

भारत सरकार / Government of India  
परमाणु ऊर्जा विभाग / Department of Atomic Energy  
केंद्रीकृत तकाडर अनुभाग / Centralised Cadre Section

अणुशक्ति भवन / Anushakti Bhavan,  
छ.शि.म.मार्ग / CSM Marg,  
मुंबई / Mumbai - 400 001.

No: 16/6/2024-CCS/13960

September 30, 2024

To,

All Ministries and Departments of Government of India (As per list attached).

Copy to: DoPT- with a request to upload on the DoPT website for wide publicity.

Subject: Filling up the post of Director (Personnel & Administration)  
(Level-13 in the Pay Matrix) in the Department of Atomic Energy  
on deputation basis.

The undersigned is directed to state that 01 vacancy in the following grade, is proposed to be filled in the Department of Atomic Energy (its Constituent Units located at the below-mentioned stations) on deputation basis:-

Name of the Post	Pay Level in the Pay Matrix	Station
Director (Personnel & Administration)	13	Hyderabad

2. The post is proposed to be filled from amongst Officers from All-India Services or Central Services Group 'A' or Central Government or State Government or Union Territories holding posts which are in analogous grade or same grades in Level 13 of the pay matrix for the post of Director (P&A) on regular basis.

3. The eligibility conditions for the post of Director (P&A) are mentioned in **Annexure-A**.

4. The deputation shall be governed by the terms and conditions stipulated in the Department of Personnel & Training O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

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5. The period of deputation shall be for 03 years and further extendable as per the guidelines of DoPT OM No. 6/8/2009-Estt. (pay-II) dated 17.6.2010 & OM No. 2/6/2018-Estt (Pay-II) dated 18.5.2018, subject to further requirement and performance of the Officer.

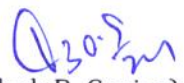
6. In order to reward the performance of an organization within Department of Atomic Energy and the role of the personnel in realizing its objectives, Performance Related Incentive Scheme (PRIS) is introduced which is the variable component of the pay and is awarded on the basis of the performance of the individual/group/organization measured against set goals, during the period of assessment. Accordingly, the selected Officer will be eligible to get the PRIS amount based on his performance and other components like APAR gradings, attendance and vigilance clearance.

7. The application of willing and eligible officers, who have completed cooling off period of 3 years since last deputation (if applicable), and have undergone more than 1 deputation prior to this and who can be spared immediately, if selected, may be forwarded along with the following documents so as to reach the Deputy Secretary (Cadre), Department of Atomic Energy, Anushakti Bhavan, CSM Marg, Mumbai - 400 001 latest by 30 days after publication in Employment News.

- (i) Bio-data (as per **Annexure-B** specimen attached) duly filled and signed by the candidate, along with attested copies of relevant educational/training certificates and forwarded through proper channel, duly signed certificate of cadre controlling authority.
- (ii) Attested copies of their APARs for the preceding 5 years.
- (iii) Vigilance clearance certificate, duly signed by cadre controlling authority, including a statement of major/minor penalties, if any, imposed on the officers during the last 10 years.

8. It may please be noted that application received after 30 days after publication in Employment News or without the required documents or found to be incomplete in any other respect will not be considered and any back reference made in this regard will not be entertained. Since, the appointment is to be made urgently, it is requested that the closing date for receipt of applications mentioned above may please be adhered to, strictly.

Encl: a.a.

  
(Ashok B. Gerira)  
Deputy Secretary (Cadre)  
Tel No. 022-22862522

**Annexure -A**

1. Name of the post : Director (Personnel & Administration)
2. Classification of the post : General Central Service, Group 'A' (Gazetted)
3. Level in the Pay matrix : Pay Level 13 in the Pay Matrix
4. As per the Recruitment Rules, the eligibility conditions are as under:-

Deputation :

Officers from All-India Services or Central Services Group 'A' or Central Government or State Government or Union Territories holding posts which are in analogous grade.

Note 1 - The deputationists shall not be eligible for consideration for appointment by promotion.

Note 2 - The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 3 - The maximum age-limit for appointment by deputation shall be as per the orders issued by Department of Personnel and Training from time to time.

**BIO-DATA**

Photograph  
of the  
candidate

1. Name of the candidate, Designation & Address :
2. Contact Nos. Office :  
Residence :  
Mobile :  
Fax :
3. Date of Birth :
4. Educational qualifications:
5. Name of the service/  
Year of joining :
6. Service Particulars

Sl. No.	Post Held & Office	From	To	Pay Matrix	Nature of Duties

7. Present Level in the Pay Matrix and :  
date of next increment
8. Whether belongs to SC/ST :
9. Whether any minor/major penalty has  
been imposed during the last 10 years :
10. Whether any penalty is in force? If yes, :  
details thereof
11. Details of training programmes :  
attended
12. Remarks :

Date:  
Place:

Signature of the Applicant  
Name :

Certified that the particulars furnished by the Applicant have been verified and found correct. It is also certified that no disciplinary/vigilance case is either pending or contemplated against the officer.

Signature and seal of the forwarding officer

To,

Deputy Secretary (Cadre),  
Department of Atomic Energy,  
Anushakti Bhavan,  
C.S.M. Marg,  
Mumbai 400 001