

	<p>परमाणु ऊर्जा शिक्षण संस्था (भारत सरकार के परमाणु ऊर्जा विभाग का स्वायत्त निकाय) ATOMIC ENERGY EDUCATION SOCIETY (An Autonomous Body under Department of Atomic Energy, Govt. of India) केन्द्रीय कार्यालय, वेस्टर्न सेक्टर, पऊके.वि.-6, अणुशक्तिनगर, मुंबई-400094 Central Office, Western Sector, AECS-6, Anushaktinagar, Mumbai-400094 दूरभाष / Telephone : 2556 5049 / 2557 1501 / 2550 3310 वेबसाइट / website : aees.gov.in ईमेल आय .डी /email id : pers-conf@aees.gov.in</p>	
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RECRUITMENT NOTICE NO. AEES/01/2024

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

1 About AEES

Atomic Energy Education Society (AEES) runs 30 Schools/ Junior Colleges located at the following 15 centres in different parts of India. The medium of instruction in these schools is English. Further information about AEES can be viewed in www.aees.gov.in.

Sl. No.	Location of centres		
	Place	District	State
1	Anushaktinagar	Mumbai	Maharashtra
2	Tarapur	Palghar	Maharashtra
3	Kaiga	Uttara Kannada	Karnataka
4	Kudankulam	Tirunelveli	Tamil Nadu
5	Kalpakkam/Anupuram	Kancheepuram	Tamil Nadu
6	Mysore	Mysore	Karnataka
7	Hyderabad	Hyderabad	Telangana
8	OSCOM	Chatrapur	Odisha
9	Jaduguda/Narwapahar/Turamdih	East Singbhum	Jharkhand
10	Manuguru	Bhadradi Kothagudem	Telangana
11	Narora	Bulandshahr	Uttar Pradesh
12	Rawatbhata	Chittorgarh	Rajasthan
13	Indore	Indore	Madhya Pradesh
14	Kakrapar	Vyara	Gujarat
15	Pazhayakayal	Tuticorin	Tamil Nadu

2 AEES invites **applications** from Indian citizens for recruitment of **Junior Translation Officer [Group B (Non-Gazetted) Post]** in Cell 1 of Level 6. The Pay and Allowances are as per Central Government Rules to the extent applicable to the AEES from time to time. The details of vacancies are given below:

No. of post	Category
01	Unreserved (UR)

3 **Minimum Essential Qualifications and Experience for the post of Junior Translation Officer:**
 Master’s Degree of a recognized University in Hindi/English, with English/Hindi as the main subject at degree level.

OR

Master’s Degree of a recognized University in any subject with Hindi and English as a main subject at degree level.

OR

Master's Degree of a recognized University in any subject with Hindi/English medium and English/Hindi as a main subject at degree level.

OR

Master's Degree in Hindi/English or in any other subject with Hindi/English medium, with English/Hindi as main subject or a medium of examination at degree level.

OR

Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognized Diploma/ Certificate course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central/State Government offices including Government of India Undertaking.

Desirable: Computer knowledge.

4 Age Limit as on closing date of submission of applications : 18 – 28 years

4.1 Relaxation in upper Age Limits:

4.1.1 Age relaxation is not applicable for SC/ST/OBC Candidates applying for Unreserved post.

4.1.2 Departmental Candidates:

Age relaxation for departmental candidates will be considered as per rules in vogue. (Annexure-I).

4.1.3 PwBD (OL, OA, PD, PB) candidates are eligible to apply.

(OL- One Leg affected, OA-One Arm affected, PD-Partially Deaf, PB- Partially Blind)

- Relaxation of 10 years in Upper age limit is admissible to Persons with Disabilities for the posts identified subject to production of valid certificate from the competent authority as per the circular issued by the Ministry of Social Justice & Empowerment, Govt. of India, in support of their claim of disability, at the time of document verification.
- The percentage of disability shall not be less than 40%.

5 MODE OF SELECTION:

Mode of Selection comprises Written Tests in Level 1 & 2 as detailed below:

5.1 Level-1 Test– Objective Test covering:

1. General Hindi
2. General English
3. General Intelligence & Reasoning
4. Quantitative Aptitude

100 Questions in Bilingual (Hindi and English) - Duration – 2 Hrs

In the event where large number of candidates obtains the minimum qualifying marks in the Level-1 examination, the candidates will be shortlisted for the Level-2 examination. For short listing of candidates, marks secured by the candidates will be arranged in descending order up to the minimum qualifying marks. Obtaining the minimum qualifying marks alone does not entitle a candidate to be called for the Level-2 examination.

Short listing of candidates on the basis of Level-1 examination will be in the ratio of 1:20 i.e., maximum 20 candidates will be called for the Level-2 examination. If there is more than one

candidate with the same cut off mark (while short listing@ 1:20), then all the candidates with the same mark will be short listed for Level-2 examination.

5.2 **Level-2 Test:** Descriptive written test consisting of two papers (Paper - I & Paper - II) as per the syllabus given below:-

Paper-I (100 Marks) – Duration – 3 Hrs.

1. Translation of paragraphs from Hindi to English (02 nos.) (One each of technical and administrative in nature) (Approx. 250 words for translation) – 25 marks.
2. Translation of paragraphs from English to Hindi (02 nos.) (One each of technical and administrative in nature) (Approx. 250 words for translation) – 25 marks.
3. Translation of sentences in English (related to official work) to Hindi (10 sentences) – 15 marks.
4. Translation of sentences in Hindi (related to official work) to English (10 sentences) – 15 marks.
5. Synonyms for English words in Hindi (10) – 10 Marks.
6. Synonyms for Hindi words in English (10) – 10 Marks.

Paper-II (100 Marks) – Duration – 3 Hrs.

1. General Intelligence & Reasoning and Quantitative Aptitude – 50 Marks
2. General Hindi – 15 marks
3. General English- 15 marks
4. Essay in Hindi language – 10 marks
5. Essay in English language – 10 marks

5.3 Minimum Pass Percentage in each Level shall be 50% aggregate.

5.4 **Empanelment criteria: Final Selection will be based on the marks obtained in Level – 2 only.**

Resolution in case of tie of marks in level-2:

- a. Total of Level 1 and Level 2 marks.
- b. Date of Birth (candidate having older age)
- c. Alphabetical order of name (in the order of First name, middle name and surname)

6 **Application Fee and Mode of Payment :**

6.1 Candidates are advised to remit a fee of Rs. 200/- (Two Hundred only) through SBI Collect by going to the following link <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm> and entering the required information. The online payment window shall be available till **12/07/2024**.

Fee once paid shall be non-refundable, non-transferrable and cannot be held in reserved for any other examination under any circumstances.

6.2 Payment should be made before **23:59 hours on 12/07/2024**. Online payment will not be accepted beyond the prescribed time.

6.3 The following candidates are exempted from payment of Application Fee.

1. Candidates belonging to SC/ST/PwBD
2. Women candidates.

7 **General Requirements and Information:**

7.1 Candidates who are willing to work anywhere in India need only to apply.

7.2 The decision of AEES about eligibility conditions and the mode of selection of the

applicants shall be final and binding.

- 7.3 Travelling Allowance: Eligible outstation SC/ST candidates will be paid to and from second class train fare or ordinary State Transport bus fare by shortest route on production of proof of fare paid, as per Government rules. No TA is admissible to SC/ST candidates if they are already in the service of Central/State Government Corporations, Public Undertakings, Autonomous Bodies, Local Government institutions and Panchayats.
- 7.4 The date of determining the eligibility of all candidates in every respect (i.e. age limit, essential qualification and other criteria etc.) shall be the last date of submission of application online. In case of last date of online submission of application is revised, the date for determining the eligibility of the candidates in all respect will remain as the initial date indicated in notice.
- 7.5 Eligibility for educational qualifications/experience of the candidates shall be strictly in accordance with those prescribed in this recruitment notice.
- 7.6 "Equivalent" with regard to prescribed essential qualification, if mentioned in the Notice, it is the responsibility of the candidates to submit the necessary Documents/ Certificates (Order/ Letter with Number & Date) in support of equivalence, issued by the Board/University or by the Competent Authority, from which he/she obtained the Educational Qualification, failing which his/her application shall be rejected. It may be noted by the candidates that Equivalency will not be allowed in case it is not mentioned in the prescribed Essential Qualification.
- 7.7 The candidates who are working in Government/PSUs/Government Autonomous Institutions/Central and State Government undertakings are advised to inform their parent organization before applying. At the time of document verification, they will be required to submit original 'No Objection Certificate' (NOC) from the existing employer for relieving the candidate if he/she is selected for the post and also indicating vigilance clearance, failing which the candidature will be cancelled.
- 7.8 Mere eligibility will not entitle a candidate for being called for written test (Level 1 & 2). AEES reserves the right to accept/reject the application at any stage.
- 7.9 The candidates should note that their admission to written test will be purely provisional based on the information given by them in the online application form. This will be subject to verification of all the eligibility conditions with reference to original documents as specified in the Recruitment notice. Candidature of an applicant is liable to be rejected at any stage of recruitment process or even after joining, if any information provided by the candidate during the entire process of recruitment/ selection is found to be false or not in conformity with the eligibility criteria at any stage.
- 7.10 Candidates are required to submit the latest (not older than 6 months from the last date of online submission of application) POLICE VERIFICATION CERTIFICATE (PVC) issued by the local police station at the time of his/her appearing for Certificate Verification. Candidate who are not able to produce PVC are required to produce application made to the local police station to obtain PVC duly acknowledged by the authority (not older than 6 months from the last date of online submission of

application). **Candidates who come without PVC/acknowledgement of application for PVC as per the said requirement will not be allowed to appear for Level-2 test.**

- 7.11 SC/ST candidates applying for the unreserved (UR) posts and wish to avail exemption from paying the application fee as a SC/ST candidate have to produce a valid caste certificate issued by the competent authority as per Govt. of India Circular as per Annexure-II.
- 7.12 The candidates belonging to OBC (Non Creamy Layer) applying for the unreserved (UR) posts must produce a self-attested copy of certificate in the prescribed proforma as is issued for employment in Central Government offices from competent authorities as per Annexure-III. The certificate should specifically indicate that the candidate does not belong to the persons/sections (creamy layer). The valid certificate of non-creamy layer issued for the financial year 2023-24 will only be accepted in this regard.
- 7.13 The candidate belonging to EWS category must provide a self-attested copy of certificate in the prescribed proforma as is issued for employment in Central Govt. offices from competent authorities as per circular issued by DOPT as per Annexure-IV. The valid certificate of EWS issued for the financial year 2023-24 will only be accepted in this regard.
- 7.14 Disability certificates from the appropriate authority regarding physical disability as per the format given in Annexure V (Form V, VI and VII).
- 7.15 AEES reserves the right to withdraw/ not to fill up any or all the posts or even cancel the whole process of recruitment without assigning any reason and without any notification. In such case application fee will not be refunded.
- 7.16 Any further updates in connection with this recruitment will be available only on AEES website (www.aees.gov.in). All the candidates are advised to visit the AEES website regularly to get the updates.
- 7.17 AEES also reserves the right to alter/insert any corrections/additions in the recruitment notice before the last date of submission of online applications, for which the candidates are advised to visit AEES website (www.aees.gov.in) for such changes or any other updates.
- 7.18 Application Fee once remitted will NOT be refunded under any circumstances.
- 7.19 In case of any discrepancy in the context of text of the recruitment notice in Hindi and English language, the English version of the recruitment notice will prevail.
- 7.20 The list of screened-in candidates for Level 1 test and shortlisted for Level 2 test will be displayed on AEES website (www.aees.gov.in).
- 7.21 In case of any difficulties faced by the candidates while filling up the online application form, they may send email to email id: pers-conf@aees.gov.in. Email sent to any other email id will not be acted upon.
- 7.22 Books, mobile phones, tabs, calculator or any other electronic communication

devices are not allowed inside the test hall. Any violation of these instructions shall disqualify the candidate. Candidates are advised not to bring the above mentioned items while coming for the written test and as the facility of safe keeping of the same will not be available at the test center.

- 7.23 Additional qualifications already acquired/pursuing other than the qualification for eligibility shall also be mentioned in the online application form, failing which the said additional qualification will not be entered in the service records in the event of their selection.
- 7.24 For detailed information as to on-line application, how to apply and payment of application fee etc., please login to website “ www.aees.gov.in ” . Facility for on-line submission of applications will be available from **22/06/2024 to 12/07/2024.**
- 7.25 Before applying, the candidate should ensure that he/she fulfils all the eligibility conditions mentioned in the Recruitment Notice. Candidates should ensure that they furnish the correct information. The candidate would be admitted to various stages of the recruitment process based on the information furnished by them in the application. Only a summary scrutiny of the application would be made before the final stage of the recruitment process and detailed scrutiny of the eligibility of the candidates would be done only at the final stage of the recruitment process. As such, the candidature of the applicants shall remain provisional till detailed scrutiny is undertaken only when the candidates are found eligible in all respects.
- 7.26 Candidates who have not acquired the educational qualification as indicated above as on the closing date for receipt of application should not apply. No further correspondence or clarification will be entertained on this matter.
- 7.27 Date of Birth filled by the candidate in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted for determining the age and no subsequent request for change will be considered or granted.
- 7.28 Candidates are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.
- 7.29 AEES will not be responsible for the candidates not being able to submit their applications within the last date on account of any reasons beyond the control of AEES.
- 7.30 There shall be no provision for re-evaluation/re-checking of the scores of any stage/ Level (s) of the examination. No correspondence in this regard shall be entertained.
- 7.31 Certificate verification will be made at Mumbai only for those candidates who have reached the final stage of selection process.
- 7.32 Select list will be published only after verification of certificates of the candidates qualified in the relevant qualification test as the case may be.

- 7.33 Candidate must write Application Number, Roll Number, registered Email-ID and Mobile Number along with name, date of birth and name of the examination, while addressing any communication to AEES. Communication from the candidate not furnishing these particulars shall not be entertained.
- 7.34 The selected candidates will be governed by the new restructured defined Contribution Pension Scheme (National Pension System), which has come into force with effect from 01.01.2004 vide Ministry of Finance Notification No.5/7/2003-ECB & PR dated 22.12.2003 and the provisions there under.
- 7.35 The validity of operation of wait-list will be one year from the date of preparation of the Select Panel or the subsequent notification for the said post, whichever is earlier.

8 How to Apply:

- 8.1 Those who fulfill all the eligibility criteria may register and fill google form online through the link (<https://forms.gle/yQCdnQr6LNKUAr66>) provided in the recruitment tab of AEES website (<https://aees.gov.in>) within stipulated period.

Please follow the instructions below to fill out the Google form:

- a) Access the provided Google link to open the form.
 - b) Read the instructions carefully before proceeding.
 - c) Fill in all required fields with accurate and complete information.
 - d) Ensure that you provide accurate and up-to-date information.
 - e) Ensure that you provide all necessary supporting documents, if requested.
 - f) Double-check your responses for accuracy and completeness.
 - g) Click on the "Submit" button to send your completed form.
 - h) Take the print out of Google application form and attached with certificates.
 - i) Keep a record of the confirmation message for your reference.
 - j) If you have any questions or encounter any issues, contact on email ID Pers-conf@aees.gov.in for assistance.
 - k) Please note that these instructions are specific to the Google form provided for this particular exam.
- 8.2 Fill online application form through google link provided with Recruitment Notice and copy of application fee receipt, if any, post/despatch these with one set of self attested enclosures to Administrative Officer-III, Atomic Energy Education Society, Central Office, Western Sector, (near AEC School No-6), Anushaktinagar, Mumbai-400094 superscribing the post applied for on the envelope. The copy of mark sheet for all the years of study of the qualifying and educational degree and copy of the degree certificate should be compulsorily enclosed failing which the application will be summarily rejected.
- 8.3 The copy of online application form with requisite enclosures should reach this office within 10 days from the last date of receipt of application i.e. 12/07/2024. If the 10th day falls a non-working day for AEES, the next working day will be treated as the last day for receipt of copy of online application form with requisite

enclosures. The applications received after the stipulated date will not be entertained. Therefore, candidates are advised to send the application well in advance to avoid any postal delay, in such a manner that the same reaches AEES before the stipulated date.

8.4 Candidates are required to have a valid personal email ID while applying. It should be kept active during the entire process of this recruitment. AEES will not be responsible if any communication sent by AEES through email is not received by the candidates or vice versa.

8.5 The name of the candidate, Date of Birth etc. should be specified exactly as it appears in the class 10 certificate/marksheet. In case of change of name, the changed name as per gazette notification shall be mentioned in the application form. Any deviation in this regard will disqualify a candidate.

8.6 No other means/mode of application will be accepted. Exemption from paying of application fee will automatically appear on the screen whenever the exemption category is entered in the relevant place of the application form.

9 Documents to be enclosed alongwith application form:

- I) Recent colour photograph (.jpg/.jpeg). Application with unclear photograph (miniature photograph/ side facing photograph/photographs with goggles/photographs with caps / no photographs, size not as per requirement etc.) will be rejected.
- II) Copy of SC/ST/OBC (NCL)/EWS certificate, whichever is applicable.
- III) No objection certificate, if applicable.
- IV) Proof of Date of Birth (Mark-sheet of class X/admit card of class X/passing certificate of class X).
- V) Gazette notification in case of change of name, if any.
- VI) Marksheet of HSC/+2/Intermediate.
- VII) Semester or Year wise marksheet of all years of Graduation.
- VIII) Degree Certificate/Provisional Certificate of Graduation.
- IX) Semester or Year wise marksheet of Post Graduation.
- X) Degree Certificate/Provisional Certificate of Post-Graduation.
- XI) Recognized Diploma/Certificate Course in Translation from Hindi to English & Vice-Versa.
- XII) Transcripts for post graduation/graduation issued by the universities/institutions for conversion from GPA/CGPA to percentage, if marks are not indicated in percentage in the mark-sheet.
- XIII) Certificate/Proof of any additional qualification already acquired/pursuing.
- XIV) Copy of application fee receipt, if any.
- XV) Copy of experience certificate.

10 Medical test:

Only the candidates who are likely to be considered for appointment will be medically examined. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient discharge of his/ her duties. A candidate who, after such medical examination as may be prescribed by the competent authority, is found not to satisfy these requirements, will not be appointed.

11 Important Dates:

Sl. No.	Event	Date
1	Duration for submission of online applications	21 days (22/06/2024 to 12/07/2024)
2	Last date of online submission of applications	12/07/2024
3	Last date for payment of application fee	12/07/2024
4	Tentative Schedule for Written Examination (Level-1)	Will be intimated through AEES website
5	Display of tentative answer key for Level -1 test	Within 3 days from the date of examination
6	Time limit for reporting discrepancies in tentative answer key through email	Within 72 hours of display of tentative answer key
7	Tentative Schedule for Written Examination (Level-2)	Will be intimated through AEES website

12 Reporting of discrepancies in tentative answer key for Level -1 Test:

- 12.1 Tentative Answer Keys will be placed on the AEES website after the written test. Candidates are advised to visit AEES website at a regular interval for viewing of tentative answer key. Candidates may go through the Answer Keys and report the discrepancies, if any, within the time limit given above through on-line mode only. Any discrepancies regarding tentative answer keys received within the timelimit will be scrutinized before finalizing the Answer Keys and the decision of AEES in this regard will be final. No representation regarding Answer Keys shall be entertained later.
- 12.2 If any question given in the question paper of written test is found to be incorrect or all the options given for a particular question are found to be incorrect or more than one answer options found to be correct (after being claimed by the candidates within time limit given and confirmed by AEES), then 1 mark will be awarded against that question to all the candidates appeared in written test irrespective of whether the candidate had attempted the question or not.
- 12.3 AEES will display the revised answer key, if required, under the 'Recruitment' tab of AEES website within 15 days from the last date for receiving the discrepancies.
- 12.4 The revised/final answer keys will be made available for public viewing for a maximum period of 10 days only from the day of publishing in AEES website.

13 Venue for written test:

The written test (Level-1 and 2) will be held at Mumbai centre. The schedule and any other details pertaining to written test will only be notified in AEES website (www.aees.gov.in).

14 Certificate Verification:

Candidates would be required to produce the relevant certificates in original along with a copy

of online application at the time of document verification in Mumbai after the Level -2 test in Mumbai.

15 Reasons for Rejection/Cancellation of Application/Candidature:

Applications/ candidature of applicants are liable to be cancelled/ rejected at any stage of the recruitment process in the event of all or any but not limited to the following:

- I. Applications being incomplete.
- II. Any variation in the Signatures (signatures done on the Print out of the Application Form and signature for self-attestation of all documents produced at the time of appearing for Certificate Verification.
- III. Unclear photograph on application form (*miniature photograph/side facing photograph/ photographs with goggles/ photographs with caps/no photographs, size not as per requirement etc.*)
- IV. Non-payment of Examination Fees by the fee non-exempted candidates.
- V. Application fee not paid as per instructions.
- VI. Not meeting the eligibility criteria.
- VII. Not having the requisite educational qualification, experience, age.
- VIII. Non-production of original certificates at the time of Certificate Verification
- IX. Indulging in any of the malpractices in written test.
- X. Any other irregularity.

16 Answers marked by the candidates, application and other related records will be preserved upto a period of six months only, from the date of declaration of select list, and thereafter, these shall stand destroyed.

17 Any dispute with regard to this recruitment will be subject to the Courts having jurisdiction in Mumbai only.

18 AEES's Decision Final:

The decision of AEES in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of written test and preparation of merit list, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard

19 List of documents accepted as Photo Identity card:

- I. Aadhaar Card/ Printout of E-Aadhaar
- II. Voter's ID Card
- III. Valid Driving License,
- IV. PAN Card
- V. Valid Passport,
- VI. Valid Employer ID Card (Govt./ PSU/ Private)
- VII. Any other photo bearing valid ID card issued by the Central/State Government.

CANVASSING IN ANY FORM WILL DISQUALIFY THE CANDIDATES

Enclosures:

- 1 Annexure -I- Form of Certificate to be submitted by Central Government Civilian Employees seeking age relaxation.**
- 2 Annexure -II- Format for SC/ST Certificate**
- 3 Annexure -III-Form of Certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India**
- 4 Annexure -IV -Format of Income & Assest Certificate to be produced by Economically Weaker Sections**
- 5 Annexure – V– Format of Certificate of Disability (Form V, VI and VII)**