



Government of India  
Department of Atomic Energy  
Raja Ramanna Centre for Advanced Technology



Advertisement No : RRCAT-2/2020

Last date to apply on line 04/12/2020

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

Online applications are invited from eligible candidates to fill up the following post in Raja Ramanna Centre for Advanced Technology (RRCAT), Indore (M.P) :

Name of the post	No. of post	Educational Qualification & Experience									
Scientific Assistant /C	01 [Reserved for EWS]*	<b>Essential:</b> 1. Diploma in Hotel Management & Catering Services/Technology (3 years after SSC or 2 years after HSC) with an aggregate of 60% marks. 2. Minimum 4 years' relevant experience after obtaining requisite qualification.  In case Universities award letter grades / CGPA / OGPA, the same will have to be indicated as equivalent percentage of marks as per the norms adopted by that University. In the absence of the same, the candidature will not be considered.									
* Definition of EWS will be as mentioned in <a href="#">DoPT OM No. 36039/1/2019-Estt(Res) dated 31/01/2019.</a>											
Age	Minimum 18 years and Maximum of 30 years as on last date of submission of application. In addition, relaxation to (1) PWD candidates (2) Ex-servicemen, (3) departmental candidates (central government civilian employees), (4) family members of those who died in 1984 riots (5) persons who had ordinarily been domiciled in Kashmir division of the state of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989 (6) Widows, divorced women and women judicially separated from their husbands and who are not re-married will be as per extant Government orders.										
Selection Procedure	Written examination will be conducted on following pattern <table border="1"><tbody><tr><td>(1)</td><td>General Awareness / Communication Skills / Computer Knowledge / Reasoning / Numerical Aptitude</td><td>1 Hour</td></tr><tr><td>(2)</td><td>English</td><td>30 Minute</td></tr><tr><td>(3)</td><td>Specialized Subject (Hotel Management / catering / Hospitality)</td><td>1 Hour</td></tr></tbody></table> Candidates in the ratio of 1:5 will be short-listed for interview which will be held on the following day. Final selection and ranking will be on the basis of the performance of the candidates in interview. No weightage will be given for marks scored in the written examination. The decision of RRCAT in this regard will be final.		(1)	General Awareness / Communication Skills / Computer Knowledge / Reasoning / Numerical Aptitude	1 Hour	(2)	English	30 Minute	(3)	Specialized Subject (Hotel Management / catering / Hospitality)	1 Hour
(1)	General Awareness / Communication Skills / Computer Knowledge / Reasoning / Numerical Aptitude	1 Hour									
(2)	English	30 Minute									
(3)	Specialized Subject (Hotel Management / catering / Hospitality)	1 Hour									
Pay	₹ 44,900/- (Level 7, Cell No.1 in the Pay Matrix) plus usual allowance as admissible to Central Government employees										
Nature of duties	<ul style="list-style-type: none"><li>To maintain the highest standard in cleanliness, hygiene &amp; comfort towards guest satisfaction by providing good services.</li><li>Supervise and direct the daily activities of contractual staff so as to enable the efficient and smooth operation of guesthouse</li><li>Implement service standards regarding cleanliness, amenities and maintenance in rooms and public areas and ensure adherence to these</li></ul>										

	<ul style="list-style-type: none"><li>• Efficiently use and manage the inventory of supplies, linen and equipment.</li><li>• Quality check of vegetables, raw materials, food items and cooked food under hygienic condition,</li><li>• Making arrangements for stay of delegates for seminars, conferences, workshops and meeting etc.</li><li>• Making arrangements for VIP guests including Foreign delegates</li><li>• Coordination with Head, Training School, Dean (student facility) and warden to plan out the boarding arrangements of TSO's, JRF, SRF (Ph.D. Scholars) and Project Trainees.</li><li>• Coordination with Civil, Electrical &amp; AC section for rectifying the registered complaints by guests/ students,</li><li>• Making all rooms in ready condition by coordinating preventive maintenance through contract agencies.</li><li>• Taking guest's feedback for prompt action if any.</li><li>• Preparing Housekeeping &amp; Catering Services statements &amp; daily check list form</li><li>• To assist Guesthouse In Charge in monitoring all activities of guesthouse</li><li>• Coordination with Administration on releasing of rooms</li></ul>
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**GENERAL INSTRUCTIONS :**

- a) Only date of birth indicated in Matriculation Certificate / Municipal Birth Certificate will be accepted. No subsequent request for change shall be entertained.
- b) Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. The candidates are required to give correct information. The applicants would be admitted to the written test on the basis of information furnished by them in their application form. In case it is found at a later stage that the information furnished by applicant is false and/or he/she does not fulfill any of the eligibility conditions, the candidature of such applicants would be cancelled and no correspondence in this regard would be entertained.
- c) The filling up of vacancy indicated in advertisement is subject to approval of Competent Authority and may not be filled up if decided otherwise in terms of the orders issued by Government from time to time.
- d) The eligibility criteria including period of experience as prescribed in the advertisement will be determined with reference to the last date of submission of application.
- e) RRCAT, Indore reserves the right to fill up the post or even to cancel / restrict / modify / alter the whole process of recruitment without issuing any further notice or assigning any reason therefor.
- f) Candidates who have not acquired / will not acquire the required educational qualification as on **CLOSING DATE** of submission of application will not be eligible and need not apply.
- g) The applicants are requested to visit constantly our website <[http://www.rrcat.gov.in/hrd/Openings/Current\\_Openings.html](http://www.rrcat.gov.in/hrd/Openings/Current_Openings.html)> for current information related to this advertisement.
- h) Written Test / Interview will be conducted at RRCAT, Indore (MP) only.

**HOW TO APPLY :**

- (i) **ONLY ONLINE APPLICATIONS WILL BE ENTERTAINED.**
- (ii) Last date of applying online application is **04/12/2020.**

- (iii) Candidates may visit <[http://www.rrcat.gov.in/hrd/Openings/Current\\_Openings.html](http://www.rrcat.gov.in/hrd/Openings/Current_Openings.html)> for submitting their application online.
- (iv) Candidates are required to have valid e-mail ID and a mobile number which should remain active during the currency of this recruitment. Call letter for Written Test to the screened-in candidates will be sent on registered e-mail ID only.
- (v) Issuance of an admit-card for the examination will not confer any right for appointment. Appointment will be solely subject to the fulfillment of all eligibility conditions.
- (vi) User guide is available on the web-site duly explaining the procedure to apply and upload recent photograph and signature. The applicants must read the user guide before online submission of application.
- (vii) RRCAT is not responsible for any discrepancy in submitting details online. The applicants are therefore advised to strictly follow the instructions and user guide.
- (viii) Before uploading / submission of application form, the candidates should be cautious and ensure his/her eligibility to apply for the post. No relevant column of the application form should be left blank.
- (ix) Applicant must possess required qualification and experience as on last date of submission of application.
- (x) Candidates are advised to submit the on-line application well in advance without waiting for closing date.
- (xi) Candidates working under the Central/State Govt./Public Sector Undertakings/Autonomous Bodies etc. are required to submit "NO OBJECTION CERTIFICATE" from the employer while appearing for Interview, failing which they will not be permitted to appear in Interview.
- (xii) The Candidates are required to upload the following documents at the time of submitting of application
  - a. Recent passport size coloured photograph
  - b. Certificate for the proof of Age (SSC/10<sup>th</sup> pass/ Municipal Birth Certificate)
  - c. Educational / Technical Qualification(s)
  - d. Minimum 4 years' Experience Certificate
  - e. EWS certificate (format is available on RRCAT website)
  - f. Disability Certificate in prescribed format available on RRCAT website (if applicable)
  - g. Certificate regarding domiciled in Kashmir Division from 01.01.1980 to 31.12.1989 (if applicable)
  - h. Valid proof that they have been affected by 1984 riots (if applicable)
  - i. Any other relevant certificate (if applicable)
- (xiii) Candidate is also required to bring the above documents in original as well as a self attested copy of each at the time of interview, failing which they will not be permitted to appear in Interview.

**RECORDS OF THE NON-SELECTED CANDIDATES SHALL NOT BE PRESERVED BEYOND 6 MONTHS FROM THE DATE OF FORMATION OF SELECT LIST**

**CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION**

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