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 (Industries & Infrastructure Planning) 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 (Industries & Infrastructure Planning) 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/ Statistics or Degree in Engineering or Technology from a recognised University or equivalent.
   (ii) 12 years' experience in research/ appraisal/ execution of development projects/ Programmes in the field of industrial and infrastructural planning, material and commodity balances.

   DESIRABLE:
   (i) Doctorate Degree in Science/ Economics/ Statistics or Masters' Degree in Technology/ Engineering.
   (ii) Broad overview of changing structure of supply and demand of metals, manufactures, chemicals, power and transport in the country.
   (iii) Knowledge of planning concepts and/or experience of long-term planning for industrial and infrastructure planning.

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.
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,

(S. Kesava Iyer)
Under Secretary to the Govt. of India
Tele. 23096531

Copy forwarded to:-

1. PS to Adviser (Admn.) and Adviser (Infrastructure), Planning Commission.
2. All Deputy Advisers 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, Deputy 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 (Admn.). Circular/Advt. is sent through E-mail at plancom@nic.in.
4. Notice Board.
Planning Commission requires the services of suitable Officer for appointment to the post of Joint Adviser (Industries & Infrastructure Planning) 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.

Details of the vacancy are :-

1. **SCALE OF PAY**
   : Pay Band: 4 of Rs.37400-67000 + 8700 (Grade Pay)

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

   **Joint Adviser (Industries & Infrastructure Planning)**

   * Preparation of the medium and long term plans for the development of industries and minerals and for infrastructure, viz., energy (coal, petroleum and power) and transports.

   * Participation in the working groups and committees constituted in connection with the formulation of the Five-Year Plans.

   * Preparation of Material Balances to estimate demand in physical units for a number of important commodities taking into consideration the growth rates of consuming sectors as emerging from the input-output model.

   * Continuous updating of physical consumption norms (inter-industry linkages) on the basis of latest technological developments required for preparation of the material balances.

   * Studies to forecast demand for consumer goods such as textiles, automobiles tires, paper and sugar and analysis of industrial projects from the demand angle to assist investment decisions thereon.

   * Projection of capacities to be created in the key industries on the basis of targets of demand, output and capacity utilisation.

   * Analysis of the past trends in production of various manufacturing industries.

   * Study of the trends in investment, output, capital-output ratios, etc., in the private corporate and non-corporate manufacturing sector.

   * Studies relating to structural changes within an industrial sector, industrial policy, licensing and concentration.

   * Organizing the collection of data on annual production of a large number of industries (more than 500) to update the input-output table.

   * Studies on environmental planning and control of pollution.

   * Productions, imports and exports of industrial commodities and their impact on balance of payments.

   * Studies on the long-term strategy on the availability and use of renewable and non-renewable resources.
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 each 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 each 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 01-01-2011.

6. **QUALIFICATIONS AND EXPERIENCE:**

**Joint Adviser (Industries & Infrastructure Planning)**

**ESSENTIAL:**

(iii) Masters' Degree in Science / Economics/ Statistics or Degree in Engineering or Technology from a recognised University or equivalent.

(iv) 12 years' experience in research/ appraisal/ execution of development projects/ Programmes in the field of industrial and infrastructural planning, material and commodity balances.

**DESIRABLE:**

(iv) Doctorate Degree in Science/ Economics/ Statistics or Masters' Degree in Technology/ Engineering.

(v) Broad overview of changing structure of supply and demand of metals, manufactures, chemicals, power and transport in the country.

(vi) Knowledge of planning concepts and/or experience of long-term planning for industrial and infrastructure planning.
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 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 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/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 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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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: ________________
1. Name and Address (In Block Letters)

2. Date of birth (in Christian era)

3. Date of retirement under Central/State Govt. Rules

4. Educational Qualifications

5. 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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<th>निर्धारित अर्हताएँ / अनुभव / Qualifications / Experience required</th>
<th>अधिकारी द्वारा प्राप्त अर्हताएँ / अनुभव / Qualifications / Experience possessed by the officer</th>
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6. कृपया यह द्वारा बताएं कि उम्मीद इंगित 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 कालक्रमानुसार विवरण. आवश्यकता होने पर, हस्ताक्षरित अलग पृष्ठ संलग्न कर पूरा कीजिए दें / Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.
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
    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. कृपया यह बताएं कि क्या आप प्रतिनिधित्व (अल्पांकि अनुबंध सहित) / आमेलन / पुनर्नियुक्ति आधार पर नियुक्ति के लिए आवेदन कर रहे हैं (केवल केन्द्र / राज्य सरकार के अधिकारी ही आमेलन के लिए पत्र होंगे). नै-सरकारी संस्थाओं में कार्यकर्ता अभ्यर्थी केवल अत्याधुनिक 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 जनजाति के हैं /Whether belongs to SC/ ST.

17. अभ्यासियों (अभ्यासी (i))अनुसंधान प्रकाशकों और प्रतिवेदनों और विशेष परियोजनाओं; (ii) पुस्तकेयों / पत्रकारी प्रकाशित विशेष परियोजनाओं (iii) व्यावसायिक संस्थाओं / संगठनों / समितियों से संबंधित इत्यादि के बारे में विवरण दे सकते हैं) (टिप्पणी : यदि आवश्यकता हो तो अलग पृष्ठ संलग्न करें) 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 शिक्षा परिपथ / विज्ञान ध्वनि पूर्वक पढ़ा है और मैं पूर्ण रूप से जानता हूँ कि मेरे आत्मवृक्ष के समर्थन में 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.

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

दिनांक :
Date:

प्रतिहस्ताक्षरिति :
(नियोक्ता का नाम व कार्यालय मोहर)
Counter signed:
(Employer with Seal)

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