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 (Programme Evaluation Organisation) 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 (Programme Evaluation Organisation) 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) Master’s Degree in Economics / Commerce / Statistics/ Operations Research/ Business Administration from a recognised University or equivalent.  
(ii) 12 years’ experience in research / development/ planning/ execution/ evaluation/ monitoring of projects / programmes.

DESIRABLE:

(i) Doctorate degree in the concerned field.  
(ii) Knowledge of / or experience in modern research methodology, survey method, sampling techniques, use of econometric models, application of cost- benefit analysis, etc. 
(iii) Experience of organising/ conducting/ guiding research, writing research reports, etc. as evidenced by publications.

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,

Sd/-
(G. RAJEEV)
Under Secretary to the Govt. of India
Tele. 23096531
Planning Commission requires the services of suitable Officer for appointment to the post of Joint Adviser (Programme Evaluation Organisation) 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.

1. Details of the vacancy

<table>
<thead>
<tr>
<th>(1) Name of post</th>
<th>Joint Adviser (Programme Evaluation Organisation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(2) Number of vacancy</td>
<td>01 (one)</td>
</tr>
<tr>
<td>(3) Class</td>
<td>Group ‘A’ Gazetted</td>
</tr>
<tr>
<td>(4) Scale of Pay</td>
<td>Pre-revised Scale of Pay of Rs. 14300-18300 (Revised to Rs.37400-67000+Grade Pay of Rs.8700 in PB:4)</td>
</tr>
</tbody>
</table>

2. DUTIES ATTACHED TO THE POST:

Joint Adviser (Programme Evaluation Organisation)

To assist Adviser (Evaluation) and other Senior Officers in:

* Planning and coordination of evaluation enquiries, investigations and studies;
* Processing, analysis and interpretation of the data provided by the field officers; and Preparation of the reports;
* Extending assistance for the strengthening of the State evaluation machinery, training facilities for evaluation personnel and technical advice in evaluation methodology.

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 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 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 1/8/2012.
6. QUALIFICATIONS AND EXPERIENCE:

Joint Adviser (Programme Evaluation Organisation)

ESSENTIAL:

(iii) Master’s Degree in Economics / Commerce / Statistics/ Operations Research/ Business Administration from a recognised University or equivalent.

(iv) 12 years’ experience in research / development/ planning/ execution/ evaluation/ monitoring of projects / programmes.

DESIRABLE:

(iv) Doctorate degree in the concerned field.

(v) Knowledge of / or experience in modern research methodology, survey method, sampling techniques, use of econometric models, application of cost- benefit analysis, etc.

(vi) Experience of organising/ conducting/ guiding research, writing research reports, etc. as evidenced by publications.

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 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 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 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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<table>
<thead>
<tr>
<th>Name of the post applied for ______________________</th>
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</table>

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).

<table>
<thead>
<tr>
<th>Essential:</th>
<th>Desirable:</th>
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<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
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</tbody>
</table>

6. Please State 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>
</tr>
</thead>
</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. **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 परिष्कृत रेड में या परिष्कृत के परिष्कृत रेड 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 नौकरी में हैं? यदि हैं, तो संशोधन की तिथि तथा संशोधन पूर्व नौकरी में 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 परिवर्तन / Total emoluments per month now drawn.**

14. **अतिरिक्त युक्ति, यदि कोई हो, जिसके बजाए पर आप उक्त पद हेतु अपनी उपयुक्तता का दर्शाने करते हैं / 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 (अन्यायप अनुबंध सहित) / आमदनी / पुनर्नियुक्ति आवश्यकता पर नियुक्ति के लिए आवेदन कर रहे हैं (केवल केन्द्र / राज्य सरकार के अधिकारी ही आमदनी के लिए पत्र होगे। गैर-सरकारी संस्थाओं में कार्यरत अन्यथा केवल अलग-अलग अनुबंध के लिए पत्र होगे) / 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 अनुसूचीत जाति /अनुसूचीत जनजाति के हैं /Whether belongs to SC/ ST.**

17. **अनुसूचियाँ (अन्यथा (i)अनुसूचित प्रकारता और प्रतिसद्धि और विशेष परियोजनाओं; (ii) पुरस्कारों / छात्रवृत्तियों /सरकारी प्रोजेक्टों (iii) व्यापारी संस्थाओं / संगठनों / समितियों से संबंधित इँक्वाइरी के बारे में विवरण दे सकते हैं) (टिप्पणी: यदि आवश्यकता हो तो अलग पृष्ठ संलगन 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)**

मैं ने रिपोर्ट परीक्षा / विज्ञापन व्यापक पद है और मैं पूर्व स्तर से जानता हूं कि मेरे आवश्यक के सामंज्ञ में मेरे द्वारा प्रस्तुत सभी दस्तावेजो का, व्यवस्था करने समय, व्यवस्था 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.

अन्यथा के हस्तात्त्व :

पता :

Signature of the candidate:

Address:

दिनांक :

Date:

प्रतिस्पर्धाशीर्षता :

(नियोजक का नाम व कार्यालय मोहर)

Counter signed:

(Employer with Seal)