

	<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, पञ्जकेवि.-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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AEES/R&V/CAO/2022/C-1672

December 27, 2022

C I R C U L A R

It is proposed to fill up the existing vacancy for the post of **Chief Administrative Officer (CAO)** in Atomic Energy Education Society (AEES) in **Level 12 of Pay Matrix**.

Officers of AEES from Administrative Cadre possessing degree of a recognized university or equivalent, having minimum regular service of 5 years in the grade of Administrative Officer-III in Level 11 of Pay Matrix as on 01/01/2023 are eligible for the post.

On selection, the officer should be in a position to join the duties immediately. The posting of CAO will be in Central Office, AEES, Mumbai.

Those who fulfill the above criteria may apply for the post in the enclosed proforma (duly typed in double space) on or before **10/01/2023**.

Applications received after the expiry of the last date will not be entertained. If no candidate is eligible for the said post, a 'NIL' report may please be forwarded to this office.


(P Goverdhan)
Secretary

- 1 **Chairmen, LMCs, AECSs/JC**
- 2 **All Heads of AECSs/JC**
- 3 **Administrative Officer - III, AEES, Mumbai**
- 4 **Principal & Head, Academic Unit, AEES, Mumbai**
- 5 **Senior Accounts Officer, AEES, Mumbai**
- 6 **All Section Heads, Central Office, AEES, Mumbai**

PROFORMA FOR FURNISHING BIO-DATA FOR THE POST OF CHIEF ADMINISTRATIVE OFFICER IN AEEs IN RESPONSE TO CIRCULAR NO. AEEs/R&V/CAO/2022/C-1672 dated 27/12/2022

- 1 Name of the applicant (Block letters) : _____
- 2 EMPID : _____
- 2 Present post and the date from Which it is held : _____
- 4 Place of work : _____
- 5 Date of Birth (in figures) : _____
(in words) : _____
- 6 Present Level in Pay Matrix : _____
- 7 Whether SC/ST/OBC : _____
- 8 Educational Qualifications (including professional qualifications, if any):

Sl. No.	Degree/Diploma	Year	Subject	University
1				
2				
3				
4				
5				

- 9 Brief service particulars (commencing from the latest):

Sl. No.	Designation	Level in Pay Matrix	Organisation	Period		Brief description of duties*
				From	To	

* These may be specified on a separate sheet of paper.

Date: _____

(Signature of the Officer)

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

- 1 Service particulars given above have been verified from the service record of the applicant and found correct.
- 2 Certified that no Vigilance Enquiry is pending against the applicant.

Signature _____

Name _____

Designation _____

Place: _____

Date: _____

Seal of the Office