

GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
DIRECTORATE OF CONSTRUCTION, SERVICES AND ESTATE MANAGEMENT
ADVERTISEMENT NO. DCSEM/ 01 /2008

Directorate of Construction, Services and Estate Management (DCSEM) a constituent unit of Department of Atomic Energy (DAE) is responsible to provide residential infrastructure support to the staff members of DAE working in Mumbai, 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 posts in Directorate of Construction, Services & Estate Management, Department of Atomic Energy.

CATEGORY - I

01. Name of the Post : **TRADESMAN/B (AIR-CONDITIONING & REFRIGERATION)**
02. Number of Posts : 02 (Two)
03. Qualification : HSC or SSC with not less than 50% marks in Science & Maths put together and Trade certificate in the trade of Air-conditioning and Refrigeration of not less than one year duration recognized by the Competent Authority.

CATEGORY - II

01. Name of the Post : **TRADESMAN/B (PLUMBER)**
02. Number of Posts : 11 (Eleven)
03. Qualification : HSC or SSC with not less than 50% marks in Science & Maths put together and Trade certificate in the trade of Plumber of not less than one year duration recognized by the Competent Authority.

CATEGORY - III

01. Name of the Post : **TRADESMAN/B (ELECTRICAL)**
02. Number of Posts : 08 (Eight)
03. Qualification : HSC or SSC with not less than 50% marks in Science & Maths put together and Trade certificate in the trade of Electrical of not less than one year duration recognized by the Competent Authority.

CATEGORY - IV

01. Name of the Post : **TRADESMAN/B (CARPENTER)**
02. Number of Posts : 07 (Seven)
03. Qualification : HSC or SSC with not less than 50% marks in Science & Maths put together and Trade certificate in the trade of Carpenter of not less than one year duration recognized by the Competent Authority.

CATEGORY - V

01. Name of the Post : **TRADESMAN/B (FITTER)**
02. Number of Posts : 12 (Twelve)
03. Qualification : HSC or SSC with not less than 50% marks in Science & Maths put together and Trade certificate in the trade of Fitter of not less than one year duration recognized by the Competent Authority.

TOTAL NO. OF POSTS (CATEGORY I TO V) = 40 (UNRESERVED - 21, OBC - 10, ST - 9)

CATEGORY - VI

01. Name of the Post : **Draughtsman/A (Civil)**
02. Number of Posts : 01 (One) (**Reserved for OTHER BACKWARD CLASS**)
03. Qualification : i) Should have passed SSC/HSC exam and Civil Draughtsmanship Course (Trade Certificate) of not less than two years duration from Government recognized institute.
ii) The candidate should have secured minimum 60% marks in Science and Maths put together in SSC/HSC and 60% marks in Civil Draughtsmanship Course (Trade Certificate).
04. Experience : i) Minimum three years of experience in making R.C.C. Steel Structural and other Civil drawings after obtaining the relevant qualification.
ii) The candidate should be well conversant with Computers, must have worked on preparation of R.C.C., Steel Structural drawings and other utilities drawing through AUTOCAD and generation of drawings through plotter.

CATEGORY - VII

01. Name of the Post : **Supervisor (Cosmetic Maintenance) in Auxiliary Category**
02. Number of Posts : 01 (One) (**Unreserved**)
03. Qualification : Should have passed SSC exam or equivalent and One year Sanitary Inspector`s Course from All India Institute of Local Self Government or any other similar institution.
04. Experience : Minimum five years of experience in the supervision of Cosmetic Maintenance work.

I	Name of the post	Scale of pay (likely to revise)	Present pay at the entry level (excluding HRA/CCA)
i)	Tradesman `B`	Rs.3200-85-4900	Rs.6768/- (approx.)
ii)	Draughtsman/ A	Rs.5000-150-8000	Rs.10575/- (approx.)
iii)	Supervisor (Cosmetic Maintenance)	Rs.5000-150-8000	Rs.10575/- (approx.)

II	Age limit as on 01.01.2008 :	
i)	Tradesman `B`	Minimum 18 years and Maximum 25 years.
ii)	Draughtsman/ A	Minimum 18 years and Maximum 30 years.
iii)	Supervisor (Cosmetic Maintenance)	Minimum 18 years and Maximum 30 years.

GENERAL INSTRUCTIONS :

i) Those candidates who have passed B.Sc./Diploma in Engg./AMIE/Degree in Engg./equivalent or appearing for B.Sc./Diploma in Engg./AMIE/Degree in Engg./equivalent (final year) will not be considered for appointment and hence need not apply.

ii) **Relaxation of Age Limit**

Relaxation in the upper age limit of 5 years for ST candidates and 3 years for OBC candidates.

Age relaxation for Ex-servicemen/Disabled candidates will be provided as per rules in specific disciplines/trades/Government of India Orders.

Relaxable in case of departmental candidates who are working in the same line or allied cadre and having substantial or extraordinary working experience as per rules.

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 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 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 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.

iii) The candidates on appointment will be covered under the New Restructured Defined Contributory Pension Scheme.

iv) The eligible candidates shall have to appear for Trade Test and interview. Outstation Scheduled Caste/Scheduled Tribe candidates called for Trades Test/Interview will be paid to and fro II Class Railway fare 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.

v) 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. Candidates selected for the above posts are required to perform duties in round the clock shifts also.

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 not later than one month from the date of publication of the advertisement.

vii) This advertisement is available on DCSEM's website at www.dcsem.gov.in

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 _____ Category No. _____ against Advertisement No.DCSEM/01/2008.

iii) Separate application should be submitted for each post, if a candidate wishes to apply for more than one post.

- iv) **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.
- v) **Copies of Certificates** : Candidate should submit alongwith their application, attested copies of the following certificates :
 - a) Educational qualification and Technical qualification (supported by appropriate mark sheets indicating the subjects offered at the examinations)
 - b) Date of Birth.
 - c) Experience Certificate, if any.
 - d) If the candidate belongs to SC/ST/OBC Category certificate issued by Competent Authority that the candidate belongs to SC/ST/OBC Category.
 - e) Discharge certificates from Defence Service (In case of Ex-serviceman).
 - f) In the case of physically handicapped candidates, certificate from appropriate authority regarding Physical handicap/Disability.

NOTE:

- a) 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.
- b) 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.
- c) Mere fulfillment of requirements as laid down in the advertisement does not qualify an applicant for the interview. In the event of receipt of a large number of applications, the candidates to be called for Trade Test will be restricted based on higher percentage of marks in ITI or Trade Certificate examination.
- d) 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 THE POST OF _____
AGAINST ADVERTISEMENT NO. _____**

For Office Use Only

Application No.	Date of Receipt

**SPACE FOR
FIXING
PASSPORT
SIZE PHOTO**

1. Name in full beginning with Surname (in BLOCK LETTERS) : _____
2. Address for correspondence : _____

3. Permanent address : _____

4. Nationality :
5. Date of Birth (In Christian Era) : _____
6. Sex : Male Female
7. Marital Status : Married Unmarried
8. (a) Category : SC ST OBC Gen
- (b) If category above is SC/ST/OBC, please state name of caste/tribe : _____
(enclose attested copy of relevant Certificate)

9. (a) Educational/Technical qualification (beginning with matriculation or equivalent)

Examination	University/ Board/ Institution	Year	Subject	Class/Grade (for passed only)	% of marks *	Duration of the course
A) PASSED						
B) APPEARED OR DUE TO APPEAR						

* As per University's/Technical Board's system of awarding class/grade etc.

(b) Indicate any other courses 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

(c) Professional/Technical Qualifications :

(d) Knowledge of Computers : Yes No

If yes, exams passed

10. Experience, if any.

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

11. Total Experiences (as mentioned in serial No. 10) :-

_____ Years _____ Months

12. 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.

13. Whether the applicant has ever served in Central (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.

14. Details of relatives already employed in Department of Atomic Energy or its Constituent Units.

Sr.No.	Name of relative	Relation	Unit	Post held

15. Any other information.

16. 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.

(Signature of the candidate)

Place : _____

Date : _____

DATA FOR SCREENING AND CHECK LIST for the candidates
(To be attached to the application)

Data for screening :

(i)	APPLICATION FOR THE POST OF								
(ii)	Date of Birth (DD/MM/YYYY)	Date		Month		Year			
(iii)	Age as on 01.01.2008	Years		Months		Days			
(iv)	Category (Please mark 'X')	SC		ST		OBC		GE N	
(v)	Educational Qualifications								
Examinations Passed	Marks			Marks in					
	Marks Obtained	Max. Marks	%	Maths			Science		
				Marks Obtained	Max. Marks	%	Marks Obtained	Max. Marks	%
1. SSC									
2. ITI/Diploma				ITI/Diploma Trade Name					
(vi)	No. of years of experience								
Note : Filling of all columns above are mandatory. In case data is/are not filled, application may be rejected.									

Check List :

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 | <input type="checkbox"/> |
| 3. An attested copy of each of the following certificates is attached | |
| (i) Date of Birth | <input type="checkbox"/> |
| (ii) SC/ST/OBC Certificate (non-creamy layer) | <input type="checkbox"/> |
| (iii) Ex-Serviceman Certificate attached. | <input type="checkbox"/> |
| (iv) Educational & Technical qualification (mark sheets) | <input type="checkbox"/> |
| (iv) Disability Certificate attached | <input type="checkbox"/> |
| (v) Experience | <input type="checkbox"/> |
| (vi) Checklist attached | <input type="checkbox"/> |

Place : _____

(Signature of the candidate)

Date : _____