GOVERNMENT OF INDIA
PLANNING COMMISSION


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 (Environment and Forest) 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 (Environment and Forest) 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) Master’s Degree in Environmental Science, Organic Chemistry, Physics, Bio-Science or a Degree in Chemical Engineering, Civil Engineering, Mechanical Engineering, Metallurgical Engineering from a recognised University or equivalent.

(ii) Twelve years’ experience in planning process, formulation of plan programmes and policies with particular exposure in the field of environment management or such related work.

DESIRABLE:

Doctorate Degree in Environmental Science, Organic Chemistry, Physics, Bio-Science or a Post Graduate Degree in Chemical Engineering, Civil Engineering, Mechanical Engineering, Metallurgical Engineering or Master’s Degree in Business Administration or Post Graduate Diploma in Environment, Forestry or Wildlife Management from a recognised University or Institution.

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.

Yours sincerely,

[Signature]

New Delhi, the 3rd August, 2011.
Application: 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 preformat along with the following documents in respect of eligible candidates who can be spared for filling up the assignment within one month from the date of information about selection may please be forwarded to the undersigned:

(i) Career 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 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,

[Signature]

Under Secretary to the Govt. of India
Tel. 23096531

Copy forwarded to:

1. PS to Adviser (Admn.) and Adviser (E&P), Planning Commission.
2. All Deputy Advisers of the Planning Commission who have completed 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. Dr. Prabhanjan Kumar Yadav, AIO, C&I Division, Planning Commission – with the request to get the circular/advert Application put in the Planning Commission’s website. This has the approval of Adviser (Admn.). Circular/Advt. is sent through E-mail at plancom@nic.in.
4. Notice Board.
ANNEXURE

Details of eligibility conditions for the post of Joint Adviser (Environment and Forest) in the Planning Commission to be filled by Promotion/Deputation (including short-term contract) basis.

Details of the vacancy:

1. **SCALE OF PAY**
   - Pay Band: 4 of Rs.37400-67600 + 8700 (Grade Pay)

2. **DUTIES ATTACHED TO THE POST:**
   - **Joint Adviser (Environment and Forest)**
     - Formulation of National Policy in the area of Environment & Forestry encompassing the issues relating to National Forest Conservation Act, Joint Forest Management, Wildlife, Protection of National Heritages, issues relating to Botanical gardens, National Zoos, National River Conservation Plans and other environmental issues including international ones.
     - Monitoring & Evaluation: To organize appropriate monitoring & evaluation mechanism for the Plan projects and organize such intervention and interactions with concerned Ministries both at the Centre and the State Governments as needed. Ensure achievement of monitorable targets set out by the Government from time to time in all relevant sectors.
     - Examination & Appraisal: All the proposals submitted by the concerned Ministries to be examined from national point of view.
     - Prepare replies for Parliament Questions.
     - Examine Draft Cabinet Notes submitted by MoEF on various issues.
     - Monitor progress of various projects undertaken for implementation.
     - Other miscellaneous activities relating to the sector.

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 (Environment and Forests)**

**ESSENTIAL:**

(iii) Master's Degree in Environmental Science, Organic Chemistry, Physics, Bio-Science or a Degree in Chemical Engineering, Civil Engineering, Mechanical Engineering, Metallurgical Engineering from a recognized University or equivalent.

(iv) Twelve years' experience in planning process, formulation of plan programmes and policies with particular exposure in the field of environment management or such related work.

**DESIABLE:**

Doctorate Degree in Environmental Science, Organic Chemistry, Physics, Bio-Science or a Post Graduate Degree in Chemical Engineering, Civil Engineering, Mechanical Engineering, Metallurgical Engineering or Master's Degree in Business Administration or Post Graduate Diploma in Environment, Forestry or Wildlife Management from a recognized University or Institution.

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

The 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 Organization/Department of the Central Government shall ordinarily not exceed five years. The terms and conditions of deputation will be regulated according to the orders contained in the Govt. of India, DoPT's OM No.6/5/2009-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.1), 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 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 the vacancy are also available on Planning Commission website, i.e. http://www.planningcommission.gov.in under the link "Appointment/ Jobs".

****
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:

*******
आवेदित पद का नाम ____________________

Name of the post applied for ____________________

1. नाम और खाता / Name and Address (in Block Letters)

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

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

4. शैक्षिक आदेश / Educational Qualifications

5. वह नियोजित शैक्षिक और अन्य आदेशों वाले हैं (वह कोई अर्थ नियोजित आदेश के संस्करण मानी जाती है तो उस संस्करण 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>शैक्षिक आदेश / Qualifications / Experience required</th>
<th>अनुसूची / Essential / Qualifications / Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>अनिवार्य / Essential:</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>वांछित / Desirable:</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

6. कृपया यह स्पष्ट बताएं कि ऊपर लिखित सभी के आवार पर स्था आप उक्त पद के लिए निर्देशित 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. नीचे संदर्भित मामला /विवरण, आवश्यकता होने पर हस्ताक्षरित अर्थ संबंधित पृष्ठ रखना पर फूल बैंगन दें / 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>पद / Post held</th>
<th>से / From</th>
<th>तक / To</th>
<th>वेतनमान और कृपया स्केल / Scale of pay and basic pay</th>
<th>कार्य का मुख्य / Nature of duties (in details)</th>
</tr>
</thead>
</table>

8. वर्तमान वेतन का स्वरुप अथवा उसमें अन्या अस्तित्वात्य अस्तित्व अथवा स्थायीत्व अथवा स्थायी / Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent.

9. यदि वर्तमान वेतन सहित नियुक्ति / संबंधित आवार पर है तो कृपया बताएं कि / In case the present employment is held on deputation/ contract basis, please state -

a) प्रारंभिक नियुक्ति की तिथि / The date of initial appointment
b) नियुक्ति और प्रारंभिक नियुक्ति / संविधि की तिथि / Period of appointment and deputation/ contract
c) मूल कार्यालय / संस्थान 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 Organization
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. The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarships/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information.

17. Remarks

Signature of the candidate:
Address:

(Counter signed)