

**ADVERTISEMENT NO. 1/2008-R-III**

**LAST DATE FOR RECEIPT OF APPLICATION : 16.06.2008**

Applications are invited from eligible candidates for the post of Stenographer Grade II against the existing and anticipated vacancies as detailed below:-

Name of the Post & Scale of Pay	Vacancies			
	General	OBC	Persons with Disabilities	Total
Stenographer Grade II Scale of Pay Rs. 5000-150-8000	07	06 *	01 **	14

* Includes present and backlog vacancies.	
**Category of disability for which the vacancy is reserved.	Locomotor Disability
Percentage of disability	Moderate (40% & above)

**NATURE OF DUTIES :-**

1. Stenographic work like taking dictation and transcription.
2. Secretarial assistance like: - i) Inwarding / Outwarding of Dak. ii) Maintenance of engagement diary and timely submission of necessary papers for meetings / interviews etc. iii) Attending telephone calls and visitors. iv) Preparation of draft notes, letters, minutes etc. v) Xeroxing / filing of documents.

**EDUCATIONAL QUALIFICATIONS: -**

Essential Qualifications	Desirable Qualifications
(i) Matriculation or equivalent (ii) Minimum speed of 100 w.p.m. in English shorthand & 45 w.p.m. In English typewriting.	Knowledge of Computer Applications, Data Entry & Data Processing.

**AGE LIMIT AS ON 16.06.2008:**

Category	Minimum	Maximum
General	18	27
OBC	18	30

**RELAXATION IN UPPER AGE LIMIT :**

1. The upper age limit is also relaxable suitably in cases of Ex-servicemen, Persons With Disabilities and certain other categories such as repatriates, retrenched employees etc. as per rules. For **Persons With Disabilities - General** and **OBC Category**, the minimum and maximum age limit will be **18 to 37 years** and **18 to 40 years** respectively. Departmental candidates who have rendered not less than 3 yrs. continuous & regular service in the same line or allied cadre as on 16.06.2008 are eligible for relaxation in upper age limit as per Government Orders.
2. 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 and Kashmir during the period from the 1<sup>st</sup> January 1980 to the 31<sup>st</sup> December 1989. Any person intending to avail this relaxation of age limit shall submit a certificate from the District Magistrate within whose jurisdiction he had ordinarily resided or any other authority designated in this behalf by the Government of Jammu & Kashmir.
3. Relaxation in the upper age limit will be admissible to children / family members of those who died in the 1984 riots.

**METHOD OF SELECTION**

Selection will be made on the basis of initial screening, and then qualifying in written examination stenography test in English and Interview, which will be held in Mumbai.

Candidates selected against this advertisement are likely to be posted initially at Mumbai or at any of its facilities elsewhere but are liable to serve in any part of India and in any constituent units of the Department of Atomic Energy.

The number of vacancies to be filled in may vary depending upon the fresh sanction / other contingencies.

## **TRAVELLING ALLOWANCE**

SC/ST Candidates from outstations called for written test will be paid to and fro railway fare as admissible under the rules subject to production of tickets. However, travelling allowance is not admissible to those who are already in Central / State Government services, Central / State Government Corporation, Public Sector Undertakings, Local Government institutions and Panchayats.

## **HOW TO APPLY: -**

1. Application in the prescribed proforma should preferably be typewritten on thick foolscap paper.
2. The application and the outer cover should be superscribed as "Application for the post of Stenographer Grade II Against Advertisement No. 1/2008-R-III.
3. PHOTOGRAPHS: **2** (Two). One recent passport size photographs should be affixed on right hand top corner of the application. One additional copy of the same photograph should be stapled (on a corner of the photo) with the application.
4. COPIES OF CERTIFICATES: Candidates should submit alongwith their application attested single copy of the following certificates: 1) Educational Qualification supported by appropriate mark-sheet. 2) Technical qualifications certificate such as Stenography, Typing, Computer etc. 3) Date of birth (certificate issued by Xth or XIIth Board) 4) SC/ ST/ OBC Certificate in prescribed proforma issued by the appropriate authority. (OBC Certificate should include non-creamy layer status of the candidate) 5) Persons With Disabilities candidates should submit the certificate in prescribed proforma issued by appropriate authority for claiming age relaxation benefits. 6) Discharge certificate from Armed Forces (applicable to Ex-servicemen personnel only).
5. NOTE:
  - (i) Persons working under the Central / State government, Public sector undertakings should submit their applications through proper channel. They may however send one advance copy of the application alongwith the enclosures as detailed above.
  - (ii) Completed applications should be sent to the Dy. Establishment Officer, (R-III), Bhabha Atomic Research Centre, 4<sup>th</sup> floor, Central Complex, Trombay, Mumbai 400 085, so as to reach not later than the closing date mentioned in the advertisement.
6. 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; etc. are liable to be rejected.*
7. Mere fulfilling of requirements as laid down in the advertisement do not enable candidates to be called for written examination etc.
8. In case the response is more, the screening of applications will be restricted to those with Higher Qualifications and/or Higher Percentage of marks in such Qualifications.
9. Only screened-in applicants will be called for written examination.
10. No correspondence will be entertained with candidates not considered for written examination / stenography test / typing test / oral interview / appointment.

**"CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION"**

**\* The above advertisement will be available on BARC website: [www.barc.gov.in](http://www.barc.gov.in)**

**APPLICATION FOR THE POST OF STENOGRAPHER GRADE – II  
AGAINST ADVT.NO.1/2008-R-III**

LAST DATE FOR RECEIPT OF APPLICATION: 16.06.2008

For office use only												
SR. NO.									ROLL NO.			

Affix your recent  
passport size  
photograph

1. Name in full (in block letters) :

Shri / Smt. / Kum.		
Surname	First Name	Middle Name

2. Date of birth (in Christian era) :

Date		Month		Year			

3. (i) Nationality :

(ii) Religion :

3. Address in block letters

i) For correspondence / Present address :      ii) Permanent address (Native place address) :

Pin							
Phone No.							
E-Mail ID (If any)							

(Put  mark in the applicable boxes)

5. Caste

GEN	SC	ST	OBC

Indicate the Caste / Tribe: \_\_\_\_\_

6. Status

Ex-SM	PWD	Depl.

7. Marital Status (Strike which is not applicable) :

8. Shorthand Speed (Enclose certificate) : (Eng) \_\_\_\_\_ w.p.m

9. Typing Speed (Enclose certificate) : Single / Married  
(Eng) \_\_\_\_\_ w.p.m

i) Option for Typing (Strike which is not applicable) : Computer / Typewriter

10. Details of educational and technical qualifications: -

(i) Educational Qualifications : (Beginning with matriculation or equivalent)

Examination passed	Board /University	Year of passing	% of marks	Division obtained

(ii) Additional Qualifications (If any) including Knowledge of Computers:

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11. Experience: (Particulars of all previous and present employment are to be furnished including training / apprenticeship undergone, if any)

Name of employer/ Institution	Post held	Whether under Central/ State Govt. / PSU/ Autonomous/ Private	Period of Service		permanent or temporary	Reasons for leaving
			From	To		

12. Are you under any Contractual obligation to serve the Central / State Govt. / any other Public Sector Undertakings. If so please furnish full details

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13. Are you in receipt of any Pension, Gratuity or Employer's share of contribution of Provident Fund from Central / State Govt. or any Public Sector Undertaking? If so please give particulars there of:

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14. Languages known to speak, read & write:  
(Put  mark in the applicable boxes)

Language	Speak	Read	Write

15. Details of relatives already employed in Department of Atomic Energy or its Constituent Units: -

Name of relative	Relationship	Unit in which employed	Post held

16. Any other information:

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DECLARATION

I hereby declare that the above information is factually correct to the best of my knowledge. I also understand that I will be disqualified if any of the information is found to be wrong.

Place	
Date	

Signature of the candidate	
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(Check list for the candidate to be attached to the application)

(Put  mark in the applicable boxes)

- |   |                          |
|---|--------------------------|
| 1. Application duly completed & signed  | <input type="checkbox"/> |
| 2. Two passport size photographs  | <input type="checkbox"/> |
| 3. An attested copy of each of the following Certificates / Marksheets attached: -    |                          |
| i. Educational qualifications   | <input type="checkbox"/> |
| ii. Technical qualification (Shorthand / Typing / Computer)                           | <input type="checkbox"/> |
| iii. Date of birth  | <input type="checkbox"/> |
| iv. SC / ST / OBC Certificate (OBC certificate inclusive of Non-Creamy layer status ) | <input type="checkbox"/> |
| v. PWD Certificate (only in case of Persons with Disabilities)                        | <input type="checkbox"/> |
| vi. Discharge certificate from Defence service (only in case of Ex-servicemen)        | <input type="checkbox"/> |

Signature of the candidate	
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