
	<p style="text-align: center;">परमाणु ऊर्जा शिक्षण संस्था (भारत सरकार के परमाणु ऊर्जा विभाग का स्वायत्त निकाय) ATOMIC ENERGY EDUCATION SOCIETY (An Autonomous Body under Department of Atomic Energy, Govt. of India)</p> <p style="text-align: center;">केन्द्रीय कार्यालय, वेस्टर्न सेक्टर, पञ्जवेली-6, अणुशक्तिनगर, मुंबई-400094 Central Office, Western Sector, AECS-6, Anushaktinagar, Mumbai-400094 दूरभाष / Telephone : 2556 5049 / 2557 1501 / 2550 3310 वेबसाइट / website : aees.gov.in ईमेल आय . डी . /email id : pers-conf@aees.gov.in</p>	 <p style="text-align: center;">TECHNOLOGIES FOR NEW INDIA@75 आज़ादी का अमृत महोत्सव भारत 2023 INDIA भारत एकता ONE EARTH - ONE FAMILY - ONE FUTURE</p>
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RECRUITMENT AND VIGILANCE SECTION

AEES/R&V/2024/C-374

May 28, 2024

परिपत्र/CIRCULAR

Applications are being invited for re-engagement of 08 numbers of Consultants at Atomic Energy Education Society, Western Sector, Anushaktinagar, Mumbai 400 094. Only employees retired on superannuation from the Department (DAE and its Units) are eligible to apply. The period of engagement shall be initially for one year which is extendable by another one year or upto the date of attaining the age of 64 years or till recruitment process is completed and new incumbent joins, whichever is earlier. The officials on re-engagement are entitled to draw 50% of the last pay drawn per month. Additionally, a fixed amount towards Transport Allowance at the rate of 50% of the Transport Allowance drawn at the time of retirement shall be admissible. The last date for receipt of application is 10/06/2024.

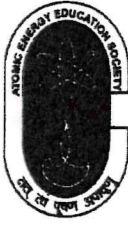


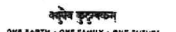
It is requested to give wide publicity to the said advertisement so that interested candidates can avail the opportunity.

संलग्नक Encl: यथोपरि As above.

शोभना डी पनिकर
28/05/2024

(शोभना डी पनिकर/ Shobhana D Panickar)
प्रशासनिक अधिकारी – III/Administrative Officer-III

1. पञ्जवेली की सभी संघटक इकाईयां /All Constituent Units of DAE
2. कनिष्ठ विश्लेषक/ Junior Analyst, DAE
3. नियंत्रक, बीएआरसी /Controller, BARC
4. प्रधानाचार्य एवं प्रमुख, शैक्षणिक इकाई, प.ऊ.शि.सं: कृपया प.ऊ.शि.सं वेबसाइट पर विज्ञापन को अपलोड किया जाय / Principal & Head, Academic Unit, AEES: with a request to upload Advt. on AEES website.

	<p style="text-align: center;">परमाणु ऊर्जा शिक्षण संस्था (भारत सरकार के परमाणु ऊर्जा विभाग का स्वायत्त निकाय) ATOMIC ENERGY EDUCATION SOCIETY (An Autonomous Body under Department of Atomic Energy, Govt. of India)</p> <p style="text-align: center;">केन्द्रीय कार्यालय, वेस्टर्न सेक्टर, पऊकेवि.-6, अणुशक्तिनगर, मुंबई-400094 Central Office, Western Sector, AECS-6, Anushaktinagar, Mumbai-400094 दूरभाष / Telephone : 2556 5049 / 2557 1501 / 2550 3310 वेबसाइट / website : aees.gov.in ईमेल आय .डी ./email id : pers-conf@aees.gov.in</p>	  
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ADVERTISEMENT

Re-Engagement of Retired employees of DAE/ DAE Constituent Units in Government Service for Administrative and Accounts Staff

Invitation of applications for Consultants in AEES, Mumbai

[Only employees retired on superannuation from the Department (DAE and its Constituent Units) are eligible to apply]

- 1) Applications are invited for performing various duties as Consultants in AEES as indicated in the Terms of Reference (ToR) **(Annexure-I)**.
- 2) Retired DAE employees from Level 6 to Level 12 willing to perform the work indicated in the ToR can submit their applications in the prescribed format **(Annexure - II)** along with the passport size photograph duly affixed and a copy of the Pension Payment Order.
- 3) Applicants should have retired from any of the below posts
 - Chief Administrative Officer
 - Administrative Officer - III
 - Assistant Administrative Officer
 - Assistant Accounts Officer
 - Assistant
 - Assistant Accountant
 - Senior Clerk
- 4) The applications received will be scrutinized by the Competent Authority and the selected candidates will be communicated the date of commencement of work and the period of tenure.

5) **Eligibility:-**

- 5.1 Applicant should have retired from the Department (DAE or its Constituent Units) on superannuation.
- 5.2 Applicant should have requisite experience and knowledge of government rules and regulations.
- 5.3 Applicant should be medically fit and required to submit Medical Fitness Certificate at the time of the engagement.
- 5.4 The period of engagement shall be initially not exceeding one year which is extendable by another one year or upto the date of attaining the age of 64 years or till recruitment process is completed and new incumbent joins, whichever is earlier
- 5.5 The re-engagement shall be purely on contract basis. Re-engagement can be terminated at any time by AEES and without assigning any reason.

6) **Entitlements:**

- 6.1 The official on re-engagement is entitled to draw 50% of the last pay drawn. Additionally, a fixed amount towards Transport Allowance at the rate of 50% of the Transport Allowance drawn at the time of retirement shall be admissible. No Increment, Dearness Allowance and HRA shall be admissible during the term of re-engagement.
 - 6.2 Paid Leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
 - 6.3 If required to travel outside Mumbai in connection with the work, TA, DA admissible to regular employees working in the same grade from which the official has retired, will be admissible.
 - 6.4 Re-engaged officials will not be entitled to contribute towards GPF, Gratuity etc. for the period of re-engagement.
 - 6.5 No transport facility will be provided for commuting to office.
- 7) The place of work will be decided by the Competent authority.

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- 8) The Consultants need to perform the duties for 08 hours 30 minutes per day on all working days.
 - 9) AEES has right to reject any application without assigning any reason.
 - 10) Last date for receipt of application is 10/06/2024.
 - 11) The applications can be forwarded by post / by Hand in sealed envelope to:

Secretary
Atomic Energy Education Society
Central Office, Western Sector
AECS-6, Mumbai, Anushaktinagar
Mumbai - 400094

so as to reach on or before 10/06/2024

Annexure - I : Terms of Reference (ToR)

Annexure - II: Format of Application

Last date: 10/06/2024

Annexure I**TERMS OF REFERENCE (ToR)****FOR ADMINISTRATIVE GRADE**

The consultant is expected to:

- 1 have experience in establishment matters. The work involves updating of Leave Account Book, data in Service Book, Pay Fixation, verify the service book with Pay Bill Register.
- 2 have adequate computer knowledge and thorough knowledge in maintenance of Service Books. The work involves digitalizing manual Service Book by entering the data in the service records contained in the Service Book, Handling of e-office.
- 3 process the applications received from the candidates for recruitment of various posts in AEES. The work involves verification of applications online, sorting of the applications in excel sheet, preparing screened-in list and issue of call letters.
- 4 render administrative assistance to senior officials in AEES. The work involves taking dictation, managing phone calls, emails, arranging meetings and helping superiors in discharging their functions efficiently.
5. handle Gem Portal and guide the Purchase Section for quick procurement from Indent stage to awarding of Contract, Issue of Purchase Order, timely follow-up and clearing of bills accurately.

FOR ACCOUNTS GRADE

- 1 have experience in processing of all establishment bills and knowledge of GFR/R&P/Provident Fund etc.
- 2 have an experience in accounts for scrutiny of documents, pre-audit of Purchase Orders, checking and recommending, passing of the bills for payment in respect of all purchase claims. Preference will be given to those who are having experience in processing all works and Purchase orders.
- 3 have working knowledge in CHSS Rules and experience in handling CS(MA) Bills. Preference will be given to those who are having experience in processing of medical bills/claims. The work involves processing of medical bills submitted by the beneficiaries for reimbursement. Medical bills received from the Hospitals, Diagnostic Centers, and recommend passing of the bills for payment as per CHSS rules/CS(MA) Rules.
- 4 have working experience in writing of Cash Book and Ledger and maintenance of accounts in Tally, drawal of cheque through Tally and its maintenance, maintenance of annual accounts in prescribed format applicable to Autonomous Institution under DAE.
5. compile and consolidate all Budget requirement as per DAE Budget circular's and shall be familiar with Budget documentation.

Annexure-II

Application for the post of Consultant in AEES, Mumbai
ADVERTISEMENT

Affix passport size
photograph

1.	Full Name (in Block Letters)						
2.	Father's/Husband's Name						
3.	Date of Birth						
4.	Contact details	Tel. No.					
		Mobile No.					
		Email ID					
5.	Address for communication						
		Pin					
6.	Date of Joining in Government Service						
7.	Age as on date						
8.	Whether SC/ST/OBC						
9.	Whether Physically handicapped						
10.	Date of retirement and the post from which retired (enclose copy of retirement order)						
11.	Name of the Division / Unit from which retired						
12.	Last pay drawn (Please enclose copy)						
13.	Education / Technical qualification (please enclose copy of Certificate / Mark Sheet)						
14.	PPO No. (Please enclose copy)						
15.	Details of computer knowledge						
16.	Brief particulars of experience of the last 10 years (assignment-wise) (A separate sheet may be annexed)						

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Atomic Energy Education Society. I have read this circular and ready to accept all the terms and conditions for engagement of Administrative and Accounts Staff.

Place:

Signature

:

Date:

Full name of the applicant:

Last Date: