



Government of India  
Department of Atomic Energy  
Indira Gandhi Centre for Atomic Research



Kalpakkam – 603 102  
Kancheepuram District

**ADVERTISEMENT No. 08/2016**

**OPENING DATE FOR SUBMISSION OF APPLICATION ONLINE: 08-11-2016 AT 10:00 AM**  
**CLOSING DATE FOR SUBMISSION OF APPLICATION ONLINE: 21-12-2016 AT 05:00 PM**

Online applications are invited through our website [www.igcar.gov.in](http://www.igcar.gov.in) from eligible Indian Citizens to fill up the following posts.

S. No.	Group	Post Code	Level in Pay Matrix	Name of the Post	Category wise vacancy				
					SC	ST	OBC	GEN	Total
01.	C	AUX-01	Level 1	Canteen Attendant	-	-	05	08	13
02.	C	AUX-02	Level 1	Security Guard	-	-	01	01	02

**1. EDUCATIONAL QUALIFICATION:**

S. No.	Name of the Post	Educational Qualification	Nature of Duties
01.	Canteen Attendant	i) Matriculation or equivalent from a recognized Board or institution.	To prepare Tea/Coffee/Juice etc. for the users; To serve Tea/Coffee/Biscuits etc. in the official meetings; To provide regular room service to the Officer/Staff; To collect the used cups/plates & utensil's etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers; To clean crockery/cutlery/utensils etc. in three stage i.e. in running normal water; in hot detergent water and in potassium permanganate solution; To sweep and wash the floor area; Cleaning/dusting table, chair and other furniture in canteens; Cleaning slabs and area where food is cooked; Any other additional duty allotted by the in-charge of the Canteen.
02.	Security Guard	i) Pass in 10 <sup>th</sup> Standard; For Ex-Servicemen, Ex-Police and Ex-Central Para Military Personnel: 10 <sup>th</sup> std pass or equivalent certificate from Armed Forces ii) <b>Physical Standards:</b> Minimum Height: 167 Cms (Relaxable for Scheduled Tribes and Hillmen as per Government orders) Chest: 80-85 Cms (Relaxable for Scheduled Tribes and Hillmen as per Government orders)	Regulating entry/exit of authorized personnel, vehicle, materials, attending to untoward incidents like trespassing, theft, fire, accident etc., taking security rounds, conducting enquiries, recording statements, collecting intelligence, rendering assistance to employees in case of emergency, supervising packing of materials, clearing gate pass, enforcement of security rules/procedure, operating gadgets, drawing panchanamas, making written reports of unusual happenings and liaisoning with Police. The candidates so recruited are required to perform round the clock shift duties.

## 2. AGE LIMIT FOR VARIOUS POSTS:

Name of the post	Prescribed age limit
Canteen Attendant	Between 18 to 25 years
Security Guard	Between 18 to 27 years

The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India.

## 3. RELAXATION IN UPPER AGE LIMIT:

- a) 5 years for Scheduled Castes / Scheduled Tribes.
- b) 3 years for Other Backward Class.
- c) Relaxation for Ex-Servicemen will be provided as per rules.
- d) Central Government servants/ Departmental candidates who have rendered not less than 03 years continuous and regular services in the same line or allied cadre as on closing date for receipt of application are eligible for relaxation in upper age limit as per Government orders.

**NOTE:** ONLY SSC/MATRICULATION/HSC CERTIFICATE OR BIRTH CERTIFICATE WILL BE ACCEPTED AS PROOF OF DATE OF BIRTH, NO SUBSEQUENT REQUEST FOR CHANGE SHALL BE GRANTED.

## 4. MEDIUM OF EXAMINATION

The medium for examination will be English.

## 5. SYLLABUS FOR EXAMINATION

### **Canteen Attendant**

- i. General Knowledge & Awareness
- ii. Elementary Arithmetic

### **Security Guard**

- i. Comprehension
- ii. General Awareness (Objective type)
- iii. Elementary Arithmetic (Objective type)

## 6. SCHEME OF EXAMINATION & METHOD OF SELECTION

### **Canteen Attendant**

The process of selection involves only written examination.

The written examination will be of two hours duration comprising 75 objective type questions covering the above syllabus.

The qualifying marks for the written examination shall be 40% for unreserved posts and 35% for posts reserved for OBC.

Final shortlisting of the candidates for selection will be done purely based on their merit on the basis of the marks secured by them in the written examination.

In case of tie in marks obtained by the candidates in the written examination the following method will be applied one after another till the tie is resolved.

- i. Candidate with higher overall marks in SSC
- ii. Candidates possessing higher qualification
- iii. Date of Birth
- iv. Date of submission of application by the candidate

### **Security Guard**

The selection will comprise of three stages i.e. physical standards test, physical test events and written examination

Candidates will be put through physical standards test as below:

### **Physical Standards:**

- i. Minimum Height: 167 Cms (Relaxable for Scheduled Tribes and Hillmen as per Government orders)
- ii. Chest: 80-85 Cms (un-expanded) (Relaxable for Scheduled Tribes and Hillmen as per Government orders)

Those who meet the physical standards prescribed above will be subjected to the following physical test events one after another.

### **Physical Test Events:**

- i. 100 Metres Run - Time 16 Seconds
- ii. Long Jump - 3.65 meters in 3 chances
- iii.

	Age Group	Nos.
Chin ups	Upto 30 years	08-09
	30 – 40 years	05-06
Push ups	40 – 45 years	16-17
	Above 45 years	12-13
Sit ups	Upto 30 years	25-29
	30-40 years	20-24
	40-45 years	15-19
	Above 45 years	10-14

Candidates will be put to subsequent physical test event only if they qualify in the previous physical standard test.

Candidates have to qualify in all the physical test events. Only those candidates who qualify in all the physical test events will be allowed to appear for written test comprising the following:

- i. Comprehension
- ii. General Awareness (Objective type)
- iii. Elementary Arithmetic (Objective type)

The written examination will be of two hours duration comprising 50 objective type questions and English comprehension covering the above syllabus.

The qualifying marks for the written examination shall be 35% as the post is reserved for OBC.

Final shortlisting of the candidates for selection will be done purely based on their merit on the basis of the marks secured by them in the written examination.

In case of tie in marks obtained by the candidates in the written examination the following method will be applied one after another till the tie is resolved.

- i. Candidate with higher overall marks in SSC
- ii. Candidates possessing higher qualification
- iii. Date of Birth
- iv. Date of submission of application by the candidate

## **7. HOW TO APPLY ONLINE:**

- i. Facility for submission of online application will be available from 08-11-2016 at 10:00 am to 21-12-2016 05:00 pm on website of IGCAR i.e. [www.igcar.gov.in](http://www.igcar.gov.in) under the tab "Recruitment".
- ii. Applications will be accepted only through online mode. Only one application should be submitted for one post. Candidates should submit separate application for each post, if they intend to apply for more than one post.
- iii. Candidate should read the instructions in the advertisement and online application form carefully before making any entry or selecting any option. Candidate should enter all the required details while filling up the online application form.
- iv. Before filling application form, candidates should keep ready the necessary documents / certificates required. Candidate is required to fill up personal details and details of post applied for etc. and upload recently taken front facing passport size photograph in JPEG format with size not exceeding 50 KB and signature in JPEG format with size not exceeding 20 KB.
- v. A valid e-mail ID and Mobile Number is mandatory for submitting application online and email ID should be kept active till the declaration of results. IGCAR will send call letter for Written Examination/Skill Test/Trade Test to the registered / given e-mail ID or candidates may be required to download from the website of IGCAR. No correspondence will be sent through post/courier.
- vi. The candidate must ensure that their photo and signature is clearly visible in preview at the time of filling application in online mode. If photo / signature displayed is small or not visible in preview on website, that means photo / signature is not as per the required format and in that case the application will be rejected. Therefore candidates must ensure that photo and signature are clearly visible.
- vii. Incorrect online applications will be summarily rejected.
- viii. Before clicking the submit button, the candidate is advised to check that all the details filled in are correct. Candidate may also ensure that name, date of birth, etc. are entered correctly in the application form. Any incorrect information may disqualify candidature. After final submission of application no request for change / correction in any particular in the application form shall be entertained under any circumstances.
- ix. After final submission, the finally submitted application form will be generated. Candidates are advised to take a printout of the application form generated by the system for reference purpose.

## 8. GENERAL INSTRUCTIONS

- i. Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Candidates should ensure that they fill in the correct information. 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 respect. IGCAR 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 IGCAR 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 the written exam/skill test 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.
- ii. Age, qualification, experience, community status, creamy layer status will be reckoned as on the closing date for submission of application online.
- iii. Those who are in employment under any Central/State Govt./Public Sector Undertakings/Corporations/Local Govt. etc. should submit a No Objection Certificate from the employer at the time of verification of the documents.
- iv. Candidates are required to take a printout of the application form generated by the system. They will be required to bring with them the printouts of their online application at the time of appearing for the written examination.
- v. The original certificates / documents of successful candidates will be verified at the time of appearing for the written examination. The shortlisted candidates must bring all original certificates of essential and desirable qualifications, certificate showing the date of birth, caste certificate in the format prescribed by the Central Government for candidates belonging to SC/ST/OBC category including Creamy Layer status, disability certificate in respect of PWD candidates, No Objection Certificate if in regular employment under any Central/State Govt./Public Sector Undertakings/Corporations/Local Govt. etc.
- vi. A wait list will be prepared apart from the select list to operate only to the extent of vacancy caused in the event of non-joining of candidates from the select list. However, this wait list will not be operated beyond one year or after notifying any such recruitment whichever is earlier.
- vii. The filling up of vacancies indicated in the advertisement is subject to the approval of the Competent Authority and may not be filled up if decided otherwise in terms of the orders issued by Government from time to time. IGCAR reserves the right to cancel the whole process of recruitment or any stage / paper thereof without assigning any reasons therefor.
- viii. Candidates must regularly check the website. All information relating to the recruitment shall be made available on the website. Information displayed on the website shall be deemed as an intimation to the candidate.

- ix. Candidates are advised to download the admit card from website. No admit card will be sent by post. Candidates shortlisted for each stage of recruitment process are advised to download the admit card and bring the same during the selection process.
- x. Candidates selected against the advertisement are liable to serve in any part of India and in any of the Constituent Units of the Department of Atomic Energy in India.

#### **9. CENTRE FOR EXAMINATION**

The Centre for all examinations and skill tests would be Chennai / Kalpakkam.

#### **10. CANCELLATION OF THE CANDIDATURE**

Candidate is cautioned that he/she should not furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently SC/ST/OBC/Person with Disability/Ex-Serviceman status etc. or resort to any sort of malpractice during the selection process. In case any such case is detected, this Centre reserves the right to withdraw/cancel his/her candidature or selection apart from taking other appropriate legal action.

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION.**

***RECORD OF THE NON-SELECTED CANDIDATES SHALL NOT BE PRESERVED BEYOND 6 MONTHS FROM THE DATE OF PUBLICATION OF SELECT LIST.***

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