

Government of India
Department of Atomic Energy
Variable Energy Cyclotron Centre

Sector-1, Block -AF,
Bidhan Nagar, Kolkata – 700 064

ADVERTISEMENT NO. VECC – 8/2010

Last date of receipt of application : 21.01.2011

Applications are invited to the following posts :-

CATEGORY No.1 : STENOGRAPHER GRADE-III (English)
No. of Posts : **1 (one – UR - Reserved for OH)**
Pay Band : ₹ 5200-20200 and Grade Pay ₹ 2400/- (PB-1)
Essential Qualification: (i) Pass in 10th class or equivalent with 50% marks in aggregate.
(ii) Candidates should have passed English Stenography test with a minimum speed of 80 words per minute and typewriting test with a minimum speed of 30 words per minute.
(iii) Should possess knowledge in operation of Microsoft Office package.
Age : Between 18 Yrs. and 27 Yrs. as on 21.01.2011.
Age relaxation of 10 years will be extended

Note: Those candidates who qualify in written examination comprising General English and General Knowledge will be called for test in the Stenography and Typing on a separate day followed by interview.

CATEGORY NO.2 : LOWER DIVISION CLERK
No. of Posts : **1 (one – UR- Reserved for OH)**
Pay band : ₹ 5200-20200 and Grade Pay ₹ 1900/- (PB-1)
Essential Qualification: (i) Pass in 10th class or equivalent with 50% Marks in aggregate.
(ii) Candidates should have passed English typewriting test with a minimum speed of 30 words per minute.
(iii) Should possess knowledge in operation of Microsoft Office package.
Age : Between 18 Yrs. and 27 Yrs. as on 21.01.2011.
Age relaxation of 10 years will be extended.

Note: Those candidates who qualify in written examination comprising General English and General Knowledge will be called for Typing Test on a separate day followed by interview.

CATEGORY NO.3 : Hindi TypistNo. of Post : **1 (one – UR)**

Pay band : ₹ 5200-20200 and Grade Pay ₹ 1900/- (PB-1)

Essential Qualification:

- (i) Pass in 10th class or equivalent with 50% marks in aggregate.
- (ii) Candidates should have passed Hindi typewriting test with a minimum speed of 25 words per minute.
- (iii) Should possess knowledge in operation of Microsoft Office package.
- (iv) Knowledge of English Typing desirable but not essential.

Age Limit : Between 18 yrs. and 27 yrs. as on 21.01.2011.

Note: Those candidates who qualify in written examination will be called for Typing Test on a separate day followed by interview.

CATEGORY NO.4 : Security GuardNo. of post : **8 (UR-2, OBC-4, ST-2)**

Pay Band : ₹ 5200-20,200 & Grade Pay ₹ 1,800/- (PB-1)

Essential Qualification:

- (i) Pass in 10th Standard.
- (ii) For Ex-Servicemen, Ex-Police and Ex-Central Para Military Personnel - 10th Standard pass or equivalent certificate from Armed Forces.

Minimum Height : 167 Cms. (Relaxable for ST and Hillmen as per Govt. orders.)

Minimum Chest : 80-85 Cms. (Relaxable for ST and Hillmen as per Govt. Orders)

Age Limit :

- (a) Between 18 yrs. and 27 years as on 21.01.2011.
- (b) Relaxable upto 3 years for OBC and upto 5 years for ST.
- (c) Ex-servicemen– Age relaxation will be extended as per extant rules
- (d) Govt. Servants upto 40 years of age as per the extant orders.

Note: Those candidates who qualify in the Physical test prescribed for the post will be allowed to appear for a written test comprising (a) Comprehension (b) General Awareness (Objective type) and (c) Analytical or Basic Mathematics (Objective type) followed by Interview.

ADDITIONAL FINANCIAL BENEFITS

In addition to the normal pay and allowances, the Department of Atomic Energy employees are entitled to attractive financial benefits under various incentive schemes. These benefits are provided in view of special S&T status of the Department and reviewed by the Government from time to time.

RELAXATION IN UPPER AGE LIMIT

RELAXATION IN THE UPPER AGE LIMIT OF 5 YEARS SHALL BE ADMISSIBLE TO ALL PERSONS WHO HAD ORDINARILY BEEN DOMICILED IN KASHMIR DIVISION, THE STATE OF JAMMU & KASHMIR DURING THE PERIOD FROM THE 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 DIST. MAGISTRATE IN THE KASHMIR DIVISION WITHIN WHOSE JURISDICTION HE HAD ORDINARILY RESIDED; OR (b) ANY OTHER AUTHORITY DESIGNATED IN THIS BEHALF BY THE GOVERNMENT OF JAMMU & KASHMIR TO THE EFFECT THAT HE 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.

HOW TO APPLY :

1. Application should be submitted in the proforma given herewith.
2. Application should preferably be type written on A4 size paper.
3. The Application and the outer cover should be superscribed as "Application for the post of _____ Category No. _____ against Advertisement No.VECC-8/2010".
4. **PHOTOGRAPH:** A recent passport size photograph should be affixed on the right hand top corner of the application duly signed by the candidate across the photograph.
5. Only one application should be submitted for one post. If a candidate wishes to apply for more than one post, separate application should be submitted for each post.

COPIES OF CERTIFICATES:

Candidates should submit along with their application **attested SINGLE COPY** of:

- a) Certificates pertaining to Educational qualifications/experience, Stenography and Typing speed test (supported by appropriate mark sheets indicating the subjects offered at the examinations).
- b) Certificate of date of birth.
- c) SC/ST/OBC certificates in the prescribed proforma applicable to Central Government employment. OBC for the purpose of AGE RELAXATION AND RESERVATION will mean "persons of OBC categories not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No.36012/22/93-Estt.(SCT) dated 08.09.93 and modified vide Government of India, Department of Personnel & Training OM No.36033/3/2004-Estt.(Res) dated 09.03.2004.
- d) Disability Certificate from the appropriate authority regarding physical disability (applicable to persons with disability).
- e) Discharge certificate from defence service (applicable to Ex-defence personnel only).
- f) Certificate regarding domiciled in Kashmir division from 01.01.1980 to 31.12.1989 (if claiming age relaxation for Kashmir division)

IMPORTANT REQUIREMENT OF PHYSICALLY HANDICAPPED CERTIFICATE

- i) 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 a Specialist from the relevant field.
- ii) 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 facts and circumstances of the case and pass such orders in the matter as it thinks fit.
- iii) 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) SC, ST and OBC candidates who fall within the age limit prescribed for unreserved posts and fulfill the prescribed norms can apply for the unreserved posts.
- b) Test/Interview of the candidates will be held in the office premises of this Centre. Eligible SC/ST candidates called for Test/interview will be paid Travelling Allowance as per rules. However, Travelling Allowance is not admissible to those SC/ST candidates who are already in service in Central/State Government services, Central/State Government Corporation, Public Undertakings, Local Government Institutions and Panchayats.
- c) The persons recruited against the posts will be posted in this Centre but are liable to serve in any part of India and in any constituent unit of the Department of Atomic Energy.
- d) 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. VECC will be at liberty to cancel the entire recruitment process at any stage without any prior notice.
- e) The nature of duties to be performed in respect of category no.4 will involve working in round-the-clock shift duties (including night shift), in operational plants and areas.
- f) This advertisement is available on VECC, Kolkata Website at **www.vecc.gov.in** and candidates may download the proforma for application from this site.
- g) Persons who are appointed against the above posts, will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance, Department of Expenditure vide Notification No. F.No.5/7/2003-ECB & PR dated 22.12.2003.
- h) Persons working under the Central/State Govt./Public Sector Undertakings should submit their applications through proper channel. They may, however, send an advance copy of the application along with enclosures as detailed above to the address given below.
- i) Complete applications duly signed by the candidate should be sent to the Assistant Personnel Officer (GA), Variable Energy Cyclotron Centre, Department of Atomic Energy, Sector – 1, Block – AF, Bidhan Nagar, Kolkata – 700 064 **so as to reach him on or before 21.01.2011.**

WARNING:

Applications which are not in conformity with the requirements indicated or which are not in the prescribed format or are not accompanied by the attested copies of certificates, photograph etc. will be rejected. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for interview. In case the response is more, the screening will be restricted to those with higher percentage of marks, as decided by the Competent Authority in this Centre. No correspondence will be entertained in this regard.

CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION

PROFORMA FOR APPLICATION

FOR OFFICE USE ONLY

Application No.

Date of Receipt.

Recent Passport size photograph duly signed by the candidate across the photograph

1. Advertisement No. : VECC-8/2010
2. Category No. & Name of the post :
3. Name in full beginning with surname : Shri/Smt./Kum.
(in BLOCK LETTERS)
4. Father's name :
5. Nationality :
6. a) Date of birth D D M M Y Y Y Y (in Christian era) :
- b) Age as on 21.01.2011 : _____ years _____ month(s) _____ day(s)
7. Address in block letters for correspondence :
(with pin code, telephone No. & e-mail address, if any)
8. Permanent Address in block letters :
(with pin code, telephone No. & e-mail address, if any)
9. Whether the applicant belongs to : SC/ST/OBC :
(If 'YES', please mention the CATEGORY accordingly)
10. Are you domiciled in Jammu & Kashmir during the period :
From 1/1/1980 to 31/12/1989
(If 'YES', please attach the relevant documents)
11. Whether belonging to Physically Handicapped Category :
(If 'YES', please mention the CATEGORY accordingly)

12. a) Educational and professional/technical qualifications from SSC onwards :-

Examination passed	Name of University/Board/ Institution	Year of passing	Subjects	% of marks in aggregate	Class/Grade

12.b) Indicate the course of study, if any, the applicant is continuing presently :

Name of course	Name of University / Board/ Institution	Full Time / Part Time	Duration of the Course	No. of Semester/ subjects completed	No. of Semester/ subjects remaining	% marks obtained till current examination.	Whether appearing for the final year (YES or NO)

12.c) Additional Qualifications, if any : _____

13. Experience (particulars of all previous and present employment are to be furnished) :-

Name & address of employer	Post held	Whether under Central or State Govt./ Public Sector Undertaking /Autonomous Body	Period of service		Permanent or Temporary	Reasons for leaving
			From	To		

14. Total experience as on 21.01.2011 : Years_____ Months_____ Days_____ (as declared at serial No.13 above)
15. Whether the applicant has ever served in Central (including Defence)/State Government/Public Sector Undertaking/Autonomous Bodies and received/is in receipt of any pension, gratuity or employer's share to the Provident Fund. If so, please furnish full details.
16. Details of relatives employed in Department of Atomic Energy or its Constituent Units :-

Sl.No	Name of relative	Relationship	Unit in which employed	Post held

17. Are you under any contractual obligation to serve the Central/State Government/ Any other Public Sector Undertaking/ Autonomous Bodies? If so, please furnish details: _____
18. List of documents attached :
1. Application duly filled-in and signed : YES / NO
 2. Photograph affixed on the application : YES / NO
 3. An attested copy of each of the following certificates is attached :
 - a) Date of Birth Certificate : YES / NO
 - b) SC/ST/OBC Certificate (if applicable) : YES / NO
 - c) Certificate of Disability (if applicable) : YES / NO
 - d) Copies of all marksheets : YES / NO
 - e) Certificates of Educational & Professional qualifications : YES / NO
 - f) Experience Certificate : YES / NO
 - g) Discharge Certificate from Defence Service (if applicable) : YES / NO
 - h) Certificate regarding domiciled in Kashmir division : YES / NO

19. DECLARATION:

I hereby declare that the above information are factually correct to the best of my knowledge. I also understand that I will be disqualified if any of the information furnished by me is found to be incorrect.

Signature of the candidate

Place: _____

Date: _____

Name : _____