

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 /2015

LAST DATE OF RECEIPT OF APPLICATION - 21/09/2015

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 this Directorate. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

POST CODE	POST	NO.OF VACANCIES	ESSENTIAL QUALIFICATION
I	Scientific Assistant/B (Horticulture)	01	B.Sc. in Horticulture from a recognized University with a minimum of 60% marks.
II	Scientific Assistant/B (Mechanical)	01	Diploma in Mechanical Engineering from a recognized institution with a minimum of 60% marks (3 years after S.S.C.)
III	Scientific Assistant/B (Civil)	09	Diploma in Civil Engineering from a recognized institution with a minimum of 60% marks (3 years after S.S.C.)
	TOTAL	11	

POST CODE –I : Reserved for Hearing Impairment with loss of 60 decibels or more in the better ear in conversational range of frequencies

POST CODE II & III : No. of Reserved Posts: 04-SC : 06:UR

Mode of Selection : Selection will be on the basis of performance in Personal Interview (Post I to III)
--

POST CODE	POST	NO. OF VACANCIES	ESSENTIAL QUALIFICATION
IV	Technician/B (Electrical)	10	Min. 60% marks in SSC or HSC with Science and Maths as subjects plus Trade certificate of not less than one year duration recognized by the Competent Authority in the Trade of Electrical.
V	Technician/B (Plumbing)	05	Min. 60% marks in SSC or HSC with Science and Maths as subjects plus Trade certificate of not less than one year duration recognized by the Competent Authority in the Trade of Plumbing.
VI	Technician/B (Masonry)	15	Min. 60% marks in SSC or HSC with Science and Maths as subjects plus Trade certificate of not less than one year duration recognized by the Competent Authority in the Trade of Masonry.
VII	Technician/B (Carpentry)	05	Min. 60% marks in SSC or HSC with Science and Maths as subjects plus Trade certificate of not less than one year duration recognized by the Competent Authority in the Trade of Carpentry.
	TOTAL	35	

(POST CODE IV to VII - NO. OF RESERVED POSTS: ST-02; OBC: 30; UR-03)

Mode of Selection : Selection will be on the basis of performance in the Trade Test and (Post IV to VII) Personal Interview.

NOTE:

- 1) This Directorate may conduct Screening Test for shortlisting of candidates in all or any of the posts mentioned above.
- 2) Screening Test may be taken to determine the candidate's suitability to be called for Trade Test / Interview only and the marks secured in Screening Test shall not be taken into account for the final selection.

AGE LIMIT AS ON LAST DATE OF RECEIPT OF APPLICATION

Name of the post	Minimum age	Maximum age	Upper age limit relaxable for reserved posts
Scientific Assistant/B	18 yrs	30yrs	1) Age relaxation of 10 yrs (15 yrs for SC/ST and 13 yrs for OBC candidates) in case of Hearing Impairment subject to the condition that maximum age of the applicant on the LAST DATE OF RECEIPT OF APPLICATION shall not exceed 56 years.
Technician/B	18 yrs	25 yrs	2) Upto maximum of 5 years for SC/ST candidates. 3) Upto maximum of 3 years for OBC candidates.

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)
D)	Scientific Assistant /B	Rs.9300-34800 plus Grade Pay Rs.4200	Rs.13500/- (approx)
II)	Technician /B	Rs. 5200-20200 plus Grade Pay Rs.2000	Rs. 8460/- (approx.)

GENERAL INSTRUCTIONS :

I) **Relaxation of Age Limit**

a)Age relaxation for Ex-servicemen will be provided as per rules in specific disciplines/trades/Government of India Orders.

b)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.

c)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 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.

(c) 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.

II) The candidates on appointment will be covered under the New Restructured Defined Contributory Pension Scheme effective from 01/01/2004.

III) All Outstation SC/ST candidates called for Screening Test/Trade Test/ interview 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 Screening Test/Trade Test /Interview.

IV) 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.

- V) 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.
- VI) 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 _____ Post Code. _____ against Advertisement No.DCSEM/01/2015.**”
- 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. Two additional copies of the passport size photograph should also be sent along with the application.
- v) **Copies of Certificates:** Candidate should submit alongwith their application, **self attested** copies of the following certificates:
- Educational qualification and Technical qualification (supported by appropriate mark sheets indicating the subjects offered at the examinations)
 - Date of Birth.
 - Experience Certificate, if any.
 - SC/ST/OBC Caste certificate issued by Competent Authority. OBC candidates to produce latest Non Creamy Layer Certificate.
 - The candidate belonging to SC/ST/OBC should clearly indicate the same in the application (even when applying for Unreserved vacancy).
 - Discharge certificates from Defence Service (In case of Ex-serviceman).
 - In the case of candidates with physical disability, certificate from appropriate authority regarding Physical Disability.

IMPORTANT REQUIREMENT OF DISABILITY CERTIFICATE

- 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.
- 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.
- 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 copies of certificates, photographs or are unsigned, are liable to be rejected. *Also the applicants who do not fulfil eligible criteria may be rejected at any stage during the process of recruitment or even after the appointment at any point of time.*
- c) Mere fulfillment of requirements as laid down in the advertisement does not qualify an applicant for the Trade Test/Interview.
- 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.

FOR OFFICE USE:

PROFORMA FOR APPLICATION

Advt. No.- DCSEM/01/2015

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/01/2015
- 2. Post Code No. : _____
- 3. Name in full beginning with Surname (in BLOCK LETTERS) : _____
- 4. Father`s name : _____
- 5. Nationality : _____
- 6. Date of birth (in Christian era) : _____
Age as on 21.09.2015 : _____
(Date) (Month) (Year)
(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

Note: The Candidate belonging to SC/ST/OBC should clearly indicate the same in the application (even when applying for Unreserved vacancy).

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)

17. Are you an Ex-serviceman? : Yes/No
 In case yes, please enclose the relevant certificate).

18. Address (in BLOCK Letters) :

i) For correspondence : _____

ii) Permanent Address : _____

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

19.(a) Educational Qualification :

Examination	Board/ Institution	Year of passing	Class/Grade (for passed only)	% of marks
S.S.C				
H.S.C.				
Degree				

19(a)

Examination	University/ Board/ Institution	Year of passing	Name of Discipline/ Trade	Class/Grade (for passed only)	% of marks *	Duration of the course
ITI/Trade Certificate						
NCTVT						
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.

--

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.

--

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 two additional copy of the photograph attached with application | <input type="checkbox"/> |
| 2. Application completed and signed | <input type="checkbox"/> |
| 3. An 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 : _____