

Government of India
Department of Atomic Energy
Administration Section

Anushakti Bhavan,
C.S.M.Marg,
Mumbai - 400 001.

No.3/11/2016-Adm./

1599

January 30, 2017

CIRCULAR

Subject : Filling up the post of Public Relation Assistant
in DAE Secretariat, Mumbai (Level 6 of Pay matrix)

Applications are invited from eligible candidates to fill up one post of Public Relation Assistant (Level 6 of Pay matrix) (PB.2: ₹ 9300 – 34800 + GP ₹ 4200 [pre-revised]) in DAE Secretariat, Mumbai.

2. Eligibility:

- (i) From among the Upper Division Clerks and Stenographers Gr. II [Level 4 of Pay matrix] (PB.1: ₹ 5200 – 20200 + GP. ₹. 2400 [pre-revised]) who have put in a minimum regular service of 3 years in the grade and holding Degree/Diploma in Public Relations (OR) Upper Division Clerks/Stenographers Jr. who have put in a minimum of 5 years regular service in the grade and having experience in organizing Conferences/Symposia/Lectures and Conducting visitors.
- (ii) From among Lower Division Clerks [Level 2 of Pay matrix] (PB.1: ₹ 5200 – 20200 + GP. ₹. 1900 [pre-revised]) who have put in a minimum regular service of 6 years in the grade and holding degree/diploma in Public Relations OR Lower Division Clerks [Level 2 of Pay matrix] (PB.1: ₹ 5200 – 20200 + GP. ₹. 1900 [pre-revised]) who have put in a minimum of 7 years regular service in the grade and having experience in organizing Conferences/Symposia/lectures and conducting visitors.

Note:

- a. The eligibility criteria for deciding the required number of years of service will be reckoned as on 01.04.2016.
- b. Service in DAE and its Units alone will be taken into consideration.

- c. Broken periods of service and periods of service during which the post was held on ad-hoc basis will not count for eligibility.
- d. The selection will be made after interviewing the eligible candidates.
- e. This circular may be brought to the notice of all eligible candidates and applications received in the prescribed form (copy enclosed) may please be forwarded to Under Secretary (Adm.), Department of Atomic Energy, Anushakti Bhavan, CSM Marg, Mumbai 400 001 latest by 23.02.2017. Applications received after the above date will not be entertained.
- f. Only the Screened-in candidates will be called for interview. The date and venue of interview will be intimated shortly.

Encl : Application form

Narayan
(Usha Narayanan) 30/1/17
Section Officer (Adm.)

- Copy to :
1. All Administrative Heads of Constituent Units of DAE
 2. Head, Public Awareness Division, DAE, Mumbai
 3. Head, MSG, DAE; With a request to kindly upload the circular on the DAE website.
 4. Notice Board

Annexure to Circular No. 3/11/2016-Adm./

Date:

**Application for the post of Public Relation Assistant
in DAE Secretariat, Mumbai (Level 6 of Pay matrix)
(PB.2: Rs.9300-34800 + Grade Pay of Rs.4200 [pre-revised])**

Last date of receipt of application : 23.02.2017

Part A

(To be completed by the applicant)

1.	Name in BLOCK letters (Please indicate Smt./ Kum./ Shri)				
2.	Pay Level				
3.	C.C. /E.C. Number & Section/Division				
4.	Name of the unit and address				
5.	Whether SC or ST				
6.	Details of post held in the Department of Atomic Energy right from initial appointment	Sr. No.	Designation	Date	
				From	To
7.	Details of departmental examination passed, if any.				
8.	Any other information				

Place :

Date :

Signature of the applicant

Note : Furnishing of wrong information or suppression of information will disqualify the candidate.

Part B

(To be completed and signed by the office dealing with the administrative/establishment matter concerning the applicant)

1. The information furnished by the applicant against column no. 1-8 of Part – A has been verified with records and found correct.
2. The applicant satisfies the conditions regarding eligibility to appear for the qualifying examination as stipulated in the circular No. 3/11/2016-Adm./ dated -----.
3. Broken periods of service or service as a result of promotion on ad-hoc basis have been excluded for computing eligibility.
4. It is certified that no vigilance/disciplinary case is pending against the employee concerned. It is also certified that no penalty is in force against him/her.

Signature :

Name :

Designation :

Address :

Phone & E-mail address:

The Under Secretary (Adm.),
DAE Secretariat,
Anushakti Bhavan,
CSM Marg,
Mumbai – 400 001.