

**GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
DIRECTORATE OF CONSTRUCTION, SERVICES AND ESTATE MANAGEMENT
Vikram Sarabhai Bhavan, 2nd floor, North Wing, Anushaktinagar, Mumbai – 400 094.**

ADVERTISEMENT NO. DCSEM/ 01 /2010

LAST DATE FOR RECEIPT OF APPLICATIONS – 01/07/2010

Directorate of Construction, Services and Estate Management (DCSEM), a constituent unit of Department of Atomic Energy (DAE) is responsible for providing infrastructural support and executing construction works for various Units of DAE including its aided institutions. This Directorate is responsible for operation and maintenance of various services, estate management and security for the housing colonies of DAE at Mumbai. This Directorate also takes up project management consultancy for other Government departments.

Applications are invited from young, dynamic and dedicated candidates fulfilling the qualifications for the following post in Directorate of Construction, Services & Estate Management, Department of Atomic Energy. **Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.**

- Post** : **SECURITY GUARD**
- No. of Existing/ Anticipated vacancies : 86 (Reservations : OBC – 26 ; SC – 1 ; ST – 6 ; UR – 53)
- Classification of Post : Group C Non – Gazetted ; Non – Ministerial
- Pay Band and Grade Pay : Pay Band – 1 : Rs.5200 – 20200 + Grade Pay – Rs.1800/-, DA, HRA and Transport Allowance as admissible under Central Government rules. [Total Emoluments on the minimum of the Pay Band will be Rs.12,360/- p.m. approximately.]
- Minimum Qualifications Required : **a) Qualification :**
Direct Recruits : Xth Standard
For Ex–Servicemen, Ex–Police and Ex–Central Para Military Personnel : Xth Standard pass or equivalent certificate from Armed Forces.
- b) Minimum Height :**
167 Cms. (Relaxable for Scheduled Tribes and Hillmen as per Government orders)
- c) Chest :**
80 – 85 Cms. (Relaxable for Scheduled Tribes and Hillmen as per Government orders)
- Age limit as on **01/07/2010** : Between 18 years and 27 years.

Selection Process I. Screened in candidates will have to qualify in the Physical test under Constituted Board as follows :

(a) Physical Test Events

- (i) 100 metres run ~ Time 16 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 years	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

Selection Process**(b) Written Test**

The candidates who qualify in the physical test will be allowed to appear for a written test for **75 Marks** in the allotted time of **90 minutes**. Composition of the question paper will be as per the following pattern :

A)	Comprehension	25 Marks
B)	General Awareness (Objective type)	25 Marks
C)	Analytical or Basic Maths (Objective type)	25 Marks

(c) Interview : 25 Marks**GENERAL INSTRUCTIONS****1. Relaxation of Age Limit**

Upper age limit is relaxable for Government Servants upto 40 years in accordance with the instructions/orders issued by the Central Government and 45 years in case of Scheduled Caste/Scheduled Tribes and 43 years for OBC Central Government Servants. Maximum age limit is relaxable upto 5 years in case of SC/ST candidates and 3 years for OBC candidates. Maximum age limit for Ex – servicemen and ex – constables is 30 years (after deducting the period of service from the actual age). Ex – Servicemen and ex – constables shall be eligible to apply only within three years of discharge or retirement from the Armed Forces or Police.

The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (other than those in Andaman and Nicobar Islands and Lakshadweep).

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 Jammu & Kashmir during the period from 1st day of January 1980 to 31st day of December, 1989.

Any person intending to avail of this relaxation of age limit shall submit a certificate from :

- (a) the district magistrate in the Kashmir Division within those jurisdiction he/she had ordinarily resided;
or
(b) any other authority designated in this behalf by the Government of Jammu & Kashmir

Relaxation in the upper age limit upto 5 years will be admissible to children/family members of those who died in the 1984 riots.

2. Nature of duties

Work under the supervision of Asstt. Security Officer and assist him in access control duty at every point, collect intelligence and perform vigilance (watch and ward duties) & patrolling duty. Candidates recruited are required to perform round-the-clock shift duties

3. Selected candidates are liable to be posted and transferred to any of the Sites of the Directorate or Constituent Units of the Department of Atomic Energy located at any part of India as may be required in public interest.

4. Vacancies mentioned above are subject to variation and in case of any additional vacancies arise the same will be filled through this Advertisement. The eligibility criteria as prescribed in the advertisement will be determined with reference to the last date for receipt of applications.

5. Reservation for Ex-servicemen will be applicable as per Government orders.

HOW TO APPLY

- i) Application should be submitted in the proforma given below preferably typewritten on thick foolscap paper (Size : 34 cms. X 22 cms.).
- ii) The Application and the outer cover should be superscribed as **“Application for the post of Security Guard against Advertisement No.DCSEM/01/2010”**.
- iii) **Photograph** : A recent passport size photograph should be affixed on the right hand top corner of the application. One additional copy of the passport size photograph should also be sent along with the application. The name and address of the candidate should be written on the backside of the additional photograph.
- iv) **Envelope** : 2 self addressed unstamped (bilingual) envelopes 23 x 10 cms. should be attached to the application.
- v) **Copies of Certificates** : Candidate should submit alongwith their application, attested copies of the following certificates :
 - a) Educational qualification (supported by appropriate mark sheets).
 - b) Date of Birth.
 - c) Experience Certificate, if any.
 - d) **SC/ST/OBC (Non Creamy Layer Certificate)** in the prescribed proforma applicable to Central Govt.employees / Jammu & Kashmir residents/ Proof to the effect that they have been affected by the 1984 riots, if applicable, in the appropriate proforma.
 - e) Discharge Book/Certificates from Defence Service (in case of Ex-serviceman).
- vi) **Completed applications should reach the Administrative Officer-III(A), Directorate of Construction, Services & Estate Management, Department of Atomic Energy, Vikram Sarabhai Bhavan, 2nd Floor, Anushaktinagar, Mumbai-400 094 so as to reach on or before 01.07.2010.**
- vii) This advertisement is available on DCSEM’s website at www.dcsem.gov.in

NOTE :

- a) Final selection will be made on the basis of personal interview which will be held in Mumbai. Only screened-in candidates will be called for physical test, written test and interview. 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. 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 interview. Travelling Allowance is also not admissible to Ex – servicemen (pensioners) belonging to SC/ST category as per rules.
- b) Persons working under the Central/State Government/Public Sector Undertakings/Autonomous Bodies should submit their applications through proper channel. They may, however, send an advance copy of the application alongwith enclosures directly.
- c) Incomplete applications and those, which are not in the prescribed form, or not accompanied by the attested copies of certificates, photographs are liable to be rejected.
- d) Mere fulfillment of requirements as laid down in the advertisement does not qualify an applicant for the interview. In case of overwhelming response, the number of candidates called for the physical test and subsequent selection process would be restricted on the basis of percentage obtained in SSC exam.
- e) The candidature of serving employees of Central/State Government/PSU/Autonomous bodies will be considered only on receipt of their application through proper channel or No Objection Certificate from the employers.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

PROFORMA FOR APPLICATION

FOR OFFICE USE ONLY :	
Application No. :	<input type="text"/>
Date of Receipt :	<input type="text"/>

SPACE FOR FIXING PASSPORT SIZE PHOTO

APPLICATION FOR THE POST OF _____ IN DCSEM

1. Advertisement No. : DCSEM/01/2010
2. Post : _____
3. Name in full beginning with Surname (in BLOCK LETTERS) : _____
4. Father's name : _____
5. Nationality : _____
6. Date of birth (in Christian era) : _____
(Date) (Month) (Year)
7. Sex : Male Female
8. Height : Weight :
Chest :
- Mark of Identification : _____
9. Marital status : _____
10. Religion : _____
11. Whether the applicant belongs to Scheduled Caste/Scheduled Tribe/Other Backward Class : SC ST OBC GEN
12. Whether affected by 1984 riots or domiciled in Kashmir Div of J&K during 1980-1989 : Yes/No
13. Whether the applicant belongs to minority : _____
(If yes, please specify whether Muslim/Christian/Sikh/Any other)
14. Do you have any physical disability : Yes/No
15. Are you an Ex-serviceman? : Yes/No
16. If yes, provide details of post held : _____
17. Address (in BLOCK Letters) (with pin code) : _____
i) For correspondence : _____
ii) Permanent Address : _____
iii) Contact Phone No(s)/E-mail : _____

18. (a) Educational qualifications :

Examination	University/ Board/ Institution	Year	Subject	Class/Grade (for passed only)	% of marks *	Duration of the course
S.S.C						

* Equivalent percentage of mark to be indicated, if grade is mentioned in the certificates.

18. (b) Indicate the course of study, if any, you are continuing presently

Course of study	Institution	Full time/ part time	Duration of course	Number of Semester/ Subjects completed	Marks obtained

18. (c) Educational/Professional/Technical
Qualifications obtained from Para Military
background :

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18. (d) Knowledge of Computers :

Yes

No

If yes, exams passed

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19. Experience (particulars of all previous and present employment are to be furnished)

Name & address of employer	Post	Whether Central or State Government or Private Organisation	Period		Permanent or Temporary	Reason for leaving
			From	To		

20. Are you under any contractual obligations to serve the Central/State Government/any other
Public Sector Undertaking/Autonomous Bodies? If so, please furnish full details.

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21. Whether the applicant has ever served in Government (including Defence/ State Government/
Public sector undertaking/ Autonomous bodies and in receipt of any pension/gratuity or
Employer's share to the Provident Fund? If so, please furnish full details.

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22. Details of relatives employed in the Department of Atomic Energy or its constituent Units :-

Sl. No.	Name	Relationship	Unit	Post

23. Any other information.

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24. List of documents (as per checklist attached to the application).

DECLARATION

I declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/ appointment is liable to be cancelled/ terminated.

Place : _____

(Signature of the candidate)

Date : _____

CHECK LIST for the candidates
(To be attached to the application)

Put **X** in the box applicable

- | | |
|---|--------------------------|
| 1. Photograph affixed on the application and an additional copy of the photograph attached with application | <input type="checkbox"/> |
| 2. Application completed and signed & 2 self addressed unstamped (bilingual) envelopes enclosed | <input type="checkbox"/> |
| 3. An attested copy of each of the following certificates is attached | |
| (a) Date of Birth | <input type="checkbox"/> |
| (b) SC/ST/OBC Certificate (if applicable).If OBC, Non Creamy Layer certificate in prescribed proforma also to be enclosed. | <input type="checkbox"/> |
| (c) Discharge Book/Certificates from Defence Service | <input type="checkbox"/> |
| (d) Proof to the effect, if affected by the 1984 riots or that they have domiciled in Kashmir division of J& K during 1980-89 | <input type="checkbox"/> |
| (e) Educational qualification. | <input type="checkbox"/> |
| (f) Experience Certificate, if any | <input type="checkbox"/> |
| (g) Whether you have applied earlier, if so, indicate the date | <input type="checkbox"/> |
| (h) Checklist attached | <input type="checkbox"/> |

Place : _____

Date : _____

(Signature of the candidate)