

GOVERNMENT OF INDIA
DEPARTMENT OF ATOMIC ENERGY
GENERAL SERVICES ORGANISATION

KALPAKKAM 603 102,
Chengalpattu Dist

ADVERTISEMENT NO. GSO/01 /2022

[Last date for receipt of application: 06. 06.2022]

General Services Organization, (GSO) Kalpakkam is one of the Constituent Units of Department of Atomic Energy, Government of India, situated 80 Kms. south of Chennai on the coast of Bay of Bengal off the East Coast Road. GSO takes care of the common facilities such as Housing, Medical, Transport, Water Supply, Civil and Electrical maintenance in the Department of Atomic Energy Townships at Kalpakkam and Anupuram for the DAE and its constituent Units located at Kalpakkam. The DAE Township at Kalpakkam has many amenities such as, Co-operative Stores (groceries, Consumer durables etc.), Swimming Pool, Atomic Energy Central Schools (Std 1 to 12), Kendriya Vidyalayas (Std 1 to 12).

DAE Hospital, GSO Kalpakkam is a 100 bedded Hospital, situated at the centre of the Kalpakkam Township and provides health care facilities to about 27,000 beneficiaries. All the employees of DAE units situated at Kalpakkam, and their dependents are covered under Contributory Health Services Scheme subject to certain conditions. The Hospital has air conditioned consultation rooms; well equipped Casualty, Medical wards (male & female); Surgical Wards (male/female); Maternity ward with state of art Labour room; Paediatric ward; state of art Operation theatre, Radiology equipped with digital x-ray C-ARM facility ;Ultrasound and CT/MRI facility in near future; Pathology lab with state of art equipment in place.

Applications are invited from eligible Indian citizens for the following posts in the General Services Organisation (GSO), Department of Atomic Energy, Kalpakkam - 603 102, Chengalpattu District, Tamil Nadu.

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II. The details of posts and the eligibility criteria are as under:-

Post Code	:	MO1
Name of the Post	:	Medical Officer (General Physician) in the grade of Scientific Officer/D
No. of posts	:	One (01) [UR]
Qualification & Experience	:	MBBS + MD(General Medicine)/DNB or equivalent from a recognized University
Post Code	:	MO2
Name of the Post	:	Medical Officer (Gynaecology) in the grade of Scientific Officer/D
No. of posts	:	One (01) [UR]
Qualification & Experience	:	M.B.B.S+MS / MD (Obstetrics and Gynaecology)/DNB or equivalent from a recognized University OR M.B.B.S+D.G.O(Diploma in Gynaecology and Obstetrics) from a recognized University with 3 years experience after DGO
Post Code	:	MO3
Name of the Post	:	Medical Officer (Radio-Diagnosis/Radiology) in the grade of Scientific Officer/D
No. of posts	:	One (01) [UR]
Qualification & Experience	:	1)MBBS+MD(Radio-diagnosis/Radiology)/ DNB or equivalent from a recognized University OR 2)MBBS +DMRD from a recognized University with 3 years experience after DMRD.
Post Code	:	MO4
Name of the Post	:	Medical Officer (General Duty Medical Officer/ Casualty Medical Officer) in the grade of Scientific Officer/C
No. of posts	:	Three (3) [ST-01 ; OBC-01 ; UR- 01]
Qualification & Experience	:	M.B.B.S from a recognized University with one year experience is essential
Note:		
1. MBBS degree should be recognized by Medical Council of India.		
2. Mandatory internship shall not be counted as experience.		
Post Code	:	TO1
Name of the Post	:	Technical Officer/C (Civil)
No. of posts	:	One (01) [EWS-01]
Qualification	:	B.E./ B. Tech. Degree in Civil Engineering from a recognized University with minimum 60% marks.
Experience Preferred	:	1. Experience in structural design, analysis of various structures/multi-storeyed building etc., 2. Experience in construction of projects / residential apartments/roads/bridges etc.,
Post Code	:	NU1
Name of the Post	:	Nurse/A
No. of posts	:	05 [Five] [OBC-02; ST-01; EWS-1;UR-1]
Qualification & Experience	:	<i>XII Standard and Diploma in Nursing and Midwifery (3 years course) + valid Registration as Nurse from Central/State Nursing Council in India</i> OR B.Sc Nursing OR

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		<p>Nursing 'A' certificate with 3 years experience in Hospital or Nursing Assistant Class III and above from the Armed Forces.</p> <p>Note: Candidates possessing <u>Degree in Nursing</u> may also be considered for recruitment for the above posts. Such candidates may be considered for awarding 2 Additional Increments (non absorbable) at the time of recruitment.</p>
Post Code		SA1
Name of the Post	:	Scientific Assistant/B (Radiography)
No. of posts	:	01 [One] EWS-01
Qualification & Experience	:	Minimum 60% in B.Sc. (Radiography) from a recognized University OR Minimum 50% in B.Sc from a recognized University with 1 year Diploma in Radiography from a recognized University/ Institution.
Post Code		SA2
Name of the Post	:	Scientific Assistant/B (Catering)
No. of posts	:	01 [One] OBC-01
Qualification & Experience	:	Diploma in Hotel Management & Catering Services/Technology (3 years after SSC) from a recognized University/ Institution with a minimum of 60% marks in Diploma
Post Code		SA3
Name of the Post	:	Scientific Assistant/B (Electrical)
No. of posts	:	01 [One] UR-01
Qualification & Experience	:	Diploma in Electrical Engineering (3 years after SSC) from a recognized University/ Institution with a minimum of 60% marks in Diploma
Post Code		SA4
Name of the Post	:	Scientific Assistant/B (Civil)
No. of posts	:	02 [Two] UR-01 ; SC-01
Qualification & Experience	:	Diploma in Civil Engineering (3 years after SSC) from a recognized University / Institution with a minimum of 60% marks in Diploma
Post Code		SA5
Name of the Post	:	Scientific Assistant/B (Electronics)
No. of posts	:	01 [One] UR-01
Qualification & Experience	:	Diploma in Electronics Engineering (3 years after SSC) from a recognized University / Institution with minimum of 60% marks in Diploma
Post Code		SA6
Name of the Post	:	Scientific Assistant/B (Computer)
No. of posts	:	01 [One] ST-01
Qualification & Experience	:	Minimum 60% in B.Sc. (Computer Science) from a recognized University OR Minimum 60% in B.Sc from a recognized University + 1 year Diploma in Computer Science with minimum of 60% marks from a recognized institution. OR Diploma in Computer Engineering (3 years after SSC) from a recognized University / Institution with a minimum of 60% marks.
Post Code		PH1
Name of the Post	:	Pharmacist/B
No. of posts	:	01 [One] [SC-01]
Qualification & Experience	:	HSC (10+2) + 2 years Diploma in Pharmacy + 6 months Training in pharmacy + Registration as a Pharmacist with Central or State Pharmacy Council

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Post Code	:	TE1
Name of the Post	:	Technician/C (Sanitary Inspection)
No. of posts	:	01 [One] [UR- 01]
Qualification & Essential Experience	:	Minimum 60% marks in SSC/HSC + one year certificate course in Sanitary Inspection from a recognized Institution with 4 years experience and good communication skills.
Post Code	:	TE2
Name of the Post	:	Technician/B (Receptionist/Hospitality Management)
No. of posts	:	01 [One] UR-01
Qualification	:	Minimum 60% marks in SSC/HSC + one year certificate course in Receptionist/Hospitality Management from a recognized Institution and good communication skills.
Post Code	:	TE3
Name of the Post	:	Technician/B (Carpenter)
No. of posts	:	01 [One] OBC-01
Qualification	:	Minimum 60% marks in SSC or HSC with Science and Maths subjects and ITI Carpentry Trade Certificate of not less than one year duration
Post Code	:	TE4
Name of the Post	:	Technician/B (Mason)
No. of posts	:	01 [One] SC-01
Qualification	:	Minimum 60% marks in SSC or HSC with Science and Maths subjects and ITI Masonry Trade Certificate of not less than one year duration
Post Code	:	TE5
Name of the Post	:	Technician/B (Electronics)
No. of posts	:	01 [One] UR-01
Qualification	:	Minimum 60% marks in SSC or HSC with Science and Maths subjects and ITI Electronics Trade Certificate of not less than one year duration

In case Universities/Board award letter grades/CGPA/OGPA/SGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by that University/Board. In the absence of the same, the candidature will not be considered. Candidates should be able to produce the proof of conversion from the respective institution at the time of document verification,

III. The following posts have been identified for Persons with Disabilities:

Post Code No.: MO4	- Scientific Officer/C (Medical)	Category	-	OL, OA, PD
Post Code No.: SA4	- Scientific Assistant/B(Civil)	Category	-	OL, OA, PD
Post Code No.: SA5	- Scientific Assistant/B(Electronics)	Category	-	OL, OA, PD
Post Code No.: SA6	- Scientific Assistant/B(Computer)	Category	-	OL, OA, PD
Post Code No.: TE3	- Technician/B(Carpenter)	Category	-	PD

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IV. The minimum and maximum age limit as on last date of receipt of applications is given below.

Post Code No.	Name of the Post	Minimum age	Maximum age				
			UR	SC	ST	OBC	EWS
MO1 to MO3	Medical/Scientific Officer/D	18	40	-	-	-	-
MO4	Medical/Scientific Officer/C	18	35	-	40	38	-
TO1	Technical Officer/C	18	35	-	-	-	35
NU1	Nurse/A	18	30	-	35	33	-
SA1 to SA6	Scientific Assistant / B	18	30	35	35	33	30
PH1	Pharmacist/B	18	-	30	-	-	-
TE1	Technician/C	18	25	-	-	-	-
TE2 to TE5	Technician/B	18	25	30	--	28	-

1. Age relaxation is not applicable for SC/ST/OBC candidates applying for Un-reserved posts.
2. The upper age limit prescribed will be relaxable as given below:
 - a. 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 01.01.1980 to 31.12.1989 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.
 - b. Relaxation in the Upper age limit of 5 years shall be admissible to children/family members of those who died in the 1984 Riots.
 - c. Relaxation in upper age limit to Ex-servicemen, Departmental candidates with 3 years continuous service in the Central Government in the same line or allied cadre will be as per extant Government orders.
 - d. Relaxation in Upper age limit is admissible to Persons with Disabilities with % of disability not less than 40%, subject to production of certificate from the Govt. Hospital/Medical Board consisting of atleast one specialist in the particular field, in support of their claim of disability.
 - e. Widows, divorced women and women judicially separated from their husbands and who are not re-married are eligible for relaxation in the upper age limit upto 35 years of age (38 years for OBC & 40 years for SC/ST) for Group C posts only.
 - f. PWDs are eligible for age relaxation in the upper age limit upto 10 years, PWD+OBC= 13 years and PWD+ SC/ST = 15 years.

V. The emoluments which shall be drawn by the selected candidates are given below.

Post code	Name of the Post	Group	Level in the Pay Matrix	Entry Pay
MO1to MO3	Medical / Scientific Officer / D	Group A (Gazetted)	Level 11	Rs. 67700 + Non Practicing Allowance [@ 20% of Basic Pay]
MO4	Medical / Scientific Officer / C		Level 10	Rs. 56100+ Non Practicing Allowance [@ 20% of Basic Pay]
TO1	Technical Officer / C (Civil)		Level 10	Rs. 56100
NU1	Nurse / A	Group B (Non - Gazetted)	Level 7	Rs. 44900
SA1 to SA6	Scientific Assistant / B		Level 6	Rs. 35400
PH1	Pharmacist / B	Group C (Non - Gazetted)	Level 5	Rs. 29200
TE1	Technician / C		Level 4	Rs. 25500
TE2-TE5	Technician / B		Level 3	Rs. 21700

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In addition to the entry pay, entitled to other allowances as admissible under Central Government Rules.

Other Incentives : Health care is provided for employees and their family members/dependents under Contributory Health Service Scheme. Other facilities include Transport facilities (to those not opting for transport allowance) , Housing to its employees etc.

Selected Candidates will be governed by **National Pension System** 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.

VI. SCREENING OF APPLICATIONS: Applications not fulfilling the conditions/norms & without proof for payment of fee and incomplete applications will be summarily rejected.

VII. Selection Method:

<u>Post Code No.</u>	<u>Name of the Post</u>	<u>Mode of Selection</u>
MO1 to MO3	Medical/Scientific Officer/D	Selection will be made only on the basis of interview. In case number of applications are more, GSO reserves the right to conduct a Screening test (objective type) to screen the number of candidates to be called for interview. Only screened in candidates will be called for Screening test (if conducted) and those who cleared the Screening test will be called for Interview.
MO4	Medical/Scientific Officer/C	
TO1	Technical Officer/C(Civil)	
SA1 to SA6	Scientific Assistant / B	Selection will be on the basis of performance in personal interview. GSO reserves the right to restrict the number of candidates to be called for interview by conducting a objective screening test of eligible candidates. Candidates will be called for interview on the basis of merit of marks obtained in Screening test in the ratio 1:5. Marks secured in Screening test shall not be taken into account for the final selection. Test will consist of 50 multiple choice questions of one hour duration in the respective discipline. Marking Scheme: 3 marks will be awarded for each correct answer and one mark will be deducted for each incorrect answer.
NU-1	Nurse/A	Selection process consists of the following: Stage-1: Preliminary Test: Test will be common for all disciplines and consist of 50 multi choice questions (choice of 4 answers) of one hour duration in the following: a. Mathematics (20 questions) b. Science (20 questions) c. General Awareness (10 questions) Marking Scheme: 3 marks will be awarded for each correct answer and one mark will be deducted for each incorrect answer. Note : Candidates scoring < 40% in General Category will be screened out. For reserved candidates, the lowest cut off will not be fixed below 30% Stage2 – Advanced Test: All candidates screened in Stage-1 will be allowed to undertake an Advanced Test for the said post on
TE-1	Technician/C	
TE2-TE5	Technician/B	
PH1	Pharmacist/B	

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		<p>respective trade. The test will comprise 50 multi choice questions (choice of 4 answers of two hours duration . Marking Scheme: 3 marks will be awarded for each correct answer and one mark will be deducted for each incorrect answer. Note : candidates scoring < 30% in General Category will be screened out. For reserved candidates, the lowest cutoff will not be fixed below 20%</p> <p>Stage 3 – Trade / Skill Test:</p> <p>Based upon the merit list prepared after Stage -2 candidates will be shortlisted for skill test. The number of candidates shortlisted for skill test would depend upon the number of candidates qualifying for stage2 but will not exceed 4-5 times the number of vacancies for the said post. The skill test will be conducted on a GO/No-Go basis for qualifying the candidates. Candidates clearing in the Trade / Skill Test will be shortlisted and empanelled in order of merit based on marks secured in Stage-2.</p>
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Note: Recruitment norms for Scientific Assistant/B and Technician /B prescribe the eligibility criteria in terms of minimum qualification and percentage of marks. However, if candidates with higher qualifications opt for selection to the posts prescribed for lower qualification, they will not be denied in principle the opportunity of their recruitment, subject to their possessing the essential qualifications.. Such candidates who are already overqualified or likely to complete the process of acquiring higher qualifications after their recruitment with not less than 60% marks will not be considered for promotion on the basis of Additional qualification for the specified period as indicated below:

- | | | |
|-----------------------------------|---|----------|
| a. B. Sc / Diploma in Engineering | - | 6 years |
| b. BE / B. Tech / AMIE / M.Sc | - | 8 years |
| c. ME / M. Tech/ PhD | - | 10 years |

VIII. APPLICATION FEE

Post Code No.	Name of the Post	Fee
MO1 to MO4 & TO1	Medical Officer /Technical Officer	Rs. 300
SA1 to SA6, NU-1	Nurse/ Scientific Assistant	Rs. 200
PH-1,TE1 to TE5	Pharmacist/Technician	Rs. 100

- Scheduled Caste, Scheduled Tribe, Persons with physical disabilities, Ex-servicemen and Women Candidates are exempted from payment of application fee. Persons with physical disability should produce necessary certificate from Govt. Hospital/Medical Board in support of their claim.
- Application fee is payable online through 'STATE BANKCOLLECT' only, while filling up the application. If applied for multiple posts, fee should be paid for each post separately. Detailed guidelines are as follows:
 - Access to STATE BANK COLLECT
 - Select State of Corporate / Institution as 'TAMILNADU'
 - Select Type of Corporate / Institution as 'Govt Department'

- d. Select the Govt Department Name as 'AECS-2 KALPAKKAM PUVVN A/C'
 - e. Select the payment category as 'APPLICATION FEE'
 - f. On the next screen, enter Advertisement No., Post Code, Post applied for, Name of candidate, Date of Birth, Contact number, Amount, Remarks and in the bottom portion of the page enter Name, Date of Birth, Mobile Number, email –ID & enter the text as shown in the image.
 - g. Proceed as instructed and click on SUBMIT
 - h. On the next screen, verify the details and click on 'CONFIRM'. If there is any correction go back and do the correction.
 - i. Now you will be taken to State Bank Collect Multi Option Payment System.
 - j. Pay 'online' using Internet Banking / Credit Card/Debit Card and print the receipt for your record. A copy of receipt is required to be forwarded to careergso@igcar.gov.in along with application in excel format.
3. Fee once paid shall not be refunded under any circumstances and the same cannot be held in reserve for any other examination.

The decision of the Organisation will be final and binding. No correspondence in this regard will be entertained.

IX : Nature of duties:

Post Code No.	Name of the Post	Nature of duties
MO1	Medical Officer (Gynaecology) in the grade of Scientific Officer/D	To attend patient in OPD, Ward and emergency. To be on call for emergency. To perform obstetric and gynaecological surgeries both routine and emergency. Should have computer knowledge to maintain patient's record in Hospital Information Management System. Should assist in administrative responsibilities of procurement and maintenance of equipment, medicines and allied items. To take participation in clinical research, publication, academic activities, conference etc. Any other duties as per requirement of department.
MO2	Medical Officer (General Physician) in the grade of Scientific Officer/D	To attend patient in OPD, Ward and emergency. To be able to manage all medical routine and emergency patients as general medicine specialist. Maintain patient's record in Hospital Information Management System. Procurement and maintenance of equipment, medicines etc., Participation in clinical research, publication, academic activities, conference etc. Any other duties as per requirement of department.
MO3	Medical Officer (Radio-Diagnosis/Radiology) in the grade of Scientific Officer/D	To provide diagnostic radiology (ultrasound/x-ray/imaging service) to OPD, Ward, Emergency patients. To attend emergency service. Maintain patient's record in Hospital Information Management System. Procurement and maintenance of equipment and allied items. Participation in clinical research, publication, academic activities, conference etc.. Any other duties as per requirement of department
MO4	Medical Officer (General Duty Medical Officer/ Casualty Medical Officer) in the grade of Scientific	Attending patients of all age groups and providing health care at primary level. Attending to routine ailments, chronic cases like Diabetes Mellitus, Hypertension, Ischemic Heart Disease, Tuberculosis, epilepsy etc. Follow-up patients with chronic illness with regular monitoring and reference to

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	Officer/C	hospital as and when required. Management of emergencies at casualty and after stabilisation referring to specialists if necessary. Maintain patient's record in Hospital Information Management System. Conducting preventive clinics like well baby clinic, Antenatal clinic, screening programmes and participation in academic activities. Any other duties as per requirement of department
TO1	Technical Officer/C(Civil)	Activities related to construction & maintenance of process plant/ Residential Township/colony. Designing & construction related to new projects, road, building etc. Preparation of technical specification and procurement activities Preparation of the records and reports etc.
NU1	Nurse/A	Staff Nurses will be posted in RTA shifts 24/7 in both the township Hospitals, First Aid Centre, Operation Theatre , Casualty and Fever Clinic. In the ward they have to work in all the wards and also in Labour room. In addition to the Nursing Duty they should have Computer knowledge for raising indents and maintenance of various hospital records. The staff should have knowledge regarding hospital waste management and housekeeping and should be willing to do any other additional job as deemed necessary for the smooth functioning of the hospital.
SA1	SA/B (Radiography)	Radiographer should be willing to work in round the clock shifts, general shift and split duty and also to attend emergency call duties in both the Kalpakkam and Anupuram hospital. They should be able to handle various X ray machines and fluoroscopy and C-arm, carry out general radiography and contrast investigations, taking bedside X-rays in wards ,casualty and operation theatre. They should have adequate knowledge in handling computers and also basic knowledge in RIS/PACS and also advanced imaging modalities like CT and MRI. They should be willing to do any other job as assigned by his superiors for the smooth functioning of the department/ hospital.
SA2	SA/B(Catering)	To maintain the highest standard in cleanliness, hygiene & comfort towards guest satisfaction by providing good services. Supervise and direct the daily activities of contractual staff so as to enable the efficient and smooth operation of guesthouse. Implement service standards regarding cleanliness, amenities and maintenance in rooms and public areas and ensure adherence to these. Efficiently use and manage the inventory of supplies, linen and equipment. Making arrangements for VIP guests including Foreign delegates. Coordination with Administration on releasing of rooms.
SA3	SA/B(Electrical)	To supervise regular operation & maintenance activities in substations besides assisting in installations and commissioning of electrical equipment, testing and execution of electrical jobs like HT/LT panels etc. Work also involves maintenance of electrical equipments etc.

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SA4	SA/B(Civil)	To supervise Civil Engineering Construction Works & Maintenance activities.
SA5	SA/B(Electronics)	Supervision of Telecommunication / Instrumentation maintenance and construction works.
SA6	SA/B(Computer)	Supervision of Establishing & Maintenance of Campus/LAN Networking and CCTV Systems.
PH1	Pharmacist/B	Pharmacists have to work in general shift, split duty and round the clock shift in all our pharmacies and medical stores. In the pharmacy they have to dispense medicine, maintain stock and other records, op slips, attendance register etc and scrutinize bills from out sourced pharmacies and supervise. In the Medical Stores they have to receive medicines, coordinate in purchase of medicine, indenting, also maintaining files and records. They should be familiar with computer operations including data management. They should be ready to any job as deemed necessary for the various activities related to pharmacies, Medical Stores and Medicine purchase.
TE1	Technician/C (Sanitary Inspection)	Supervising the mosquito menace controlling, Solid Waste Management and Sanitation activities at DAE, Townships.
TE2	Technician/B (Receptionist/Hospitality Management)	supervising of housekeeping, catering and allotment of accommodation in hostels.
TE3	Technician/B (Carpenter)	Assisting in day to day carpentry maintenance jobs, repairs to doors, night latches, repairing/replacing fixtures and fittings, night latches, replacement of broken glasses and other petty repairs in multistoreyed buildings/industrial buildings & related site activities in round-the-clock shift/General shift..
TE4	Technician /B (Mason)	Assisting in Maintenance and Construction of Civil Structures in Round-the-clock shift/General shift.
TE5	Technician/B (Electronics)	Servicing of personal Computers, Printers, Network Switches and CCTV equipments. Laying network Cables etc.

X. HOW TO APPLY

1. Candidates are requested to fill the soft copy of application pro-forma, in excel form, without changing its format, (other formats will be rejected). The soft copy (excel format) of the applications will be available in website www.igcar.gov.in/gso or www.igcar.gov.in
2. Before filling-up of the application in Microsoft Excel, candidates need to enable Macro option in Microsoft Excel in the computer i.e. : Open Microsoft Excel and Click the File Menu / **File** tab (top-left most tab in the window) → Click Excel Options → Click Trust Center → Click Trust Center Settings → Click Macro Settings in the left pane → Select Enable all macros → Click OK → Click OK → Close all running applications and restart Excel.

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3. After filling the application, file should be renamed / saved as in the prescribed file name format of "Post Code_ApplicantName_Initial". (i.e. Example 1: MO2_Chandru_A; Example 2: TE3_Chandra_Sekar_Sahu, Example 3: TE4_Chandra_Sekar_T_K) and e-mail to careergso@igcar.gov.in (Multiple applications for the same post shall be rejected).
4. Insert one passport size photograph on the top right corner of the application. Image should be of size 165 x 125 pixels in jpg/jpeg format and should not exceed 50 KB.
5. Signature: Image should be of size 80 x 125 pixels in jpg/jpeg format and should not exceed 20 KB.
6. The candidate must ensure that their photo and signature is clearly visible in preview at the time of filling application. If photo / signature is small or not visible, that means photo and signature is not as per the required format and in that case the application will be rejected.
7. After submitting the online application form candidates are required to take print / save copy of the online application form and preserve it till the certificate verification / all the selection process completes.
8. **Apart from sending the application through email to careergso@igcar.gov.in**, candidates applied for the posts bearing code no. MO1 to MO4 & TO1 are required to forward hard copy of their application along with one set of documents mentioned under heading 'Certificates to be submitted' to Assistant personnel Officer (Recrt), General Service Organization, Kalpakkam – 603102 by speed post so as to reach on or before 5 days from the closing date for receipt of applications.
9. The candidates who are applying for the posts other than MO1 to MO4 & TO1 are required to produce printout of application and submit the same with original certificates along with the self attested copies of all relevant documents in support of date of birth, educational qualification (certificates & mark sheets), caste, disability, experience certificate, NOC if applicable, receipt of payment made towards application fee, etc., **only at the time of interview/Written Exam**. Candidates who report for the interview/Written Exam without any of the supporting documents will not be allowed to appear before the interview /Written Exam.
10. **Certificate to be submitted: At the time certificate verification, the date which will be intimated later, candidates must bring online application form along with original and one set of photocopy of self attested of the following documents:**
 - a) Educational Qualifications (marksheets & degree certificates), Technical Qualifications, experience certificates including certificate of Apprenticeship Training undergone, if any, supported by relevant mark sheets of all the years, Registration certificate wherever applicable.
 - b) Date of Birth (Certificate issued by SSC (SSLC)/HSC- 10th or 12th board or Municipal Corporation)
 - c) Jammu & Kashmir residents/Proof to the effect that they have been affected by the 1984 riots in the appropriate proforma (if applicable).
 - d) Certificate from appropriate Medical authority certifying the extent of disability(for Persons with Disabilities only) in the prescribed format as available at GSO website. The disability should be 40% and above.
 - e) Discharge Certificate from Defence Services (applies to Ex-defence service personnel only).
 - f) Experience specifically stating the kind of work done.
 - g) SC and ST certificate issued by an authority duly authorized to issue such Certificate in the prescribed format (available in the website) and the caste/community should have been included in the Presidential orders in relation to the concerned State.

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- h) OBC certificate (Latest) should be issued by an authorized authority in the prescribed format (available in the website) with non-creamy layer certificate and the Caste/community should have been included in the Central lists of Other Backward Caste.
- i) Candidates claiming reservation under EWS are required to produce Income and Asset certificate in the prescribed format (available in the website) duly issued by the Competent Authority.
- j) "No Objection Certificate in case working under Central/State Government, Public Sector Undertakings/Autonomous Bodies, etc. (if applicable).
- k) Any other certificate in respect of claims made in the applicable form.
11. Candidates are requested to send the soft copy of duly filled application in excel form by e-mail to careergso@igcar.gov.in (other formats will be rejected). Hard copy of the applications, except as mentioned at Sl.No.8 above shall not be entertained under any circumstances.

XI GENERAL INSTRUCTIONS

1. Candidates working under Central/State Government/Public Sector Undertakings, Autonomous Bodies etc., are required to submit "NO OBJECTION CERTIFICATE" at the time of Written Examination / Interview.
2. Travelling Allowance : The candidate called for interview for Post Code Nos.MO1 to MO4 and TO1 and only SC/ST candidates called for Written Exam from outstations, who are not working under any Central / State Government / Public Sector Undertaking / Corporation / Local Government / Panchayat, etc., are eligible for reimbursement of journey expenses limited to single SECOND CLASS rail fare or bus fare from the place of normal residence to Kalpakkam and back by the shortest route as per rules for a balance distance exceeding 30 kms both ways subject to production of paper ticket / e-tickets and unemployment certificate/self attested copy of SC/ST Caste Certificate. If concessional tickets are available, reimbursement will be limited to the concessional fare only.
3. INTERVIEW CALL LETTER:-The candidates are advised to ensure that they fulfill all the eligibility conditions to acquire candidature for selection to the advertised post. Their candidature for interview will be purely provisional subject to satisfying the prescribed condition. Mere issuance of the interview call letter will not imply that their candidature has been finally cleared by GSO. **Verification of eligibility conditions with reference to the original documents will be taken up by GSO both at the time of interview and also at the time of appointment after selection.**
4. Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered, fabricated and should not suppress any material information while filling up the application form. If at any time including, a candidate is found to be guilty of resorting to any irregular or improper means in connection with his/her candidature for selection OR obtaining support for his/her candidature by unfair means OR furnishing false information/declaration regarding previous employment, criminal case pending/taken in the past such candidature, may in addition to rendering himself/herself liable to criminal prosecution, will be liable:-
 - a) To be disqualified for interview (written test, if held) for which he/she is a candidate, or
 - b) For termination of service, if he/she has already joined the government service,
5. Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in advertisement besides that they fill in the correct information **without leaving any column**. The candidate would be admitted to various stages of the recruitment process based on the information furnished by the candidate in his/her 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 candidate would be done only at the final stage of the recruitment process. As such, the candidature of the applicant shall remain provisional till detailed scrutiny is undertaken and the candidate is found eligible in all respects. GSO would be at liberty to reject any application at any stage of the recruitment process if the candidate is found ineligible for the post or if it comes to notice that the candidate has furnished false information. The decision of

GSO shall be final in deciding the eligibility of the candidate. The mere fact that a call letter has been issued to the candidate and allowed to appear in a written/skill test/interview will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application have been accepted as true and correct.

6. Applying for 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 interview.
7. GSO reserves the right to fill up the post or even to cancel/restrict/modify/alter the whole process of recruitment without issuing any further notice or assigning any reason thereof. In case the vacancy position for any category is reduced or even made nil, GSO is not liable to compensate the applicant for consequential damage/loss, if any.
8. Against the vacancies reserved for SC/ST/OBC/EWS candidates belonging to the respective Categories only will be considered. For this purpose, SC/ST/OBC/EWS candidates should furnish Caste Certificate/EWS certificate in the prescribed format from Competent Authorities.
9. In case of OBC, the certificate should specifically indicate that the candidate does not belong to the Persons/Sections (CREAMY LAYER) mentioned in Col. 3 of the Schedule of the Government of India, Department of Personnel OM No. 36012/22/93-Estt(SCT) dated 08.09.1993 and amended from time to time. The certificate should be in the prescribed form and as per orders of the Ministry of Personnel, Public Grievances and Pensions, Government of India & Department of Personnel and Training, Government of India. The crucial date of determining the OBC non-cremylayer certificate will be closing date of online application. Caste Certificate should be issued by Authorised Authority in the prescribed format with non-creamy layer certificate and the Community should have been included in the Central lists of Other Backward Cast.
10. Probation : The persons selected will be appointed on probation as per Rules.
11. Candidate who have not acquired/will not acquire the Educational qualification as on the closing date of receipt of application will not be eligible and NEED NOT APPLY.
12. Though this Advertisement is against the vacant posts in GSO, Kalpakkam which is about 85 kms. away from Chennai City, the selected candidates are liable to be posted and serve in any part of India or in any of the Constituent Units of Department of Atomic Energy
13. The nature of duties to be performed by the above categories involves working in round the clock shift duties, in operational sites /areas and call duties for medical related posts.

Note:

- a. The vacancies shown above are provisional and subject to variation. The filling up of vacancies indicated in the advertisement is also subjected to the approval of Competent Authority and may not be filled up if decided otherwise in terms of the orders issued by Government from time to time.
 - b. Period of experience as prescribed in the advertisement will be determined with reference to the last date of receipt of applications.
14. For Application form and details, please visit our website: www.igcar.gov.in/gso or www.igcar.gov.in For queries if any, candidates may contact 044-27480500 (extension-85817) between 09.00 hours to 17.30 hours (Monday to Friday) or email: recttgso@igcar.gov.in.
 15. **Candidates are requested to retain the same email ID and mobile number which they have mentioned in the application form until closure of this recruitment procedure.**
 16. Format for Caste/community certificate (SC/ST/OBC/ EWS candidates) is available in GSO website.
 17. Amendment/Corrigendum if any, will be notified in the GSO Website only.
 18. Any dispute/issue arises on this Advertisement/Recruitment shall be within the jurisdiction of Chennai Court only.

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

WARNING :

1. **CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**
2. Applications which are not in conformity with the requirements indicated and which are not in the prescribed form or incomplete application and photograph will be summarily rejected. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for being called for written test or interview, as the case may be.
3. No correspondence will be entertained from the candidates with regard to screening/non-screening/selection/non-selection. List of candidates screened-in for written examination/test/interview and final list of selected candidates will be displayed in GSO website. (www.igcar.gov.in/gso or www.igcar.gov.in)

Records of the candidates not selected shall not be preserved beyond 6 months from the date of publication of select list.

P. S. Raju