

No. A-12025/1/2012-Adm.I
GOVERNMENT OF INDIA
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,
New Delhi, the 13th January, 2012.

To

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

SUB:- Recruitment to the post of Deputy Adviser (Energy Survey) in the scale of pay of Rs.12000-375-16500 (revised to band pay in PB: 3 of Rs.15600-39100+ Grade Pay of Rs.7600) in the Planning Commission on Promotion/ Transfer on Deputation (including short-term contract) basis.

Sir,

Planning Commission requires the services of a suitable Officer for appointment to the post of Deputy Adviser (Energy Survey) to be filled up by composite method i.e. "Promotion/ Transfer on 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.10000-325-15200 or equivalent including the Departmental Senior Research Officers 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) Degree in Mechanical/Electrical Engg./Computer Science or Master's degree in Physics/Chemistry/Mathematics from a recognized University or equivalent.
- (ii) 10 years' experience in research/design/development/survey planning in the energy sector.

DESIRABLE:

- (i) Master's Degree in Mechanical/Electrical Engineering or Doctorate degree in Physics/Chemistry/Mathematics of a recognized University or equivalent.
- (ii) Familiarity with problems of long term physical and financial planning in the field of energy.
- (iii) Experience of techno-economic evaluation or preparation of project reports, feasibility studies, etc.

If a Departmental Senior Research Officer 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 four years.

3. Details of the vacancy both in Hindi and English 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** alongwith 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 on each and every page 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.

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,

Sd/-

(G. RAJEEV)

Under Secretary to the Govt. of India

Tele. 23096531

Copy forwarded to:-

1. PS to Adviser (Energy), Planning Commission.
2. All Senior Research Officers of the Planning Commission who have completed/ will complete 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.
3. PS to Adviser (Administration), Planning Commission.
4. Shri Prabhanjan Kumar Yadav, AIO, C& I Division – 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.

Details of the vacancy are as under:-**1. SCALE OF PAY**

: PB: 3 - Rs.15600-39100 +7600 (Grade Pay)
[Pre-revised Scale of Pay of Rs.12000-375-16500]

2. DUTIES ATTACHED TO THE POST:**Deputy Adviser (Energy Survey)**

To assist Adviser/Jt. Advisers, Power & Energy Division in the Planning Commission in formulation of policy in the context of latest trends/developments in the Energy Sector, and also in the practical fields of research/design/survey planning in the field of energy. He also guides officers of the level of Senior Research Officer and below in research and investigation of problems in the relevant fields.

3. ELIGIBILITY :**(I) FOR DEPUTATION:**

Officers holding analogous posts on regular basis or with 5 years' regular service in posts in the pre-revised scale of pay of Rs.10000-325-15200 or equivalent under the Central/ State Govts./ UT Administrations/ Universities/ Recognised Research Institutions/ Public Undertakings and possessing the qualifications and experience prescribed for the above mentioned post, as indicated against item No. 6 hereunder.

(II) FOR PROMOTION:

Senior Research Officers of the Planning Commission with 5 years service in the grade rendered after appointment thereto on a regular basis and possessing the qualifications and experience prescribed for the above mentioned post as indicated against item No.6 hereunder.

4. AGE LIMIT :

The maximum age limit for appointment by Transfer on 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 the closing date of receipt of applications.

6. QUALIFICATIONS AND EXPERIENCE:**ESSENTIAL:**

- (i) Degree in Mechanical/Electrical Engg./Computer Science or Master's degree in Physics/Chemistry/Mathematics from a recognized University or equivalent.
- (ii) 10 years' experience in research/design/development/survey planning in the energy sector.

DESIRABLE:

- (i) Master's Degree in Mechanical/Electrical Engineering or Doctorate degree in Physics/Chemistry/Mathematics of a recognized University or equivalent.

- (ii) Familiarity with problems of long term physical and financial planning in the field of energy.
- (iii) Experience of techno-economic evaluation or preparation of project reports, feasibility studies, 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 four years. The terms and conditions of deputation will be regularized 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 application (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 duly attested on each and every page by the 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 (two copies) 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 these vacancies are also available on Planning Commission website, i.e. <http://www.planningcommission.gov.in> under the link "Appointments/Jobs".

**[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED
SEPARATELY ALONG WITH 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 Deputy 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 Deputy 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 Deputy Adviser (_____) in the Planning Commission on Transfer on Deputation basis during the last ten years.

[Authorised signatory]

**Name & Office Seal :
Date :**

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-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	cSaM osru vkSj xzSM is / Pay Band and Grade 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 -

- प्रारंभिक नियुक्ति की तिथि / The date of initial appointment
- नियुक्ति और प्रतिनियुक्ति / संविदा की अवधि / Period of appointment and deputation/ contract
- 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).

- Central Govt.
- State Govt.
- Autonomous Organisation
- Government Undertaking
- Universities
- 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 रहीं 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 अथवा अल्पावधि अनुबंध आधार पर नियुक्ति के लिए आवेदन कर रहे हैं (केन्द्र / राज्य सरकार @ संघ राज्य क्षेत्र के प्रशासन KSA के अधिकारी ही प्रतिनियुक्ति के लिए पात्र होंगे. VU; अभ्यर्थी अल्पकालिक अनुबंध के लिए पात्र 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. 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)
