Trade certificate of not less than one year duration recognized by the Competent Authority in the Trade of Fitter.
Mode of Selection (Category VI to X):	Selection will be on the basis of performance in the Trade Test and Personal Interview.
Category XI	: WORK ASSISTANT /A
Number of Posts	: 09(Nine) (One OBC , Seven Unreserved, One ST)
Qualification	: Tenth /S.S.C pass (Over qualified people can apply for the post only if they are willing to carry out the job of Work Assistant as mentioned below)
Nature of duties	: A multi-skilled worker for Sweeping, Cleaning and Mopping the areas like toilets, bathrooms, laboratories and surrounding areas, lifting and carrying material, washing laboratory, glass work and other accessories, garden works like watering the plant, removing the weeds etc and movement of files, papers and other waste material. Xeroxing of documents, cutting/folding of drawings etc as per instruction.
Mode of Selection (Category XI)	There will be written examination and interview for recruiting Work Assistant /A and the selected candidates will have to undergo an induction programme for three months.

AGE LIMIT AS ON 01.01.2013	
Category I - Technical Officer /C	Minimum 18 years and Maximum 35 years. Upper age limit for persons with disabilities shall be relaxable by 5 years (10 years for SCs/ STs and 8 years for OBCs) in case of Direct recruitment to Group A.
Category II - Technical Officer /C	Minimum 18 years and Maximum 35 years. In addition to above 5 years for SC/ST is admissible and 3 years in case of OBC are admissible.
Category III to V -Scientific Assistant/B	Minimum 18 years and Maximum 30 years. In addition to above 5 years for SC/ST and 3 years in case of OBC are admissible.
Category VI to X -Technician `B`	Minimum 18 years and Maximum 25 years. In addition to above 5 years for SC/ST and 3 years in case of OBC are admissible.
	Upper age limit for persons with disabilities shall be relaxable by 10 yrs (15 years for SCs/ STs and 13 years for OBCs)
Category XI - Work Assistant/A	Minimum 18 years and Maximum 27 years. In addition to above 5 years for SC/ST and 3 years in case of OBC are admissible.

Age relaxation will be admissible only for the post which fall in the reserved category.

Details of emoluments

Sl.No	Name of the post	Pay Band plus Grade Pay	Present pay at the entry level(excluding DA/HRA/Transport allowance)
i)	Technical Officer `C`	Rs.15600-39100 plus Grade Pay Rs.5400	Rs. 21000/- (approx.)
ii)	Scientific Assistant /B	Rs.9300-34800 plus Grade Pay Rs.4200	Rs. 13500/- (approx.)
iii)	Technician `B`	Rs. 5200-20200 plus Grade Pay Rs.2000	Rs. 8460/- (approx.)
iv)	Work Assistant /A	Rs.5200-20200 plus Grade Pay Rs. 1800	Rs. 7000/- (approx)

GENERAL INSTRUCTIONS :

- i) Those candidates who have passed or appearing for final year ME/M.Tech will not be considered for appointment to the post of Technical Officer `C`. Those who have passed or appearing for final year B.Sc/Diploma in Engg./equivalent will not be considered for appointment to the post of Technician `B`. Those who have passed or appearing for final year M.Sc./AMIE/Degree in Engg./equivalent will not be considered for appointment to the post of Scientific Assistant `B` and hence need not apply.
- ii) **Relaxation of Age Limit**
 - a) Upper Age Limit can be relaxed in individual cases taking into account the number of years of experience in respect of Category-I & II.
 - b) Age relaxation for Ex-servicemen will be provided as per rules in specific disciplines/trades/Government of India Orders.
 - c) Relaxable in case of departmental candidates who are working in the same line or allied cadre and having substantial or extraordinary working experience as per rules.
 - d) Relaxation in the upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in Kashmir Division of the State of Jammu & Kashmir during the period from 1st day of January 1980 to 31st day of December, 1989 provided that the relaxation in the upper age limit for appearing at any examination shall be subject to the maximum number of chances permissible under the relevant rules.

Certificate regarding proof of residence – Any person intending to avail of this relaxation of age limit admissible under rule 3 shall submit a certificate from :

- (a) the district magistrate in the Kashmir Division within those jurisdiction he/she had ordinarily resided; or
- (b) any other authority designated in this behalf by the Government of Jammu & Kashmir to the effect that he/she had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from the 1st day of January, 1980 to the 31st day of December, 1989.
- e) Relaxation in the Upper age limit of 5 years shall be admissible to children/family members of those who died in the 1984 Riots. Proof of the effect that they have been affected by 1984 Riots should be furnished.
- iii) The candidates on appointment will be covered under the New Restructured Defined Contributory Pension Scheme effective from 01/01/2004.

- iv) All Outstation candidates called for interview for the post of Technical Officer`C'(Category I&II) and only SC/ST outstation candidates called for Trade Test/Interview (Category III to XI) will be paid to and fro IInd Class Railway fare as admissible under the Rules. However, Travelling Allowance is not admissible to those SC/ST candidates who are already in Central/State Government services, Central/State Government Corporation, Public Undertakings, Local Government Institutions and Panchayats and the Concession availed from Railways, if any, for undertaking journey for attending interview.
- v) Selected candidates are liable to be posted and transferred to any of the Sites of the Directorate or Constituent Units of the Department of Atomic Energy located at any part of India as may be required in public interest. Candidates selected for the above posts are required to perform duties in round the clock shifts also.
- vi) Completed applications should reach the Assistant Personnel Officer(Recruitment.), Directorate of Construction, Services & Estate Management, Department of Atomic Energy, Vikram Sarabhai Bhavan, 2nd Floor, North Wing, Anushaktinagar, Mumbai-400 094 **so as to reach within 30 days from the date of publication of the advertisement.**
- vii) This advertisement is available on DCSEM's website at www.dcsem.gov.in

HOW TO APPLY

- i) Application should be submitted in the proforma given below preferably typewritten on thick foolscap paper (Size : 34 cms. X 22 cms.).
- ii) The Application and the outer cover should be superscribed as "**Application for the post of _____Category No._____ against Advertisement No.DCSEM/01/2012.**"
- iii) Separate application should be submitted for each post, if a candidate wishes to apply for more than one post.
- iv) **Photograph** : A recent passport size photograph should be affixed on the right hand top corner of the application. One additional copy of the passport size photograph should also be sent along with the application.
- v) **Copies of Certificates** : Candidate should submit alongwith their application, attested copies of the following certificates :
 - a) Educational qualification and Technical qualification (supported by appropriate mark sheets indicating the subjects offered at the examinations)
 - b) Date of Birth.
 - c) Experience Certificate, if any.
 - d) If the candidate belongs to SC/ST/OBC Category certificate issued by Competent Authority that the candidate belongs to SC/ST/OBC Category. OBC candidates to produce latest Non Creamy Layer Certificate.
 - e) The candidate belonging to SC/ST/OBC should clearly indicate the same in the application (even when applying for Unreserved vacancy).
 - f) Discharge certificates from Defence Service (In case of Ex-serviceman).
 - g) In the case of candidates with physically disability, certificate from appropriate authority regarding Physical Disability.

IMPORTANT REQUIREMENT OF DISABILITY CERTIFICATE

1. According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), a disability certificate shall be issued by a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute a Medical Board consisting of at least three members, out of which, at least, one member shall be Specialist from the relevant field.
2. The certificate would be valid for a period of 5 years for those whose disability is temporary. The Medical Board shall indicate the period of validity of the certificate where there are chances of variation in the degree of disability. For those who acquired permanent disability, the validity can be shown as Permanent. On representation by the applicant, the Medical Board may review its decision having regard to all the fact and circumstances of the case and pass such orders in the matter as it thinks fit.
3. Those SC/ST/OBC persons with disabilities selected on their own merit without relaxed standards alongwith other candidates, will be considered against unreserved vacancies provided the post is identified for persons with disability of relevant category.

NOTE :

- a) Persons working under the Central/State Government/Public Sector Undertakings/Autonomous Bodies should submit their applications through proper channel. They may, however, send an advance copy of the application alongwith enclosures directly.
- b) Incomplete applications and those, which are not in the prescribed form, or not accompanied by the attested copies of certificates, photographs or are unsigned, are liable to be rejected.
- c) Mere fulfillment of requirements as laid down in the advertisement does not qualify an applicant for the interview. In the event of receipt of a large number of applications, the candidates to be called for Trade Test and interview will be restricted based on higher percentage of marks in ITI or Trade Certificate examination for category VI to X , BE/B.Tech for Category I & II and Diploma for Category III to V.
- d) The candidature of serving employees of Central/State Government/PSU/Autonomous bodies will be considered only on receipt of their application through proper channel or No Objection Certificate from the employers.
- e) The vacancies shown above are provisional and subject to variation. The filling up of vacancies indicated in the advertisement is also subject to the approval of Competent Authority and may not be filled up if decided otherwise in terms of the orders issued from Government from time to time.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

PROFORMA FOR APPLICATION

Advt No.- DCSEM/01/2012.

FOR OFFICE USE ONLY :

Application No. :

Date of Receipt :

**SPACE
FOR FIXING
PASSPORT
SIZE PHOTO**

APPLICATION FOR THE POST OF _____ IN DCSEM

1. Advertisement No. : DCSEM/01/2012
2. Category : _____
3. Name in full beginning with Surname (in BLOCK LETTERS) : _____
4. Father`s name : _____
5. Nationality : _____
6. Date of birth (in Christian era) : _____
 (Date) (Month) (Year)
 Age as on 01.01.2013 : _____
 (Years) (Month) (Days)
7. Sex : Male Female
8. Mark of Identification : _____
9. Marital status : _____
10. Religion : _____
11. a) Whether the applicant belongs to Scheduled Caste/Scheduled Tribe/Other Backward Class : SC ST OBC GEN
 b) Please mention the name of the Caste / Tribe , if applicable : _____
12. Whether belongs to Minority Community (Muslim/Christian/Sikh/any other) please specify. : _____
13. Are you Domiciled in Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989? (If Yes, please attach the relevant documents) YES NO
14. Are you a Family Member of those who died in 1984 riots (If Yes, please attach the relevant documents). YES NO
15. Do you have any physical disability : Yes/No
16. If yes, Tick the appropriate one : LD LV HI
 (LD : Locomotor Disability, LV : Low Vision, HI : Hearing Impairment)
 (Please enclose relevant certificates).
17. Are you an Ex-serviceman? : Yes/No
 In case yes, please enclose the relevant certificate).

18. Address (in BLOCK Letters) :
(with PIN code)

i) For correspondence : _____

ii) Permanent Address : _____

iii) Contact Phone No(s). : _____
E-Mail ID : _____

19. (a) Educational qualifications :

Examination	University/ Board/ Institution	Year of passing	Name of Discipline/ Trade	Class/Grade (for passed only)	% of marks *	Duration of the course
S.S.C						
H.S.C.						
ITI/Trade Certificate						
Diploma						
BE/B.Tech						

* Equivalent percentage of mark to be indicated, if grade is mentioned in the certificates.

19.(b) Indicate the course of study, if any, you are continuing presently

Course of study	University/ Board/ Institution	Full time/ part time	Duration of course	Number of Semester/ Subjects completed	Marks obtained

19.(c) Knowledge of Computers : Yes No

If yes, exams passed

20. Experience (particulars of all previous and present employment are to be furnished)

Name & address of employer	Post Held	Whether Central or State Government / PSUs / Autonomous Bodies / Private	Period		Permanent or Temporary	Nature of work	Reason for leaving
			From	To			

21. Are you under any contractual obligations to serve the Central/State Government/any other Public Sector Undertaking/Autonomous Bodies? If so, please furnish full details.

22. Whether the applicant has ever served in Government (including Defence/ State Government/ Public sector undertaking/ Autonomous bodies and in receipt of any pension/gratuity or Employer's share to the Provident Fund? If so, please furnish full details.

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23. Details of relatives employed in the Department of Atomic Energy or its constituent Units :-

Sl. No.	Name	Relationship	Unit	Post

24. Any other information.

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25. List of documents (as per checklist attached to the application).

DECLARATION

I declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/ appointment is liable to be cancelled/ terminated.

Place : _____

(Signature of the candidate)

Date : _____

CHECK LIST for the candidates
(To be attached to the application)

Put **X** in the box applicable

- | | |
|---|--------------------------|
| 1. Photograph affixed on the application and an additional copy of the photograph attached with application | <input type="checkbox"/> |
| 2. Application completed and signed | <input type="checkbox"/> |
| 3. An attested copy of each of the following certificates is attached | |
| (a) Date of Birth | <input type="checkbox"/> |
| (b) SC/ST/OBC Certificate (if applicable) | <input type="checkbox"/> |
| (c) Disability Certificate (if applicable) | <input type="checkbox"/> |
| (d) Disabled Defence Service Personnel | <input type="checkbox"/> |
| (e) Dependent of Defence Service Personnel killed in action | <input type="checkbox"/> |
| (f) Discharge Certificate from Defence Services (if applicable) | <input type="checkbox"/> |
| (g) Educational & Technical qualification. | <input type="checkbox"/> |
| (h) Experience | <input type="checkbox"/> |
| (i) Domiciled in Kashmir (if applicable) | <input type="checkbox"/> |
| (j) Family member of those died in 1984 riots (if applicable) | <input type="checkbox"/> |
| (k) Whether you have applied earlier, if so, indicate the date | <input type="checkbox"/> |
| (l) Checklist attached | <input type="checkbox"/> |

Place : _____

Date : _____

(Signature of the candidate)

Name : _____