

Note : 1 Post for Hearing Handicapped (Partially deaf) category, 6 posts for Ex-Servicemen will be filled inclusive of total number of vacancies advertised in the grade of Jr. Purchase Assistant/ Jr. Storekeeper.

(Legend : HH - Hearing Handicapped, PD - Partially Deaf, VH – Visually Handicapped, PB – Partially Blind. Physical deformity should not be less than 40 percent. "HH or Impairment" means loss of 60 decibels or more in the better ear in the conversational range of frequencies.)

ADVERTISEMENT NO.: 1/DPS/2020

LAST DATE OF RECEIPT OF ONLINE APPLICATION IS 27/12/2020 UP TO 24.00 HRS.

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

I. Online applications are invited from eligible candidates for filling up of the following Group B and C posts in DPS, Mumbai and Regional Units of DPS all over India.

1. NAME OF THE POST : STENOGRAPHER GRADE-II (GROUP 'B' NON-GAZETTED)

NUMBER OF VACANCIES	SC	ST	OBC	UR	TOTAL
	-	-	-	-	02
QUALIFICATION	Matriculation or equivalent. Speed of 100 w.p.m. in English Shorthand and 45 w.p.m. in English typing from government recognized institutes.				
AGE LIMIT	18 years minimum and 27 years maximum as on the last date of receipt of online application i.e. 27/12/2020.				
PAY BAND	Level 6 in the Pay Matrix. Initial pay Rs.35400/- plus admissible allowances as per Central Government Rules.				
MODE OF SELECTION	Level 1 Test : Objective type test. Level 2 Test : Stenography Skill Test. Empanelment criteria : Based on 40% weightage of Level 1 Test and 60% weightage of Level 2 Test.				

2. NAME OF THE POST : STENOGRAPHER GRADE-III (GROUP 'C' NON-GAZETTED)

NUMBER OF VACANCIES	SC	ST	OBC	UR	TOTAL
	01	-	01	02	04
QUALIFICATION	Matriculation or equivalent with 50% marks. Speed of 80 w.p.m. in English Stenography and Typing speed in English of 30 w.p.m. from government recognized institutes.				
AGE LIMIT	18 years minimum and 27 years maximum as on the last date of receipt of online application i.e. 27/12/2020.				
PAY BAND	Level 4 in the Pay Matrix. Initial pay Rs.25500/- plus admissible allowances as per Central Government Rules.				
MODE OF SELECTION	Level 1 Test : Objective type test. Level 2 Test : Stenography Skill Test. Empanelment criteria : Based on 40% weightage of Level 1 Test and 60% weightage of Level 2 Test.				

3. NAME OF THE POST : UPPER DIVISION CLERK / (GROUP 'C' NON-GAZETTED)

NUMBER OF VACANCIES	SC	ST	OBC	UR	TOTAL
	01	01	02	01	05
QUALIFICATION	Any Degree of a recognized university with an aggregate of minimum 50% marks. Desirable: 1. Minimum speed of 30 w.p.m. in typewriting in English. 2. Knowledge of computer data processing.				
AGE LIMIT	18 years minimum and 27 years maximum as on the last date of receipt of online application i.e. 27/12/2020.				
PAY BAND	Level 4 in the Pay Matrix. Initial pay Rs.25500/- plus admissible allowances as per Central Government Rules.				
MODE OF SELECTION	Level 1 Test : Objective type test. Level 2 Test : Descriptive type test. Empanelment criteria : Marks obtained in Level 2 Test only. Level 1 Test will be only qualifying exam/ screening test to shortlist candidates for level 2 Test.				

4. NAME OF THE POST: JUNIOR PURCHASE ASSISTANT/ JUNIOR STOREKEEPER (GROUP 'C' NON-GAZETTED)

NUMBER OF VACANCIES	SC	ST	OBC	UR	EWS	TOTAL
	09	04	17	27	06	63
QUALIFICATION	(a) Graduate in Science with 60% marks. OR (b) Commerce graduate with 60% marks. OR (c) Diploma in Mechanical Engineering / Electrical Engineering / Electronics/ Computer Science with 60% marks from Government recognized universities/ institutions.					
AGE LIMIT	18 years minimum and 27 years maximum as on the last date of receipt of online application i.e. 27/12/2020.					
PAY BAND	Level 4 in the Pay Matrix. Initial pay Rs.25500/- plus admissible allowances as per Central Government Rules.					
MODE OF SELECTION	Level 1 Test : Objective type test. Level 2 Test : Descriptive type test. Empanelment criteria : Marks obtained in Level 2 Test only. Level 1 Test will be only qualifying exam/ screening test to shortlist candidates for level 2 Test.					
INDUCTION TRAINING	On completion of medical examination, selected candidates will be inducted as a Trainee and shall have to successfully complete an Induction Training Programme provided by Directorate of Purchase & Stores (DPS) for a period of 6 months before the regular appointment to the posts.					

II. AGE LIMIT & RELAXATION : 18 years minimum and 27 years maximum for all posts.
Date of birth of candidates should be between the dates given below. (Both dates inclusive)

Lower Limit for Date of Birth (Not later than)	Upper Limit for Date of Birth (Not Earlier than)		
	UR	OBC (Non Creamy Layer)	SC/ST
27/12/2002	28/12/1993	28/12/1990	28/12/1988

i) Relaxation in upper age limit up to a maximum of 5 years for SC/ST candidates and 3 years for OBC candidates.

ii) Relaxation in upper age limit for PH candidates: UR- 10 years, SC/ST- 15 years and OBC – 13 years.

iii) 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 J&K during the period from the 1st day of January 1980 to 31st day of December, 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. Any person intending to avail of this relaxation of age limit shall submit a certificate from:

a) The District Magistrate in the Kashmir Division within whose jurisdiction he/she had ordinarily resided; or

b) Any other authority designated in this behalf by the Government of J&K to the effect that he/she had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from the 1st day of January 1980 to the 31st day of December 1989. iv) Relaxation in the upper age limit of 5 years shall be admissible to children/family members of those who died in the 1984 riots.

v) For departmental candidates who have rendered not less than 03 years continuous and regular service in the same line or allied cadre as on last date of application, are eligible for relaxation in upper age limit as per Government orders.

vi) **Age relaxation to ex-servicemen:**

a) for Group 'C' posts, ex-service personnel who have put in not less than six months' continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the prescribed maximum age by more than three years, he/ she shall be deemed to satisfy the condition regarding age-limit.

b) For Group 'B' posts, as per Government Orders.

Note : Only Birth Certificate or Secondary School Certificate will be accepted as proof of Date of Birth. No subsequent request for change shall be granted. The crucial date for determining the age limit shall be the closing date for receipt of applications i.e. 27/12/2020.

III. EXAMINATION PATTERN :

1. Level 1 Test – Written Examination (Objective Multiple Choice Type)

(Written examination for Stenographer Grade-II, Stenographer Grade-III and Upper Division Clerk)

Part	Subjects	Max Marks / Questions	Duration	Duration for persons with disability candidates
1	General English, General Knowledge, General Intelligence & Reasoning, Quantitative Aptitude (Arithmetic)	200	2 Hours	2 Hours 40 minutes

2. Level 1 Test – Written Examination (Objective Multiple Choice Type)

(Written examination for Junior Purchase Assistant / Junior Storekeeper)

Part	Subjects	Max Marks / Questions	Duration	Duration for persons with disability candidates
A	General English,	200	2 Hours	2 Hours 40 minutes
B	(a) General intelligence & reasoning in science (Basic concepts 12th Std. Level) OR (b) Basic Accounting Principles (12th Std. Level)			
C	Quantitative Aptitude (Arithmetic)			
D	General Knowledge			
E	Computer Knowledge			

3. Level 2 – Written Examination (Descriptive Type) for Upper Division Clerk / Junior Purchase Assistant/ Junior Storekeeper

Subjects	Max Marks /	Duration	Duration for persons with disability candidates
English Language & Comprehension	100	3 Hours	4 Hours

4. Level 2 – Skill Test for Stenographers Grade-II and Grade-III

Post	Subject (English)	Duration	Marks
Stenographer Grade-II	Dictation Test at 100 w.p.m.	07 minutes	200
	Transcription Test on Computer	35 minutes	
Stenographer Grade-III	Dictation Test at 80 w.p.m.	07 minutes	200
	Transcription Test on Computer	35 minutes	

Note:

- a) If and wherever felt necessary, the examination will be held in more than one batch.
- b) **Questions for Level 1 Exam will be of Objective Type Multiple Choice.** The questions will be set both in Hindi and English in respect of parts B, C, D. Questions for Part A will be in English.
- c) **There will be negative marking in Level 1 Test (objective multiple choice Type). 0.25 marks will be deducted for each wrong answer.**
- d) **For the post of UDC/JPA/JSK-**
 - i) **Both Level 1 and Level 2 examination will be held on same day in forenoon and afternoon sessions respectively for all the appeared candidates.**
 - ii) Qualifying standard in Level 1 Test will be 50% marks for General and EWS candidates and 40% marks for OBC/ SC/ ST/ PH candidates.
 - iii) Descriptive type answer sheets of Level 2 examination shall be evaluated for such candidates, who have qualified in Level 1 objective type examination as per above mentioned qualification standard.
- e) For the post of Stenographer Grade-II and Stenographer Grade-III, Stenography skill test will be conducted in **Mumbai only on a separate day** Date, time venue of the stenography skill test will be notified later.

IV. INDUCTION TRAINING PROGRAMME FOR THE POST OF JPA/ JSK:

1. On completion of medical examination, selected candidates will be inducted as a Trainee for a period of 6 months on a consolidated stipend of Rs. 18,000/- per month. A book allowance (one time grant) of Rs. 3,000/- will also be given.
2. Upon successful completion of training, trainees will be considered for absorption in the grade of JPA/ JSK depending on their performance during the period of training and interview at the end of the training.
3. On absorption, entry pay of Rs.25,500/- per month in pay matrix Level-4 plus applicable allowances to the grade as per rule will be given.
4. The candidates will not be allowed to apply to other Government Department during training and for one year after appointment.
5. The candidates will not have any choice/ option for joining any particular Purchase/ Stores cadre and place of posting.
6. **Bond:** The selected candidates will have to execute a bond to complete the training and to serve Directorate of Purchase & Stores, if offered appointment after the training, for a period of three years after absorption. A trainee who fails to complete the training or serve the Government for three years, if offered appointment, will be liable to pay to the Government a sum equivalent to aggregate amount of stipend received by him/her during the period of training along with interest thereon.

V. SUBMISSION OF ON-LINE APPLICATION:

1. **Level 1 written examination for all the above mentioned posts will be conducted on same day in single session at various centers; hence candidates are advised to apply for any one post of their choice.**
2. Candidates are required to apply online through <https://dpsdae.formfix.in>. **No other means/ mode of application will be accepted.**
3. **Applicant has to remit application fee of Rs.100/- (Rupees hundred only) online against each application through www.dpsdae.formfix.in.** SC / ST, Women candidates, Ex-Servicemen and PWD candidates are exempted from application fee. Fee once paid shall be non-refundable, non-transferable and cannot be held in reserve for any other examination under any circumstances.
4. Option to fill up application form will be available only after payment of application fees. However fee not paid will be treated as incomplete application and hence will be rejected.
5. For payment of fee, candidates should follow the below mentioned steps:
 - a. Visit the link <https://dpsdae.formfix.in>
 - b. Click on 'New Registration' option.
 - c. Select name of the post for which you wish to apply and fill up other details and click submit.
 - d. On submission, your login will be created.
 - e. Go to User Action and click on 'Click here for Already Registered'.
 - f. Enter your login details and submit. After login click 'Pay Application Fees'.
 - g. A payment gateway page will get open with options for online payment such as Credit/ Debit cards/ Net Banking/ Wallets/ IMPS etc.
6. Application fee should be paid on or before the last date of receipt of online application.
7. Level 1 Test is proposed at Mumbai, Delhi, Kolkata, Chennai, Indore, Bangalore, Hyderabad centers. Candidate may indicate their choice of centre in the order of preference (at least three centers) in their application form. Allocation of centers will be decided based on the number of candidates registering for each centre. Requests for change of centre once opted will not be entertained. DPS reserves the right to add or delete centre(s) without assigning any reason. The travelling allowance payable for unemployed SC/ ST candidates is allowed only to those who have opted for nearest centre from their residence.
8. Candidates are requested to go through carefully, the details of posts and instructions published in the advertisement.
9. Candidates are required to have a valid Email ID and mobile number. It should be kept active during the currency of this recruitment. Necessary intimation about call letters for written examination, document verification etc. will be sent through the registered Email ID only.
10. **Assistance of Scribe :** Persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy can avail the assistance of scribe/ reader for writing answers on their behalf.
In case of other category of persons with benchmark disabilities, the provision of scribe/ reader can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of Government health care institution as per the Annexure-F.
For engaging the scribe, candidates will have to indicate the same while filling online application form.
Engagement of Scribe will be subject to the following conditions:
 - a. **Candidates will have to arrange for the scribe on their own.**
 - b. The scribe so arranged should not himself/ herself be the candidate for post/ vacancies/ exam for which the candidate is appearing. Also same scribe should not be engaged for more than one candidate. The scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage will render both the candidate & the Scribe disqualified.
 - c. Qualification of the scribe should be one step below the qualification of the candidate appearing for the examination.
 - d. Candidates opting for scribe will have to provide details of scribe as per Annexure-G which should be signed by both candidate and scribe at the time of exam. Scribe should produce original valid ID proof at exam centre, and paste passport size photograph on Annexure-G.

- e. The candidate shall be responsible for any misconduct on the part of the scribe brought by him/her during the examination.
- f. Candidates availing the assistance of a scribe shall be eligible for compensatory time of 20 minutes for every hour of examination.

11. The facility of online application will be opened on 28/11/2020 and closed on 27/12/2020.

12. Candidates are required to upload clear passport size photograph and signature in .jpg or .jpeg format while submitting the application. Size of photograph and signature should not be more than 50KB each.

VI. GENERAL INSTRUCTIONS:

1. Candidates who have not acquired the educational qualification as on the closing date for receipt of application (i.e.27/12/2020) need not apply. No further correspondence or clarification can be entertained on this matter.
2. After scrutiny of applications, eligible candidates will be issued with admit card to appear in the Examination(s).
3. Persons working under the Central/ State Government/ Public Sector Undertakings should submit a "NO OBJECTION CERTIFICATE" from their employer at the time of document verification.
4. The vacancies shown above are provisional and liable to vary. The filling up of vacancies indicated in the advertisement is also subject to the approval of Competent Authority and subject to the orders issued by Government from time to time in this regard.
5. Only screened-in applicants will be called for competitive written test.
6. Mere fulfillment of requirements as laid down in the advertisement does not entitle a candidate to be called for written examination/ document verification.
7. The decision of this Directorate on all matters pertaining to this recruitment will be final and binding.
8. Any subsequent amendments/modifications etc. on this matter will be notified in the DPS website only (www.dpsdae.gov.in and <https://dpsdae.formfix.in>) which may be referred to by the candidates regularly.
9. Only unemployed outstation SC/ST candidates called for written test(s) will be eligible for reimbursement of to and fro journey expenses limited to single SECOND CLASS (General) railway fare by the shortest route as per rules subject to production of un-employment certificate from MP/MLA/Gazetted Officer. If concessional tickets are available, reimbursement will be limited to the concessional return fare only. In case Indian railway is offering free travel to unemployed candidates for attending written tests/skill tests etc. candidates are advised to avail the said facility.
10. Candidates may ensure that they fill in the correct information. Candidates who furnish false information are liable to be disqualified for written test/ appointment.
11. **Candidates may please note that appointment to the post/ grade advertised and place of posting will be at the discretion of the Competent Authority and subject to the availability of vacancy and that appointed candidates are liable to serve in any part of India and in any of the constituent units of the Department of Atomic Energy. No option regarding the post (in respect of para I.3. above) and the place of posting will be provided to the candidates. No correspondence regarding change of cadre and place of posting will be entertained.**
12. The candidates appointed will be governed by National Pension Scheme applicable to Central Government Service [unless they are already governed by CCS (Pension) Rules 1972].
13. This Directorate reserves the right to accept or reject the candidature of any applicant at any stage and to fill up the advertised posts or to cancel the whole process of recruitment without assigning any reasons.
14. In case Universities/ Board award letter grades/ CGPA/ OGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by the University/ Board. In the absence of the same, the candidature will not be considered. (While submitting original documents for verification, the candidates will have to produce the norms of the university/ Board for conversion of grades/ CGPA/ OGPA to equivalent percentage of marks.)
15. Publication of Level 2 Test result/ panel is subject to successful completion of document verification in Mumbai. If certificates produced by candidates are not valid, candidature of such candidates will be cancelled and their name will not be considered for empanelment and further recruitment process of this advertisement.
16. **Travelling Allowance will not be paid to the candidates called for document verification/ medical examination/ appointment etc.**
17. Candidates would be required to produce the relevant certificates in original and submit attested copies of the following certificates at the time of document verification in Mumbai after the written test:
 - a) Educational qualifications supported by appropriate mark sheets/certificates as proof of possessing the minimum educational qualification as on the closing date (i.e. failing which the candidature of such candidate will be cancelled.
 - b) Date of birth/Proof of age.
 - c) SC/ST candidates' caste certificate should be issued by designated authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state (as per the format given in **Annexure-A**).
 - d) OBC candidates' caste certificate should be of a recent valid date and issued by designated authority in the prescribed format with non-creamy layer certificate and the caste/community should have been included in the Central lists of Other Backwards Class. (as per the format given in **Annexure-B**)
 - e) Disability Certificate from the appropriate authority regarding physical disability (as per the format given in **Annexure-C** - applicable only for Persons with Disability)
 - f) Certificate should be produced by candidates belonging to Economically Weaker Sections (EWS) issued by designated authority in the prescribed format and the community should have been included in the Presidential orders in relation to the concerned state (as per the format given in **Annexure-D**).
 - g) Discharge Certificate from defence service (applicable to Ex-defence personnel only).
 - h) Proof to the effect that the applicant has been affected by 1984 riots (if claiming age relaxation).
 - i) Certificate regarding domicile in Kashmir Division from 01.01.1980 to 31.12.1989 (if claiming age relaxation for Kashmir Division).
 - j) **Above mentioned Annexures and TA Claim form are available in the website under Annexures tab.**
18. Those SC/ST/OBC persons with disabilities selected on their own merit without relaxed standards along with other candidates; will be considered against unreserved vacancies provided the post is identified for persons with disability of relevant category (as applicable).
19. For any clarification / technical help candidates may contact t. No. : (+91) 7044599061; Email: dpsdaehelpdesk@gmail.com.

VII. ECONOMICALLY WEAKER SECTION (EWS) RESERVATION

Candidates who are not covered under the scheme of reservation for SC/ ST/ OBC and whose family gross annual income is below Rs.8 Lakh (Rupees Eight Lakh) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year period to the year of applications. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- (i) 5 acres of agricultural land and above;
- (ii) Residential flat of 1000 sq. ft. and above;
- (iii) Residential plot of 100 sq. yards and above in areas other than the notified municipalities;
- (iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/ cities would be clubbed while applying the land or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given in **Annexure-D** shall be only accepted as proof of candidate's claim as belonging to EWS:

- (a) District magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra-Assistant Commissioner.
- (b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (c) Revenue Officer not below the rank of Tehsildar and
- (d) Sub-Divisional Officer of the area where the candidate and/ or his family normally resides.

The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on **closing date of receipt of application**. These candidates need to produce valid Income and Asset Certificate during document verification.

In case of non-compliance to these stipulations, their claim for reserved status under EWS will not be entertained and the candidature/ application of such candidates, if fulfilling all the eligibility conditions for General (UR) category, will be considered under General (UR) vacancies only.

EWS status as on the closing date for online application for this advertisement shall only be considered for availing reservation benefits, if eligible. Any change in the community/ EWS status of the candidate thereafter shall not be entertained.

VIII. IMPORTANT REQUIREMENT ABOUT PHYSICAL DISABILITY CERTIFICATE

1. According to the 'Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996' dated 31/12/1996 in exercise of the powers conferred by sub-section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), a disability certificate shall be issued by a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute a Medical Board consisting of at least three members, out of which, at least, one member shall be a Specialist from the relevant field.
2. The Certificate would be valid for a period of 5 years for those whose disability is temporary. The Medical Board shall indicate the period of validity of the certificate where there are chances of variation in the degree of disability. For those who have permanent disability, the validity can be shown as permanent. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

Warning: Applications which are not in conformity with the requirements will be summarily rejected. No communication will be entertained from candidates not selected regarding written test/ document verification/ appointment.

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

After the completion of selection of candidates, the record of the candidates not selected shall not be preserved beyond 6 months from the date of formation of Select List.

CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION EN 29/12