

भारत सरकार/Government of India
परमाणु ऊर्जा विभाग/Department of Atomic Energy
प्रशासन अनुभाग/Administration Section

अणुशक्ति भवन Anushakti Bhavan,
छ.शि.म.मार्ग C.S.M. Marg,
मुंबई Mumbai - 400001.

No.3/8/2020/Adm/8666

November 09 , 2020

CIRCULAR

Subject: Filling up the post of Public Relations Assistant in
DAE Branch Secretariat, New Delhi (Level-6 of pay matrix)

Applications are invited from eligible candidates to fill up one post of Public Relations Assistant (Level-6 of pay matrix) in DAE Branch Secretariat, New Delhi.

Eligibility:

- i) From among the Upper Division Clerks and Stenographers Gr. III [Level 4 of Pay matrix] 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] 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] 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.

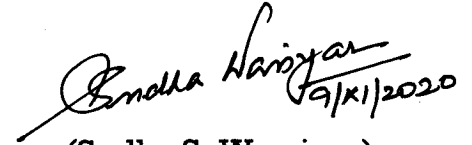
2. The eligibility criteria for deciding the required number of years of service will be reckoned as on 01.01.2020. Service in DAE and its units will be taken into consideration. Broken periods of service and periods of service during which the post was held on ad-hoc basis will not count for eligibility.

3. The selection will be made after interviewing the eligible candidates.

4. The circular may be brought to the notice of all eligible candidates and applications received in the prescribed form (copy enclosed) through proper channel may please be forwarded to Under Secretary (Adm.), Department of Atomic Energy, Anushakti Bhavan, CSM Marg, Mumbai- 400 001 latest by **27.11.2020**. Applications received after the above date will not be entertained.

5. Only the screened-in candidates will be called for interview. The date and venue of interview will be intimated shortly.

Encl: Application form.



(Sudha S. Warriyar)
Section Officer (Adm.)

1. All Administrative Heads of constituent units of DAE
2. Head, CISD, DAE : with a request to upload the circular on DAE website
3. Under Secretary, DAE Br. Secretariat, New Delhi
4. All staff of DAE Secretariat: through *Darpan* portal

Enclosure to Circular bearing No. 3/8/2020/Adm/ 8666 dated 09/11/ 2020.

Application for the post of Public Relations Assistant in DAE Br. Secretariat, New Delhi,
[Level-6 of pay matrix]

Last date of receipt of application: 27.11.2020

PART A

(To be completed by the applicant)

1	Name in BLOCK letters (please indicate Smt./Kum./Shri)																							
2	Designation, C.C. No./Emp. No., Section/Division																							
3	Name of the unit and address																							
4	Present Level in pay matrix																							
5	Whether SC or ST.																							
6	Educational Qualification																							
7	Details of post held in DAE right from initial appointment including the present post.	<table border="1"><thead><tr><th rowspan="2">Sr. No.</th><th rowspan="2">Designation</th><th colspan="2">Date</th></tr><tr><th>From</th><th>To</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Sr. No.	Designation	Date		From	To																
Sr. No.	Designation	Date																						
		From	To																					
8	Field of experience in respect of the above post																							
9	Any other information																							

Place:

Date:

Signature of 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. 1-9 of Part-A has been verified with records and found correct.
2. The applicant satisfies the conditions regarding eligibility to appear for the interview as stipulated in the Circular No. 3/8/2020/Adm/_____ dated _____ 2020.
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 / criminal or any other case is either pending or being contemplated against the official concerned. It is also certified that no penalty is in force against him/her.
5. It is also certified that the official has submitted annual returns on immovable property (IPR) for the year 2019 in time.

Signature :

Name & :

Designation

Address :

Phone & E-mail Id: :

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