

No.A.12026/02/2011-Admn.II  
Government of India  
Planning Commission

Yojana Bhavan, Sansad Marg,  
New Delhi- 110001.

**Subject: Recruitment to one post of Senior Artist on Deputation basis in the Planning Commission.**

Planning Commission proposes to fill up one post of Senior Artist in the Pay band-2 Rs.9300-34800 plus Grade pay of Rs.4200 on Deputation basis. The details regarding qualifications, experience and other eligibility conditions required for the post, period of deputation etc. are indicated in the Annexure-I.

2. Applications in the prescribed proforma (Annexure-II ) from interested and eligible persons who can be spared for taking up the assignment in the event of their selection may be forwarded through proper channel alongwith the following documents :-

- (i) Up-to-date ACR folder of the applicants or Photocopies of the ACRs for the last five years duly attested by an officer not below the rank of Under Secretary;
- (ii) Vigilance Clearance indicating that no disciplinary proceedings/ criminal proceedings are pending /contemplated against the officer concerned.;
- (iii) Integrity Certificate duly signed by an officer not below the rank of Deputy Secretary; and Details of major/minor penalty, if any imposed upon the applicants during the last ten years.

3. Last date for receipt of applications in the Planning Commission shall be 60 days from the date of publication of this advertisement in the Employment News and the crucial date for determining eligibility shall be the closing date for receipt of applications. The applications complete in all respects should be forwarded to Under Secretary (A-II), Planning Commission, Room No.516, Yojana Bhavan, Sansad Marg, New Delhi.

**ANNEXURE-I**

**DETAILS OF ELIGIBILITY CONDITIONS FOR DEPUTATION TO THE POST OF SENIOR ARTIST IN THE PLANNING COMMISSION.**

1.	Scale of Pay	Pay band-2[Rs.9300-34800] + Grade pay of Rs.4200/-
2.	Eligibility	Officers of the Central Government: (a) (i) holding analogous posts on regular basis in the parent cadre or department ; or (ii) with six years service in the grade rendered after appointment thereto on a regular basis in the pre-revised scale of pay of Rs.4500-7000 or equivalent in the parent cadre or department; and (b) Possessing the following educational qualification and experience as indicated in Col.3 below.
3.	Essential Qualifications/ Experience prescribed for the post	<b><u>Essential</u></b> (i) Matriculation or equivalent from a recognized Board or University; (ii) Diploma in Draughtsmanship or Engineering or Arts or Commercial Art or Architecture or equivalent from a recognized Board or University; (iii) Three years' experience as a Draughtsman in a Government office after obtaining the educational qualifications at (b)(i) and (ii). <b><u>Desirable:</u></b> Familiar with packages for Computer applications including graphics.
4.	Period of deputation	Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Govt. shall ordinarily not exceed three years.
5.	Age limit	The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

**PROFORMA****Application for the post of Senior Artist on Deputation basis**

1.	Name				
2.	Date of birth				
3.	Date of retirement under the rules applicable to the officer				
4.	(a) If he/ she belongs to any organized service, its name Name of the Cadre Controlling Authority				
5.	Educational Qualifications:				
	Qualifications prescribed	Qualifications possessed by the officer, which are equivalent to or higher than the "Qualification prescribed".			
<u>Essential</u> (1) (2) (3)  Note: If any qualification possessed by the officer is not the same or higher than the qualification prescribed and is treated as equivalent to the qualification prescribed, please state the authority for the same.					
6.	Training, if any received by the official, which is relevant to the post applied for:				
	Name of the relevant Training Programme	Duration From To	Organisation from where received	Nature of Training received	Remarks

Contd/-

7.	<ul style="list-style-type: none"> <li>(i) Present post held</li> <li>(ii) Pay Band and Grade Pay</li> <li>(iii) Present pay</li> <li>(iv) Special pay, if any</li> <li>(v) Whether the post is on regular basis or on ad-hoc basis or on deputation basis</li> <li>(vi) Date from which held</li> <li>(vii) If present post held on regular basis was initially held on ad-hoc basis, the date from which the post is held on regular basis.</li> </ul>			
8.	<p>If the present post is not held on regular basis:</p> <ul style="list-style-type: none"> <li>(a) the post held on regular basis</li> <li>(b) its pay band and grade pay</li> <li>(c) date from which held on regular basis</li> </ul>			
9.	Post, if any, which the officer holds in a substantive capacity:			
10.	<p>Is the present post an analogous post in term of DOP&amp; A.B. Office Memorandum No. 19017/27/75-Estt(D) Pt dated 07.03.1984</p>			
11.	Details of service( in chronological starting from the latest first)			
	Name of post	Employer	Duration From To	Scale of pay
12.	Experience in the subject field of selection required:			
13.	Working Experience in / Familiarity with packages for Computer Graphics, if any, give details.			

14.	(i) Present postal address with Pin Code Number  (ii) Telephone No. Office Residence Mobile	
15.	Whether belongs to SC / ST	
16	Any other relevant information	

Signature of the Candidate

Note : If the officer draws any special pay, the following further information may also please be furnished:

- (a) whether the appointment to which the special pay is attached is a tenure appointment; and
- (b) Whether the special pay has been specifically sanctioned for the post in addition to the scale of pay in lieu of a separate scale of pay for the post.

No. \_\_\_\_\_

Date \_\_\_\_\_

The above entries have been verified from the records available in this office and are found correct.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Seal of Office

[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED  
SEPARATELY ALONGWITH THE APPLICATION OF CANDIDATE WHO  
APPLIES FOR DEPUTATION BASIS]

### **INTEGRITY CERTIFICATE**

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt.  
/Ms. \_\_\_\_\_, \_\_\_\_\_ who has  
applied for the post of Senior Artist in the Planning Commission 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 proceeding or criminal  
proceeding is either pending or contemplated against  
Dr./Shri/Smt./Ms. \_\_\_\_\_ who has applied  
for the post of Senior Artist in the Planning Commission 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 Senior Artist in the Planning Commission on deputation basis,  
during the last ten years.

[Authorised signatory]

Name & Office Seal:

Date: