



GOVERNMENT OF INDIA
BHABHA ATOMIC RESEARCH CENTRE

ADVERTISEMENT NO. 1/ 2014-R-III

LAST DATE FOR RECEIPT OF APPLICATION : 16.01.2015

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

Online applications are invited for the following Group C & B posts from eligible candidates against the vacancies in BARC and constituent units of DAE located in Mumbai , Navi Mumbai and outside Mumbai-

| Post No. | Group | Name of the post | Pay Band | | Grade Pay | Details of vacancies | | | | | |
|----------|-------|--------------------------------|----------|--------------|-----------|----------------------|----|----|-----|-------|----|
| | | | | | | UR | SC | ST | OBC | Total | |
| DR01 | C | Canteen Attendant | PB-1 | ₹ 5200-20200 | ₹1800 | Existing | - | - | 8 | 7 | 15 |
| | | | | | | Anticipated | - | - | 1 | 9 | 10 |
| DR02 | C | Stenographer Grade-III | PB-1 | ₹ 5200-20200 | ₹2400 | Existing | 8 | 1 | 1 | 3 | 13 |
| | | | | | | Anticipated | 1 | - | - | 5 | 06 |
| DR03 | B | Stenographer Grade-II | PB-2 | ₹ 9300-34800 | ₹4200 | Existing | - | 2 | - | 3 | 05 |
| | | | | | | Anticipated | - | 1 | - | 1 | 2 |
| DR04 | B | Assistant Security Officer 'A' | PB-2 | ₹ 9300-34800 | ₹4200 | Existing | - | 3 | - | - | 3 |
| | | | | | | Anticipated | - | 7 | - | - | 7 |

2. EDUCATIONAL QUALIFICATIONS & EXPERIENCE: -

| Post No. | Essential Qualifications & Experience | Desirable Qualifications |
|----------|---|--|
| DR01 | Matriculate or Equivalent. Note : Overqualified candidates can apply for the post only if they are willing to carry out the duties of Canteen Attendant as mentioned below. | |
| DR02 | (i) Matriculation or equivalent (ii) Minimum speed of 80 w.p.m in English Shorthand & 30 w.p.m in English Typewriting. Note: Overqualified candidates can apply for the post only if they possess the minimum shorthand & typing certificate as prescribed above. | Knowledge of Computer Application, Data Entry & Data Processing, |
| DR03 | (i) Matriculation or equivalent (ii) Minimum speed of 100 w.p.m in English Shorthand & 45 w.p.m in English Typewriting. Note: Overqualified candidates can apply for the post only if they possess the minimum shorthand & typing certificate as prescribed above. | Knowledge of Computer Application, Data Entry & Data Processing, |

| | | |
|---|---|--|
| DR04 | <p>(a) Qualification: (i) Graduate from a recognized University. (ii) For Ex-Servicemen, Ex-Police and Ex-Central Para-Military Personnel: Graduate from a recognized University or equivalent.</p> <p>Experience : (for Ex-Servicemen) Not below Junior Commissioned Officer or equivalent or having five years experience as Non-Commissioned Officer or equivalent.</p> <p>(b) Minimum Height: 167 Cms. (c) Chest: 80-85 Cms. (Relaxable for Scheduled Tribes and Hillmen as per Government Orders)</p> | Candidates having NCC 'C' Certificate and State Level Sports Certificate will be preferred |
| <p>Note: For the posts of DR02, DR03, in addition to the mentioned essential qualification, preference will be given to candidates having knowledge of Hindi Typewriting & Shorthand.</p> | | |

3. NATURE OF DUTIES:-

| Post_No. | Nature of Duties |
|----------|---|
| DR01 | <p>Preparing Tea/Coffee/Juice , serving Tea/Coffee/Biscuits in the official meetings, Provide regular room service to the Officers/Staff, Collecting the used cups/plates and Utensil's etc within the Canteen premises, after concluding of official meetings and also from the rooms of Senior Officers Cleaning crockery/cutlery/utensils etc in three stages i.e in running normal water, in hot detergent water and potassium permanganate solution. Sweeping and washing the floor area, Cleaning/dusting table, chair and other furniture in canteens, Cleaning slabs and area where food is cooked. Any other additional duty allotted by the in-charge of the Canteen.</p> |
| DR02 | <p>Taking dictation in shorthand and its transcription in e-media, fixing of appointments, attending telephone calls & visitors, general assistance in matters of correspondence, filing papers, movement of files, co-ordinating with various agencies. Preparing draft notes, letters, minutes etc</p> |
| DR03 | <p>Taking dictation in shorthand and its transcription in e-media, fixing of appointments, attending telephone calls & visitors, general assistance in matters of correspondence, filing papers, movement of files, co-ordinating with various agencies. Preparing draft notes, letters, minutes etc</p> |
| DR04 | <p>Deploying Security staff, regulating entry / exit of authorized personnel, vehicles, materials, attending to untoward incidents like trespassing, theft, fire, accident etc., taking security rounds, conducting enquires, recording statements, collecting intelligence, rendering assistance to employees in case of emergency, supervising packing of materials, clearing gate pass, enforcement of security rules / procedure, operating gadgets, drawing pachanamas, making written reports of unusual happenings and liaisoning with police. The candidates so recruited are required to perform round the clock shift duties in operational plants and areas.</p> |

4. AGE LIMIT AS ON 16.01.2015: Min. 18 years. Category wise Maximum age limit under relaxation is as given below:

| Category of candidates | Maximum Age (in years) | Condition for relaxation of age |
|---|------------------------------------|--|
| <u>General Candidates</u> | | |
| a) Stenographer Gr.III | 27 | N.A |
| <u>Scheduled Caste</u> | | |
| a) Stenographer Gr.III | 32 | Caste certificate should be issued by authorised authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state. |
| b) Stenographer Gr.II | 32 | |
| c) ASO'A'' | 32 | |
| <u>Scheduled Tribe</u> | | |
| a) Canteen Attendant | 30 | Caste certificate should be issued by authorised authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state. |
| b) Stenographer Gr.III | 32 | |
| <u>Other Backward Class</u> | | |
| a) Canteen Attendant | 28 | Caste certificate should be issued by authorised authority in the prescribed Central Government format with non-creamy layer certificate and the community should have been included in the Central lists of other Backward Caste. |
| b) Stenographer Gr.III | 30 | |
| c) Stenographer Gr.II | 30 | |
| <u>Persons domiciled in Kashmir Division of Jammu Kashmir</u> | | |
| a) Canteen Attendant | 30 | Persons who had ordinarily been domiciled in Kashmir Division of the State of Jammu and Kashmir during the period from the 1 st January 1980 to the 31 st 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 should be from 1. The District Magistrate within whose jurisdiction he/she had ordinarily resided (or) 2. 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 1 st day of January 1980 to the 31 st day of December 1989. |
| b) Stenographer Gr.III | 32 | |
| c) Stenographer Gr.II | 32 | |
| d) ASO'A'' | 32 | |
| <u>Persons with Disability</u> | | |
| a) Canteen Attendant | ST - 40 OBC - 38 | 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 State Government. 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. Hearing Impairment means loss of 60 decibels or more in the better ear in the conversational range of frequencies. Physical deformity should not be less than 40 percentage. |
| b) Stenographer Gr.III | SC/ST - 42 OBC - 40 Gen - 37 | |

Ex-Servicemen

An ex-servicemen means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union and

- (i) Who retired from such service after earning his/her pension. This would also include persons who are retired /retire at their own request by after having earned their pension or
- (ii) Who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension
- (iii) Who has been released, otherwise than on his own request from such service as a result of reduction in establishment or
- (iv) Who has been released from such service after completing the specific period of engagements, otherwise than at this own request or by way of dismissal or discharged on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely :
 - (a) Pension holders for continuous embodied service.
 - (b) Pension with disability attributable to military service and
 - (c) Gallantry award winners.
- (v) Ex-servicemen and Ex-constable within 3 years after discharge from service or retirement from Armed Forces or Police will only be considered for the post of Assistant Security Officer "A".

Departmental Candidates (Central Government employees)

| | | |
|-----------------------------------|------------------------|---|
| a) Canteen Attendant | SC/ST – 45 OBC – 43 | Should have rendered not less than 3 years continuous /regular central government service in the same line or allied cadre as on 16.01.2015 |
| b) Stenographer Gr.III | | |
| c) Stenographer Gr.II | SC – 37 | |
| d) Assistant Security Officer 'A' | OBC – 35 | |

Note:

1. The upper age limit is also relaxable suitably in cases of certain other categories such as Children/Family member of those died in 1984 riots, Ex-servicemen, repatriates, retrenched employees etc. as per rules.
2. Reservation for Ex-servicemen will be applicable as per Government order.
3. Ex-Serviceman who have already secured employment in civil side under Central Government in Group C & D posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT ELIGIBLE for claiming benefits of reservation under ex-serviceman category.

4. Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be granted.

5. APPLICATION FEE

| Post No | Post | Fee | |
|---------|--------------------------------|-------|---|
| DR01 | Canteen Attendant & | ₹ 100 | |
| DR02 | Stenographer Gr.III | ₹ 100 | SC/ST, Women Candidates, Ex-Servicemen and Physically challenged persons are exempted from Application fee. |
| DR03 | Stenographer Gr.II | ₹ 150 | |
| DR04 | Assistant Security Officer "A" | ₹ 150 | |

With regard to payment of application fee, the candidate may download the three fold challan from the BARC website <http://www.barc.gov.in> and make the payment in any branch of State Bank of India. The portion of the challan marked "Institution Copy" should be submitted by the candidate at the time of Interview.

Fees once paid shall not be refunded under any circumstances and cannot be held in reserve for any other examination.

6. METHOD OF SELECTION / RECRUITMENT:

| Category No. | Post | Method of Selection |
|--------------|--------------------------------|---|
| DR01 | Canteen Attendant | Personal Interview |
| DR02 | Stenographer Grade-III | Written Test, Skill Test, Interview |
| DR03 | Stenographer Gr-II | Written Test, Skill Test, Interview |
| DR04 | Assistant Security Officer 'A' | Physical Test , Written Test, Interview |

(A)

| Category No. | Post | Syllabus of Screening/ Written Test * | Duration | Skill Test | Interview |
|--------------|------------------------|---|------------------------------|---|--|
| DR01 | Canteen Attendant | Selection will be made on the basis of qualifying personal interview. Interviews will be held in Mumbai | | | |
| DR02 | Stenographer Grade-III | Paper I [General English] & Paper II [General Knowledge and Elementary Arithmetic] | 1 ½ Hrs (75 Marks) | Stenography Test [Typing to be done in Computer (MS word)] | Those who qualify in written test and skill test will be called for interview. |

| Category No. | Post | Syllabus of Screening/ Written Test * | Duration | Skill Test | Interview |
|--|---|---|------------------------------|---|--|
| DR03 | Stenographer Gr-II | Paper I [General English] & Paper II [General Knowledge and Elementary Arithmetic] | 1 ½ Hrs (75 Marks) | Stenography Test [Typing to be done in Computer (MS word)] | Those who qualify in written test and skill test will be called for interview. |
| | Assistant Security Officer 'A' | Comprehension, Report Writing, Analytical (Basic Maths, General Awareness) | 1 ½ Hrs (75 Marks) | - | Those who qualify in physical test and written test will be called for interview. |
| Candidates have to qualify the physical test to appear for the written test. | | | | | |
| DR04 | (a))Physical events : | | | | |
| | (i) 1.6Kms. run - 6 minutes 30 seconds | | | | |
| | (ii) Long Jump - 3.65 meters in 3 chances | | | | |
| | (iii) | | | | |
| | | Age Group | Nos | | |
| | Chin Ups | Upto 30 years | 08-09 | | |
| | | 30-40 years | 05-06 | | |
| | Push Ups | 40-45 | 16-17 | | |
| | | Above 45 years | 12-13 | | |
| | Sit Ups | Upto 30 years | 25-29 | | |
| | | 30-40 years | 20-24 | | |
| | | 40-45 years | 15-19 | | |
| | | Above 45 years | 10-14 | | |
| Note : All tests will be held in Mumbai | | | | | |
| * Objective type questions with multiple-choice answer | | | | | |

7. HOW TO APPLY: -

1. Details of online applications are available in website www.barcrecruit.gov.in
2. Persons working under the Central / State government/Public sector undertakings should submit their "NO OBJECTION CERTIFICATE" at the time of interview.
3. Application will be accepted online only.

8. NOTE:

- a. SC/ST outstation candidates will be paid to and fro travelling allowance of second-class Railway fare by the shortest route (subject to production of tickets) as admissible under the Rules.

Note : 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 written examination.

- b. Applications, which are not in conformity with the requirements, will be rejected at any stage. No correspondence will be entertained with the candidates not selected for written test/interview/appointment.
- c. Candidates may ensure that they fill in the correct information. Candidates who furnish false information will be disqualified for skill test/interview.
- d. BARC reserves the right to fill up the post or even to cancel the whole process of recruitment without assigning any reasons. The eligibility criteria as prescribed in the advertisement will be determined with reference to the last date for receipt of applications.
- e. Candidates selected against this advertisement are likely to be posted initially at Mumbai, but are liable to serve in any part of India and in any constituent units of the Department of Atomic Energy in India.
- f. 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 by Government of India from time to time. In addition to the vacancies indicated in this advertisement, the future vacancies and also vacancies in other units of DAE, which may arise after formation of the panel, will also be filled from the waitlist panel prepared from this advertisement till the validity period of the panel.
- g. SC/ST/OBC certificates should be as per the prescribed format, for employment in Government of India.
- h. The candidates may download a copy of the online application and admit card and submit the same alongwith self attested copies of all relevant documents in support of date of birth, education qualification, caste, experience at the time of interview. Candidates who report for the interview without any of the supporting documents will not be allowed to appear before the interview committee.
- i. The facility of online application will be opened on 22.12.2014 to 16.01.2015.
- j. The applicants would be admitted to the examination on the basis of the information furnished by them in their application form. They are therefore advised to ensure that they fulfill all eligibility condition before applying, In case it is found at a later stage that the information furnished by an applicant is false or an applicant doesnot fulfill any of the eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of an admit card for the examination will not confer any right for appointment. Appointment will be solely subject to fulfillment of all eligibility conditions.
- k. BARC reserves the right to reject or accept the candidature of any applicant at any stage.
- l. BARC reserves the right to cancel/restrict/enlarge/modify /alter the recruitment process, if need arises, without issuing any further notice or assigning any reason therefore.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

**RECORDS OF THE CANDIDATES NOT SELECTED SHALL NOT BE PRESERVED
BEYOND 06 MONTHS FROM THE DATE OF PUBLICATION OF SELECT LIST.**