



Government of India
Department of Atomic Energy
Variable Energy Cyclotron Centre



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

ADVERTISEMENT NO.: VECC-3/2018

LAST DATE FOR SUBMISSION OF ONLINE APPLICATION: 15.01.2019

Recruitment for the Post of Upper Division Clerk & Staff Car Driver (Ordinary Grade)

“GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”

- I. Online applications are invited from eligible candidates to fill up the following Group ‘C’ posts in Variable Energy Cyclotron Centre, Department of Atomic Energy, Government of India, Kolkata:-

POST CODE No.1

NAME OF THE POST: **UPPER DIVISION CLERK**, GROUP ‘C’ NON-GAZETTED:

NUMBER OF POSTS	UR	OBC	TOTAL
	2	1	3
	QUALIFICATION	<p>Essential: A Degree of a recognized University or equivalent with an aggregate of minimum 50% marks. In case Universities award letter grades/CGPA/OGPA, 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.</p> <p>Desirable:</p> <ol style="list-style-type: none"> Minimum speed of 30 w.p.m. in typewriting in English. Provided that a physically handicapped person who is qualified to hold the clerical post, but does not possess the said qualification in typewriting may be appointed subject to the condition that the Medical Board attached to the Special Employment Exchange for handicapped or where there is no Special Board, a Civil Surgeon certifies that the said handicapped person is not in a fit condition to be able to type. Knowledge of computer data processing. 	

AGE LIMIT INCLUDING MAXIMUM AGE	For UR/SC/ST candidates minimum age will be 18 years and maximum age will be 27 years. For OBC candidates minimum age will be 18 years and maximum age will be 30 years. Age will be calculated as per the last date of receipt of application.
PAY BAND	Initial pay Rs.25500/- (Level 4, Cell No.1 in the Pay Matrix) plus usual allowances as admissible to Central Government employees.

METHOD OF SELECTION PROCEDURE FOR UPPER DIVISION CLERK:

The selection process will consist of the following Tests:-

Level-1 Test

Part	Subjects (Objective Multiple Choice Type Written Examination)
A	General English
B	General Knowledge
C	General Intelligence & Reasoning
D	Quantitative Aptitude (Arithmetic)

Level-2 Test

Subjects
English Language & Comprehension (Descriptive Written Examination)

Note:

- Level-1 Test will be only qualifying examination/screening test to shortlist candidates for Level-2 Main examination. Candidates who are shortlisted on the basis of the Level-1 Test will be called for the Level-2 Test/Main examination.
- The questions for Level-1 will be set both in Hindi and English in respect of part B, C, D and for Part A will be in English.
- Final selection/empanelment will be based only on the marks obtained in the Level-2 Test/Main examination.

POST CODE: 2NAME OF THE POST: **STAFF CAR DRIVER (ORDINARY GRADE),****GROUP 'C' NON-GAZETTED:**

NUMBER OF POSTS	UR	SC	TOTAL
	2	1	3
QUALIFICATION	Essential: (i) Pass in 10 th standard; (ii) Possession of a valid driving licence to drive light and heavy vehicles; (iii) Knowledge of motor mechanism (candidate should be able to remove minor defects in vehicle); (iv) Consolidated experience in driving a light or Heavy vehicle for at least 3 years. Desirable: Possession of a valid driving licence to drive two wheelers.		
AGE LIMIT INCLUDING MAXIMUM AGE	For UR/OBC/ST candidates minimum age will be 18 years and maximum age will be 27 years. For SC candidates minimum age will be 18 years and maximum age will be 32 years. Age will be calculated as per the last date of receipt of application.		
PAY BAND	Initial pay Rs.19900/- (Level 2, Cell no.1 in the Pay Matrix) plus admissible allowances as per Central Government Rules.		

METHOD OF SELECTION PROCEDURE FOR STAFF CAR DRIVER (ORDINARY GRADE):

The selection process will consist of the following Tests:-

Level – I Test

Part	Subjects (Objective Type Multiple Choice Written Examination)
A	General Knowledge
B	General English
C	Arithmetic
D	Motor Vehicle Act

Level – 2 Test (Driving Test)**Final Selection:**

Final selection will be made based on the marks obtained in the Level-1 Test & Level-2 Test.

Note:

- (i) **Minimum qualifying standard for Level-1 Test for both the posts are as follows:-
General candidates: 50% aggregate and SC/OBC candidates: 40% aggregate.**
- (ii) **Educational qualifications viz. Degree should be from the university/institution recognized by the University Grants Commission or other institutions recognized by Government of India/State Government.**
- (iii) **Experience (if applicable), should be gathered after completion of educational/technical qualification. Experience, which has been gathered prior to completion of educational qualifications will not be considered.**

Legend:

"UR" – Unreserved, "OBC" – Other Backward Class, "SC"- Scheduled Castes, "ST" – Scheduled Tribes, "DAE"- Department of Atomic Energy, "VECC"- Variable Energy Cyclotron Centre.

II. IN ADDITION TO ABOVE, THE FOLLOWING AGE RELAXATIONS ARE ALSO APPLICABLE:

- (a) Relaxation in upper age limit for persons with disabilities applicable for UDC posts only:
UR/SC/ST candidates - 10 years and for OBC candidates – 13 years.
- (b) 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 J&K 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. Any person intending to avail of this relaxation of age limit admissible under CCS and Civil post (Upper age limit for direct recruitment) Rules, 1998 shall submit a certificate from:
 - (i) The District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided;
 - or**
 - (ii) Any other authority designated in this behalf by the Government of J&K 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.
- (d) For departmental candidates who have rendered not less than 03 years continuous and regular service in the same line or allied cadre as on last date of application, are eligible for relaxation in upper age limit as per Government orders.

(e) Age relaxation to ex-servicemen:

for Group 'C' posts, ex-service personnel who have put in not less than six months' continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, he/ she shall be deemed to satisfy the condition regarding age-limit.

Note:

Only Birth Certificate or Secondary School Certificate will be accepted as proof of Date of Birth. No subsequent request for change shall be granted. The crucial date for determining the age limit shall be the closing date for receipt of applications.

III. SUBMISSION OF ON-LINE APPLICATION:

- a. Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. The candidates are required to give correct information. The applicants would be admitted to the written test on the basis of information furnished by them in their application form. In case it is found at any stage that the information furnished by applicant is false or an applicant does not fulfill any of the eligibility conditions, the candidature of such applicants would be cancelled and no correspondence in this regard would be entertained.
- b. The filling up of vacancies indicated in advertisement is subject to approval of Competent Authority and may not be filled up if decided otherwise in terms of the orders issued by the Government of India from time to time.
- c. The eligibility criteria including period of experience as prescribed in the advertisement will be determined with reference to the last date of submission of application.
- d. VECC, Kolkata reserves the right to fill up the posts or even to cancel/restrict/modify/alter the whole process of recruitment without issuing any further notice or assigning any reason thereof.
- e. Ex-servicemen who have already secured employment in civil side under Central Government in Group "C" posts on regular basis after availing the benefit of reservation given to Ex-servicemen for their re-employment are NOT ELIGIBLE for claiming benefits of reservation under Ex-servicemen category.
- f. Written Test/Driving Test will be conducted in Kolkata only.

IV: HOW TO APPLY:

- a. Candidates are required to apply online only <https://recruitment.vecc.gov.in> no other means/mode of application will be accepted.
- b. Candidates are requested to go through carefully, the details of posts and instructions published in the advertisement.
- c. Candidates are required to have a valid Email ID and mobile number. It should be kept active during the currency of this recruitment. This Centre will send intimation about call letters for Written Test/Driving Test through the registered Email ID.
- d. The facility of online application will be closed on 15.01.2019 at 24:00 Hrs.
- e. Candidates are required to upload clear passport size photograph and signature in .jpg or .jpeg format while submitting the application. Size of photograph and signature should not be more than 45KB each. Candidates may please note that no other documents need to be uploaded while submitting application online. The applicants must read the user guide before online submission of application.
- f. User guide is available on the web-site duly explaining the procedure to apply and upload recent photograph and signature. The applicants must read the user guide before online submission of application.
- g. Before uploading /submission of application form, the candidates should be cautious and ensure his/her eligibility to apply for the post. No relevant column of the application form should be left blank.
- h. VECC, Kolkata is not responsible for any discrepancy in submitting online application.
- i. Applicant must possess required qualification and experience as on last date of submission of application.
- j. Only one application is acceptable for one post. If candidate wishes to apply for more than one post, separate application should be submitted on-line for each post.
- k. Candidates working under the Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. are required to submit "NO OBJECTION CERTIFICATE" from the employer while appearing for Written Test/Driving Test, as the case may be, failing which they will not be permitted to appear in Written Test/Driving Test, as the case may be.

- l. Issuance of an admit-card for the examination will not confer any right for appointment. Appointment will be solely subject to the fulfillment of all eligibility conditions.
- m. The candidates who are called for Level-2 Test/Examination are required to bring print out of on-line application and original certificates along with self-attested copies of following certificates for both the posts (for Upper Division Clerk and Staff Car Driver (Ordinary Grade) as per the schedule to be notified by this Centre:-
 - a. Recent passport size coloured photograph;
 - b. Certificate for the proof of Age (SSC/Municipal Birth Certificate);
 - c. Educational/Technical Qualification;
 - d. Driving License (if applicable);
 - e. Experience Certificate (if applicable);
 - f. Caste Certificate in the prescribed format available on VECC website (if applicable) as detailed below:
 - (i) SC/ST candidates' caste certificate should be issued by designated authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state (as per the format given in [Annexure-I](#)).
 - (ii) The candidate belonging to SC/ST/OBC should clearly indicate the same in the application and should attach proof of the same in specified format, failing which they will be treated as unreserved and subsequent representations for change of community status will not be entertained.
 - (iii) OBC candidates' caste certificate should be of a recent valid date. OBC certificate should be issued by specified authority in the prescribed format with non-creamy layer certificate and the caste/community should have been included in the Central lists of Other Backward Caste. The crucial date for determining the OBC non-creamy layer certificate will be the last date of receipt of the application (15.01.2019). 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 08.09.1993 and duly modified vide Government of India, Department of Personnel & Training OM No.36033/1/2013-Estt.(Res) dated 27.05.2013. (as per the format given in [Annexure-II](#)).

- g. Disability Certificate in prescribed format available on VECC website (if applicable) as detailed below:

Disability Certificate from the appropriate authority regarding physical disability (as per the format given in **Annexure-III**) - applicable only for Persons with Disability)

- h. Discharge Certificate from defence services - applicable only for Ex-Servicemen.);
- i. Certificate regarding domiciled in Kashmir Division from 01.01.1980 to 31.12.1989 (if claimed relaxation).
- j. Certificate to the effect that they have been affected by 1984 riots (if claimed relaxation).
- k. Any other relevant certificate (if applicable).

Above mentioned Annexures are available in the VECC website.

V. IMPORTANT REQUIREMENT ABOUT DISABILITY CERTIFICATE:

1. Definition of disabilities will be as mentioned in DoPT OM No.36035/3/2004-Estt(Res) dated 29.12.2005.
2. In pursuant to Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, Office Memorandum No.F.No.15012/1/2003-Estt.(D), dated 29.06.2015, relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.
3. According to the 'Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996' dated 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 and competent to issue such certificate as per Proforma (Form-II, III or IV as applicable and as prescribed) notified by Ministry of Social Justice And Empowerment vide Notification No.G.S.R.2(E) dated 30th December, 2009 of Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Amendment Rules, 2009 subject to Definitions of disabilities and degree of disability for reservation mentioned above. 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.

4. 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 have 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.
5. Compensatory time for person with disabilities shall be provided as per the extant orders of Government of India.
6. SC/ST/OBC candidates with Disabilities selected on their own merit without relaxed standards along with other candidates will be considered against unreserved vacancies provided the post is identified for the persons with disability of relevant category.

VI. GENERAL INSTRUCTIONS:

1. Only screened-in applicants will be called for competitive written examination.
2. Mere fulfillment of requirements as laid down in the advertisement does not entitle a candidate to be called for written examination/ document verification.
3. The decision of this Centre on all matters pertaining to this recruitment will be final and binding.
4. Any subsequent amendments/modifications etc. on this matter will be notified in the VECC website only i.e., (www.vecc.gov.in) which may be referred to by the candidates regularly.
5. Only unemployed outstation SC/ST candidates called for written test(s) will be eligible for reimbursement of to and fro journey expenses limited to single SECOND CLASS (General) railway fare by the shortest route as per rules. If concessional tickets are available, reimbursement will be limited to the concessional return fare only. In case Indian Railway is offering free travel to unemployed candidates for attending written test/ tests etc. candidates are advised to avail the said facility.
6. Candidates may please note that appointment to the post/ grade advertised and place of posting will be at the discretion of the Competent Authority and subject to the availability of vacancy and that appointed candidates are liable to serve in any part of India and in any of the constituent units of the Department of Atomic Energy. No option regarding the post and the place of posting will be provided to the candidates. Any correspondence regarding change of cadre and place of posting will not be entertained.

7. The candidates appointed will be governed by National Pension Scheme applicable to Central Government Service [unless they are already governed by CCS (Pension) Rules 1972].
8. This Centre reserves the right to fill up the advertised posts or to cancel the whole process of recruitment without assigning any reasons.
9. Travelling Allowance will not be paid to the candidates called for medical examination/appointment etc.
10. The candidates are advised to check the status of there application time to time using 'Account Detail' option of recruitment portal. They also may regularly check the notice board section of the recruitment portal for updates.

Warning:

Applications which are not in conformity with the requirements will be summarily rejected. No communication will be entertained from candidates not selected for Written Test/Driving Test/appointment.

Any dispute with regard to this recruitment will be subject to the Courts having jurisdiction in Kolkata only.

Record of the candidates not selected shall not be preserved beyond 6 months from the date of formation of Select List.

CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION