



Government of India
Department of Atomic Energy
Nuclear Fuel Complex



ECIL Post,
Hyderabad – 500 062.



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

ADVERTISEMENT NO. NFC/01/2016

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

Applications are invited for the following posts from the eligible candidates in Nuclear Fuel Complex, Hyderabad, an industrial Establishment under the Department of Atomic Energy. The selected candidates will be posted at Nuclear Fuel Complex, Hyderabad or at Zirconium Complex, Pazhayakayal, Tamilnadu or at NFC, Kota or in any other constituent units of the Department of Atomic Energy in India. The details of posts and the norms specified for these posts are as under:-

ADMINISTRATIVE POSTS:

UPPER DIVISION CLERK

Post Code	ADMN-01			
NAME OF THE POST	UPPER DIVISION CLERK (UDC)			
GROUP OF SERVICE	C			
NO. OF VACANCIES	02			
POST IDENTIFIED FOR	PH: OH/HH			
PAY	₹ 25500 (Cell No. 1 in the Level – 4 of Pay Matrix) [@]			
ESSENTIAL QUALIFICATION				
Nationality	Must be a citizen of INDIA			
Age	Category	UR	OBC	SC/ST
	Min	18	18	18
	Max (Incl. of admissible relaxation)	37	40	42
Educational Qualification	A degree in Arts, Science or Commerce of recognized University or equivalent with an aggregate of 50% marks.			
Desirable Qualification				
Minimum speed of 30 w.p.m. in typewriting in English, provided that a physically challenged person who is qualified to hold the 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 Employment Exchange for handicapped or where there is no Special Board, a Civil Surgeon certifies that the said Physically Challenged Person is not in a fit condition to be able to type. Knowledge of computer Data processing.				

([@]Plus usual Allowances as admissible to Central Government Employees)

SELECTION PROCEDURE FOR POST CODE ADMN-01:

Examination will be conducted in two tiers.

Tier-I: After scrutiny of applications, eligible candidates who are meeting the requirement as per the advertisement will be called for Written Examination (objective type).

Tier-II: Those candidates qualified in the Tier-I Examination will be called for Tier-II Examination (Objective & Descriptive).

Selection of the candidates will be based on the overall performance of the candidates in both Tier-I & Tier-II Examinations, taking into account 60% marks obtained in Tier-I examination and 40 % marks obtained in Tier-II examination.

Syllabus, other details regarding the scheme of examination and Schedule of the examination will be placed on website www.nfc.gov.in separately at a later time. Hence, candidates are advised to view the website frequently.

AUXILLIARY POSTS:

WORK ASSISTANT 'A'/HOSPITAL WORK ASSISTANT 'A'

Post Code	AUXL-01			
NAME OF THE POST	WORK ASSISTANT 'A'/HOSPITAL WORK ASSISTANT 'A'			
GROUP OF SERVICE	C			
NO. OF VACANCIES	03			
POST IDENTIFIED FOR	PH: HH/OL/LV			
PAY	₹ 18000/- (Cell No. 1 in the Level - 1 of Pay Matrix) [@]			
ESSENTIAL QUALIFICATION				
Nationality	Must be a citizen of INDIA			
Age	Category	UR	OBC	SC/ST
	Min	18	18	18
	Max (Incl. of admissible relaxation)	37	40	42
Educational Qualification	Tenth Pass			

([@] Plus usual Allowances as admissible to Central Government Employees)

SELECTION PROCEDURE FOR POST CODE AUXL-01:

Examination will be conducted in two tiers.

Tier-I: After scrutiny of applications, eligible candidates who are meeting the requirement as per the advertisement will be called for Written Examination (Objective & Descriptive).

Tier-II: Those candidates qualified in the Tier-I Examination will be called for Tier-II Examination (Objective & Descriptive).

Selection of the candidates will be based on the overall performance of the candidates in both Tier-I & Tier-II Examinations, taking into account 60% marks obtained in Tier-I examination and 40 % marks obtained in Tier-II examination.

Syllabus, other details regarding the scheme of examination and Schedule of the examination will be placed on website www.nfc.gov.in separately at a later time. Hence, candidates are advised to view the website frequently.

GENERAL INSTRUCTIONS

- There is no application fee for applying the above posts.**
- Appointment for all the posts is subject to Medical Examination by the department.
- Candidates will be required to attend in round-the-clock shift duties.
- Persons working under Central/State Government, Public Sector Undertakings, Autonomous bodies should submit their applications through proper channel. They may, however send one advance copy of the application along with all the enclosures and in that case the candidates have to submit a **"NO OBJECTION CERTIFICATE"** from their present employer at the time of appearing for written test or otherwise they will not be allowed to appear for written test.
- Before applying for the post, the candidate should ensure that he/she fulfill all the eligibility norms. Candidates should possess the prescribed qualification from a recognized University/Educational Institution on the date of applying for the post.** Candidates may ensure that they fill in the correct information; candidates who furnish false information are liable to be disqualified at any stage.
- Departmental candidates who have rendered not less than 03 years continuous and regular service in the same line or allied cadre as on last date of application are eligible for relaxation in upper age limit as per Government Orders as detailed below:
 - For appointment to Group 'C' posts by direct recruitment which are in the same line or allied cadres; Up to 40 years of age (45 years for SC/ST).

7. The candidates should have a minimum of 40 (forty) percent disability (moderate) certified by the appropriate Medical Board.
8. AGE: Age will be reckoned as on the closing date of receipt of application i.e. **02.12.2016**
9. **Important Requirement of Physical Disability Certificate:**
 - i) According to the persons with disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31/12/1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996)], a disability certificate shall be issued by a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute a Medical Board consisting of at least three members, out of which, at least, one member shall be a Specialist from the relevant field.
 - ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. The Medical Board shall indicate the period of validity of the certificate where there are chances of variation in the degree of disability. For those who acquired permanent disability, the validity can be shown as permanent. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.
 - iii) Those SC/ST/OBC persons with disabilities selected on their own merit without relaxed standards along with other candidates, will be considered against unreserved vacancies provided the post is identified for persons with disability of relevant category. (as applicable).

10. Ex-Servicemen:

Age relaxation in the upper age limit for Ex-Servicemen shall be provided as per rules.

An Ex-servicemen means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union and

- i. Who retired from such service after earning his/her pension. This would also include persons who are retired/retire at their own request by after having earned their pension; (or)
 - ii. Who has been released from such service on medical grounds attributable to military service/circumstances beyond his control and awarded medical or other disability pension
 - iii. Who has been released, otherwise than on his own request from such service as a result of reduction in establishment (or)
 - iv. Who has been released from such service after completing the specific period of engagements, otherwise than at this own request or by way of dismissal or discharged on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories, namely :
 - a. Pension holders for continuous embodied service.
 - b. Pension with disability attributable to military service and
 - c. Gallantry award winners.
11. Ex-Servicemen who have already secured employment in civil side under Central Government in Group C & D posts on regular basis after availing of the benefits of reservation given to Ex-Servicemen for their re-employment are NOT ELIGIBLE for claiming benefits of reservation under ex-servicemen category.
 12. 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 relaxation of age limit admissible under rule 3 shall submit a certificate from:

- a) The Dist. Magistrate in the Kashmir division within those 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 31st day of December, 1989.
 - c) Relaxation in the upper age limit of 5 years shall be admissible to children/family members of those who died in the 1984 riots.
13. Posting of the selected candidates would be at the discretion of the Competent Authority as per the availability of vacancies in NFC, Hyderabad, Zirconium Complex, Pazhayakayal, NFC Kota. They are liable to serve in any part of India, in any constituent unit of the Department of Atomic Energy.
 14. The candidate belonging to SC/ST/OBC should clearly indicate the same in the application and should attach proof of the same in the specified format failing which they will be treated as unreserved and subsequent representations for change of community status will not be entertained.
 15. Applications, which are not in conformity with the requirements, will be rejected at any stage. No correspondence will be entertained with the candidates not shortlisted for written test.
 16. The applicants would be admitted to the examination on the basis of the information furnished by them in their application form. Only the candidates fulfilling all the eligibility norms will be screened-in and only such candidates will be called for written examination.
 17. On their appointment they will be governed by 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.
 18. All the above advertised posts are governed by the Industrial Establishment.
 19. The vacancies shown above are provisional and subject to upward or downward variation.
 20. Candidates may ensure that they fill in the correct information and furnishing false information will entail them disqualified for written exam/appointment.

21. **TRAVELLING ALLOWANCE:**

Unemployed SC/ST candidates called for Selection test/interview from outstations will be eligible for reimbursement of journey expenses limited to single SECOND CLASS (General) railway fare each from the place of normal residence to the place of Examination center and back by the shortest route as per rules subject to production of un-employment certificate from MP/MLA/Gazetted Officer. If concessional tickets are available, reimbursement will be limited to the concessional return fare only. Candidates are requested to submit their claims in the prescribed proforma available in the website along with their tickets and un-employment certificate at the examination venue for reimbursement.

ADDITIONAL BENEFITS SUBJECT TO GOVERNMENT RULES NOTIFIED FROM TIME TO TIME:

In addition to the normal pay & allowances as admissible under the Rules, attractive incentives admissible in DAE i.e. performance related incentives will also be payable on completion of one year service.

- Exciting working environment with facilities to acquire higher academic qualification.
- Complete health care for self and family members.
- Attractive professional update allowance and leave travel facility (self & family).
- Departmental loan facility for housing, vehicle and computer.
- Secured accommodation in a well laid-out, exclusive township.
- Education on nominal payment of fees through AEC School up to 10+2 Standard in DAE township.
- Transport facility from various points of city provided to those who do not draw conveyance allowance.

HOW TO APPLY:

1. Candidates are required to download the application form from the website www.nfc.gov.in and fill-in the form legibly with blue/black ink pen or typewritten the same on A4 size paper. The duly filled-in application should be placed in a cover and the cover should be superscribed as “**APPLICATION FOR THE POST OF _____**”, **POST CODE:_____ against Advertisement No. NFC/01/2016.** Separate application form should be filled and to be submitted in separate cover for each post, if a candidate wishes to apply for more than one post.
2. A **recent passport size photograph** should be pasted on the right top corner of the application. One additional copy of the same passport size photograph should also be stapled on the left side of the application.
3. Candidates are required to submit the following documents along with the application:
 - a. Attested copies of certificates pertaining to complete educational qualification supported by appropriate marks sheets.
 - b. Attested copies of experience certificates (If any).
 - c. Attested copy of certificate in support of Date of Birth (Birth Certificate or Secondary School Certificate).
 - d. Attested copy of caste certificate issued by the Competent Authorities in the latest formats prescribed by the Government regarding their claim that they belong to SC/ST/OBC.
 - i. In the case of OBC candidates, the OBC certificate should be issued by authorized authority in the prescribed format with non-creamy layer certificate and the caste/community should have been included in the Central lists of Other Backward Caste. The crucial date for determining the OBC non-creamy layer certificate will be **the closing date of receipt of application.** OBC for the purpose of AGE RELAXATION AND RESERVATION shall 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.36033/1/2013-Estt.(Res) dated 27.05.2013.
 - e. Candidates belonging to OBC should also submit a declaration in the prescribed form.
 - f. Attested copy of Disability certificate in the prescribed format from the appropriate authority clearly indicating the type and percentage of physical disability.
 - g. Attested copy of Discharge certificate in support of Ex-servicemen.
 - h. Persons working under Central/State Government, Public Sector Undertakings, Autonomous bodies should submit their applications through proper channel. They may, however send one advance copy of the application along with all the enclosures and in that case the candidates have to submit a “**NO OBJECTION CERTIFICATE**” from their present employer at the time of appearing for written test or otherwise they will not be allowed to appear for written test.
 - i. Proof to the effect that the candidate has been affected by 1984 riots (if claiming age relaxation).
 - j. Certificate regarding domicile in Kashmir Division from 01.01.1980 to 31.12.1989 (if claiming age relaxation for Kashmir Division)

NOTE: The above mentioned copies of certificates which ever applicable should be attached to the application by stapling/tagging with thread.

4. The completed applications in the prescribed format should be sent to the Administrative Officer, Recruitment - I, Nuclear Fuel Complex, ECIL Post, Hyderabad - 500 062 within three weeks from the date of publication of advertisement in Employment News i.e. latest by 02.12.2016 (closing date of receipt of applications). Applications received beyond this date will be rejected.
5. **Note:**
- Application which is illegible, incomplete, unsigned, not in prescribed format, without photo of the candidate, not enclosing attested photo copies of certificates and which is received after the last date prescribed, is liable to be rejected. **If the post applied for is not indicated on the top of the application and envelope, the same will not be entertained.**
 - Advertisement of 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 the written examination.
 - Mere fulfilling the norms do not bestow any right for short listing the candidates for written examination.
 - If no candidate is found eligible for the above posts, NFC 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.
 - Record of the non-selected candidates shall not be preserved beyond 6 months from the date of formation of select list.

Advertisement has been published in Employment News dated 11.11.2016 & National and Local Newspapers dated 12.11.2016 .
APPLICATIONS RECEIVED BEYOND <u>02.12.2016</u> WILL NOT BE ACCEPTED.
CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION
"ANY LEGAL DISPUTES ARISING OUT OF THIS NOTIFICATION ARE SUBJECT TO HYDERABAD JURISDICTION ONLY."
IN CASE OF ANY DISPUTE, ENGLISH VERSION OF ADVERTISEMENT & NOTIFICATION PLACED ON WEBSITE WILL BE TAKEN AS REFERENCE.