To

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

SUB:- Recruitment to one post of Joint Adviser (Petroleum) in the pre-revised scale of pay of Rs.14300-400-18300, now revised to pay band:4 of Rs.37400-67000+Grade Pay of Rs.8700 in the Planning Commission on Promotion / Deputation (including short-term contract) basis.

Sir,

I am directed to say that the Planning Commission requires the services of a suitable Officer for appointment to one post of Joint Adviser (Petroleum) to be filled by composite method i.e. “Promotion / Deputation (including short-term contract)” basis. The selection for the post in question will be made by the UPSC.

2. Officers working under the Central / State Governments / UT Administrations / Universities / Recognised Research Institutions / Public Undertakings / Autonomous Organisations as well as the Departmental Deputy Advisers of the Planning Commission who fulfill the conditions specified for the post in the enclosed Annexure would be considered together. If a Departmental Deputy Adviser of the Planning Commission is recommended by the UPSC for appointment to the post, it will be treated as having been filled 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. Scale of pay, duties attached to the post, eligibility conditions, qualifications and experience, period of deputation etc. for the post are indicated in the enclosed Annexure.

4. Ministries / Departments of the Central Govt. / State Governments / UT Administrations / Universities are requested to bring this vacancy to the notice of the Officers working under their charge as well as those working in Public Undertakings, Recognised Research Institutions and Autonomous Organisations under their administrative control.

5. Applications / Curriculum Vitae (in duplicate) in the enclosed 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, duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf:

(i) Cadre Clearance / Specific No Objection.
(ii) Up-to-date Confidential Report Dossier of the candidate concerned or photocopies of the Annual Confidential Reports of the candidate for the last five years duly attested on each page by an Officer not below the rank of Under Secretary to the Govt. of India;
(iii) Integrity Certificate (in the enclosed format) to be signed by an Officer not below the rank of Deputy Secretary to the Govt. of India.

(iv) Vigilance Clearance (in the enclosed format) 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 (in the enclosed format), as the case may be.

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 posts.

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 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.

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

Yours faithfully,

(ANIL MALHOTRA)
Deputy Secretary to the Govt. of India
Tele. 23096728

Copy forwarded to:-

1. Principal Adviser (Energy), Planning Commission.
2. Principal Adviser (Admin.), Planning Commission.
3. All Deputy Advisers of the Planning Commission who have completed/ will complete 5 years regular service in the grade as on the date of eligibility specified for the post 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.

(ANIL MALHOTRA)
Deputy Secretary to the Govt. of India
Planning Commission requires the services of a suitable Officer for appointment to one post of Joint Adviser (Petroleum) 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. **PAY BAND**: Rs.37400-67000+Grade Pay of Rs.8700
   (Pre-revised scale of pay of Rs.14300-400-18300)

2. **DUTIES ATTACHED TO THE POST**:
   
   **Joint Adviser (Petroleum)**
   
   * Planning and Programming for the development of Petroleum and Natural Gas Sector and then integration with national economic plans through the operational mechanism of Annual and Five Year Plans.
   * Integration of Petroleum and Natural Gas Plans with other sectoral development by functioning in close cooperation with the concerned Ministries, State Governments, Public Sector Undertakings, Institutions, Agencies, etc..
   * Representing Planning Commission in meetings, Committees, Inter-Ministerial Groups, etc. for feedback to Planning Commission for decision making, examining various papers/notes/reports etc. received in the Planning Commission relating to the Sector.
   * Appraisal of projects/feasibility reports and monitoring of the performance of the Petroleum and Natural Gas Sector as integrated to other related sectoral developments, developing and coordinating studies aimed at resolving the problems at various higher levels and preparing specialized technical papers.
   * Supervision of the work of the Petroleum Unit.
   * Such other duties as may be assigned by the Planning Commission.

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 Pay Band of Rs.15600-39100+7600 (Grade Pay) 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 Transfer on Deputation (including Short-Term Contract) shall not be exceeding 56 years as on the closing date for receipt of applications for the post in question.

5. CRUCIAL DATE FOR DETERMINING ELIGIBILITY:

It will be the closing date for receipt of applications as per this circular.

6. QUALIFICATIONS AND EXPERIENCE:

Joint Adviser (Petroleum)

ESSENTIAL:

(i) Degree in Chemical Technology/ Petroleum Technology/ Oil Technology (with Petroleum)/ Chemical Engineering or Masters' Degree in Geology/ Applied Geology from a recognised University or equivalent.

(ii) 12 years' experience in designing/development in petroleum technology or in research/planning/implementation of hydrocarbons exploration/ production/ refining programmes or in related projects in Petroleum Industry.

DESIRABLE:

(i) Masters' Degree in Chemical Technology/Petroleum Technology/ Oil Technology (with Petroleum)/ Chemical Engineering or Doctorate Degree in Geology/Applied Geology.

(ii) Experience of preparation and/or techno economic evaluation of feasibility studies or detailed project reports.

(iii) Knowledge of Petroleum economics in relation to forecast of demand of products, optimization of refinery outputs, distribution and pricing systems.

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.2/29/91-Estt. (P.II), dated 5th January, 1994 as amended from time to time and in the case of those coming on 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 :

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

4. शैक्षिक अहंताएं / Educational Qualifications

5. क्या निर्धारित शैक्षिक और अन्य अहंताएं प्राप्त हैं (यदि कोई अहंता निर्धारित अहंता के समक्ष मानी जाहिए 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).

<table>
<thead>
<tr>
<th>निर्धारित अहंताएं / Anumber / Qualifications / Experience required</th>
<th>अधिकारी द्वारा प्राप्त अहंताएं / Anumber / Qualifications / Experience possessed by the officer</th>
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<tr>
<td>अनिवार्य / Essential:</td>
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<td>वोट्फीनी / Desirable:</td>
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<td>1.</td>
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<td>2.</td>
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6. कृपया यह स्पष्ट बताएं कि ऊंच 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 कीया 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>धारित पद / Post held</th>
<th>से / From</th>
<th>तक / To</th>
<th>वेतनमान और मूल वेतन / Scale of pay and basic pay</th>
<th>कार्य का स्वरूप / 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**
    
    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 प्रतिनियुक्ति अथवा अत्यावधि अनुबंध आधार पर नियुक्ति के लिए आवेदन कर रहे हैं (केंद्र / राज्य सरकार / संघ राज्य क्षेत्र के प्रशासनों के अधिकारी ही प्रतिनियुक्ति के लिए पत्र होंगे। अन्य अभ्यर्थी अत्यपकारिक अनुबंध के लिए पत्र होंगे) / 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. अभ्यर्थियों (अभ्यर्थी (i)अनुसंधान प्रकाशनों और प्रतिवेदनों और विशेष परियोजनाओं; (ii) पुस्तकां / छात्रवृत्तियाँ /सरकारी प्रोत्साहनों (iii) व्यावसायिक संस्थानों / 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 रिक्ति परिपत्र / विज्ञापन ध्यान पूर्वक पढ़ा है और मैं पूर्ण रूप से जानता हूँ कि मेरे आत्मकृति 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.

अभ्यर्थी 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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