

Government of India
Department of Atomic Energy
Variable Energy Cyclotron Centre

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

ADVERTISEMENT NO. :VECC- 6 (ACAP-HBNI) / 2010

Applications are invited for engagement of **1 (one) Senior Assistant and 1 (one) Junior Assistant** from Indian nationals purely on temporary basis (on contract), initially for a period of one year, for the Office of the Project Coordinator, Advanced Computing & Automation Project and the Office of the Dean-Academic (Engg. Sc.), Homi Bhabha National Institute (HBNI), a deemed to be university at Variable Energy Cyclotron Centre (VECC), Department of Atomic Energy, 1/AF, Bidhan Nagar, Kolkata - 700 064 (near CAP Camp Bus Stop, Salt Lake). The details are as under:

Names of posts	a) Senior Assistant b) Junior Assistant
No. of posts	a) Senior Assistant 1 (One) b) Junior Assistant 1 (One)
Educational qualification & experience	<p><u>For post (a) Senior Assistant :</u></p> <p>(i) Graduate (B.A./B.Sc./B.Com.) from a recognized university.</p> <p>(ii) Speed of 80 w.p.m. in Stenography in English.</p> <p>(iii) Typing speed of 30 words per minute in English in Personal Computer.</p> <p>(iv) Minimum 1 year working experience (as on 01.09.2010) in the above mentioned field in a Science & Technology (S&T) organisation.</p> <p>(v) Candidates with Knowledge of Office Package (Word/Excel/ Access/Powerpoint) on Windows & Linux platform will get preference.</p> <p><u>For post (b) Junior Assistant :</u></p> <p>(i) Graduate (B.A./B.Sc./B.Com.) from a recognized university.</p> <p>(ii) Typing speed of 30 words per minute in English in Personal Computer.</p> <p>(iii) Minimum 1 year working experience (as on 01.09.2010) in the above mentioned field in a Science & Technology (S&T) organisation.</p> <p>(iv) Candidates with Knowledge of Office Package (Word/Excel/ Access/Powerpoint) on Windows & Linux platform will get preference.</p>
Duration of engagement	Purely on temporary basis (on contract). Initially for a period of one year.
Maximum Age limit	<u>For both the posts :</u> 28 years for General candidates, 31 years for OBC and 33 years for SC/ST candidates as on 01.09.2010.

Remuneration	<u>For post (a) Senior Assistant :</u> Rs.12,000/- per month (Consolidated) <u>For post (b) Junior Assistant :</u> Rs.10,000/- per month (Consolidated)
Workplace of the selected candidate (s)	Variable Energy Cyclotron Centre, Department of Atomic Energy, 1/AF, Bidhan Nagar, Kolkata - 700 064

General Conditions:-

1. The engagement is purely on temporary basis (on contract) and will not confer any right on the candidates to claim for a regular appointment in VECC or in any other unit of Department of Atomic Energy or in any of the constituent institutions of Homi Bhabha National Institute (HBNI) or for continued contractual appointment.
2. The candidates selected for the posts may have to work on weekends.
3. During the validity of engagement, the Senior Assistant/Junior Assistant will be at liberty to terminate the contract for betterment of his/her career or for any other ground by giving prior notice of 15 days to VECC. In the same manner, the contract can be terminated by VECC by giving prior notice of 15 days to the Senior Assistant/Junior Assistant, without assigning any reason whatsoever.

VECC reserves the right to fill up all the posts or alter the number of posts or even to cancel the whole process of engagement of Senior Assistant/Junior Assistant, without assigning any reason thereof.

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 _____ against Advertisement No.VECC-6 (ACAP-HBNI)/2010".
4. 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, such that a part of the signature is on the photograph and the rest on the form.
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.
6. Candidates should submit along with their application self-attested SINGLE COPY of :
 - a) Certificates pertaining to Educational & Professional qualifications (supported by appropriate mark sheets indicating the subjects offered at the examinations).

- b) Certificate of date of birth.
- c) Certificate pertaining to experience clearly stating the nature of job and period of employment.
- d) Latest caste certificate issued by the Competent Authority in the prescribed format.
- e) No Objection Certificate from the present employer.

7. Applications in the prescribed format complete in all respect 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 08.10.2010 (Friday).**

NOTE :

1. Candidates may download the proforma for Application Form from this site.
2. The list of candidates shortlisted for test/interview and information regarding date, time & venue etc. of the test/interview will be published in this website **www.vecc.gov.in** . Candidates are therefore, advised to see the website from time to time. Candidates may specifically note that neither any notice will be published in the newspapers nor any written communication will be sent to them in this regard.

WARNING:

Applications which are not in conformity with the requirements indicated, and which are not in the prescribed format, or are not accompanied by the self-attested copies of certificates, photograph, or are not signed by the candidate, will be rejected. Mere fulfilling of requirements as laid down in this advertisement does not qualify a candidate for test and/or interview. In case the response is more, screening will be restricted to applicants with more experience in the stipulated field in a Science & Technology (S&T) Organisation, as decided by the competent authority in this Centre. No correspondence will be entertained in this regard.

Encl: Application Form

CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION

Date : 21.09.2010

Administrative Officer-III, VECC

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APPLICATION FORM

For Office Use Only

Application No :

Date of Receipt :

Affix recent passport size photograph duly signed by the candidate across the photograph such that a part of the signature is on the photograph and the rest on the form

1. Advertisement No.& Name of the Post :
2. Name in full (in block letters) :
3. Father's/Husband's name :
4. Date of Birth :
5. Nationality :
6. Postal address for correspondence :
including Telephone No. Fax No.
and e-mail address, if available
7. Permanent address :
8. Whether belongs to SC/ST/OBC/ General :
Please attach a copy of the relevant document in case the candidate belongs to SC/ST/OBC
9. Educational & Professional qualifications :
(attach copies of marksheets of all the examinations passed, starting from SSC/ Madhyamik or equivalent)

Examination Passed	University/Board/ Institution	Year	Major Subjects	% of marks	Class/ Grade

10. Experience (if any) :
11. List of documents attached :

DECLARATION

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any of the particulars or information given herein being found false, or incorrect, or in the event of misstatement or discrepancy in the particulars being detected at any stage before or after my appointment, my contract is liable to be terminated forthwith independent of any civil or criminal legal action.

(Signature of the candidate)

Place: _____

Date: _____