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 (Agriculture) in the Planning Commission in the Pre-revised scale of pay of Rs.14300-400-18300 [Now revised to 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 (Agriculture) 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 Agriculture from a recognised University or equivalent.
(ii) 12 years' experience in research/development/planning/implementation of projects in the field of agriculture, out of which a minimum of 3 years of field experience at District/Division/Project level in agricultural production.

**DESIRABLE:**

(i) Doctorate degree in Agriculture.
(ii) Varied experience in different aspects of agricultural development and/or field extension service.
(iii) Experience of evaluation/appraisal of projects/schemes in agricultural development/extension.

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/Job”. 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,

[Signature]

Under Secretary to the Govt. of India
Tele. 23096531

Copy forwarded to:-

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

ACPIO, Soochana Dwar, 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 eligibility conditions for the post of Joint Adviser (Agriculture) in the Planning Commission to be filled by Promotion/Deputation (including short-term contract) basis.

Details of the vacancy :-

1. **SCALE OF PAY** : Pre-revised scale of pay of Rs.14300-400-18300  
   [Revised to Rs.37400-67000 + Grade Pay of Rs.8700 in PB:4]

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

   **Joint Adviser (Agriculture)**

   Joint Adviser (Agriculture) will require to work with under the supervision, guidance, directions etc. of Adviser (Agriculture) and Principal Adviser (Agriculture). He will initiate and undertake Planning Studies etc. in the field of Agriculture covering terrestrial and aquatic surfaces.

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 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 not be exceeding 56 years as on the closing date for receipt of applications.

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

   It will be the last date of receipt of applications from its publication in the Employment News.

6. **QUALIFICATIONS AND EXPERIENCE**:

   **Joint Adviser (Agriculture)**

   **ESSENTIAL**:

   (iii) Masters' Degree in Agriculture from a recognised University or equivalent.

   (iv) 12 years' experience in research/development/planning/implementation of projects in the field of agriculture, out of which a minimum of 3 years of field experience at District/Division/Project level in agricultural production.
DESIRABLE:

(iv) Doctorate degree in Agriculture.
(v) Varied experience in different aspects of agricultural development and/or field extension service.
(vi) Experience of evaluation/appraisal of projects/schemes in agricultural development/extension.

7. PERIOD OF DEPUTATION/ CONTRACT:

Period of deputation/contract including period of deputation/contract in another ex-cadre post 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 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 / Photocopies of last 5 years duly attested on each and every page by an officer not below the rank of Under Secretary to the Govt. of India, 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 alongside 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 "NA", 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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FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY ALONGWITH THE APPLICATION OF CANDIDATE WHO APPLIES FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT) BASIS!

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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प्रभार / PROFORMA

आवेदित पद का नाम _________________________
Name of the post applied for _________________________

1. नाम और पता / Name and Address (in Black Letters)

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

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

4. शैक्षिक अनुभव / Educational Qualifications

5. व्याख्या निर्देशित शैक्षिक और अन्य अनुभवादेन प्रत्यावर्तित है (वहि की अन्य शैक्षिक निर्देशित अनुभव के समान गति और अधिक है के उस संबद्ध में प्रारंभिक का नाम बताएँ) / 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>निर्देशित अनुभव / अनुमान / Qualifications / Experience required</th>
<th>अविभाजी द्वारा प्राप्त अनुभव / अनुमान / Qualifications / Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>अनिवार्य / Essential :</td>
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<td>2.</td>
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<td>3.</td>
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<td>विकारी / Desirable :</td>
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<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

6. कृपया यह लेख सीधे करें कि उल्लिखित उद्योगों का आवार या व्यापार उद्योग के लिए निर्देशित आवश्यकताओं 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 कार्यक्रमानुसार विवरण, आवश्यकता होने पर, स्वीकारित अनुभव पूरा संलग्न कर पूरा बताएँ / 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>वेतन और मूल / Scale of pay and basic pay</th>
<th>कार्य का स्तर / Nature of duties (in details)</th>
</tr>
</thead>
</table>

8. वर्तमान सेवा का स्तर अथवा अप्रिया अथवा अधिकारी अथवा आर्थिक अथवा अर्थव्यवस्था / Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent.

9. यदि वर्तमान सेवा प्रतिनिधित्व / संबंधित आवार पर है हो कृपया बताएँ कि / In case the present employment is held on deputation/contract basis, please state -

   a) प्रतिनिधित्व / प्रतिनिधित्व की तिथि / The date of initial appointment
   b) प्रतिनिधित्व 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 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. 

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. 

Whether belongs to SC/ ST.

17. 

Remarks (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/ Institutional/ societies and (iv) any other information.)

(b) If the space is insufficient

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.

Signature of the candidate:
Address:

Date:

Employer with Seal:

Counter signed:

(Official who cleared the above)

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