

Government of India
Department of Atomic Energy
Raja Ramanna Centre for Advanced Technology

PO : CAT
Indore : 452 013 (M.P)

ADVERTISEMENT NO. **RRCAT-3/2014**

Last Date for Receipt of Application : **21-11-2014**

Applications are invited for filling up the following posts

Post code	Post	Essential Qualification	Desired Experience	No. of Posts
I	Scientific Officer/C (General Duty Medical Officer) (female)	M.B.B.S. with One year institutional experience. Mandatory internship shall not be counted as experience. Candidates with Post Graduate qualification and equivalent need not apply.	Candidates with casualty experience & worked as GDMO/General Practice will be preferred. Basic computer knowledge is preferable.	01 (Reserved for OBC)
II	Stenographer Grade-III	Matriculation or equivalent With Minimum speed of 80 w.p.m. in English Shorthand and 30 w.p.m. in English Typewriting	Computer Application, Data entry/processing. Knowledge of Hindi Shorthand & Typewriting is desirable.	04 (02-Unreserved) (02-Reserved for OBC)
III	Technician/B (Air Conditioning)	HSC or SSC passed with minimum 60% marks with Science and maths plus trade certificate of one year duration in Air conditioning from government recognized institution.	2 Years duration in erection/maintenance of HVAC installations.	01 (Reserved for ST)
IV	Technician/B (Mason)	HSC or SSC passed with minimum 60% marks with Science and maths plus trade certificate of one year duration in Masonry trade from government recognized institution.	2 years in construction field	03 (Reserved for ST)

NATURE OF DUTIES :

For Post Code I {Scientific Officer/C [General Duty Medical Officer] (female)}

1. Attending to patients of all age groups & providing health care at the periphery level.
2. Attending to routine ailments, chronic cases like Diabetes mellitus, Hypertension, Ischemic
3. Heart Disease, Tuberculosis, epilepsy etc.;
4. Follow-up of patients with chronic illnesses with regular monitoring & reference to hospital as and when required.
5. Management of emergencies at dispensary and after stabilization referring to hospital if necessary.
6. Data Entry in computer including generate case notes, diagnosis, online prescription, creating Service Order, Appointments etc.
7. Conducting preventive clinics like Well Baby Clinic, Antenatal clinic, screening programs and participation in academic activities.

For Post Code II {Stenographer Grade-III}

Taking dictation in shorthand and its transcription in e-media, typing of reports, mailing correspondence, filing papers, arranging meeting, fixing appointments, attending telephone calls and visitors and any other work assigned by the Reporting Officer and generally assist the officer in such manner as to keep the officer free from routine nature of work.

For Post Code III {Technician/B(Air Conditioning)}

Testing and maintenance of refrigeration and air conditioning installations.

For Post Code IV {Technician/B(Mason)}

Masonry work & execution.

METHOD OF SELECTION/RECRUITMENT :

For Post Code I {Scientific Officer/C [General Duty Medical Officer] (female)}

Screened in candidates will be called for personal interview.

For Post Code II {Stenographer Grade-III}

Selection will be made on the basis of a qualifying written examination/skill test and interview. The written examination and skill test will be as indicated below:

Post	Syllabus for written Examination * (Duration 1½ Hour)		Skill Test
	Paper I	Paper II	
Stenographer Grade III	General English	General Knowledge & Elementary Arithmetic	Stenography Test @ 80 w.p.m. (Transcription on computer @ 30 w.p.m.)

*** Objective type questions with multiple choice answers**

Only those candidates who qualify in the written examination will be called for the skill test and only those candidates who qualify in the skill test will be called for interview.

For Post Code III {Technician/B(Air Conditioning)} & Post Code IV {Technician/B(Mason)} :

Screened in candidates will be called for Trade Test followed by personal interview.

PAY SCALES AND TOTAL EMOLUMENTS (AS PER EXISTING RATES)

Post Code	Pay scale	Entry Pay		
		Pay in the Pay Band	Grade Pay	Emoluments including allowances (approx.)
I	₹ 15600-39100 + Grade Pay ₹ 5400/- plus Non -practicing Allowance PB-3	₹ 15,600/-	₹ 5,400/-	₹ 62,000/- *
II	₹ 5200-20200 + Grade Pay ₹ 2400/- PB-1	₹ 7,510/-	₹ 2,400/-	₹ 24,000/- *
III & IV	₹ 5200-20200 + Grade Pay ₹ 2000/- PB-1	₹ 6,460/-	₹ 2,000/-	₹ 20,000/- *

*Total emoluments are applicable for class "Y" city (Allowances are as admissible under central Government rules)

Additional Financial Benefits :

In addition to the normal pay and allowances, the employees of the Department of Atomic Energy are entitled to attractive financial benefits under various incentive schemes. These benefits are provided in view of special status of the Department and are reviewed by the Government from time to time.

1) GENERAL CONDITIONS FOR THE INFORMATION OF APPLICANTS

Age limit as on last date for receipt of application:

1.1 Post Code-I - Between 18 and 38 years including age relaxation for OBC Candidates.

1.2 Post Code-II - Between 18 and 27 Years for General candidates and 18 and 30 Years for OBC candidates.

1.3 Post Code-III & IV - Between 18 and 30 Years including age relaxation for ST Candidates.

In addition to the above, the following age relaxation are also applicable :

- a) Relaxation of the upper age limit of five years shall be admissible to children/family members of those who died in the 1984 riots. Proof to the effect that they have been affected by 1984 riots should be furnished.
- b) **Ex-servicemen** : After deducting the period of armed force service from the actual age of the candidate the resultant age should not exceed the maximum age limit prescribed for the post by more than three years.
- c) **Govt. Servants** : In accordance with orders of the Central Government.
- d) 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 1) 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 Central Civil Services and Civil Posts (Upper Age Limit for Direct Recruitment) Rules, 1998, shall submit a certificate from:

- i) The District Magistrate in the Kashmir division within whose jurisdiction he had ordinarily resided ; **or**
- ii) 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 1st day of January, 1980 to the 31st day of December, 1989.

NOTE : Only date of birth indicated in school leaving certificate or equivalent certificate will be accepted. No subsequent request for change shall be granted.

- 2) Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions and minimum required educational qualification criteria mentioned in this advertisement. The candidate would be admitted to various stages of the recruitment process based on the information furnished by the candidate in his/her application. Only a summary scrutiny of the application would be made before the final stage of the recruitment process and detailed scrutiny of the eligibility of the candidate would be done only at the final stage of the recruitment process. As such, the candidature of the applicant shall remain provisional till detailed scrutiny is undertaken and the candidate is found eligible in all respect. RRCAT would be at liberty to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post. The decision of RRCAT shall be final in deciding the eligibility of the candidate. The mere

fact that a call letter has been issued to the candidate and allowed to appear in a trade test/interview will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application have been accepted as true and correct.

- 3) Interview will be held at RRCAT, Indore. SC/ST Candidates called for Trade test/Skill Test/Interview will be paid Travelling Allowance to and fro by Sleeper Class (as per rules). However, Travelling Allowance is not admissible to those SC/ST candidates who are already in service in Central/State Government services, Central/State Government Corporation, Public Sector Undertakings, Local Government Institutions and Panchayats and the concession availed from Railways, if any, for undertaking journey for attending written examination / interview.
- 4) Candidates selected against this advertisement are likely to be posted at Indore (M.P) but they are liable to serve in any of the constituent units of the Department of Atomic Energy in India.
- 5) 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.
- 6) Persons who are appointed against the above posts, will be covered under the New Contributory Pension Scheme.
- 7) Persons working under the Central/State Govt./Public Sector Undertakings should submit their applications through proper channel. They may, however, send an advance copy of the application along with enclosures as detailed above. They are also required to bring No Objection Certificate from the employer at the time of appearing for Interview.

8) **HOW TO APPLY :**

8.1 Application should be submitted in the proforma given herewith. Candidates, who wish to apply on-line, may kindly see the website <<http://www.rrcat.gov.in>>. Submission of online applications will close one week prior to the last date for receipt of application. Candidates applying on-line must send signed copy of application (produced using the online software) along with copies of relevant certificates to the address mentioned. This hard copy of application must reach on or before last date for receipt of application.

8.2 Application should preferably be typewritten on A4 size paper.

8.3 A recent passport size self attested photograph should be affixed on the right hand top corner of the original application.

8.4 The application outer cover should be superscribed as under :-

APPLICATION FOR	POST CODE	POST	ADVERTISEMENT NO.
			RRCAT-3/2014

8.5 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.

8.6 Candidates are advised in their own interest to send the application by Speed Post/ Registered Post to the address given below :-

**ASSISTANT PERSONNEL OFFICER (RECRUITMENT)
RAJA RAMANNA CENTRE FOR ADVANCED TECHNOLOGY
DEPARTMENT OF ATOMIC ENERGY
PO : CAT, INDORE - 452 013 (M.P)**

9) COPIES OF CERTIFICATES :

Candidates should submit along with their application attested single copy of :

- a) Certificates pertaining to educational qualifications/experience and technical/ professional qualifications (supported by appropriate marksheets indicating the subjects offered at the examinations).
- b) Certificate of date of birth (Class 10th or 12th marksheet or certificate).
- c) Their Claim that they belong to Ex-Serviceman, etc.
- d) Experience specifically stating the kind of work done.
- e) Candidates should submit caste certificates in the prescribed proforma applicable in Central Government Employment, which is uploaded along with this advertisement on our website <http://www.rrcat.gov.in/hrd/Openings/Current_Openings.html>.

IMPORTANT NOTE :

- 1) Applications which are not in conformity with the requirements indicated in the advertisement, i.e., applications which are not in the prescribed form, not accompanied by the attested photo copies of certificates, passport size self attested photograph etc. are liable to be rejected.
- 2) Period of experience as prescribed in the advertisement will be determined with reference to the last date of receipt of applications.

RECORDS OF THE NON-SELECTED CANDIDATES SHALL NOT BE PRESERVED BEYOND 6 MONTHS FROM THE DATE OF FORMATION OF SELECT LIST

WARNING : CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION
