

Government of India
Department of Atomic Energy

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

No. 13/4/2016-CCS/16728

December 21, 2016

OFFICE MEMORANDUM

Subject : Filling up of three posts of Under Secretary in Level 11 in the Pay Matrix in the Department of Atomic Energy Secretariat, Mumbai on deputation basis.

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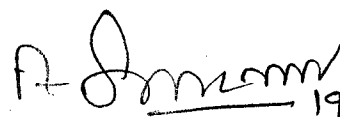
It is proposed to fill up three posts of Under Secretary in Level 11 in the Pay Matrix in the Department of Atomic Energy at Mumbai on transfer on deputation basis from amongst officers from All India Services/Central Services Group 'A' who are empanelled for appointment as Under Secretary by the Establishment Officer as per recommendations of the Department of Personnel & Training in accordance with the relevant instructions on the subject. The deputation shall be governed by the terms and conditions stipulated in the Department of Personnel & Training O.M. Nos. 6/8/2009-Estt.(Pay-II) and 2/6/2016-Estt.(Pay-II) dated 17.06.2010 and 17.02.2016 respectively, as amended from time to time. The period of deputation shall be for three years extendable by one year.

2. A copy of the communication issued to Secretaries of Ministries/Departments of Government of India and Chief Secretaries of State Governments/Union Territories Administrations for filling up the said vacancies of Under Secretary in the Department is enclosed for kind perusal and information.

2. It is requested that the vacancies may kindly be given wide publicity and applications of interested officers, in the format enclosed, whose services can be spared for appointment against the above referred posts may kindly be forwarded together with vigilance clearance and attested copies of their APARs for the preceding 5 years so as to reach the Department latest by **25.01.2017**.

Encl.a.a.

Director (CS)-I,
Department of Personnel & Training,
New Delhi

 19/12/16

(A. Sukumaran)
Under Secretary

022-22022225

Government of India
Department of Atomic Energy
Centralised Cadre Section

Anushakti Bhavan,
C.S.M. Marg,
Mumbai – 400 001
E-mail: uspower@dae.gov.in

No. 13/4/2016-CCS/16725

December 19, 2016

1. All Secretaries, Ministries/Departments of Government of India
2. Chief Secretaries of all State Governments/Union Territories Administrations

Subject : Filling up of three posts of Under Secretary in Level 11 in the Pay Matrix in the Department of Atomic Energy, Mumbai on deputation basis.

Sir,

I am directed to invite applications from eligible All India Services/Central Service Group 'A' officers holding analogous posts for filling up of three posts of Under Secretary in Level 11 in the Pay Matrix in the Department of Atomic Energy, Mumbai, on deputation basis, for a period of three years. The pay of the officers selected for appointment on deputation basis as well as other conditions related to their deputation will be regulated in terms of DoPT's O.M. Nos. 6/8/2009-Estt.(Pay II) and 2/6/2016-Estt.(Pay-II) dated 17.06.2010 and 17.02.2016 respectively, as amended from time to time.

2. Applications of only such Officers will be considered as are routed through proper channel and are accompanied by:
 - (i) Bio-data (in duplicate) as per proforma (**Annexure-I**);
 - (ii) Photocopies of APARs for the last five years, attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level;
 - (iii) Vigilance clearance Certificate (**Annexure-II**);
 - (iv) Integrity Certificate (**Annexure-III**)
 - (v) No Penalty Certificate or a statement giving details of major/minor penalties imposed, if any, on the officer during the last 10 years (**Annexure-IV**); and
 - (vi) Cadre Clearance Certificate, in the enclosed format (**Annexure-V**). It may also be verified and certified that the particulars furnished by the officers are correct.

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: 2 :

3. 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 Department/Organisation of the Central Government, shall ordinarily not exceed five years.

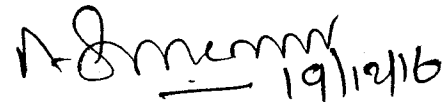
4. Applications not received through proper channel or received after the last date or incomplete in any respect such as those not accompanied by the documents mentioned at para 2 above, will be liable to be rejected.

5. It is requested that the applications of willing, suitable and eligible officers and who can be spared immediately in the event of selection, may be sent to Joint Secretary (Administration and Accounts), Department of Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai - 400 001, latest by 25th January, 2017.

6. The maximum age limit for appointment on deputation shall be, not exceeding 56 years, as on the closing date of receipt of applications. The Departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. The crucial date for determining eligibility will be the last date for receipt of the applications.

7. The vacancies may please be given wide publicity in your Department/Organisation.

Yours faithfully,



(A. Sukumaran)

Under Secretary to Government of India

Tel. No. 022 2286 25 36

ANNEXURE-I

CURRICULUM VITAE PROFORMA

1. Name and Address :
(in Block Letters)
2. Date of Birth :
(in Christian era)
3. Date of retirement under :
Central/State Government Rules
4. Details of Employment, in :
Chronological order, since joining
Service (Enclose a separate sheet duly
Authenticated by your signature, if
the space below is insufficient)

Office/Institution	Post held	From	To	Scale of pay /Level in the Pay Matrix	Nature of duties (in details)

5. Nature of present employment :
i.e. Ad-hoc or Temporary or Quasi-
Permanent or Permanent
6. In case the present employment :
is held on deputation/contract
basis, please state)
 - a) The date of initial appointment :
 - b) Period of appointment on :
Deputation/contract
 - c) Name of the parent office/ :
Organisation to which you belong

7. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)
- a) Central Govt. :
 - b) State Govt. :
 - c) Autonomous Organisation :
 - d) Government Undertaking :
 - e) Others :
8. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade :
9. Are you in a revised scale of pay? :
If yes, give the date from which the revision took place and also indicate the pre-revised scale .
10. Total emoluments per month now drawn :
11. Additional information, if any, which you would like to mention (This among other things may provide information with regard to :
- (i) Academic qualification
 - (ii) Professional training and
 - (iii) Work experience
- (Note : Enclose a separate sheet, if the space is insufficient)

12. Whether belongs to SC/ST :

13. Remarks :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

(Signature of the Candidate)

Address.....
.....
.....

Date

Countersigned
(Employer with Seal)

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. _____, who has applied for deputation to the post of Under Secretary in the Department of Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai - 400 001.

(Authorised signatory)

Name & Office seal : _____

Date: _____

INTEGRITY CERTIFICATE

After scrutinizing the Service records of Shri/Smt/Ms. _____, who has applied for deputation to the post of Under Secretary in Department of Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai - 400 001, it is certified that his/her integrity is beyond doubt.

(To be signed by an officer of the rank of
Deputy Secretary or above)

Name & Office seal: _____

Date: _____

Annexure-IV

NO PENALTY CERTIFICATE

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms. _____, who has applied for deputation to the post of Under Secretary in Department of Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai - 400 001 .

[Authorised signatory]

Name & Office Seal: _____

Date: _____

Annexure-V

CADRE CLEARANCE CERTIFICATE

This office has no objection to Shri/Smt./Ms. _____
applying for the post of Under Secretary in Department of Atomic Energy,
Anushakti Bhavan, C.S.M. Marg, Mumbai - 400 001 on deputation basis. It
will be possible to relieve Shri/Smt./Ms. _____ from
this Office without any delay, in case he/she is selected for the said post of
Under Secretary.

[Authorised signatory]

Name & Office Seal: _____

Date: _____