

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

Recruitment Section
Kalpakkam – 603 102
Tamil Nadu

Ref No IGC/Rect/1(2)/2019/Vol -IV /618

November 01, 2022

Sub: Schedule for Level 2 descriptive written examination for the post of UDC & Level 2 Stenography skill test for the post of Stenographer Grade III

Ref: Advertisement No. 02/2021

The schedule for Level 2: Stenography Skill Test for the post of Stenographer Grade-III and Level 2: Descriptive written examination for the post of Upper Division Clerk is given below:

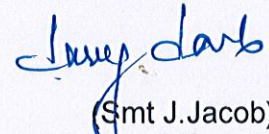
Post Code & Post	Level of Exam	Date of Exam	Reporting time	Exam Time	Venue
ADM-02: Stenographer Grade III	Level 2: Stenography Skill Test	20/11/2022 Sunday	9.00 am	10 am onwards in suitable batches (10 minutes dictation followed by 50 minutes transcription)	Sathyabama Institute of Science & Technology (Deemed be to be University), Jeppiaar Nagar, Rajiv Gandhi Salai, Chennai – 600 119, Tamil Nadu.
ADM-03: Upper Division Clerk	Level 2: Descriptive written examination	20/11/2022 Sunday	1.00 pm	2 pm to 5 pm (3 hours)	

Instructions to the candidates:

1. Facility to download the admit card to appear for the written examination and stenography skill test will be available shortly.
2. It is mandatory for all candidates to bring PRINTED copy of Admit Card and online application form for the examination. If the details/information in the admit card are found to be tampered with, and/or are in disagreement with the candidate's particulars available with this office, the candidate will not be permitted to attend the written exam.

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3. Candidates are required to bring an original of any one of the following as photo identity proof along with the Admit Card to the test Centre:
- a. Voter ID Card b. Passport c. Driving license d. PAN Card
e. Aadhaar Card / Full Page Colour Printout of E-Aadhaar Card letter
4. Admission for the written examination is purely provisional. The candidature shall remain provisional till detailed verification of information furnished by the candidate is undertaken and found eligible in all respects.
5. Travelling Allowance (TA) fare equivalent to II class rail fare or bus fare by shortest route will be paid only to SC/ST candidates, beyond 30 kms from test venue, subject to production of original tickets and copy of caste certificate. The amount of TA will be credited to the respective Bank Account which is provided at the time of filling online application form. TA will be paid only if the candidates are found eligible to appear for written examination and appeared in the test. Candidates are required to submit the TA claim in the prescribed form available in the website to the invigilator at the exam centre along with a copy of caste certificate, original tickets of journey performed by the candidate.



(Smt J. Jacob)
Administrative Officer-III