



परमाणु ऊर्जा शिक्षण संस्था
(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वायत्त निकाय)
ATOMIC ENERGY EDUCATION SOCIETY
(An Autonomous Body under Department of Atomic Energy, Govt. of India)

AEES/R&V/UDC/2018/ C-769

21st December, 2018

CIRCULAR

Sub : Limited Departmental Examination for the post of UDC

It is proposed to conduct a limited departmental written examination for the eligible Lower Division Clerks in AEES to fill up the existing vacancies for the post of **Upper Division Clerk** in Level 4 of the Pay Matrix.

ELIGIBILITY:

LDCs who have rendered minimum qualifying service of 3 years in AEES in case of graduates and 5 years in case of non-graduates are eligible.

The LDCs, who meet the above eligibility condition as on 01/01/2019 will be called for a training programme of 6 days which will be followed by a written test for two (02) days on computer.

The training programme followed by written test on computer will be held at **Central Office, AEES, Western Sector, Anushaktinagar, Mumbai 400 094**. The schedule of the training programme and written test is as follows:

Training Programme Schedule:				
Date: 28/01/2019 to 02/02/2019 (Monday to Saturday)				
Time: 1000 hours to 1800 hours				
Written Test:				
Date	Time	Paper	Description	Marks
04/02/2019 (Monday)	1000 hours to 1300 hours	Paper-I	General English (Essay, letter writing, precis and grammar)	100
05/02/2019 (Tuesday)	1000 hours to 1300 hours	Paper-II	a) Manual on office procedure; b) Activities of DAE, knowledge of AEES; c) Knowledge of service rules like pay fixation, PF/TA/DA/LTC & advances etc.	35 20 45

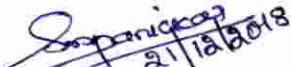
The candidates will have an option either to answer in **English or Hindi**. Candidates desirous of answering in Hindi may specifically mention their preference in the application form.

The candidates will be entitled for TA/DA for attending the training programme as per rules.

The candidates who wish to appear for the above examination may submit their application with enclosure through proper channel along with attested copies of certificates in support of educational and technical qualifications and caste certificate etc., in the prescribed application form latest by 04/01/2019.

If no LDCs meet the above eligibility conditions, a **NIL REPORT** may please be sent by respective Heads of AEC Schools / Jr. Colleges.

Encl: As above.


(Shobhana D. Panickar)
Asstt. Admn. Officer

1. **All Heads of AECS/JC**
2. **All Heads of Section, Central Office, AEES, Mumbai**

Copy to:

1. Office of Chairman/Secretary, AEES, Mumbai
2. All Chairmen, LMCs, AECS
3. Chief Admn. Officer, AEES, Mumbai
4. Principal & Head, Academic Unit, AEES, Mumbai

APPLICATION FOR THE POST OF UPPER DIVISION CLERK IN AEES

LAST DATE OF RECEIPT OF APPLICATION: 04/01/2019

01	NAME OF THE CANDIDATE EMPID	:	_____
02	POST HELD	:	_____
03	DATE OF APPOINTMENT AS LDC IN AEES	:	_____
04	PRESENT GRADE	:	_____
05	QUALIFYING SERVICE * AS ON 01/01/2019	:	_____
06	OFFICE/SCHOOL IN WHICH PRESENTLY POSTED	:	_____
07	DATE OF BIRTH	:	_____
08	CASTE	:	_____
09	QUALIFICATIONS	:	_____
	a) EDUCATIONAL	:	_____
	b) TECHNICAL	:	_____
	c) COMPUTER KNOWLEDGE IF ANY (WITH DOCUMENTARY PROOF)	:	_____
10	PREFERENCE OF WRITING THE EXAM (ENGLISH/HINDI)	:	_____
11	ANY OTHER RELEVANT INFORMATION	:	_____
12	WHETHER PREVIOUSLY APPEARED FOR THE EXAM CONDUCTED BY AEES FOR THE POST OF UDC. IF SO SUBMIT THE DETAILS	:	_____

DATE : _____

SIGNATURE OF THE APPLICANT

*Excluding Dies-non period and EOL without medical certificate, if any.

(FOR OFFICE USE ONLY)

The particulars furnished by the candidate have been verified with reference to his/her personal file and are found to be correct.

Signature of Head of Institution/
Section Head with seal and date

Forwarded to : The Chief Administrative Officer, AEES, Mumbai