

**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/ 02/2008

LAST DATE FOR RECEIPT OF APPLICATION - 12/10/2008

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 posts in Directorate of Construction, Services & Estate Management, Department of Atomic Energy.

Category I : Scientific Officer/Engineer Grade `C' (SO/C) : (Information Technology)

No. of Post : **01**

Essential Qualification : B.E./B.Tech.(Computer Science and Engineering / Information Technology) from a recognized University with a minimum of 60% marks. Knowledge of Oracle 8i/9i/1g and Developer 2000/6i is essential. Candidates having additional qualification covered by certificates like MCSO, OCP or equivalent will be preferred. Knowledge of Java will be an added advantage.

Note : Please note that in cases where Universities award letter grades, the same will have to be indicated in equivalent percentage of marks as per the norms adopted by that University. In the absence of the same the candidature will not be considered.

Category II : Scientific Officer/Engineer Grade `C' (SO/C) : (Civil)

No. of Post : **01**

Essential Qualification : BE/B.Tech. in Civil Engineering from a recognized University (Minimum 60% marks)

Category III : Scientific Officer/Engineer Grade `C' (SO/C) : (Electrical)

No. of Post : **02**

Essential Qualification : BE/B.Tech. in Electrical Engineering from a recognized University (Minimum 60% marks)

Total number of posts (Category I to III) : **04 (01- Reserved for SC, 01- Reserved for OBC & 02- Unreserved)**

Category IV : Scientific Assistant `B' (SA/B)

A) Scientific Assistant `B' (Civil) :

No. of Posts : **05**

Essential Qualification : Diploma/Licentiate in Civil Engineering (3 years after SSC) [Minimum 60% marks in Diploma]

Experience : Experience in MS Office (Excel, Word) - desirable

B) Scientific Assistant `B' (Electrical) :

No. of Posts : 02

Essential : Diploma/Licentiate in Electrical Engineering (3 years after SSC)

Qualification [Minimum 60% marks in Diploma]

Experience : Experience in MS Office (Excel, Word) - desirable

Total number of posts (A + B) : 07 (03 - Reserved for OBC & 04 - Unreserved)

I	Name of the post	Scale of pay (likely to revise)	Present pay at the entry level (excluding HRA/CCA)
i)	Scientific Officer/Engineer Grade 'C'	Rs.8000-275-13500	Rs.17,640/- (approx.)
ii)	Scientific Assistant 'B'	Rs.5500-175-9000	Rs.12,127/- (approx.)

II	Age limit as on 01.07.2008 :
i)	Scientific Officer/Engineer Grade 'C'
ii)	Scientific Assistant 'B'

Minimum 18 years and Maximum 30 years.

General Conditions:

1. Upper age limit can be relaxed in individual cases taking into account the number of years of experience in respect of Category I to III.
2. Upper age limit is relaxable as follows :-
 - SC - 5 years
 - OBC - 3 years
 - PH/Ex-servicemen - as per rules.
3. 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.
4. **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.
5. Reservation for physically handicapped persons will be provided as per rules.
6. Candidates appointed will be entitled for other allowances as admissible under Central Govt. Rules, in addition to the basic pay indicated above.
7. Candidates with additional relevant experience will be considered for grant of advance increments, in deserving cases.
8. The selected candidates will be posted at Mumbai initially. However, the candidates are liable to be posted to any part of India.
9. The candidates appointed will be governed by New Contributory Pension Scheme effective from 01.01.2004.

10. All outstation candidates called for interview for the post of Scientific Officer `C' (Category II and III) and only SC/ST outstation candidates called for interview for the post of Scientific Assistant `B' (Category IV - A & B) will be eligible for to and fro rail fare by IInd Class Mail fare or actual fare by the shortest route whichever is less as per rules. However, rail fare is not admissible to those candidates who are already in Central/State Government services, Central/State Government Corporation, Public Undertakings, Local Government Institutions and Panchayats.

HOW TO APPLY

1. Application should be submitted in the prescribed proforma given preferably typed/printed on thick foolscap paper (Size : 34 cms. X 22 cms.).
2. The Application and the outer cover should be superscribed as "Application for the post of _____ against Advertisement No.DCSEM/02/2008. "
3. 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.
4. Separate application should be submitted for each post, if a candidate wishes to apply for more than one post.
5. **Copies of Certificates** : Candidate should submit alongwith their application, attested copies of the following certificates in support of :
 - a) Educational qualifications and technical qualifications.
 - b) Experience.
 - c) Date of birth.
 - d) Their claim that they belong to SC/ST/OBC (Non-Creamy Layer) Community in the prescribed proforma applicable to Central Government employment.
 - e) Physically Handicapped - from appropriate authority regarding physical handicap (applicable to physically handicapped persons only).
 - f) Discharge from Defence Service (applicable to ex-defence personnel only).
6. **NOTE :**
 - i) 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. They will be considered only on receipt of their application through proper channel or No Objection Certificate from the employers.
 - ii) Completed application should be sent to the Administrative Officer-III(A), Directorate of Construction, Services & Estate Management, Vikram Sarabhai Bhavan, 2nd Floor, North Wing, Anushaktinagar, Mumbai - 400 094 **so as to reach not later than one month from the date of publication of this advertisement.**
7. **SELECTION :**
 - (i) Mere fulfillment of requirements as laid down in the advertisement does not entitle a candidate to be called for interview. In case, the response is more, the screening will be restricted to those with higher percentage of marks and with more number of years of experience. Those candidates having lesser percentage of marks and less number of years of experience may not be called for interview.
 - (ii) Candidates with ME/M.Tech in respect of Category I, II and III and BE/B. Tech. in respect of Category IV (A) and IV (B) will not be considered and hence need not

apply.

8. Only such of those candidates, who in the opinion of DCSEM, suit the organisational requirement based on above, will be called for interview. No correspondence will be entertained with candidates not selected for an interview or appointment.
9. This advertisement is available on DCSEM Website at www.dcsem.gov.in
10. **WARNING :** Applications which are not in conformity with the requirements indicated in the advertisement e.g. applications which are not in the prescribed form or are not accompanied by the attested copies of certificates & photograph or are unsigned will be rejected.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.

PROFORMA FOR APPLICATION

FOR OFFICE USE ONLY :

Application No. :

Date of Receipt :

**SPACE
FOR FIXING
PASSPORT
SIZE PHOTO**

**APPLICATION FOR THE POST OF _____ IN
DCSEM**

1. Advertisement No. : DCSEM/02/2008
2. Category : _____
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 : _____
Mark of Identification : _____
9. Marital status : _____
10. Religion : _____
11. Whether the applicant belongs to Scheduled Caste/Scheduled Tribe/Other Backward Class : SC ST OB GE
C N
12. Do you have any physical disability : Yes/No
13. If yes, Tick the appropriate one : OH VH HH
(OH : Orthopaedically Handicapped, VH : Visually Handicapped, HH : Hearing Handicapped)
(Please enclose relevant certificates).
14. Are you an Ex-serviceman? : Yes/No
In case yes, please enclose the relevant certificate).
15. Address (in BLOCK Letters) : _____
(with pin code)

i) For correspondence : _____

ii) Permanent Address : _____

iii) Contact Phone No(s). : _____

16. (a) Educational qualifications :

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

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

16.(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

16.(c) Professional/Technical Qualifications :

16.(d) Knowledge of Computers : Yes No

If yes, exams passed

17. 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		

18. 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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19. 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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20. Details of relatives employed in the Department of Atomic Energy or its constituent Units :-

Sl. No.	Name	Relationship	Unit	Post

21. Any other information.

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22. 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. If appointed, I agree to abide by the rules and regulations of the organisation.

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 | <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) | <input type="checkbox"/> |
| (c) Physically Handicapped (if applicable) | <input type="checkbox"/> |
| (d) Disabled Defence Service Personnel | <input type="checkbox"/> |
| (e) Dependent of Defence Service Personnel killed in action | <input type="checkbox"/> |
| (f) Ex-Serviceman Certificate attached. | <input type="checkbox"/> |
| (g) Educational & Technical qualification. | <input type="checkbox"/> |
| (h) Experience | <input type="checkbox"/> |
| (i) Checklist attached | <input type="checkbox"/> |

Place : _____

Date : _____

(Signature of the candidate)