No. A-12025/1/2010-Adm.I
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, 3rd 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 (Minerals) 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,

Planning Commission requires services of a suitable Officer for appointment to the post of Joint Adviser (Minerals) to be filled by composite method i.e. "Promotion/ Deputation (including short-term contract)" basis. Selection for the post will be made by 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 Geology/Applied Geology or Degree in Mining Engineering/Mineral Engineering/ Metallurgical Engineering from a recognised University or equivalent.

(ii) 12 years' experience in research/development/planning/ execution of projects/ programmes in the exploitation and utilization of mineral resources covering ferrous, non-ferrous, industrial minerals, coal, lignite, manufacture and processing of metals, etc.

**DESIRABLE:**

(i) Doctorate Degree in Geology/Applied Geology or Masters' Degree in Mining Engineering/ Mineral Engineering/Metallurgical Engineering or Master's Degree in Business Administration.

(ii) Knowledge of problems related to exploitation, conservation technology, environment management and control, trade and infrastructure development as applied to minerals, mineral-based industries and metallurgical industries.

(iii) Experience of techno-economic evaluation of feasibility studies or detailed project reports.

(iv) Familiarity with principles and/or policies of industrial licensing, foreign investment, collaboration, etc.

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 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. RAJEEV)
Under Secretary to the Govt. of India
Tele. 23096531

Copy forwarded to:-

1. PS to Adviser (Admn.) and Adviser (Minerals), 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.

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.
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 (Minerals)**

1. To plan for the integrated development of the minerals industry keeping in view the backward and forward linkages, distribution, pricing levels of technology and other issues;

2. To carry out technical and economic evaluation of mining, mineral, ore beneficiation and processing and metallurgical projects/schemes of Central Public Sector Undertakings, State Undertakings and Private Sector Undertakings in conjunction with the Projects Appraisal Division of the Planning Commission;

3. To monitor (including field inspection) and evaluation progress of development of the projects approved; reviewing the performance of Central Mining enterprises in Central Sector and suggesting allocation of funds for Plan Schemes on annual progress basis;

4. Scrutiny of geological investigation, mineral exploration, programmes of Central and State Government Organisations and suggesting modifications if needed in the context of national and regional availability;

5. Examination of Five-Year Plan/Annual Plan Schemes of the Central and State Mining Sectors and drawing up of Plan Programmes on the basis of technical feasibilities and financial resources importance;

6. Technical evaluation of industrial licence, applications for non-ferrous metals and metals products related to their necessity on demand-supply, the availability of indigenous raw materials, etc.; and

7. Assisting Planning Commission in taking decisions in various matters connected with mineral conservation and development e.g. fixation of royalty on minerals, pricing of metals, export of minerals/metals, 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 scale of pay of Rs. 12000-375-16500 [Now revised to Rs. 15600-39100 + 7600 (Grade Pay)] or equivalent under the Central/State Governments/UT Administrations/Universities/Recognized Research Institutions/Public Undertakings/Autonomous Organizations and possessing the qualifications/experience prescribed for the post, as indicated against item No. 6 below.

**FOR PROMOTION:**

Deputy Advisers of 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 closing date for receipt of applications.

5. **CRUCIAL DATE FOR DETERMINING ELIGIBILITY:**

It will be the closing date for receipt of applications as per the advertisement in the Employment News.

6. **QUALIFICATIONS AND EXPERIENCE:**

**Joint Adviser (Minerals)**

**ESSENTIAL:**

(i) Masters’ Degree in Geology/Applied Geology or Degree in Mining Engineering/Mineral Engineering/ Metallurgical Engineering from a recognised University or equivalent.

(ii) 12 years’ experience in research/development/planning/ execution of projects/ programmes in the exploitation and utilization of mineral resources covering ferrous, non-ferrous, industrial minerals, coal, lignite, manufacture and processing of metals, etc.

**DESIRABLE:**

(i) Doctorate Degree in Geology/Applied Geology or Masters’ Degree in Mining Engineering/ Mineral Engineering/Metallurgical Engineering or Master’s Degree in Business Administration.

(ii) Knowledge of problems related to exploitation, conservation technology, environment management and control, trade and infrastructure development as applied to minerals, mineral-based industries and metallurgical industries.

(iii) Experience of techno-economic evaluation of feasibility studies or detailed project reports.

(iv) Familiarity with principles and/or policies of industrial licensing, foreign investment, collaboration, etc.

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 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 these vacancies are also available on Planning Commission website, i.e. http://www.planningcommission.gov.in under the link “circulars”.

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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:

******
PRAGAT / PROFORMA

Name of the post applied for 

<table>
<thead>
<tr>
<th>1. Name and Address (In Block Letters)</th>
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<tbody>
<tr>
<td>2. Date of birth (in Christian era)</td>
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<tr>
<td>3. Date of retirement under Central/State Govt. Rules</td>
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<tr>
<td>4. Educational Qualifications</td>
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</table>

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).

<table>
<thead>
<tr>
<th>Qualifications / Experience required</th>
<th>Qualifications / Experience possessed by the officer</th>
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<tbody>
<tr>
<td>Essential:</td>
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<td>1.</td>
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<td>Desirable:</td>
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<td>3.</td>
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6. Please clearly whether in the light of entries made by you above, you meet the requirement of the post.

7. 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>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and basic pay</th>
<th>Nature of duties (in details)</th>
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</table>
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 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 अथवा अल्पाधिक अनुबंध आवार पर नियुक्ति के लिए आवेदन कर रहे हैं (केंद्र / राज्य सरकार / संघ राज्य क्षेत्र के प्रशासनों के अधिकारी ही प्रतिनिधित्व के लिए पत्र होगें. अन्य अभ्यर्थी अल्पकालिक अनुबंध के लिए पत्र होगें) / Please state whether you are applying for deputation or short-term contract basis. (Employees of Central/ State Governments/U.T. Administrations are eligible for "Deputation". Others would be eligible for Short-Term Contract.

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

17. अभ्यर्थी (अभ्यर्थी (i)अनुसंधान प्रकाशन और प्रतिवेदन और विशेष परियोजनाओं; (ii) पुरस्कार / प्रशिक्षित के सप्ताह (iii) व्यवसायिक संस्थान / संगठन / समितियों से संबंधित इलाक़े के लिए में विवरण दे सकते हैं।) नोट :रिकॉर्ड करने के लिए अनुरोध अलग पृष्ठ पर रखें। 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 रिक्त पपित्र / विज्ञापन ध्यान पूर्वक पढ़ा है और मैं पूर्ण रूप से जानता हूँ कि मेरे आत्मगृह के समर्थन में मेरे द्वारा प्रस्तुत सभी दस्तावेजों का, चयन करने 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:

प्रतिहस्तापत्ति :
(नियोजक का नाम एवं कार्यलय गोष्ट)
Counter signed:
(Employer with Seal)

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