



न्यूक्लियर पावर कारपोरेशन ऑफ इंडिया लिमिटेड

(भारत सरकार का उद्यम)

Nuclear Power Corporation of India Limited

(A Government of India Enterprise)

मद्रास परमाणु बिजलीघर MADRAS ATOMIC POWER STATION

कल्पाक्कम 603 102 Kalpakkam - 603 102, काँचीपुरम जिला (त.ना.) Kancheepuram Dist. (T.N.)



मानव संसाधन प्रबंधन Human Resource Management

No. NPCIL/MAPS/HRM/3(5)/2012

10th September, 2012

Advertisement No. 4/HRM/2012

Nuclear Power Corporation of India Limited a premier Public Sector Enterprise, under Department of Atomic Energy, Government of India having comprehensive capability in all facets of Nuclear Technology namely, Site Selection, Design, Construction, Commissioning, Operation, Maintenance, Renovation, Modernization & Up-gradation, Plant Life Extension, Waste Management and Decommissioning of Nuclear Reactors in India under one roof, invites application for the post of Assistant Grade-1 to share these challenging spectrum of responsibilities:-

Total No. of Posts – 11 (SC -2 , OBC - 3 , UR - 6)

S. No.	Name of the post	No. of posts	Educational Qualification
1.	Assistant Grade-1(HR)	3	A Bachelor's Degree in Science or Commerce or Arts with minimum 50% marks in aggregate.
2.	Assistant Grade-1(Finance & Accounts)	4	For Finance & Accounts, Commerce Graduates, For Contracts and Materials Management, Science Graduates (with Physics, Chemistry and Mathematics) and Commerce Graduates will be preferred.
3.	Assistant Grade-1(C&MM)	4	40 words per minutes typing speed on PC. Preference will be given to those candidates who posses knowledge of Hindi Typing also. Should have passed a Certificate Course of a duration of not less than 6 months on MS-Windows Operating System and Desktop application such as MS Office (Word, Excel, Access, Power Point) e-mail management and inter-net surfing.

❖ No. of posts indicated above are subject to change depending upon company's requirement.

Age	Should be at least 21 years, but not more than 28 years. Relaxable in the age limit for SC/ST candidates will be 5 years and 3 year for OBC candidates.
Mode of Selection	(a) Written examination (b) Typewriting Test on PC (c) Computer Proficiency Test (d) Personal Interview

Over Qualification	Candidates possessing qualifications of either Diploma in Engineering, M.Sc or Degree in Engineering shall be deemed as over qualified and such candidates shall not be considered for appointment to this post. The NPCIL Management reserves the right to decide whether any other qualifications, than those mentioned here, will amount to over qualification for this post and to decide accordingly the eligibility for consideration for this post.
Pay Band, Grade Pay & Other Allowances	Successful candidates will be considered for appointment to the post of Assistant Grade-1 (HR/Finance/CMM) in the Pay Band `5200-20200 with Grade Pay `2400/- (plus other allowances of Central Dearness Allowance, Children Education Assistance, Canteen subsidy, Site Allowance, Cable TV reimbursement, News paper reimbursement, Medical Assistance, Site conveyance allowance, Washing allowance, Family Accommodation, school facility etc as admissible from time to time as per Corporation Rules) respectively.
Transfer	Candidates selected against this advertisement will be posted at MAPS, Kalpakkam or in any of the NPCIL Units and are liable to serve in any part of India and transfer from one unit to another, as may be required in Corporation interest.
Travelling Allowance	No travelling allowance will be payable for attending the written examination/interview. However Scheduled Caste/Scheduled Tribe candidates called for written examination from out stations and not employed in Central/State Govt./Public Sector Organization/Corporation/Local Govt./Panchayats will be paid to and fro Railway fare by Second class by the shortest route as per the rules on production of ticket. However, the reimbursement will be restricted to the place in respect of balance distance exceeding 30 km both ways subject to production of tickets.

HOW TO APPLY

1.	Application Form	The application should be submitted in the proforma given in the advertisement, preferably type written on thick A4 (30/21 cms) size paper. The outer cover should be superscribed ' APPLICATION FOR THE POST OF _____ ' against Advertisement No.4/HRM/2012. Application format can also be downloaded from our website www.npcil.nic.in
2.	Photograph	Recent passport size photograph should be affixed on application form and admit card duly attested by a Gazetted Officer.
3.	Copies of certificates	Candidates should submit attested photo copies of the following certificates along with their applications. (i) Educational qualification including Technical qualification (ii) Certificate for Computer Course (iii) Transfer Certificate (iv) Caste Certificate for SC/ST/OBC (recent Non-creamy layer certificate from the Competent Authority) (v) Employment Exchange Card (vi) Proof for Date of Birth (vii) Any other certificates.
4.	Advance Copy of Application	Those who are working in the Central Govt/State Govt/PSUs/ Autonomous bodies should submit their applications through proper channel or NOC to be enclosed alongwith application. Advance copy may also be sent. However, the advance copy will be considered for candidature only on receipt of application through proper channel.
5.	Last Date for receipt of Application	Duly signed and completed application in all respects may be sent to Manager(HR), HRM Section, Nuclear Power Corporation of India Limited, Madras Atomic Power Station, Kalpakkam-603 102. Kancheepuram District, Tamilnadu so as to reach us on or before <u>10.10.2012.</u>

GENERAL CONDITIONS AND INFORMATION FOR CANDIDATES

1. Unsigned, incomplete applications and those which are not in the prescribed proforma as indicated in the Advertisement shall be summarily rejected.
2. Mere fulfillment of requirements as laid down in the Advertisement does not entitle a candidate to be called for written test/interview. In case the response is more, screening will be done for short listing the number of candidates to be called for Physical endurance test /interview. No correspondence in this regard will be entertained.
3. The Maximum marks on the basis of which candidates to be called for written test/interview will be restricted and may not be uniform for all categories, disciplines, trades and reserved categories as it depends upon the response the candidates. Thus all the candidates having minimum percentage of marks prescribed in the Advertisement may not be called for written test/interview.
4. Candidates possessing qualification higher than prescribed which makes them eligible for appointment to higher grade may not be considered on the grounds of over qualifications.
5. No correspondence will be entertained from candidates not selected.

CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION

**Manager(HR),
For Nuclear Power Corporation of India Limited,
Madras Atomic Power Station,
Kalpakkam- 603 102.**

1. All Notice Boards of **MAPS/IGCAR/GSO/KARP/BARC(F)/CWMF/BHAVINI**
2. President, Panchayat Office: **Kindly arrange to make wide publicity in your Village / Panchayat.**

PROFORMA FOR APPLICATION

FOR OFFICE USE

Affix recent
Passport size
photograph.

ADVERTISEMENT NO. _____

POST APPLIED FOR : _____

(Put (✓) marks in the boxes wherever applicable)

1. Name _____ (In Capital Letters) 2. Father's/Spouse's Name _____

3. Sex : : Male Female 4. Marital Status :

Married	Unmarried
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5. Nationality : 6. Religion :

7. Category Code [SC-1][ST-2][OBC-3][GEN-4] :
(Write Code)

8. Employment Exchange Registration No. & Date:

9. Date of Birth

Date	Month	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

10. Address for Correspondence: City State Pin code: <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	10. Permanent Address : City State..... Pin code: <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Tel.No.(with STD Code):..... Mobile No. e-mail address	Tel.No.(with STD Code):..... Mobile No. e-mail address

11. Educational Qualification (Attested copies of certificate to be enclosed)

Name of Examination	Name of Institution	Subject	Class / Division % of marks	% of Marks	Year of passing

12. Details of previous Experience/Apprenticeship/Training etc., and present employment in chronological order:

Name of Organisation	Designation	Scale of pay & Total Emoluments	Period of service			If in Govt. whether Temp./ Permanent	Reason for leaving
			From	To	Total period		

14. Details of family members /relatives working at DAE/NPCIL or its Constituent Units :

Name	Designation	Post held	Relationship	Date of Appointment	Name of the Unit

15. Please furnish languages known: -

Language	Read	Speak	Write	Details of Exam. Passed

16. Please furnish references of two persons (Other than relatives)

Sl.No.	Name	Occupation	Address
1.			
2.			

17. Are you under any contractual obligation to serve the Central / State Govt./ any other Public Sector undertaking? If so please Furnish full details

18. Whether land has been acquired for DAE Projects, Kalpakkam : (If so, Produce the certificate in the Prescribed format obtained From Competent Authority)

19. Relationship with the land loser :

19. Have you attended any written test/interview conducted :
By MAPS earlier and if so, when

20. Any other information the candidate may wish to add :
in support of application

DECLARATION:

1. I hereby declare that I am a citizen of India and I am eligible to apply for the post as specified in this advertisement.
2. I hereby declare that all statements made in the application are true to the best of my knowledge and belief.
3. I am aware that my application is liable to be rejected if the information given above is incomplete and incorrect/false.

Place :

Signature of Candidate

Date :

Name in Capital Letters

Copy of certificates to be enclosed :

1. Certificates in support of Educational qualification & Tech. qualification
2. Transfer Certificate
3. Community Certificate in the prescribed format
4. Employment Registration Card
5. Landloser Certificate (Ref.col.18)
6. Experience Certificate
7. Any other Certificate

To

**Manager (HR),
HRM Section,
Nuclear Power Corporation of India Limited,
Madras Atomic Power Station,
Kalpakkam – 603 102.
Kanchipuram District, Tamil Nadu.**



ADMIT CARD

Affix recent
Passport size
photograph duly
attested by the

Name of the Candidate :

Category of Post applied for :

Address for Communication :

Pin code:
Telephone No.

Signature of the Candidate

Date:

FOR OFFICE USE ONLY

Roll No. allotted

Date of Examination

Manager(HR)