



**Government of India
Bhabha Atomic Research Centre**



Advertisement No : 01/2019-R-III

The facility for submission of online application will be available from 31/01/2019 to 25/02/2019

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

ONLINE applications are invited for the following Group 'C' posts from eligible candidates against the vacancies in BARC and constituent units of DAE located in Mumbai, Tarapur, Visakhapatnam and Kolkata:-

Post Code	Name of the Post	No. of Posts	Educational Qualification
DR01	Upper Division Clerk	47 [UR-32, ST-04, OBC-11]	<p>Essential: A degree of recognized University or equivalent with an aggregate of 50% marks. In case Universities award letter grades / CGPA / OGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by that University. In the absence of the same, the candidate will not be considered.</p> <p>Desirable: 1) Minimum speed of 30 words per minute in typewriting in English, provided that a physically handicapped person who is qualified to hold the clerical post, but does not possess the said qualification in typewriting may be appointed subject to the condition that the Medical Board attached to the Special Employment Exchange for handicapped or where there is no Special Board, a Civil Surgeon certifies that the said handicapped person is not in a fit condition to be able to type. 2) Knowledge of computer data processing.</p>
Selection Procedure	The selection process will consist of the following:		
	Level 1 Test	Objective test covering: 1. General English 2. General Knowledge 3. General Intelligence and Reasoning 4. Quantitative Aptitude (Arithmetic)	
	Level 2 Test	English language and comprehension (Descriptive written test)	
	Level 1 will be only qualifying exam / screening test to shortlist candidates for Level 2 Main exam. The criteria for empanelment will be based on marks obtained in Level 2 (Main) only.		
	Minimum qualifying standard for Level 1 for General Candidates will be 50% aggregate and for OBC / SC / ST/PH candidates will be 40% aggregate.		

Age as on last date for submission of application					Age concession for Divyang candidates	
		UR	ST	OBC	UR	10 yrs
	Minimum Age	18	18	18	ST	15 Yrs
	Maximum Age	27	32	30	OBC	13 Yrs
Pay	₹ 25,500/- (Level 4, Cell No.1 in the Pay Matrix) plus usual allowance as admissible to Central Government employees					
Nature of duties	Maintenance of files, noting, drafting, correspondence, typing letters, preparing various data, monitoring data, maintaining registers, maintaining inward and outward dak register etc.					
The post is identified for PWD (Divyang) (Category of OH & HH is identified)						

Post Code	Name of the Post	No. of Posts	Educational Qualification and Experience				
DR02	Stenographer Grade-III	13 [UR-05, SC-01, ST-01, OBC-06]	Essential: (i) Matriculation or equivalent (ii) Speed of 80 words per minute in English stenography . (iii) Typing speed in English of 30 words per minute.				
Selection Procedure	The selection process will consist of the following:						
	Level 1 Test	Objective test covering: 1. General English 2. General Knowledge 3. General Intelligence and Reasoning 4. Quantitative Aptitude (Arithmetic)					
	Level 2 Test	Stenography Skill test					
	The criteria for empanelment will be based on the performance in Level 1 and Level 2. Minimum qualifying standard for Level 1 for General Candidates will be 50% aggregate and for OBC / SC / ST/PH candidates will be 40% aggregate.						
Age as on last date for submission of application					Age concession for Divyang candidates		
		UR	SC	ST	OBC	UR	10 yrs
	Minimum Age	18	18	18	18	SC	15 Yrs
	Maximum Age	27	32	32	30	ST	15 Yrs
						OBC	13 Yrs
Pay	₹ 25,500/- (Level 4, Cell No.1 in the Pay Matrix) plus usual allowance as admissible to Central Government employees						
Nature of duties	Taking dictation in shorthand and its transcription in e-media, fixing of appointments, attending telephone calls & visitors, general assistance in matters of correspondence, filing papers, movement of files, co-ordinating with various agencies. Preparing draft notes, letters, minutes etc.						
The post is identified for PWD (Divyang) (Category of OH & HH is identified)							

APPLICATION FEE

Post Code	Post	Fee	Exemption
DR01	Upper Division Clerk	₹ 100	SC/ST, Women Candidates, Ex-Servicemen and Physically challenged persons are exempted from Application fee.
DR02	Stenographer Gr.III	₹ 100	

- Mode of payment of the application fee is through **Online**.
- The application number generated after the submission of the application is required to make the online payment of the application fee and hence submission of application is mandatory before the online payment of application fees. However, fee NOT paid will be treated as incomplete application and hence will be rejected.
- For payment of fee, candidates should click on the “Make Payment” option under the “My Account” menu. The Application number generated while submission of application can be selected from the Drop-down box and on clicking the “submit” button candidates can go to the next pages for making the online payment.
- Detailed guidelines for payment of application fee is available under the menu “How to Apply → Payment of fees”.
- Fee once paid shall not be refunded under any circumstances and cannot be held in reserve for any other recruitment.
- Application fee should be paid on or before the last date of receipt of online applications

RELAXATION IN UPPER AGE LIMIT

- a) Relaxation in upper age limit for Departmental candidates with three years continuous service in Central Government which are in the same line or allied cadres.

UR	OBC	SC/ST
40	43	45

- b) Relaxation in upper age limit as per extant Government orders for Widows, divorced women and women judicially separated from their husbands and who are not re-married

UR	OBC	SC/ST
35	38	40

- c) Relaxation in the upper age limit of 05 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 01.01.1980 to 31.12.1989 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/she had ordinarily resided;

OR

- ii) Any other authority designated in this behalf by the Government of Jammu & Kashmir to the effect that he/she had ordinarily been domiciled in the Kashmir division of the state of Jammu & Kashmir during the period from the 01.01.1980 to 31.12.1989.

- d) Relaxation to Ex-servicemen, meritorious sportspersons, family members of those who died in 1984 riots will be as per extant Government orders.

NOTE :Only date of birth indicated in Matriculation Certificate / Municipal Birth Certificate will be accepted. No subsequent request for change shall be granted.

GENERAL INSTRUCTIONS :

- a) Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. The candidates are required to give correct information. The applicants would be admitted to the written test on the basis of information furnished by them in their application form. In case it is found at later stage that the information furnished by applicant is false or an applicant does not fulfill any of the eligibility conditions, the candidature of such applicants would be cancelled and no correspondence in this regard would be entertained.
- b) The eligibility criteria including period of experience as prescribed in the advertisement will be determined with reference to the last date for receipt of application.
- c) Candidates who have not acquired / will not acquire the required educational qualification as on **CLOSING DATE** of submission of application (**25/02/2019**) will not be eligible and need not apply.
- d) The filling up of vacancies indicated in advertisement is subject to approval of Competent Authority and may not be filled up if decided otherwise in terms of the orders issued by Government from time to time.
- e) BARC reserves the right to fill up the posts or even to cancel / restrict / modify / alter the whole process of recruitment without issuing any further notice or assigning any reason thereof.
- f) Ex-servicemen who have already secured employment in civil side under Central Government in Group "C" posts on regular basis after availing the benefit of reservation given to Ex-servicemen for their re-employment are NOT ELIGIBLE for claiming benefits of reservation under Ex-servicemen category.
- g) The applicants are requested to visit constantly our website <<https://recruit.barc.gov.in>> & <www.barc.gov.in> for current information related to this advertisement.
- h) Written Test, Stenography skill test will be conducted in Mumbai only.
- i) Candidates empanelled under WAIT LIST will be offered appointment ONLY in case candidate under the MAIN LIST does not join.

REQUIREMENT OF DISABILITY CERTIFICATE

- I. 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.

- II. 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. Hearing Impairment (HH) means loss of 60 decibels or more in the better ear in the conversational range of frequencies. Physical deformity (OH) should not be less than 40 %.

REIMBURSEMENT OF TRAVELLING ALLOWANCE:

- (i) All SC/ST outstation candidates called for Written Test will be paid Travelling Allowance (TA) of second-class Railway fare by the shortest route (subject to production of tickets) as per rules.
- (ii) However, Travelling Allowance is not admissible to those SC/ST candidates who are already in Central/State Government services, Central/State Government Corporation, Public Sector Undertakings, Autonomous bodies, Local Government Institutions and Panchayats and / or availing the concession from Railways, if any, for undertaking journey for attending written test.
- (iii) TA forms can be downloaded from <recruit.barc.gov.in>/Job Application/Download Forms/ TA claim form. TA reimbursement will be subject to production of self attested copy of SC/ST Caste Certificate and tickets/e-ticket.

HOW TO APPLY :

- (i) **ONLY ONLINE APPLICATIONS WILL BE ENTERTAINED.**
- (ii) Last date of applying online application is **25/02/2019**.
- (iii) Candidates may visit <https://recruit.barc.gov.in> for submitting their application online.
- (iv) Candidates are required to have valid e-mail ID and a mobile number which should remain active during the currency of this recruitment. Call letter for Written Test / Skill Test, as the case may be, to the screened-in candidates will be sent on registered e-mail ID only.
- (v) Issuance of an admit-card for the examination will not confer any right for appointment. Appointment will be solely subject to the fulfillment of all eligibility conditions.
- (vi) User guide is available on the web-site duly explaining the procedure to apply and upload recent photograph and signature. **Candidates may please note that no other documents need to be uploaded while submitting application online.** The applicants must read the user guide before online submission of application.
- (vii) BARC is not responsible for any discrepancy in submitting details online. The applicants are therefore advised to strictly follow the instructions and user guide.
- (viii) Before uploading / submission of application form, the candidates should be cautious and ensure his/her eligibility to apply for the post. No relevant column of the application form should be left blank.

- (ix) Applicant must possess required qualification and experience as on last date for submission of application.
- (x) Only one application is acceptable for one post. If candidate wishes to apply for more than one post, separate application should be submitted on-line for each post.
- (xi) Candidates are advised to submit the on-line application well in advance without waiting for closing date.
- (xii) Candidates working under the Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. are required to submit "NO OBJECTION CERTIFICATE" from the employer while appearing for written test / skill test, as the case may be, failing which they will not be permitted to appear in written test / skill test, as the case may be.
- (xiii) The Candidates are required to bring print out of on-line application, and original certificates along with self-attested copies of following certificates at the time of appearing for document verifications before Level-2 test :
 - a. Recent passport size coloured photograph
 - b. Certificate for the proof of Age (SSC/10th pass/ Municipal Birth Certificate)
 - c. Educational / Technical Qualification
 - d. Experience Certificate (if applicable)
 - e. Caste Certificate in prescribed format available on BARC website (if applicable)
 - f. Disability Certificate in prescribed format available on BARC website (if applicable)
 - g. Certificate regarding domiciled in Kashmir Division from 01.01.1980 to 31.12.1989 (if applicable)
 - h. Valid proof that they have been affected by 1984 riots (if applicable)
 - i. Any other relevant certificate (if applicable)

RECORDS OF THE NON-SELECTED CANDIDATES SHALL NOT BE PRESERVED BEYOND 06 MONTHS FROM THE DATE OF FORMATION OF SELECT LIST

CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION
