

ATOMIC ENERGY CENTRAL SCHOOL NO.4, RAWATBHATA

ADVERTISEMENT

Re-Engagement of Retired DAE employees Invitation of applications For Consultants in AEC Schools, RAWATBHATA

[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 AECS, Rawatbhata as indicated in the Terms of Reference (ToR) (Annexure-1).
- 2) Retired DAE employees from Level-6 to Level-8 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 :-
 - ▶ Assistant /Sr.Clerk
 - ▶ Assistant Accountant
- 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:-**

Applicant should have retired from the Department (DAE or its Constituent Units) on superannuation.

Applicant should have requisite experience and knowledge of government rules and regulations.

Applicant should be medically fit and required to submit Medical Fitness Certificate at the time of the engagement.

The period of engagement shall be initially for six months 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 re-engagement shall be purely on contract basis. Re-engagement can be terminated at any time by AECS/AEES and without assigning any reason.

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13/10/2023

6) **Entitlements:**

The official on re-engagement is entitled to draw 50% of the last Pay drawn.

12 days of leave in calendar year on pro rata basis is admissible for re-engaged officials.

If required to travel outside Rawatbhata 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.

Re-engaged officer shall not be entitled for any allowances (HRA, CCA, Transport Allowance, Dearness Allowance etc.)

Re-engaged officials will not be entitled to contribute towards GPF, Gratuity etc. for the period of re-engagement.

No transport facility will be provided for commuting to office.

- 7) The place of work will be decided by the Competent authority.
- 8) The Consultants need to perform the duties for 07 hours per day (inclusive of 30 minutes lunch time) on all Six working days.
- 9) AECS/AEES has right to reject any application without assigning any reason.
- 10) Last date for receipt of application is 21/10/2023.
- 11) The applications can be forwarded by post/by Hand in sealed envelope to:

Principal (Co-ordination)
Atomic Energy Central School No.4,
Anukiran Colony
Rawatbhata, Via-Kota
Post : Bhabhanagar-323307(Raj)
So as to reach on or before 21/10/ 2023

Annexure -I : Terms of Reference (ToR) Annexure-
II : Format of Application
Last Date : 21/10/2023

G. S. S.
13/10/2023

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 talking 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.

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13/10/2023