

ATOMIC ENERGY EDUCATION SOCIETY
Anushaktinagar, Mumbai – 400 094

AEES/CHMN/2011/1466

June 03, 2011

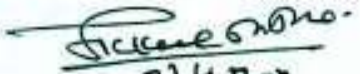
CIRCULAR

It is proposed to fill up the post of **Secretary** in AEES in the Pay Band 4 – Rs. 37,400-67,000 with Grade Pay of Rs. 8,900/- on deputation basis. The post is open to the eligible candidates working in DAE and its Constituent Units.

Eligibility

The applicant should be preferably in the grade of SO (G) with a Grade Pay of Rs. 8,900 or higher grade.

The post of Secretary in AEES is senior administrative post in Central Office and the incumbent will be responsible for all administrative works of AEES. The incumbent is expected to be well-versed in academics and general administration. All those who fulfill the above criteria and are desirous of serving AEES on deputation basis may apply for the post through proper channel in the enclosed proforma. The appointment is to be done by Secretary, DAE on nomination by Chairman, AEES. The applications should reach Dr. S. K. Kulshreshtha, Chairman, AEES, Western Sector, Anushaktinagar, Mumbai – 400 094 by **June 30, 2011**.


31/6/2011
(S. K. KULSHRESHTHA)
Chairman, AEES

C.D.O., BARC

- C.C.
1. Dr. R. B. Grover,
Principal Advisor, DAE
 2. Smt. Revathy Iyer,
Joint secretary (R&D), DAE - with a request to advice the concerned authorities to display the circular on DAE Notice Board for wide circulation and also to place it on the DAE website.
 - ✓ 3. Data Management Cell, AEES - with a request to place it on the website

**PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF
SECRETARY IN AEEES IN RESPONSE TO
CIRCULAR NO. AEEES/CHMN/2011/1466 DATED JUNE 03, 2011**

1. Name of the applicant : _____
(Block letters)
2. Present post and the : _____
date from which it is
held
3. Name of the DAE Unit : _____
where working
4. Date of Birth : _____
(In figures) : _____
(In words) : _____
5. Present Pay Band & : _____
Grade Pay
6. Educational Qualifications
(including professional qualifications, if any)

Sl. No.	Degree / Diploma obtained	Year	Subject	University

7. Present affiliation : _____

8. Brief service particulars
(commencing from the latest)

Sl. No.	Designation	Pay Scale	Period		Remarks
			From	To	

Date : _____

(Signature of the Officer)