To

All Central Government Departments / State Governments / UT Administrations / Universities / Recognised Research Institutions / Public Undertakings

SUB:- Recruitment to one post of Deputy Adviser (Social Planning) in Pay Band:3 of Rs.15600-39100+ Grade Pay of Rs.7600) in the Planning Commission on Promotion/Transfer on Deputation (including short-term contract) basis.

Sir,

Planning Commission requires the services of a suitable Officer for appointment to one post of Deputy Adviser (Social Planning) to be filled up by composite method i.e. “Promotion/Transfer on 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.10000-325-15200 [Revised to PB:3 Rs.15600-39100 + Grade Pay of Rs.6600/-] or equivalent including the Departmental Senior Research Officers 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:-

DEPUTY ADVISER (SOCIAL PLANNING)

ESSENTIAL:

(i) Master's Degree in Social Work/Sociology/Social Anthropology/Economics from recognised University or equivalent.

(ii) 10 years' experience in research/appraisal/planning/execution of development projects/programmes in the field of social welfare including welfare of backward classes.

DESIRABLE:

(i) Doctorate degree in the concerned field.

(ii) Knowledge of planning concepts and/or experience of long term planning for economic and social development.

If a Departmental Senior Research Officer of the Planning Commission is recommended by the UPSC for appointment to a post, it is 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 four 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.

5. Applications/Curriculum Vitae (two copies) for the posts duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf in the proforma alongwith 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.

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 alongwith 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,

(S. KESAVA IYER)
Under Secretary to the Govt. of India
Tele. 23096531

Copy forwarded to:-

1. PS to Adviser (Adminn.)/Adviser (SJE), Planning Commission.
2. All SROs of the Planning Commission who have completed/ will complete 5 years regular service in the grade as on cut off date of eligibility specified in the Annexure and possess the essential qualifications and experience for the post may complete the proforma and send it (in duplicate) to the undersigned.
3. Shri Sher Singh, Dy. Adviser (C&I), Planning Commission – with the request to get the circular/advertisement put in the Planning Commission’s website. This has the approval of Adviser (Adminn.). Circular/Advt. is sent through E-mail at plancom@nic.in.
4. Notice Board.
Details of the vacancy are:-

1. **SCALE OF PAY**
   - PB:3-Rs.15600-39100+Grade Pay of Rs.7600

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

   **Deputy Adviser (Social Planning)**
   
   1. To undertake studies in regard to formulation of policies relating to execution of
development projects / programmes in the field of Social Welfare including
welfare of backward classes.
   2. To examine the status of social welfare and initiate and guide research studies
   in the field; and
   3. To carryout surveys and periodical evaluation of programmes and schemes
   pertaining to latest social trends/ developments in the concerned area in India
   and abroad.

3. **ELIGIBILITY :**

   (I) **FOR DEPUTATION:**
   
   Officers holding analogous posts on regular basis or with 5 years' regular service in posts
   in the pre revised scale of pay of Rs.10000-325-15200 [ Revised to PB:3 Rs.15600-
   39100 + Grade Pay of Rs.6600/-] or equivalent under the Central/ State Govts./ UT
   Administrations/ Universities/ Recognised Research Institutions/ Public Undertakings
   and possessing the qualifications and experience prescribed for the above mentioned
   post, as indicated against item No. 6 hereunder.

   (II) **FOR PROMOTION:**
   
   Senior Research Officers of the Planning Commission with 5 years service in the grade
   rendered after appointment thereto on a regular basis and possessing the qualifications
   and experience prescribed for the above mentioned post as indicated against item No.6
   hereunder.

4. **AGE LIMIT :**

   The maximum age limit for appointment by Transfer on 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 for receipt of applications as per this advertisement in the
Employment News.
6. **QUALIFICATIONS AND EXPERIENCE:**

**Deputy Adviser (Social Planning)**

**ESSENTIAL:**

(i) Master’s Degree in Social Work/ Sociology/ Social Anthropology/ Economics from recognised University or equivalent.

(ii) 10 years' experience in research/ appraisal/ planning/ execution of development projects/ programmes in the field of social welfare including welfare of backward classes.

**DESIRABLE:**

(i) Doctorate degree in the concerned field.

(ii) Knowledge of planning concepts and/ or experience of long term planning for economic and social development.

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 four years. The terms and conditions of deputation will be regularized 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 terms will be settled in consultation with the concerned authorities as per the instructions issued by DoPT.

The interested and eligible officers may send their application (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 / Attested Photocopies of last 5 years, 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 along with 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 (two copies) received through proper channel along with 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 these vacancies are also available on Planning Commission website, i.e. http://www.planningcommission.gov.in under the link “Appointments/Jobs”.

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INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. ____________________, __________ who has applied for the post of Deputy 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 Deputy 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 Deputy Adviser (__________________) in the Planning Commission on Transfer on Deputation basis during the last ten years.

[Authorised signatory]
Name & Office Seal:
Date:
1. नाम और पता / Name and Address (In Block Letters)

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

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

4. शैक्षिक अर्थात / Educational Qualifications

5. क्या निर्धारित शैक्षिक और अन्य अर्थात अवश्यक हैं (यदि कोई अर्थात निर्धारित अर्थात के समानक्ष मानी जास्ती है तो उस संबंध में प्राधिकरण 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).

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<tr>
<th>निर्धारित अर्थात / Essential / Qualifications / Experience required</th>
<th>अवधारित अर्थात / Qualifications / Experience possessed by the officer</th>
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<td>अनिवार्य / Essential :</td>
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6. कृपया यह स्पष्ट बताएं कि ऊष्म इंगित तथ्यों के आधार पर क्या आप उक्त पद के लिए निर्धारित आवश्यकताएं 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 कालक्रमानुसार विवरण. आवश्यकता होने पर, हस्ताक्षरित अलग पृष्ठ संलग्न कर पूरा कीजिए / Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

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<tr>
<th>कार्यालय / अथित पद / सेवा / तकनीक / कार्य का स्वरूप</th>
<th>संस्थान / Office / Institution</th>
<th>धार्तिपद / Post held</th>
<th>से / From</th>
<th>तक / To</th>
<th>वेतनमान और मूल / Scale of pay and basic pay</th>
<th>नेतृत्तव / Nature of duties (in details)</th>
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8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent.

9. In case the present employment is held on deputation/contract basis, please state -

   a) The date of initial appointment
   b) Period of appointment and deputation/contract
   c) Name of the parent office/organisation to which you belong

10. Additional details about present employment

11. Please state whether working under (indicate the name of your employer against the relevant column).

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. कृपया यह बताएं कि क्या आप प्रतिनियुक्ति (अल्पविधि अनुबंध सहित) / आमंत्रण / पुनर्नियुक्ति आधार पर नियुक्ति के लिए आवेदन कर रहे हैं (केवल केंद्र / राज्य सरकार के अधिकारी ही आमंत्रण के लिए पत्र होंगे। गैर-सरकारी संस्थाओं में कार्यालय अथवा केवल अल्पकालिक अनुबंध के लिए पत्र होंगे) / Please state 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).

16. क्या अनुसूचित जाति /अनुसूचित पशुजाति के हैं /Whether belongs to SC/ ST.

17. अभ्यर्थियों (अभ्यर्थी (i)अनुसंधान प्रकाशनों और प्रतियोगिताओं और विशेष परियोजनाओं; (ii) पुस्तकां/ छात्रपत्रियों /सरकारी प्रतिसाधनों (iii) व्यवसायिक संस्थाओं / संगठनों / समितियों से संबंधित इत्यादि के बारे में विवरण दे सकते हैं) 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)

मैंने रिक्तित परिपत्र / विज्ञापन ध्वनि पूर्वक पढ़ा है और मैं पूर्ण रूप से जानता हूँ कि मेरे आत्मन्त्र के समर्थन मे मेरे द्वारा प्रस्तुत सभी दस्तावेजों का, चयन करते समय, चयन समिति द्वारा मूल्यांकन किया जाएगा / I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

अभ्यर्थी के हस्ताक्षर :
पता :
Signature of the candidate:
Address:

दिनांक :
Date:

प्रतिहस्ताक्षरित :
(नियोजित का नाम व कार्यालय मोहर)
Counter signed:
(Employer with Seal)

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