GOVERNMENT OF INDIA
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,
New Delhi, the 6th February, 2012.

To

All Central Government Departments / State Governments/ UT Administrations/ Universities/ Recognized Research Institutions/ Public Undertakings/Autonomous Organisations.

Sub:- Recruitment to the post of Joint Adviser (Project Appraisal) in the Planning Commission in the Pay Band: 4 of Rs.37400-67000 + 8700 (Grade Pay) on Promotion/ Deputation (including short-term contract) basis.

Sir,

I am directed to say that Planning Commission requires the services of suitable Officer for appointment to the post of Joint Adviser (Project Appraisal) to be filled by composite method i.e. “Promotion/ Deputation (including short-term contract)” basis. The selection for the post will be made by the UPSC.

2. Officers working under the Central / State Governments / UT Administrations/ Universities/ Recognised Research Institutions/ Public Undertakings holding analogous posts on regular basis or with 5 years' regular service in posts in the pre-revised scale of pay of Rs.12000-375-16500 [Now revised to Rs.15600-39100 + 7600 (Grade Pay)] or equivalent including the Departmental Deputy Advisers of the Planning Commission with 5 years service in the grade rendered after appointment thereto on a regular basis who have the EQs as under would be considered together :-

ESSENTIAL:

(i) Masters Degree in Science/ Economics/ Mathematics/ Statistics/ Operations Research/ Business Administration or Degree in Engineering of a recognized University or equivalent.

(ii) 12 years’ experience in research/design/development or in the formulation of projects/programmes and their evaluation/appraisal or in the advice or choice of projects.

DESIRABLE:

(i) Doctorate Degree in relevant Arts/ Science subject or Masters’ Degree in Engineering.

(ii) Experience of review/ appraisal/choice of projects involving large investments.

If a Departmental Deputy Adviser of the Planning Commission is recommended by the UPSC for appointment to any post, it will be treated as having been filled up by Promotion and in case an outsider candidate is recommended by the UPSC, the post will be offered on Deputation basis for a specific period not exceeding five years.

3. Details of the vacancy are available on Planning Commission website, i.e. “http://www.planningcommission.gov.in” under the link “Appointment/Jobs”. Interested applicants may download the circular as well as the Application Proforma from our website.

4. Ministries/ Departments of the Central Govt./ State Governments/ UT Administrations/Universities/Recognised Research Institutions/Public Undertakings are requested to bring the vacancy to the notice of the Officers working under their charge.

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5. **Applications/Curriculum Vitae (two copies)** for the post duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf in the **proforma** along with the following documents in respect of eligible candidates who can be spared for taking up the assignment within one month from the date of intimation about selection may please be forwarded to the undersigned:

(i) Cadre Clearance/Specific No Objection.
(ii) Up-to-date Confidential Report Dossier of the candidate or photocopies of the Annual Confidential Reports of the candidate for the last five years duly attested by an Officer not below the rank of Under Secretary to the Govt. of India;
(iii) Integrity Certificate (IC) to be signed by an Officer not below the rank of Deputy Secretary to the Govt. of India;
(iv) Vigilance Clearance (VC) indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned; and
(v) List of major/ minor penalties, if any, imposed on the candidate during the last 10 years OR No Penalty Certificate (PC), as the case may be.

**Application Proforma & Format of IC, VC & PC may please be downloaded from the Planning Commission’s website and also the same will be published in the Employment News.**

It may please be noted that it would not be possible to entertain the application if it is not accompanied with the above documents. It is also informed that the curriculum vitae (CV) duly supported by documents will be assessed by the Selection Committee for appointment to post on deputation basis.

6. Applications of only those candidates who are clear from vigilance angle need be forwarded. The vacancy is also being published in the Employment News shortly. **The closing date for receipt of applications will be 60 days from the date of publication of the advertisement in the Employment news.**

7. Applicants should ensure that the application is complete in all respects and is in the **prescribed proforma**. No column of the proforma should be left blank. Wherever information is “Not Applicable” or “Nil”, it may please be so stated. **Only complete applications (Two Copies) received through proper channel along with all the documents mentioned in para 5 above on or before the specified closing date shall be considered. Applications received after the closing date or those which are not in the prescribed proforma or those which are incomplete or advance applications will not be considered.**

Yours faithfully,

Sd/-
(G. RAJEEV)
Under Secretary to the Govt. of India
Tele. 23096531
Planning Commission requires the services of suitable Officer for appointment to the post of Joint Adviser (Project Appraisal) to be filled by composite method i.e. “Promotion/ Deputation (including short-term contract)” basis. The selection for the post will be made by the UPSC.

1. **Details of the vacancy**

<table>
<thead>
<tr>
<th>(1) Name of post</th>
<th>Joint Adviser (Project Appraisal)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) Number of vacancy</td>
<td>01 (one)</td>
</tr>
<tr>
<td>(3) Class</td>
<td>Group ‘A’ Gazetted</td>
</tr>
<tr>
<td>(4) Scale of Pay</td>
<td>Pre-revised Scale of Pay of Rs. 14300-18300 (Revised to Rs.37400-67000+Grade Pay of Rs.8700 in PB:4)</td>
</tr>
</tbody>
</table>

2. **DUTIES ATTACHED TO THE POST:**

**Joint Adviser (Project Appraisal)**

(i) To appraise all Central Government Projects (Developmental as well as Non-Developmental) which are mainly in the field of industry / mining, power and transportation.

(ii) To undertake methodological work on investment planning techniques.

(iii) To participate in inter-ministerial meetings on projects and supervise all aspects of internal administration of the Division.

(iv) To assist the senior officers and guide the junior officers in the exercise of these functions, etc.

3. **ELIGIBILITY :**

**FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT):**

Officers holding analogous posts on regular basis; or with 5 years' regular service in posts in the pre-revised scale of pay of Rs. 12000-375-16500 or equivalent under the Central/ State Governments/ UT Administrations/ Universities/ Recognised Research Institutions/ Public Undertakings/ Autonomous Organisations and possessing the qualifications/ experience prescribed for the post, as indicated against item No. 6 below.

**FOR PROMOTION:**

Deputy Advisers of the Planning Commission with 5 years' regular service in the grade rendered after appointment thereto on a regular basis and possessing the qualifications and experience prescribed for the post, as indicated against item No. 6 below.

4. **AGE LIMIT :**

The maximum age limit for appointment by Deputation (including Short-Term Contract) shall be not exceeding 56 years as on the crucial date for determining eligibility as indicated against item No. 5 hereunder.
5. **CRUCIAL DATE FOR DETERMINING ELIGIBILITY:**

It will be the closing date of receipt of applications.

6. **QUALIFICATIONS AND EXPERIENCE:**

Joint Adviser (Project Appraisal)

**ESSENTIAL:**

(iii) Masters Degree in Science/ Economics/ Mathematics/ Statistics/ Operations Research/ Business Administration or Degree in Engineering of a recognized University or equivalent.

(iv) 12 years’ experience in research/design/development or in the formulation of projects/programmes and their evaluation/appraisal or in the advice or choice of projects.

**DESIRABLE:**

(iii) Doctorate Degree in relevant Arts/ Science subject or Masters’ Degree in Engineering.

(iv) Experience of review/ appraisal/choice of projects involving large investments.

7. **PERIOD OF DEPUTATION/ CONTRACT:**

Period of deputation/ contract including period of deputation/ contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/ Department of the Central Government shall ordinarily not exceed five years. The terms and conditions of deputation will be regularised according to the orders contained in the Govt. of India, DoPT’s OM No.6/8/2009-Estt.(P.II), dated 17th June, 2010 in the case of those coming on deputation including short-term contract.

The interested and eligible officers may send their applications (in duplicate) in the enclosed proforma through proper channel to Under Secretary (Adm.I), Planning Commission, Yojana Bhawan, Sansad Marg, New Delhi-110 001. The **closing date for receipt of applications will be 60 days from the date of publication of advertisement in the Employment News.** Confidential Report Dossier / Photocopies of last 5 years duly attested on each and every page by an officer not below the rank of Under Secretary to the Govt. of India, Integrity Certificate, Vigilance Clearance Certificate and the list of major/minor penalties, if any, imposed on the officer during the last 10 years / No Penalty Certificate (in prescribed format) in respect of the officer are also required to be sent alongwith the application.

Applicant should ensure that the application is complete in all respects and is in the prescribed proforma. No column of the format should be left blank. Wherever information is "Not Applicable" or it is "Nil", it may please be so stated. Only complete applications received through proper channel alongwith all the documents on or before the specified closing date shall be considered. Applications received after the closing date or those which are not in the prescribed proforma or those which are incomplete or advance applications will not be considered. The details of the vacancy are also available on Planning Commission website, i.e. [http://www.planningcommission.gov.in](http://www.planningcommission.gov.in) under the link “Appointment/Jobs”.

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FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY ALONGWITH THE APPLICATION OF CANDIDATE WHO APPLIES FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT) BASIS

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. ________________________, _____________ who has applied for the post of Joint Adviser (_______________________) in the Planning Commission on Transfer on Deputation basis, it is certified that his/ her integrity is beyond doubt.

[To be signed by an Officer of the rank of Deputy Secretary or above]
Name & Office Seal :
Date :

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against Dr./Shri/Smt./Ms. ________________________, _____________ who has applied for the post of Joint Adviser (_______________________) in the Planning Commission on Transfer on Deputation basis.

[Authorised signatory]
Name & Office Seal :
Date :

NO PENALTY CERTIFICATE

Certified that no minor/ major penalty has been imposed on Dr./Shri/Smt./Ms. ________________________, _____________ who has applied for the post of Joint Adviser (_______________________) in the Planning Commission on Transfer on Deputation basis during the last ten years.

[Authorised signatory]
Name & Office Seal :
Date :

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प्रण / PROFORMA

आवेदित पद का नाम ______________________
Name of the post applied for ______________________

1. नाम और पता / Name and Address (In Block Letters)

2. जन्म तिथि / Date of birth (in Christian era)

3. केंद्रीय / राज्य सरकार के नियमों के अन्वर्गत सेवा-नियुक्ति की तारीख / Date of retirement under Central/ State Govt. Rules

4. शैक्षिक अर्हताएँ / Educational Qualifications

5. क्या निर्धारित शैक्षिक और अन्य अर्हताएँ प्राप्त हैं (यदि कोई अर्हता निर्धारित अर्हता के समक्ष मानी जाती है तो उस संबंध में प्राप्तिकरण का नाम बताएं) / Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).

<table>
<thead>
<tr>
<th>निर्धारित अर्हताएँ / अनुमूल / Qualifications / Experience required</th>
<th>अधिकारी द्वारा प्राप्त अर्हताएँ / अनुमूल /Qualifications / Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>अनिवार्य / Essential : 1. 2. 3. वांछनीय / Desirable: 1. 2. 3.</td>
<td></td>
</tr>
</tbody>
</table>

6. कृपया यह स्पष्ट बताएं कि उसर इमिट तथ्यों के आधार पर क्या आप उक्त पद के लिए निर्धारित आवश्यकताएँ पूरी करते हैं / Please State clearly whether in the light of entries made by you above, you meet the requirement of the post.

7. सेवा संबंधी कार्यालयानुसार निवेश, आवश्यकता होने पर, सत्स्थापित अलग पूरा संलग्न कर पूरा बौँदे / Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

<table>
<thead>
<tr>
<th>कार्यालय / संस्थान / Office/ Institution</th>
<th>प्राप्त पद / Post held</th>
<th>से / From</th>
<th>तक /To</th>
<th>वेतन और मूल बोतल / Scale of pay and basic pay</th>
<th>कार्य का स्तर / Nature of duties (in details)</th>
</tr>
</thead>
</table>

8. वर्तमान सेवा का स्तर / अर्थात् तद्विष्ठ अस्थायी अर्थात् अलग अस्थायी अर्थात् स्थायी / Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent.

9. यदि वर्तमान सेवा प्रतिनिधित्व / संबिदा आधार पर है तो कृपया बताएं कि / In case the present employment is held on deputation/ contract basis, please state -
   a) प्रतिनिधि प्रतिनिधि की तिथि / The date of initial appointment
   b) प्रतिनिधि और प्रतिनिधित्व / संबिदा की तिथि / Period of appointment and deputation/ contract
   c) मूल कार्यालय / संगठन का नाम / Name of the parent office/ organisation to which you belong

-/-
10. Additional details about present employment
   Please state whether working under (indicate the name of your employer against the relevant column).
   a) Central Govt.
   b) State Govt.
   c) Autonomous Organisation
   d) Government Undertaking
   e) Universities
   f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

13. Total emoluments per month now drawn.

14. Additional information, if any, which you would like to mention in support of your suitability for the post.

15. Whether belongs to SC/ST.

16. Whether you are applying for deputation (including short-term contract) / Absorption/ Re-employment basis. (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short-Term Contract).

17. Remarks [The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information.] (Note: Enclose a separate sheet if the space is insufficient)