

GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
GENERAL SERVICES ORGANISATION

KALPAKKAM 603 102,
KANCHEEPURAM DIST.

ADVERTISEMENT NO. GSO/02/2017

[Last date for receipt of application: 31.01.2018]

General Services Organization, (GSO) Kalpakkam is one of the Constituent Units of Department of Atomic Energy, Government of India, situated 80 Kms. south of Chennai on the coast of Bay of Bengal off the East Coast Road. GSO takes care of the common facilities such as Housing, Medical, Transport, Water Supply, Civil and Electrical maintenance in the Department of Atomic Energy Townships at Kalpakkam and Anupuram for the DAE and its constituent Units located at Kalpakkam. The DAE Township at Kalpakkam has many amenities such as, Co-operative Stores (groceries, Consumer durables, medicines etc.), Swimming Pool, Atomic Energy Central Schools (Std 1 to 12), Kendriya Vidyalayas (Std 1 to 12).

Also DAE Hospital, GSO Kalpakkam situated at the centre of the Kalpakkam Township provides health care facilities to about 27,000 beneficiaries. All the employees of DAE units situated at Kalpakkam, and their dependents are covered under Contributory Health Services Scheme subject to certain conditions. The Hospital has an Operation theatre, Male ward, Female ward, Labs, Pharmacy, X-ray and scanning facilities, treadmill and other specialized equipment. In addition, a dispensary operates at Anupuram Township for the benefit of its residents.

Applications are invited for the following posts in the General Services Organisation (GSO), Department of Atomic Energy, Kalpakkam - 603 102, Kancheepuram District, Tamil Nadu. The details of posts and the eligibility criteria are as under:-

Post No. : I	
Name of the Post :	SCIENTIFIC OFFICER/F (MEDICAL ADMINISTRATOR)
No. Of posts :	One (01)
Qualification & Experience :	<p>i) MBBS + Post Graduate Degree in Hospital Administration <u>Experience:</u> 12 years out of which 3 years as Hospital Administrator (OR) ii) MBBS + Diploma in Hospital Administration <u>Experience:</u> 15 years out of which 3 years as Hospital Administrator</p>
Post No. :II	
Name of the Post :	Medical Officer (Radio-Diagnosis/Radiology) in the grade of Scientific Officer/D
No. Of posts :	One(01)
Qualification & Experience :	<p>1)MBBS+MD(Radio-diagnosis/Radiology) OR 2)MBBS +DMRD with 3 years experience</p>
Nature of duties	<ol style="list-style-type: none"> 1. To provide diagnostic radiology (ultrasound/x-ray/imaging service) to OPD, Ward, Emergency patients. 2. To attend emergency service. 3. Should have computer knowledge to maintain patient's record in Hospital Information Management System. 4. Should assist in administrative responsibilities of procurement and maintenance of equipment and allied items. 5. To take participation in clinical research, publication, academic activities, conference etc. 6. Any other duties as per requirement of department
Post No. :III	
Name of the Post :	Medical Officer (General Surgery) in the grade of Scientific Officer/D
No. Of posts :	One(01)
Qualification & Experience :	MBBS+MS(General Surgery)
Nature of duties	<ol style="list-style-type: none"> 1. To attend patient in OPD, Ward and emergency. 2. To be on call for emergency. 3. To perform general surgeries both routine and emergency. 4. Should have computer knowledge to maintain patient's record in Hospital Information Management System. 5. Should assist in administrative responsibilities of procurement and maintenance of equipment, medicines and surgical items, etc. 6. To take participation in clinical research, publication, academic activities, conference etc. 7. Any other duties as per requirement of department.

Post No. :IV	
Name of the Post :	Medical Officer (Gynaecology) in the grade of Scientific Officer/D
No. Of posts :	One(01)
Qualification & Experience :	M.B.B.S+MD(Obstetrics and Gynaecology) OR M.B.B.S+D.G.O(Diploma in Gynaecology and Obstetrics) with 3 years experience.
Nature of duties	<ol style="list-style-type: none"> 1. To attend patient in OPD, Ward and emergency. 2. To be on call for emergency. 3. To perform obstetric and gynaecological surgeries both routine and emergency. 4. Should have computer knowledge to maintain patient's record in Hospital Information Management System. 5. Should assist in administrative responsibilities of procurement and maintenance of equipment, medicines and allied items. 6. To take participation in clinical research, publication, academic activities, conference etc. 7. Any other duties as per requirement of department.
Post No. :V	
Name of the Post :	Medical Officer (General Duty Medical Officer/ Casualty Medical Officer) in the grade of Scientific Officer/C
No. Of posts :	Six(06) [ST-01 ; SC – 01 ; UR- 04]
Qualification & Experience :	M.B.B.S with one year experience is essential Mandatory internship shall not be counted as experience
Nature of duties	<ol style="list-style-type: none"> 1. Attending to patients of all age groups and providing health care at primary level. 2. Attending to routine ailments, chronic cases like Diabetes Mellitus, Hypertension, Ischemic Heart Disease, Tuberculoses, epilepsy etc. 3. Follow-up patients with chronic illness with regular monitoring and reference to hospital as and when required. 4. Management of emergencies at casualty and after stabilisation referring to specialists if necessary. 5. Should have computer knowledge to maintain patient's record in Hospital Information Management System. 6. Conducting preventive clinics like well baby clinic, Antenatal clinic, screening programmes and participation in academic activities. 7. Any other duties as per requirement of department
Post No. :VI	
Name of the Post :	Technical Officer/C(Mechanical)
No. Of posts :	One (01) [OBC – 01]
Qualification :	B.E. /B.Tech. Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.
Desirable Experience	Experience in automobile manufacturing / maintenance industry/fabrication workshop etc.,

Post No. :VII	
Name of the Post :	Technical Officer/C(Civil)
No. Of posts :	Two(02) [OBC – 01 ; UR - 01]
Qualification :	B.E. B. Tech. Degree in Civil Engineering with minimum 60% marks from a recognized university.
Desirable Experience	1. Experience in structural design, analysis of various structures/multi-storied building etc., 2. Experience in construction of projects / residential apartments/roads/bridges etc.,

Upper Age limit for the Post of Scientific Officer/F (Medical Administrator) : 50 years
Medical/ Scientific Officer/D (Medical) : 40 years
Medical/Scientific Officer/C (Medical) : 35 years
Technical Officer/C : 35 years.

RELAXATION IN UPPER AGE LIMIT

- a) SC/ST - Relaxation upto 5 years
- b) OBC - Relaxation upto 3 years

“ Note : Age relaxation will be admissible only for the posts which fall in the Reserved Category.”

RELAXATION IN UPPER AGE LIMIT

The upper age relaxation of 5 years to physically challenged persons. Relaxation in age for Ex-serviceman ECO/SSCO for Technical Officer/C is also admissible subject to the condition that the continuous service rendered in the Armed Forces by an Ex-serviceman is not less than six months and resultant age after deducting his service does not exceed the prescribed age limit for the post by more than three years and also the condition prescribed in Department of Personnel and Training's Office Memorandum No.39016/10/79-Esst. (c) dated 15.12.1979.

The upper age limit relaxation of 5 years to the Departmental Candidates with three years continuous service in Central Government is admissible who are working in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the advertised post.

NOTE:

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 & Kashmir during the period from the 1st day of January 1980 to 31st 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.

Certificate regarding proof of residence – any person intending to avail of this relaxation in age limit shall submit a certification from:

- (A) The Dist. Magistrate in the Kashmir Division within whose jurisdiction he had ordinarily resided;

Or

- (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 December, 1989.

Relaxation in the upper age limit of 5 years shall be admissible to children/family members of those who died in the 1984 riots.

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SC/ST/OBC candidates should clearly indicate the category in the application (**even while applying for UR vacancy**) and should furnish proof of the same in the specified format at the time of Interview failing which they will be treated as unreserved and subsequent representations for change of community status will not be entertained.

2.Emoluments:

Post No	Group	Name of the Post	Corresponding level in pay matrix	Entry Pay (approx.)
1	A	Scientific Officer/F (Medical Administrator)	Level - 13	Rs. 123100 + Non Practicing Allowance [@ 20% of Basic Pay]
II to IV	A	Medical/Scientific Officer/D	Level - 11	Rs. 67700 + Non Practicing Allowance [@ 20% of Basic Pay]
V	A	Medical/Scientific Officer/C	Level - 10	Rs. 56100 + Non Practicing Allowance [@ 20% of Basic Pay]
VI and VII	A	Technical Officer/C	Level - 10	Rs. 56100

** Plus any other allowances as admissible for the above posts, under DAE/Central Government Rules.

Other incentives: The Organisation provides complete medical coverage for employees and their family members/dependents under Contributory Health Service Scheme, Transport facilities (to those not opting for transport allowance, in certain routes), Housing (subject to availability) to its employees. The DAE Hospital, GSO, is housed in a beautiful green campus with one of the best working environment available in the country.

Selected Candidates will be governed by **Defined Contributory Pension Scheme** (New Contributory Pension Scheme) as notified by Department of Expenditure, Ministry of Finance, Government of India vide Notification No.F.No.5/7/2003-ECB & PR dated 22.12.2003.

SCREENING OF APPLICATIONS: Applications fulfilling all the conditions/norms prescribed vide this Advertisement will only be screened in. Applications not fulfilling the conditions/norms will be summarily rejected.

SHORTLISTING AND CRITERIA FOR SELECTION:

Category I to V : Selection will be made only on the basis of interview

Category No: VI and VII: In case number of applications are large vis-à-vis the number of vacancies, GSO reserves the right to conduct a written examination (objective type) to restrict the number of candidates to be called for interview. Only screened in candidates will be called for written test (if conducted)/interview.

Those qualifying in the written examination (if conducted) will only be called for Interview. Written test (Objective Type) (if conducted) based on the Educational Qualifications prescribed for the post.

Mere passing the written examination (if conducted) does not automatically entitle a candidate to be called for interview. In case the number of candidates passing the written examination is disproportionate to the number of vacancies. GSO reserves the right to restrict the number of candidates called for interview based on the higher percentage of marks in the written examination.

Final selection of the candidates is based purely on the marks secured in the personal interview.

FEE

The application should be accompanied by a non-refundable crossed Demand Draft on any scheduled banks drawn in favour of **Accounts Officer, GSO, Kalpakkam for Rs.50/- (Rupees fifty only) payable at Kalpakkam.**

Note: Women candidates, SC/ST candidates, persons with physical disability and dependents of Defence personnel killed in action and Ex-servicemen are exempted from paying the above fee. Persons with physical disability should produce necessary certificate from Govt. Hospital/Medical Board in support of their claim.

The decision of the Organisation will be final and binding. No correspondence in this regard will be entertained.

HOW TO APPLY

1. The application in the prescribed format as given below, preferably typewritten on thick A4 size paper (size 29 cms X 21 cms) should be submitted and outer cover should be superscribed "**APPLICATION FOR THE POST OF _____ AGAINST THE ADVERTISEMENT NO.-GSO/02/2017**".
2. **Photograph:** A recent passport size photograph should be pasted on the right hand top corner (space provided) of the application and also enclose one additional photograph.
3. **Copies of Certificates:** Candidates should submit their applications along with attested copies (*duly attested by a Gazetted Officer*) of the following certificates:-
 - (a) Educational Qualifications, Technical Qualifications, experience certificates including certificate of Apprenticeship Training undergone, if any, supported by relevant mark sheets of all the years, Registration certificate wherever applicable and Caste Certificate.
 - (b) Date of Birth (Certificate issued by SSC (SSLC)/HSC- 10th or 12th board or Municipal Corporation)
 - (c) SC/ST/OBC certificates in the prescribed proforma applicable to Central Government employment. OBC for the purpose of AGE RELAXATION AND RESERVATION will mean "persons of OBC categories not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No.36012/22/93-Estt.(SCT) dated 08.09.93 and modified vide Government Of India, Department of Personnel & Training OM No.36033/3/2004-Estt.(Res) dated 14.10.2004 and other subsequent amendments. The OBC Certificate should not be more than one year old as on the date of application.
 - (d) Jammu & Kashmir residents/Proof to the effect that they have been affected by the 1984 riots in the appropriate proforma (if applicable) (e) Experience (f) Discharge Certificate from Defence Service (in case of Ex-servicemen) (g) Check List attached;
 - (h) Certificate from appropriate Medical authority certifying the extent of disability (for physically challenged persons only).
 - (i) Discharge Certificate from Defence Services (applies to Ex-defence service personnel only).
 - (j) Experience specifically stating the kind of work done should accompany the application.

4. **Completed applications should be sent to:**

**ADMINISTRATIVE OFFICER – III
DEPARTMENT OF ATOMIC ENERGY
GENERAL SERVICES ORGANISATION
KALPAKKAM, KANCHEEPURAM DISTRICT
TAMIL NADU – 603 102.**

so as to reach him on or before **31.01.2018**. Applications received beyond this date will be rejected.

GENERAL

1. Persons working under Central/State Government/Public Sector Undertakings should submit their applications through proper channel and also requested to submit a “**NO OBJECTION CERTIFICATE**” from the employer at the time of interview. They may, however, send an advance copy of the application along with enclosures as detailed above which should reach before the prescribed closing date for receipt of application.

2. Travelling Allowance :

The candidates called for written test/interview from outstations and who are not working under any Central / State Government / Public Sector Undertaking / Corporation / Local Government / Panchayat, etc., are eligible for reimbursement of journey expenses limited to single SECOND CLASS rail fare or bus fare from the place of normal residence to Kalpakkam and back by the shortest route as per rules for a balance distance exceeding 30 kms both ways subject to production of ticket / tickets and unemployment certificate. If concessional tickets are available, reimbursement will be limited to the concessional fare only.

3. INTERVIEW CALL LETTER:- The candidates are advised to ensure that they fulfill all the eligibility conditions to acquire candidature for selection to the advertised post. Their candidature for interview will be purely provisional subject to satisfying the prescribed condition. Mere issuance of the interview call letter will not imply that his/her candidature has been finally cleared by GSO. **Verification of eligibility conditions with reference to the original documents will be taken up by GSO both at the time of interview and also at the time of appointment after selection.**

4. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. If at any time including, a candidate is found to be guilty of resorting to any irregular or improper means in connection with his/her candidature for selection OR obtaining support for his/her candidature by unfair means OR furnishing false information/declaration regarding previous employment, criminal case pending/taken in the past such candidature, may in addition to rendering himself/herself liable to criminal prosecution, will be liable:-

- (a) To be disqualified for interview (written test, if held) for which he/she is a candidate, or
- (b) For termination of service, if he/she has already joined the government service,

5. Before applying, the candidate should ensure that she/he fulfills all the eligibility conditions mentioned in advertisement besides that they fill in the correct information. The candidate would be admitted to various stages of the recruitment process based on the information furnished by the candidate in her/his 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 respects. GSO would be at liberty to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post or if it comes to notice that the candidate has furnished false information. The decision of GSO 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 in a written/skill test/interview will not imply that her/his candidature has been finally cleared or that entries made by the candidate in her/his application have been accepted as true and correct.

6. Applying for a post and / or mere fulfillment of minimum prescribed qualifications, etc. will not vest any right in any candidate for being considered for the post and / or called for interview.

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

8. Though this Advertisement is against the vacant posts in GSO, Kalpakkam which is about 85 kms. away from Chennai City, the selected candidates are liable to be posted and serve in any part of India or in any of the Constituent Units of Department of Atomic Energy.

9. Women Candidates fulfilling the requirements for the post are encouraged to apply against the recruitment advertisement.

Note:

- (i) 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 by Government from time to time.
- (ii) Period of experience as prescribed in the advertisement will be determined with reference to the last date of receipt of applications.

10. For Application form and details, kindly visit our website:

www.gso.igcar.gov.in or www.igcar.gov.in

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

Warning :

1. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
2. Applications which are not in conformity with the requirements indicated and which are not in the prescribed form or are not accompanied by the attested copies of certificates, photograph will be rejected. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for being called for written test or interview, as the case may be.
3. No correspondence will be entertained from the candidates with regard to screening/non-screening/selection/non-selection. List of candidates screened-in for written examination/test/interview and final list of selected candidates will be displayed in GSO website. (www.gso.igcar.gov.in or www.igcar.gov.in)

Records of the candidates not selected shall not be preserved beyond 6 month from the date of publication of select list.

Government of India
Department of Atomic Energy
General Services Organisation

PROFORMA FOR APPLICATION

APPLICATION FOR THE POST OF _____

AFFIX PASSPORT SIZE
PHOTOGRAPH

Post No. : _____

1. Advertisement No. : GSO/02/2017

2. Full Name (in Block letters) :

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3. Name of Father/Spouse :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. Date of Birth(in Christian era) :
date/month/year

			1	9			
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5. Sex : Male Female

6. Nationality :

7. Religion :

8. Marital Status : Married / Single / Widow / Widower

9. Marks of Identification : 1. _____

2. _____

10. Address in block letters :
(with Pin Code & Phone No.)

CORRESPONDENCE	PERMANENT
Pin Code : Contact Phone:	Pin Code : Contact Phone:

[Please tick mark (√) in applicable box]

11. Whether the applicant belongs to SC/ ST/OBC/GEN :

SC	ST	OBC	GEN
- (Indicate the name of the Caste/Community) : _____
12. Ex-servicemen [XS] :

YES		NO	
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(If Yes, please attach the concerned certificate)
13. Are you domiciled in Jammu & Kashmir during:

YES		NO	
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the period from 01.01.1980 to 31.12.1989?
(If yes, Please attach the relevant documents)
14. Are you a family member of those who died in :

YES		NO	
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1984 riots? (If yes, please attach the relevant documents)
15. Whether belongs to Minority Community :

YES		NO	
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[Muslim/Christian/Sikh/Any Other (Please specify)]

16. Details of Demand Draft

17. Are you under Contractual obligation:

YES		NO	
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to serve in Central / State Govt./
Public Sector undertaking /
Autonomous body.
18. Whether applying against Physically

YES		NO	
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Handicapped (Say Yes or No).
- (a) Indicate the type of disability
- (i) Nature of disability, indicate the category as OL/OA/PD:
- (ii) Mention the percentage of disability (as certified by the Competent Medical Authority in the PH Certificate)
19. Are you in Receipt of any :

YES		NO	
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Scholarship from DAE
20. Are you in receipt of any pension/ :

YES		NO	
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gratuity or Employer's share of
contribution of Provident Fund
from the Central, State Government
or any public undertaking? If so,
please give particulars thereof

21. Educational/Technical Qualifications: (from SSC/SSLC onwards)

Examination passed	University/ Board	Year of passing	Class (or) % of marks	Subjects with marks secured	Duration of the Course
SSC/SSLC					
HSC					
Other Qualification (Degree)					
Other Qualification					

*** If you are at present doing any higher studies please give the details.**

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

Period		Total Months/Years	Designation	Name & address of the employer	Permanent
From	To				

23. Details of relatives already employed in Department of Atomic Energy or its constituent units:

Name of relative	Relationship	Unit in which employed	Post held

24. Any other information you wish to add:

DECLARATION

I also hereby solemnly declare and undertake that all information furnished by me are true, correct and complete to the best of my knowledge and belief. I undertake that, if at any stage of selection or even after selection, any of the information furnished by me is found to be false, incorrect or misleading, then my candidature/appointment/ service will stand cancelled/terminated without assigning any reasons therefor.

PLACE:

DATE:

SIGNATURE OF THE CANDIDATE

CHECK LIST

1. Application duly completed & signed : _____
2. Photograph affixed : _____
3. Additional Photo enclosed : _____
4. Copies of all Certificates, Marks Sheets
& proof for Date of Birth enclosed : _____
5. Demand Draft : _____
6. Proof regarding Ex-Serviceman : _____
7. Caste Certificate : _____
8. Proof for Disability if applied against the
post identified suitable for persons with
Physical disability. : _____

SAY YES/NO AGAINST EACH COLUMN

ENCLOSE ONLY ATTESTED COPIES OF CERTIFICATES / MARKLIST