

**Government of India
Department of Atomic Energy**

Anushakti Bhavan
C.S.M. Marg
Mumbai 400 001

No.21/1(3)/2009-CCS | 382

April 26, 2011

OFFICE MEMORANDUM

Sub: Filling up the post of Deputy Director (PB-3 Rs.15600-39100 with Grade Pay Rs.6600) in Administrative Training Institute (ATI), DAE, Mumbai.

The post of Deputy Director in Administrative Training Institute (ATI), DAE, Mumbai in PB-3 Rs.15600-39100 with Grade Pay Rs.6600) is proposed to be filled on deputation/absorption basis.

2. Job description:

Deputy Director will be coordinating the administration functions of the Institute in addition to being in-charge of the academic programmes. The Deputy Director will coordinate recruitment, establishment, house keeping etc., and also organize various programmes of the Institute in Mumbai and other places. The Deputy Director will also be a coordinator/faculty member for the training programmes in the area of his/her specialization.

3. The post shall be filled up on deputation/absorption basis by appointment of the officers of Administrative or Accounts cadres of the Department or Central Services Group 'A' holding analogous posts on regular basis, in accordance with the general guidelines for deputation/absorption issued by DoPT from time to time. As regards transfer on deputation, the terms and conditions contained in the DoPT Office Memorandum No.6/8/2009-Estt.(Pay.II) dated 17.06.2010 as amended from time to time shall apply. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment shall be for a maximum of 3 years. Officers desirous of getting absorbed in the post may indicate their willingness and such officers may be considered for absorption if found suitable.

4. Educational qualifications and experience required for the above post are as follows:

Essential:

- (i) Bachelor's Degree from a recognized University or equivalent; and
- (ii) 5 years experience in application of Rules, regulations or Procedures in the area of establishment or financial management practices in Central government.

Desirable:


- (i) Master's Degree/Bachelor's Degree of Law from a recognized University or equivalent.
- (ii) Teaching experience/ organizing training programmes
- (iii) Specialized knowledge of one or more of the following subjects:
 - (a) Public Administration
 - (b) Behavioral Sciences
 - (c) Organizational Behavior
 - (d) Management Information System
 - (e) Information Technology
 - (f) Decision Making
 - (g) Performance Budgeting
 - (h) Elementary Statistics

5. Interested officers may submit their applications through proper channel furnishing the information as in the annexure in duplicate so as to reach Director (Cadre), Department of Atomic Energy, Anushakti Bhavan, C.S.M. Marg, Mumbai 400 001 within 15 days from the date of issue of this Office Memorandum so as to reach the Department on or before 10.05.2011.

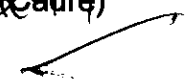
6. Cadre Controlling Authorities may forward the applications duly verified alongwith integrity certificate, attested copies of ACRs for the past 5 years and a certificate that the applicant is cleared from vigilance/disciplinary angle.

7. Applications received after the due date or not accompanied by up-to-date ACRs, vigilance clearance and other required information /documents will not be entertained.

8. Officers who volunteer for the post will not be permitted to withdraw their names later.



V. Dayalan
Director (Cadre)



All Ministries/Departments of Central Government.

DAE web site

All Administrative Heads of Units of DAE

Forwarded. Certified that the particulars furnished by the Applicant have been verified and found correct. It is also certified that no disciplinary/vigilance case is either pending or contemplated against the officer.

Signature and seal of the forwarding officer

To,
Director (Cadre),
Department of Atomic Energy,
Anushakti Bhavan,
C.S.M. Marg,
Mumbai 400 001