

Government of India
Department of Atomic Energy
Centralised Cadre Section

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

No.28/2/2017-CCS/8935

November 13, 2020

OFFICE MEMORANDUM

Subject: Consolidated instructions in the procedure for Direct Recruitment to Group B (Non-Gazetted) and Group C posts.


In supersession of DAE OM No. 28/2/2017-CCS/12675 dated 28.09.2017 regarding discontinuation of interviews for recruitment to Group B (non-gazetted) and Group C posts. The procedure for recruitment to the posts of Driver (OG), UDC, Stenographer II & III and Junior Translation Officer is being amended as follows from the date of this OM:

2. General Criteria for Selection:

- (i) All candidates who have applied and fulfilled the eligibility criteria should be called for the Level 1 examination.
- (ii) Minimum pass percentage for all posts in each Level shall be 50% for General and 40% for Reserved category.
- (iii) In the event where large number of candidates obtain the minimum qualifying marks in the Level 1 examination, the candidates shall be shortlisted for the Level 2 examination. For short listing of candidates, marks secured by the candidates shall be arranged in descending order up to the minimum qualifying marks as mentioned above. Separate mark list shall be prepared for UR, SC, ST, OBC, PH, EWS and one common list for all the candidates who appeared in Level 1 examination. Obtaining the minimum qualifying marks alone does not entitle a candidate to be called for the Level 2 examination.
- (iv) For up to 20 vacancies, the short listing of candidates on the basis of Level 1 examination should be in the ratio of 1:20 i.e., for every single vacancy, 20 candidates should be called for the Level 2 examination. From the 21st vacancy onwards, for every vacancy, 10 candidates i.e., 1:10 ratio should be called for the Level 2 examination. If there is more than one candidate with the same cut off mark (while shortlisting in the case of 1:10 and 1:20), then all the candidates with the same mark will be shortlisted for Level 2 examination.

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- (v) Final selection will be based on the marks obtained in Level 2 examination except in case of drivers and stenographers where combined marks in Level 1 & 2 will be taken.
- (vi) Resolution in case of tie:
- a. Total of Level 1 and Level 2 marks in case of UDC and JTO. Level 2 marks only in case of Stenographers II & III/Drivers (OG).
 - b. Date of Birth.
 - c. Alphabetical order of name (First name, middle name and surname, in that order).
3. The detailed procedure for Direct recruitment for the individual posts are tabulated at Annexure 'A'.
4. Further, all the units are required to comply with the aforesaid guidelines and invariably bring out all the above criteria in the advertisement itself.


(Ashok B. Gerira)
Under Secretary

Encl: AA

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

ANNEXURE 'A'

Group	Posts	Present mode of selection	Proposed Mode			
			Level 1 Test	Level 2 Test	Empanelment criteria	Remarks
C	Driver (OG)	Driving Test + Interview	General Awareness, General Intelligence, Elementary Math and General English & Hindi. Driving Technique & Motor Car Mechanism aimed at testing knowledge of driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic rules and regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems etc.	Driving Test aimed at testing the driving skills and knowledge of motor driving, motor mechanics and traffic rules & regulations.	Level 1&2	Weightage to be given for Level 1 & 2 is as follows: Level 1 Objective Written Test – 40% Level 2 Driving Test – 60%

Group	Posts	Present mode of selection	Proposed Mode			
			Level 1 Test	Level 2 Test	Empanelment criteria	Remarks
C	Upper Division Clerk	Written Exam & Interview	Objective test covering: <ol style="list-style-type: none"> 1. General English. 2. General Knowledge. 3. General Intelligence & Reasoning. 4. Quantitative Aptitude (Arithmetic). 	Descriptive written test inclusive of objective questions: <p>Part A: English Language comprising of Comprehension, Precis and English Grammar - 50%</p> <p>Part B: Descriptive test comprising of Essay, Noting and Drafting - 50%.</p>	Marks obtained in level 2 (Main only).	Level-1 will be only qualifying exam/ screening test to shortlist candidates for Level-2 Main exam. Level 2 will consist of 2 parts: - Part A of the Descriptive written test in Level 2 has to be written in English. Part B of the Descriptive written test in Level 2 has to be written purely either in English or in Hindi. If it is written in a combination of both English and Hindi, zero marks will be awarded.
B&C	Stenographer Grade II and Stenographer Grade III	Written Exam, Skill Test and Interview	Objective test covering: <ol style="list-style-type: none"> 1. General English. 2. General Knowledge. 3. General Intelligence & Reasoning. 4. Quantitative Aptitude (Arithmetic). 	Stenography skill test	Level 1&2	Weightage to be given for Level 1 & 2 is as follows: Level 1 Written Test – 40% Level 2 Stenography Skill Test – 60%

Group	Posts	Present mode of selection	Proposed Mode			
			Level 1 Test	Level 2 Test	Empanelment criteria	Remarks
B	Junior Translation Officer	Written Exam and Interview	Objective test covering: a. General Hindi. b. General English. c. General Intelligence & Reasoning. d. Quantitative Aptitude.	Descriptive written test consisting of two papers (Paper-I & Paper-II) as per the syllabus.	Marks obtained in Level-2 (Main only)	For Level 2 exam:- Paper-I (100 Marks) -3 Hrs 1. Translation of paragraph from Hindi to English (02 Nos) (One each of technical and administrative in nature); (Approx 250 words for translation) 2. Translation of paragraph from English to Hindi (02 Nos) (One each of technical and administrative in nature) (Approx 250 words for translation) 3. Translation of sentences in English (related to official work) to Hindi (10 sentences) 4. Translation of sentences in Hindi (related to official work) to English (10 sentences) 5. Synonyms for English words in Hindi (10) 6. Synonyms for Hindi words in English (10) Paper-II (100 Marks) —3 Hrs General Intelligence & Reasoning and Quantitative Aptitude – 50 marks. General Hindi – 15 marks. General English – 15 marks. Essay Hindi – 10 marks. Essay English – 10 marks.

NOTE:

1. Question papers will be bilingual. Answer sheets should contain column for indicating medium of answering (either Hindi or English).
2. The shortlisting criteria of 1:10 and 1:20 needs to be mentioned in the advertisement.