

प्रपत्र / PROFORMA

आवेदित पद का नाम / Name of the post applied for Adviser (_____)

आवेदित वेतनमान / Pay scale applied for _____.

[In case the scale of pay is not indicated, the application will be *suo motu* considered for the pay scale of pay of Rs.18400-22400.]

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-निवृत्ति की तारीख / Date of retirement under Central/ State Govt. Rules
4. शैक्षिक अर्हताएं / Educational Qualifications
5. क्या निर्धारित शैक्षिक और अन्य अर्हताएं प्राप्त हैं (यदि कोई अर्हता निर्धारित अर्हता के समकक्ष मानी जा रही 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).

निर्धारित अर्हताएं / अनुभव / Qualifications / Experience required	अधिकारी द्वारा प्राप्त अर्हताएं / अनुभव /Qualifications / Experience possessed by the officer
अनिवार्य / Essential : 1. 2. 3. वांछनीय / Desirable: 1. 2. 3.	

6. कृपया यह स्पष्ट बताएं कि ऊपर 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 ब्यौरा दें / Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

कार्यालय / संस्थान / Office/ Institution	धारित पद / Post held	से / From	तक /To	वेतनमान और मूल वेतन / Scale of pay and basic pay	कार्य का स्वरूप / Nature of duties (in details)

8. वर्तमान सेवा का स्वरूप अर्थात् तदर्थ अथवा अस्थायी अथवा स्थायीवत् अथवा स्थायी / Nature of present employment i.e. Ad-hoc or Temporary or Quasi-permanent or Permanent.
9. यदि वर्तमान सेवा प्रतिनियुक्ति / संविदा 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 / संविदा की अवधि / Period of appointment and deputation/ contract
 - c) मूल 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 नियोक्ता 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 ग्रेड में या परिपूरक के परिपूरक ग्रेड 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 हाँ, 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 परिलब्धियाँ / 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.
15. कृपया यह बताएं कि क्या आप प्रतिनियुक्ति (अल्पावधि अनुबंध सहित) / प्रोन्नति / सीधी भर्ती आधार पर नियुक्ति के लिए आवेदन कर रहे हैं / Please state whether you are applying for deputation (including short-term contract) / promotion/ Direct Recruitment basis.
16. क्या अनुसूचित जाति / अनुसूचित जनजाति के हैं / Whether belongs to SC/ ST.
17. अभ्युक्तियाँ (अभ्यर्थी (i) अनुसंधान प्रकाशनों और प्रतिवेदनों और विशेष-परियोजनाओं; (ii) पुरस्कारों / छात्रवृत्तियों / सरकारी प्रोत्साहनों (iii) व्यावसायिक संस्थानों / संगठनों / समितियों से संबद्धता 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 आत्मवृत्त 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 कार्यालय मोहर)

Counter signed:

(Employer with Seal)

No. A-12025/4/2007-Adm.I
GOVERNMENT OF INDIA
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,
New Delhi, the 14th February, 2007.

To
All Central Government Departments / State Governments / UT Administrations/ Universities

Sub:- Recruitment to some posts of GCS Advisers in the Planning Commission on Promotion / Deputation (including short-term contract) / Direct Recruitment basis.

Sir,

I am directed to say that the Planning Commission proposes to make recruitment to the General Central Service posts of **Adviser (Evaluation)**, **Adviser (Industries and Minerals)**, **Adviser (Labour, Employment and Manpower)**, **Adviser (Rural Development)** and **Adviser (Water Resources) (One post each)** by either of the three methods, namely, Promotion OR Deputation (including short-term contract) OR Direct Recruitment. Applications are being invited from the eligible and interested candidates and all these applicants shall be considered together and the exact method of appointment shall be decided at the time of selection depending on the suitability and availability of the officer recommended for appointment.

2. Officers working under Central or State Governments or Union Territory Administrations (including their attached and subordinate offices) or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations and also Departmental Advisers and Joint Advisers, who fulfil the conditions specified in Annexure, would be considered simultaneously.

3. Scale of pay, Eligibility conditions, Qualifications and Experience and Duties attached to each post are indicated in the enclosed Annexure.

4. Ministries / Departments of Central Government / State Governments / UT Administrations are requested to give wide publicity to this vacancy among the officers of appropriate level under their control including those working in Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations and Recognised Research Institutions under their administrative control.

5. Applications (in duplicate), along with following documents, in respect of candidates who fulfill eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of selection, may be forwarded in the enclosed prescribed proforma, duly signed by the candidate and countersigned by the Head of Office or any other officer authorised to sign :-

- (i) Up-to-date Confidential Report Dossier of candidate concerned or photocopies of Annual Confidential Reports of the candidate for last five years duly attested by an Officer not below the rank of Under Secretary to Govt. of India;
- (ii) Integrity Certificate (in enclosed format) to be signed by an Officer not below the rank of Deputy Secretary to Govt. of India

-/-

- (iii) Vigilance Clearance (in enclosed format) indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against Officer concerned [Applications of only those candidates who are clear from vigilance angle need be forwarded]; and
- (iv) List of major/ minor penalties, if any, imposed on the candidate during last 10 years OR No Penalty Certificate (in enclosed format), as the case may be.

6. The vacancy is also being published in the Employment News shortly. Closing date for receipt of applications will be 45 days from the date of publication of advertisement in the Employment News.

7. Applicant 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 it is 'Nil', it may please be so stated. Only complete applications received through proper channel alongwith all documents mentioned in para 5 above on or before the specified closing date shall be considered. Applications received after the specified 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/-
(ANIL MALHOTRA)
Deputy Secretary to the Government of India
Tele.23096728

Copy forwarded for information :-

1. PS to Deputy Chairman, Planning Commission
2. PS to Members, Planning Commission.
3. PS to Member-Secretary, Planning Commission.
4. All Principal Advisers, Planning Commission.
5. All Advisers, Planning Commission.
6. Senior Adviser (Adm.), Planning Commission
7. All Joint Advisers, Planning Commission.
8. Notice Boards

Sd/-
(ANIL MALHOTRA)
Deputy Secretary to the Government of India

Details of eligibility conditions for the posts of Adviser (Evaluation), Adviser (Industries and Minerals), Adviser (Labour, Employment and Manpower), Adviser (Rural Development) and Adviser (Water Resources) in the Planning Commission to be filled on Promotion or Deputation (including short-term contract) or Direct Recruitment basis :-

1. SCALE OF PAY : Rs. 18400-500-22400
OR
Rs. 22400-525-24500

(Exact scale of pay will be decided at the time of selection depending upon the qualifications and experience of the officer selected for the post).

2. DUTIES ATTACHED TO THE POSTS :

ADVISER (EVALUATION)

- (i) To work as Principal Executive Officer of Programme Evaluation Organisation.
- (ii) To direct, supervise, control and coordinate:
 - a) Planning and coordinating of evaluation enquiries, investigations and studies;
 - b) Processing, analysis and interpretation of the data provided by the field officers; and
 - c) Preparation of the reports.
- (iii) To extend assistance for the strengthening of the State evaluation machinery, training facilities for evaluation, personnel and technical advice in evaluation methodology.
- (iv) To plan, direct and control the work of the electronic computer Centre.

ADVISER (INDUSTRIES AND MINERALS)

- (i) To advise the Planning Commission on all matters relating to the industrial and trade policies and other associated policy issues connected with industrial and commercial development including exports and imports, industrial incentives framework, investment promotion including foreign direct investment, technical advances and technology transfer.
- (ii) Assist in the preparation of plans and programmes for the development of various industrial sub-sectors and industries for inclusion in the Five Year and Annual Plan, examine their financing and review the targets of and achievement in industrial capacity creation and production.
- (iii) Deal with policies relating to the public sector enterprises including public enterprise reform and privatization including private sector development.

- (iv) Handle matters relating to industrial finance and capital market as also the policies and programmes relating to sick industries, industrial restructuring and labour market policies.
- (v) Organise study and analysis of industrial statistics and industrial production trends with a view to suggesting appropriate policies and programmes for sustainable industrial development.
- (vi) Supervise appraisal and evaluation of industrial projects in the public sector and examine physical progress of the projects and schemes of the public sector enterprises including, infrastructural development programmes and also review financial performance of the undertakings.
- (vii) Deal with mineral development policies and all matters relating to mines and minerals and associated subjects.
- (viii) Handle issues relating to the policies and programmes for the development of small scale and rural industries as well as small enterprise development.
- (ix) Interact with various Central Government Ministries, State Governments, Industry Associations and other Governmental and non-Governmental bodies on industrial development and trade matters.

ADVISER (LABOUR, EMPLOYMENT & MANPOWER)

The incumbent of the post functions as Group Coordinating Officer for the Employment, Labour Policy and Manpower Planning Units of the Planning Commission. He advises the Commission on matters related to these fields and guides the work and research studies undertaken in the Units under his charge.

ADVISER (RURAL DEVELOPMENT)

- (i) To formulate policies in the rural development sector, in areas, like village industries, rural roads, water supply & sanitation and also of the various special rural development programmes like Integrated Rural Development Programme, Jawahar Rozgar Yojana, etc.
- (ii) To advice the Planning Commission on the preparation of the Five-Year Plans and Annual Plan proposals of the rural development sector.
- (iii) To examine the proposals received from the State Governments and Ministries concerning allocations to various projects in the rural development sector, involving appraisal, monitoring and evaluation of the projects.
- (iv) Maintaining coordination with the State Governments and the Ministries on all issues related to this sector.
- (v) To guide, conduct and supervise research in the rural development sector.
- (vi) To handle all work related to the Rural Development Division including the work related to the Parliament, attending participation in Inter-Ministerial meetings, seminars and discussions on behalf of the Planning Commission in areas related to rural development.

ADVISER (WATER RESOURCES)

The incumbent of the post functions as the Head of Water Resources Division of the Planning Commission. He advises the Commission on all matters relating to Irrigation and development of Command Areas and guides the research studies undertaken in the Division.

3. CRUCIAL DATE FOR DETERMINING ELIGIBILITY :

For the post of Adviser (Industries and Minerals), 1st April, 2007 will be the crucial date for determining eligibility in terms of prescribed qualifications, experience and length of service. For the other posts of Adviser (Evaluation), Adviser (Labour, Employment and Manpower), Adviser (Rural Development) and Adviser (Water Resources) the crucial date will be the specified closing date for receipt of applications.

4. ELIGIBILITY :

I. FOR PROMOTION:

A. FOR Rs. 18400-500-22400 :

Departmental Joint Advisers in the scale of pay of Rs.14300-400-18300 with five years service in the grade rendered after appointment thereto on regular basis and possessing the educational qualifications and experience prescribed for the post, as in item No. 5 below.

B. FOR Rs. 22400-525-24500 :

Departmental Advisers in the scale of pay of Rs.18400-500-22400 with five years service in the grade rendered after appointment thereto on regular basis and possessing the qualifications and experience prescribed for the post, as in item No. 5 below.

II. FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT):

A. FOR Rs. 18400-500-22400 :

1. Officers under the Central Government or State Governments or Union Territory Administrations (including their attached and subordinate offices) or Universities or Recognised Research Institutions or Public Undertakings or Semi-Government or Statutory or Autonomous Organisations and other Non-Government Bodies:
 - (a) (i) holding analogous posts on regular basis; or
 - (ii) with three years regular service in posts in the pay scale of Rs. 16400-20000 or equivalent; or
 - (iii) with five years regular service in posts in the pay scale of Rs. 14300-18300 or equivalent; and

- (b) Possessing the educational qualifications and experience prescribed for the post as indicated against item No. 5 below.

(Where the employees are governed by Industrial Dearness Allowance, their equivalence will be determined as per the Central Government's instructions. In cases where Central or Industrial Dearness Allowance is not applicable, the officer should be holding either a top-level managerial position or should have put in at least five years continuous service at a level comparable to that of Director in the Central Government in terms of duties and responsibilities)

2. Professors with three years regular service in the scale of pay of Rs. 16400-22400 and possessing the educational qualifications and experience prescribed for the post as shown against item No. 5 below.

B. FOR Rs. 22400-525-24500 :

Officers under the Central Government or State Governments or Union Territory Administrations (including their attached and subordinate offices) or Universities or Recognised Research Institutions or Public Undertakings or Semi-Government or Statutory or Autonomous Organisations and other Non-Government Bodies:

- (a) (i) holding analogous posts on regular basis; or
(ii) with five years' regular service in posts in the pay scale of Rs. 18400-22400 or equivalent; and
- (b) Possessing the educational qualifications and experience prescribed for the post as indicated against item No. 5 below.

(Where the employees are governed by Industrial Dearness Allowance, their equivalence will be determined as per the Central Government's instructions. In cases where Central or Industrial Dearness Allowance is not applicable, the officer should be holding a top-level managerial position not below the level comparable to that of Joint Secretary in the Central Government in terms of duties and responsibilities continuously for five years)

5. QUALIFICATIONS AND EXPERIENCE FOR THE POST [APPLICABLE TO ALL THE THREE METHODS i.e. PROMOTION OR DEPUTATION (INCLUDING SHORT-TERM CONTRACT) OR DIRECT RECRUITMENT:

ADVISER (EVALUATION)

Essential:

- (i) Masters' Degree in Economics or Statistics or Business Administration or Operations Research from a recognized University or equivalent.
- (ii) 15 years' experience for the scale of pay of Rs.18400-500-22400 (18 years' experience for the scale of pay of Rs.22400-525-24500) at a Group 'A' or equivalent level in conducting or guiding economic research or project evaluation or appraisal and analysis.

Desirable:

- (i) Doctorate Degree in the relevant specified subjects.
- (ii) Knowledge or Experience of modern research methodology, survey method, sampling techniques, use of econometric modules, application of cost benefit analysis, etc.
- (iii) Experience in the relevant field as evidenced by publications.

ADVISER (INDUSTRIES AND MINERALS)

Essential:

- (i) Masters' Degree in any branch of Science/ Economics/ Business Administration or Degree in any branch of Engineering or Technology from a recognized University or equivalent.
- (ii) 15 years' experience for the scale of pay of Rs.18400-500-22400 (18 years' experience for the scale of pay of Rs.22400-525-24500) at a Group 'A' or equivalent level professional/ research/ teaching/managerial experience in promotion/ planning/ programming of industrial development / industrial policy analysis/ management and evaluation of industrial projects out of which at least five years should be in working at high level policy advice positions in Government or International Institutions and/ or top-level managerial positions in Public or Private Sector Industrial undertakings and Industrial promotion agencies.

Desirable:

Doctorate Degree or Masters Degree in Engineering, in the relevant specified subjects.

ADVISER (LABOUR, EMPLOYMENT AND MANPOWER)

Essential:

- (i) Masters' Degree in Economics or Statistics from a recognized University or equivalent.
- (ii) 15 years' experience for the scale of pay of Rs.18400-500-22400 (18 years' experience for the scale of pay of Rs.22400-525-24500) at a Group 'A' or equivalent level in research or development or planning or evaluation of projects or programmes in the field of labour or employment or manpower sector. The incumbent of the post should be conversant with the labour laws or problems, have knowledge about population statistics and their impact on the employment problem and the ability to evolve suitable plan strategy and policy for successful implementation of employment generation schemes.

Desirable:

- (i) Doctorate Degree in Economics or Statistics
- (ii) Evidence of published research work in the field.

ADVISER (RURAL DEVELOPMENT)

Essential:

- (i) Masters' Degree, preferably in Social Sciences, from a recognized University or equivalent.
- (ii) 15 years' experience for the scale of pay of Rs.18400-500-22400 (18 years' experience for the scale of pay of Rs.22400-525-24500) at a Group 'A' or equivalent level in research or appraisal or planning or execution of various rural development projects or programmes relating to poverty alleviation or public cooperation or panchayati raj institutions or rural infrastructure or rural housing or land reforms, etc.

Desirable:

- (i) Doctorate Degree in relevant specified subjects.
- (ii) Field experience at district or division or project level.
- (iii) Evidence of published work in the field.
- (iv) Knowledge of latest Government projects or programmes or schemes in Rural Development

ADVISER (WATER RESOURCES)

Essential:

- (i) Degree in Civil or Hydraulic or Water Resources Engineering or Masters Degree in Economics with relevant specialisation from a recognized University or equivalent.
- (ii) 15 years' experience for the scale of pay of Rs.18400-500-22400 (18 years' experience for the scale of pay of Rs.22400-525-24500) at a Group 'A' or equivalent level in research or development or planning or monitoring or evaluation or execution in the field of water resources or water management or drinking water supply including river valley projects, water resources development, command area development, flood control, management of water and waste water, drainage, water supply, sewerage, sanitation, solid-waste management, etc.

Desirable:

- (i) Masters Degree in Engineering or Doctorate Degree in Economics, in the relevant specified subjects.

- (ii) Experience of preparing critical reviews, appraisal reports, research reports, etc., as evidenced by publications.
- (iii) Knowledge of latest trends or developments in the concerned field.

6. AGE LIMIT:

For appointment by Deputation (including short-term contract) age shall not be exceeding 56 years as on the closing date for receipt of applications.

For Direct Recruitment, age should not be exceeding 50 years as on the closing date for receipt of applications (Relaxable to Govt. servants upto 5 years in accordance with the orders or instructions issued by the Central Government).

No such age restriction for departmental candidates eligible for Promotion.

7. PERIOD OF DEPUTATION / SHORT-TERM CONTRACT :

The period of deputation / short-term contract including the period of deputation/ short-term contract in another ex-cadre post held immediately preceding this appointment in the same or other organisation or 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 authority.

Note : The departmental officers in the feeder grade, i.e. Departmental Joint Advisers and Departmental Advisers respectively, shall not be eligible for consideration for appointment on Deputation (including short-term contract). Similarly, non-departmental candidates shall not be eligible for consideration for appointment by Promotion.

**FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED
SEPARATELY ALONG WITH THE APPLICATION OF CANDIDATE]**

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Adviser (_____) in the Planning Commission 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 proceeding or criminal proceeding is either pending or contemplated against Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Adviser (_____) in the Planning Commission 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 Adviser (_____) in the Planning Commission on Deputation basis during the last ten years.

[Authorised signatory]

Name & Office Seal :

Date :
