



भारत सरकार
GOVERNMENT OF INDIA
परमाणु ऊर्जा विभाग
DEPARTMENT OF ATOMIC ENERGY
निर्माण, सेवा एवं संपदा प्रबंध निदेशालय
DIRECTORATE OF CONSTRUCTION, SERVICES & ESTATE MANAGEMENT

Vikram Sarabhai Bhavan
2nd floor, North Wing
Anushaktinagar
Mumbai-400094.

No.DCSEM/A/18(1)/2023-Rectt/ 406

June 27, 2023

Sub : Re-engagement of Retired Central Government employees

Please find enclosed herewith Circular No. DCSEM/1/2023 inviting applications from retired Central Government employees for re-engagement as Consultants in DCSEM, Mumbai.

It is requested to upload the Circular on DCSEM website.

Encl.: As Above

P. D. Vasudevan
(P.D. Vasudevan)
Administrative Officer-III

Head, IT Section, DCSEM

भारत सरकार / Government of India
परमाणु ऊर्जा विभाग / Department of Atomic Energy
निर्माण सेवा एवं संपदा प्रबंध निदेशालय
Directorate of Construction, Services & Estate Management

विक्रम साराभाई भवन / Vikram Sarabhai Bhavan,
दूसरा तल, उत्तर स्कंध / 2nd floor, North Wing,
अणुशक्तिनगर / Anushaktinagar,
मुंबई / Mumbai - 400 094

June 27, 2023

CIRCULAR NO. DCSEM-1/2023

**Inviting applications from retired Central Government employees
for re-engagement as Consultants in DCSEM, Mumbai.**

(Only employees retired on superannuation from DAE and its Constituent Units are eligible to apply)

1. Applications are invited from employees retired/retiring (upto 30/06/2023) on superannuation from DAE and its constituent Units while holding any of the posts mentioned below for re-engagement as Consultants in DCSEM, Mumbai.
2. **Eligibility criteria :**
 - 2.1 Applicant should be below the age of 64 years and should have retired from the Department on superannuation.
 - 2.2 Officers against whom departmental proceedings or criminal cases are contemplated/ pending or who have been penalized for misconduct during the 10 years immediately preceding the superannuation will not be eligible to be considered.
 - 2.3 Applicant should have requisite experience and knowledge of Government rules and regulations.
 - 2.4 Applicant should be medically/physically fit and will be required to submit Medical Fitness Certificate at the time of re-engagement.
 - 2.5 Mere submission of application does not confer any right for re-engagement and the re-engagement shall be based on the requirement and also based on the competency of the officer adjudged by the Committees nominated by the Competent Authority.
3. **Terms of reference :**
 - 3.1 **Period of engagement:**
 - i. The period of re-engagement shall be initially for one year and further extendable for one more year limited to attaining the age of 64 years or till filling of the post by regular incumbents.
 - ii. The re-engagement shall be purely on contract basis
 - iii. Re-engagement can be terminated at any time by the Department and without assigning any reason.

- iv. The place of work will be DCSEM, Mumbai.
- v. The Consultants need to perform the duties for 08hrs 30 minutes per day on all working days.

3.2 Nature of duties & responsibilities:

Consultant – DCA : No. of posts - 1

- Checking files related to Establishment matters viz. pay fixation, anomaly, increment, disciplinary cases, pension and other retirement benefits etc.
- Advising for clearance of proposals/ bills.
- Providing assistance on all budget related works.
- Examination & advising on all finance related proposal w.r.t GCC/CPWD Manual/GFR/Gem etc.
- Any other work as and when assigned by higher authorities.

Consultant – Assistant Personnel Officer : [No. of posts - 1]

- Experience and knowledge in land issues of the Department
- Read, write and speak Hindi, English & Marathi.
- Coordination with State Government Authorities of different States.
- Dealing with Lease Agreement.
- Acquisition of land and obtaining various clearances.
- In addition, the consultant is expected to do other work as and when required in exigencies as directed by the Reporting Officer.

Consultant - Assistant Accountant : [No. of posts - 7]

- Processing/checking of bills viz., temporary advance bills, imprest bills, minor fabrication bills and helping superiors in accounts related work.
- Salary related matters
- Pay, TA, LTC, PF matters
- Helping in preparation of Budgets/ Deposit works.
- Scrutiny of bills relating to works contract.

Consultant - Stenographer : [No. of posts - 2]

- Taking dictation in shorthand and its transcription in e-media
- Fixing of appointments, attending telephone calls & visitors, arranging meetings
- General assistance in matters of correspondence
- Movement of files, coordinating with various agencies
- Preparing draft notes, letters, minutes etc.
- Helping superiors in discharging their functions efficiently.

Consultant - UDC/Senior Clerk : [No. of posts - 14]

- Noting and drafting
- Examination of various proposals

- Processing of and maintaining files and assistant diary, clerical work in Accounts, Administration and other divisions.
- Preparing reports and data as required
- Knowledge of MS-Office (MS-Excel, MS-Word, PowerPoint) & MS Access

4. **Entitlements :**

- 4.1 The official on re-engagement is entitled to draw 50% of the last pay drawn.
- 4.2 Re-engaged officer shall not be entitled for any other allowances viz., HRA, CCA, Travelling Allowance, DA, residential accommodation etc. However, when required to travel in connection with other office work, TA/DA admissible to regular employees working in the same grade will be admissible.
- 4.3 12 days of leave in a calendar year on pro rata basis is admissible for re-engaged officials.
- 4.4 Re-engaged officials will not be entitled to contribute to GPF, Gratuity, etc., for the period of re-engagement.
- 4.5 No transport facility/ Transport Allowance will be provided for commuting to office.

5. **Director, DCSEM has the right to reject the applications without assigning any reason.**

6. **Last date for receipt of application is :**

7. The applications shall be submitted in the prescribed format (Annexure-I) by Post/ by Hand in sealed envelope so as to reach the following address on or before **10/07/2023.**

Chief Administrative Officer,
Directorate of Construction, Services & Estate Management,
2nd Floor, Vikram Sarabhai Bhavan,
Anushaktinagar,
Mumbai - 400 094.

**Application for re-engagement of retired Central Government Servants
on Contract basis in DCSEM**

Affix passport
size photograph

1.	Full Name (in Block Letters)						
2.	Father's/ Husband's Name						
3.	Date of Birth						
4.	Contact details	Tel No.					
		Mobile No.					
		Email ID					
5.	Address for communication						
		Pin					
6.	Date of Joining in Government Service						
7.	Age as on date						
8.	Whether SC/ST/OBC						
9.	Whether physically handicapped						
10.	Date of retirement and the post from which retired (enclose copy of retirement order)						
11.	Name of the Division/ Unit from which retired						
12.	Last pay drawn (Please enclose copy)						
13.	PPO No. (Please enclose copy)						
14.	Education/Technical qualification (please enclose copy of certificate/ marksheet)						
15.	Details of Computer Knowledge						
16.	Brief particulars of experience of the last 10 years (assignment-wise) (A separate sheet may be annexed)						

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected and I shall be bound by the decision of the Department of Atomic Energy. I have read this circular and ready to accept all the terms and conditions for engagement.

Place:

Signature:

Date:

(Full name of the applicant)