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"TO BE PUBLISHED IN THE GAZETTE OF INDIA. PART II. SECTION 3
SUB-SECTION (I)"

Government of India
Department of Atomic Energy

Anushakti Bhavan
C.S.M. Marg.
Bombay 400 039.

No:20/1/6/85-CCS/ 773

Sept. 8 , 1994

N O T I F I C A T I O N

In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules regulating the method of recruitment to the post of Upper Division Clerk in the Department of Atomic Energy, namely :-

1. Short title and commencement :-

- (1) These rules may be called the Department of Atomic Energy (Upper Division Clerk) Recruitment Rules, 1994.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and scale of pay :-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in columns 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications etc.:-

The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in columns 5 to 14 of the said schedule.

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4. Disqualification :- No person -

(a) Who has entered into or contracted a marriage with a person having a spouse living or

(b) Who having a spouse living has entered into or contracted a marriage with a person.

shall be eligible for appointment to the said post :

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Power to relax :

Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving :

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions, required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of the post	Number of posts	Classification	Scale of pay	Whether selection post or non-selection post
1	2	3	4	5
Upper Division Clerk	*1213 (1993)	General Central Service. Group C Non-Gazetted (Ministerial)	Rs.1200-30-1560-EB-40-2040	Selection

* Subject to variation depending upon workload in the Constituent Units of Department of Atomic Energy.

Whether benefit of added years of service admissible under rule 30 of the Central Civil Services (Pension) Rules. 1972	Age limit for direct recruits	Educational and other qualifications required for direct recruits
6	7	8
No.	25 years (Relaxable for Government Servants in accordance with orders of the Central Government)	Essential A Degree in Arts, Science or Commerce of a recognised University or equivalent with an aggregate of 50% marks.
	Note 1 : 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 the Andaman and Nicobar Island and Lakshadweep)	Desirable Minimum speed of 30 words per minute in typewriting in English provided that a physically handicapped person who is otherwise qualified to hold a 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 handicapped or where there is no such Board, the Civil Surgeon Certifies that the said handicapped person is not in a fit condition to be able to type.
	Note 2: The crucial date for determining the age limit shall be the last date upto which the Employment Exchanges are asked to submit the names.	Knowledge of computer data processing.

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: 5 :

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Period of probation if any	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled in by various methods.
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No	One year in case of direct recruits only	Direct Recruitment - 33 1/3%
		By Departmental qualifying examination - 33 1/3%
		By promotion on the basis of seniority-cum-fitness - 33 1/3%

In case of recruitment by promotion/deputation/transfer. grades from which promotion/deputation/transfer to be made

If a Departmental Committee exists what is its Composition?

Circumstances in which Union Public Service Commission is to be consulted in making recruitment

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1. Lower Division Clerks who have completed two years of regular service in the grade are eligible to compete in the Departmental Qualifying Examination.

Departmental Promotion Committee for Group 'C'

For Secretariat

1. Deputy Secretary. (Administration) - Chairman

Department of Atomic Energy is exempted from consultation with Union Public Service Commission vide Order No.18/4/51/Ests(B) dtd. 1.9.68 of Ministry of Home Affairs

2. Lower Division Clerks who have completed 5 years of regular service in the grade are eligible to be considered for promotion to the grade of Upper Division Clerks on the basis of seniority-cum-fitness.

2. Under Secretary. (Administration) - Member

3. Deputy Controller of Accounts - Member

For Constituent Units

Note : The crucial date for computing the period of the eligibility under items 1 & 2 above will be 1st January of the year if the departmental examination or meeting of the Departmental Promotion Committee is held during the first half of the year and 1st July of the year if the departmental examination or meeting of the Departmental promotion Committee is held during the second half of the year.

1. Chief Administrative Officer/ Chief Administrative and Accounts Officer

or
an officer of equivalent /higher rank - Chairman

2. Deputy Controller of Accounts - Member

3. A Group 'A' Officer from another Constituent Unit. - Member

P. Venugopalan

(P. Venugopalan)

Dy. Secretary to the Govt. of India

Government of India
Department of Atomic Energy
Centralised Cadre Section

Anushakti Bhavan,
C.S.M. Marg,
Mumbai-400001.

No. 9/3/2016-CCS/4200

March 28, 2016.

OFFICE MEMORANDUM

Subject: Recruitment Rules for the post of Upper Division Clerk.


The undersigned is directed to refer to DAE Notification No. 20/1/6/85-CCS/773 dated 8.9.1994 on the above subject.

2. After the implementation of the report of the 2nd Cadre Review circulated vide Office Memorandum No. 2/5/2005-IR&W/1923 dated 10.8.2009, the question of amendment of Recruitment Rules for the post of Upper Division Clerk has been under the consideration of the Department. Accordingly, the recruitment rules for the post of Upper Division Clerk in the Department of Atomic Energy notified vide notification dated 8.9.1994 stands modified to the extent indicated below:

“ In the Schedule to the Notification for recruitment rules for the post of Upper Division Clerk, under Column 11, under the heading “method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled in by various methods” the following shall be substituted.

Direct Recruitment	80%
Departmental qualifying examination:	20%

3. Action to incorporate necessary amendment in the existing Recruitment Rules and to notify the same under Article 309 is being taken separately.


(A. Sukumaran)

Under Secretary to the Govt. of India

All Heads of Units.
All Administrative Heads of Units.
All Officers & Sections in DAE.

भारत सरकार Government of India
परमाणु ऊर्जा विभाग Department of Atomic Energy
केंद्रीयकृत काडर अनुभाग Centralised Cadre Section

अणुशक्ति भवन Anushakti Bhavan,
छ. शि. म. मार्ग C.S.M. Marg,
मुंबई Mumbai – 400 001.

सं. No. 9/3/2016-सीसीएस CCS/ 2589

फरवरी February 17, 2017

कार्यालय ज्ञापन OFFICE MEMORANDUM

विषय : प्रवर श्रेणी लिपिक (वेतन मैट्रिक्स में लेवल 4) के पद के लिए भर्ती नियमों में संशोधन।
Subject: Amendment to Recruitment Rules for the post of
Upper Division Clerk (Level 4 in the Pay Matrix).

अधोहस्ताक्षरी को परमाणु ऊर्जा विभाग के दिनांक 08.09.1994 की अधिसूचना सं. 20/1/6/85-सीसीएस/773 और विभाग में वेतन मैट्रिक्स में लेवल 4 में प्रवर श्रेणी लिपिक के पद हेतु भर्ती नियमों के संबंध में दिनांक 28.03.2016 के कार्यालय ज्ञापन सं. 9/3/2016-सीसीएस/4200 का संदर्भ लेने का निदेश हुआ है।

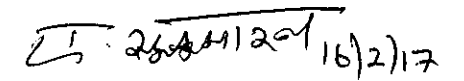
The under signed is directed to refer to DAE Notification No. 20/1/6/85-CCS/773 dated 08.09.1994 and Office Memorandum No. 9/3/2016-CCS/4200 dated 28.03.2016 regarding the Recruitment Rules for the post of Upper Division Clerk in the Level 4 in the Pay Matrix in the Department.

2. परमाणु ऊर्जा विभाग (प्रवर श्रेणी लिपिक) भर्ती नियम, 1994 की अनुसूची के कॉलम 8 में शब्द "कुल 50% अंकों के साथकिसी मान्यता प्राप्त विश्वविद्यालय से कला, विज्ञान अथवा वाणिज्य में डिग्री या समकक्ष" शब्द "कुल 50% अंकों के साथकिसी मान्यता प्राप्त विश्वविद्यालय से डिग्री अथवा समकक्ष" से प्रतिस्थापित होंगे।

In the Schedule to the Department of Atomic Energy (Upper Division Clerk) Recruitment Rules, 1994, in column 8, for the words "A Degree in Arts, Science or Commerce of a recognized University or equivalent with an aggregate of 50% marks" the words "Degree of a recognised university or equivalent with an aggregate of 50% marks" shall be substituted.

3. वर्तमान भर्ती नियमों में आवश्यक संशोधन करने और अनुच्छेद 309 के अंतर्गत इसे अधिसूचित करने के लिए कार्रवाई अलग से की जा रही है।

Action to incorporate necessary amendment in the existing Recruitment Rules and to notify the same under Article 309 is being taken separately.


(ए. सुकुमारन A. Sukumaran)

अवर सचिव, भारत सरकार Under Secretary to the Government of India

इकाइयों के सभी प्रधान All Heads of Units.

इकाइयों के सभी प्रशासनिक प्रधान All Administrative Heads of Units.

पऊवि के सभी अधिकारीगण/अनुभाग All Officers and Sections in DAE.

Government of India
Department of Atomic Energy
Centralised Cadre Section

Anushakti Bhavan,
C.S.M. Marg,
Mumbai - 400 001.

No.28/2/2017-CCS/ 12675

September 28, 2017

Office Memorandum

Subject: Discontinuation of interview and guidelines for Direct Recruitment to Group B (Non-Gazetted) and Group C posts.

Reference is invited to DoFTs OM dated 29.12.2015 regarding discontinuation of interviews for recruitment to Group B (non-gazetted) and Group C posts. In compliance with DoFTs OM, it has been decided in this Department to discontinue interviews for the below mentioned posts:

1. Driver (OG) - Group C
2. Upper Division Clerk - Group C
3. Stenographer Grade III - Group C
4. Stenographer Grade II - Group B (Non-Gazetted)
5. Junior Hindi Translator - Group B (Non-Gazetted)

With a view to follow a uniform mode of recruitment, the Department has framed guidelines for Direct Recruitment to the above-mentioned posts. The revised mode of selection to be followed is tabulated and indicated in the Annexure enclosed.

All the units are requested to comply with the aforesaid guidelines while conducting direct recruitment to the above-mentioned posts.

May 28.9.17
(Jayashree S.)
Under Secretary

Encl: aa

Heads of all constituent units of DAE
Administrative Heads of all units of DAE
US (Admn), DAE