

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

PO : CAT
Indore : 452 013

ADVERTISEMENT NO. **RRCAT-6/2013**

Last Date for Receipt of Application : **10.01.2014**

Applications are invited for filling up the following post

Post	Qualification	Desired Experience	No. of Posts	
Stenographer Grade III	Matriculation or equivalent Minimum speed of 80 w.p.m. in English Shorthand and 30 w.p.m. in English Typewriting	Knowledge of Computer Application, Data entry and data processing	UR	01
			OBC	02
			Total	03

Pay Scales and total emoluments (as per existing rates) :

Name of the Post	Pay Band + Grade Pay	Entry Pay		
		Pay in the Pay Band	Grade Pay	Total including all allowances (approx.)
		Rs.	Rs.	Rs.
Stenographer Grade III	Rs. 5200-20200 + Grade Pay of Rs. 2400/-	7510/-	2400/-	23,000/-

ADDITIONAL FINANCIAL BENEFITS:

In addition to the normal pay and allowances viz. House Rent Allowance, Transport Allowance etc. as admissible under the Rules, 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.

GENERAL CONDITIONS FOR THE INFORMATION OF APPLICANTS

1. AGE LIMIT as on 10.01.2014 : Minimum 18 years. Category wise Maximum age limit under relaxation is as given below:

Category of candidates	Maximum age (in years)	Conditions for grant of relaxation in the upper age limit
General Candidates	27	N.A.
OBC	30	Caste certificate should be issued by the authorized authority in the format applicable to Central Government employment with non-creamy layer certificate and the community should have been included in the Central lists of Other Backward Class
Persons domiciled in Kashmir Division of Jammu & Kashmir	32	Admissible to all persons who had ordinarily been domiciled in Kashmir division of the state of Jammu & Kashmir during the period from 1 st day of January 1980 to 31 st 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.

		<p><u>Certificate regarding proof of residence should be from</u></p> <p>a) the District Magistrate in the Kashmir division within whose jurisdiction he had ordinarily resided; or</p> <p>(b) 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</p>
Ex-servicemen	In accordance with Govt. orders applicable for the post of Steno Grade III	<p>An ex-servicemen means a person who has served in any rank whether as combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union and</p> <p>(i) Who retired from such service after earning his/her pension. this would also include persons who are retired/retire at their own request by after having earned their pension or</p> <p>(ii) Who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension.</p> <p>(iii) Who has been released, otherwise than on his own request from such service as a result of reduction in establishment or</p> <p>(iv) Who has been released from such service after completing the specific period of engagements, otherwise than at this own request or by way of dismissal or discharged on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely:</p> <p>(a) Pension holders for continuous embodied service.</p> <p>(b) Pension with disability attributable to military service and</p> <p>(c) Gallantry award winners.</p>
Children/family members of those who died in the 1984 riots	Gen- 32 Years OBC-35 Years	Proof to the effect that they have been affected by 1984 riots should be furnished.
Departmental Candidates (For Central Govt. Employees)	Gen- 40 Years OBC-43 Years	Should have rendered not less than 3 years continuous/regular service in the same or allied cadre
Persons with disabilities	Gen- 37 Years OBC-40 Years	<p>According to the persons with disabilities (Equal Opportunities, Protection of Rights and Full participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section(1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), a disability certificate shall be issued by a Medical Board duly constituted by the Central or State Government. The certificate would be valid for a period of 5 years for those whose disability is temporary. The Medical Board shall indicate the period of validity of the certificate where there are chances of variation in the degree of disability. For those who acquired Permanent disability, the validity can be shown as permanent. Physical deformity should not be less than 40 percentage.</p>

2. 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 & Nicobar Islands and Lakshadweep)
3. Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be granted.

4. Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in 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 for 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.

5. **Method of selection/recruitment:**

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 1 ½ hour)		Skill Test
	Paper I	Paper II	
Stenographer Grade III	General English	General Knowledge and Elementary Arithmetic	Stenography Test @ 80 w.p.m. (Transcription on computer)
* 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.

6. **Nature of Duties :**

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.

7. Written/skill test/Interview will be held at RRCAT, Indore.

8. Candidates selected against this advertisement are likely to be posted at Indore but they are liable to serve in any of the constituent units of the Department of Atomic Energy in India.

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HOW TO APPLY

1. One copy of the application should be submitted in the proforma given in the advertisement, preferably typewritten on A4 size paper .

Candidates, who wish to apply on-line, may kindly see the website <http://www.rrcat.gov.in> and also read instruction no. 12 below carefully. Submission of on-line applications will close one week prior to the last date of receipt of application.

2. The application as well as the outer cover should be superscribed with the words.

APPLICATION FOR THE POST	POST CODE	POST

3. **PHOTOGRAPH** : Two passport size self attested photographs. One should be affixed on the right hand top corner of the original application.

4. **COPIES OF CERTIFICATES** : Candidates should submit along with their application attested copies (SINGLE copy only) of mark sheets/certificates of:

- a) Educational qualification and technical qualification
b) Date of birth (Only SSC/Matriculation/HSC certificate, birth certificate will be accepted as proof of date of birth)
c) Their Claim that they belong to EXM/OBC

5. **Note** : (a) Persons working under the Central/State Govt./Public Sector Undertakings should submit their applications through proper channel. They may however, send one advance copy of the application along with enclosures as detailed above to the address given below. **They are also required to bring No Objection Certificate from the employer at the time of appearing for Test/Interview.**

- (b) Completed application should be sent to the following address:

Administrative Officer - III, RAJA RAMANNA CENTRE FOR ADVANCED TECHNOLOGY, DEPARTMENT OF ATOMIC ENERGY, PO : CAT, INDORE - 452 013

- (c) **The last date of receipt of application is 10.01.2014.**

6. **WARNING**: Applications which are not in conformity with the requirement indicated in the advertisement, eg. application which are not in the prescribed form, not accompanied by the attested xerox/photo copies of certificates, passport size self attested photograph etc. are liable to be rejected.

7. RRCAT reserves the right to fill up the post or even to cancel the whole process of recruitment without assigning any reasons.

8. More vacancies may also be filled through this advertisement. 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 in terms of the orders issued from Government from time to time.

9. Mere fulfillment of requirement by itself as laid down in the advertisement does not qualify a candidate for interview. Where the number of applications received in response to the advertisement is large, and where it is not practicable for the Centre to interview all the candidates, the Centre may restrict the number of candidates for the interview to a reasonable limit on the basis of percentage of marks and longer experience.

10. No correspondence will be entertained from candidates not considered for written examination/Stenography typing test/interview/appointment.

11. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**

12. **Candidates applying on-line must send signed copy of application (produced using the on-line software) along with copies of relevant certificates to the address mentioned in instruction no. 5 (b) above. This hard copy of application must reach on or before last date of receipt of application.**

13. **"GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY"**

14. **RECORDS OF THE CANDIDATES NOT SELECTED SHALL NOT BE PRESERVED BEYOND 06 MONTHS FROM THE DATE OF PUBLICATION OF SELECT LIST.**

