GOVERNMENT OF INDIA
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,
New Delhi, the 14th January, 2011.

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 (Education) 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 (Education) 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.12900-375-16300 [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 Arts/science/Commerce/Education or Degree in Engineering of a recognised University or equivalent.

(ii) 12 years' experience in research/development/planning/ administration in the field of education or in teaching.

DESIRABLE:

(i) Doctorate degree in Arts/science/Commerce/Education or Masters Degree in Engineering.

(ii) Knowledge/Awareness of or experience in dealing with problems of educational development and its interface with other sectors of development like health, social welfare, industry, agriculture, etc.

(iii) Experience in preparation of project reports or in techno-economic evaluation of project reports/plan documents in the field of education.

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 Forma 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]

[Signature]
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 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,

(G. RAO)

Under Secretary to the Govt. of India

Tele: 23096531

Copy forwarded to:-

1. PS to Adviser (Admin.) and Adviser (Education), 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
(Admin.). Circular/Adv. is sent through E-mail at plancom@nic.in.

4. Notice Board.
Details of eligibility conditions for the post of Joint Adviser (Education) 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. 37400-67000 + 8700 (Grade Pay)

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

   **Joint Adviser (Education)**

   To undertake research and studies in education, preparation/evaluation of project reports/plan documents in the field of education, 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. 12000-375-16590 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 on 25/5/2011

6. **QUALIFICATIONS AND EXPERIENCE:**

   **Joint Adviser (Education)**

   **ESSENTIAL:**

   i. Masters' Degree in Arts/science/Commerce/Education or Degree in Engineering of a recognized University or equivalent.

   ii. 12 years' experience in research/development/planning/administration in the field of education or in teaching.
DESIREEABLE:

(i) Doctorate degree in Arts/science/Commerce/Education or Masters Degree in Engineering.

(ii) Knowledge/Awareness of or experience in dealing with problems of educational development and its interface with other sectors of development like health, social welfare, industry, agriculture, etc.

(iii) Experience in preparation of project reports or in techno-economic evaluation of project reports/plan documents in the field of education.

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, Yogana 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".

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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:

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प्रपत्र / 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. कौन्स्ट्रेंसी / सज्जा सरकार के नियमों के अन्तर्गत सेवा-नियम की तारीख / Date of retirement under Central/ State Govt. Rules

4. शैक्षिक अहंताएं / Educational Qualifications

5. क्या निर्धारित शैक्षिक और अन्य अहंताएं प्राप्त हैं (विद्या कोई अहंता निर्धारित अहंता के समक्ष मानी जाती है तो उस संबंध में व्यक्तित्व 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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<th>निर्धारित अहंताएं / अनुमान / Qualifications / Experience required</th>
<th>अविश्वासी द्वारा प्राप्त अहंताएं / अनुमान / Qualifications / Experience possessed by the officer</th>
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<td>आवश्यक / Desirable:</td>
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6. कृपया यह रूपस्त कराएं कि उपर अंगित 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 पुष्ट संलग्न कर पूर्ण व्यौरा दे / Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

| कार्यलय / संस्थान / Office/ Institution | धारित पद / Post held | से / From | तक / To | शेतनमान और मूल वेतन / Scale of pay and basic pay | कार्य का स्वरूप / Nature of duties (in details) |
8. वर्तमान सेवा का स्वरूप अर्थात् तंत्र्य अथवा अर्थात् अर्थात् अथवा स्थायीत्र अथवा स्थायी। / Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent.

9. यदि वर्तमान सेवा प्रतिनियुक्ति / संबंधित आधार 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 प्रतिनियुक्ति / संबंधित की अवधि / Period of appointment and deputation/ contract
c) मुल कार्यालय / संगठन का नाम / Name of the parent office/ organisation to which you belong

10. वर्तमान सेवा के बारे में अतिरिक्त विवरण / Additional details about present employment

कृपया नियोजक का नाम संबंधित कॉलम के सामने लिखें / 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. कृपया यह बताएं कि आप उसी कार्यालय में कार्यरत हैं और क्या आप परिपूरक घर में या परिपूरक के परिपूरक घर में हैं / Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. क्या आप संशोधित वेतनमान में हैं ? यदि हों, तो संशोधन की तिथि तथा संशोधन पूर्व वेतनमान बताएं / 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. वर्तमान में प्राप्त हो रही कुल परिलक्षित / Total emoluments per month now drawn.

14. अतिरिक्त सूचना, यदि कोई हो जिसके बल पर आप उक्त पद हेतु अपनी उपयुक्तता का दावा करते हैं / Additional information, if any, which you would like to mention in support of your suitability for the post.

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15. कृपया यह बताएं कि क्या आप प्रतिनिधित्व (अन्यायव्यता अनुबंध सहित) / आमंत्रण / पुनर्नियुक्ति आदेश पर नियुक्ति के लिए आवेदन कर रहे हैं (केंद्र वर्ग / राज्य सरकार के अधिकारी ही आमंत्रण के लिए पत्र होंगे. गैर-सरकारी संस्थाओं में कार्यरत अन्यमें केंद्र अन्तर्गतिक 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. अनुसूचित जाति (अन्यमें (i)अनुसंधान प्रकाशनों और प्रतिवेदनों और विशेष परियोजनाओं; (ii) पुस्तकारों /छठारुमितियों /सरकारी अन्य प्रतियोजनाओं (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 इंतज़ार परियोजना / विज्ञापन व्याप्ति पूर्ण पढ़ा है और मैं पूर्ण स्था से जानता हूँ कि मेरे आवेदन 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.

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

दिनांक :
Date:

प्रतिहस्ताक्षरित :
(नियोक्ता का नाम व कार्यलय मोहर)
Counter signed:
(Employer with Seal)

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