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 of the Central/State Governments/Union Territories/Universities/Recognised Research Institutions/Public Sector Undertakings/ Autonomous organization:- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with five years’ service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-3, Rs.15600-39100 with Grade Pay of Rs.7600 or equivalent in the parent cadre or department including Departmental Deputy Advisers of the Planning Commission in PB-3, Rs.15600-39100 plus Grade Pay of Rs.7600 with 5 years' service in the grade rendered after appointment thereto on a regular basis and possessing the qualifications and experience as under would be considered together :-

ESSENTIAL:

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

DESI RABLE:

(i) Doctorate degree in the concerned field.
(ii) Training, if any in modern research methodology, survey method, sampling techniques, use of econometric models, application of cost-benefit analysis.
(iii) At least 6 out of 12 years’ experience should on organizing/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.

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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.

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 on or before the specified closing date shall be considered.

Yours faithfully,

(G. RAJEEV)
Under Secretary to the Govt. of India
Tele. 23096531

Copy forwarded to:-

1. PS to Adviser (Admn.) and Adviser (PEO), Planning Commission.
2. All Deputy Advisers 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 Dr. C. Muralikrishna Kumar, Sr. Adviser (C&I), 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.
Details of eligibility conditions for the post of Joint Adviser (Programme Evaluation Organisation) in the Planning Commission to be filled by Promotion/ Deputation (including short-term contract) basis.

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>Pay Band-4, Rs.37400-67000+Grade Pay of Rs.8700</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 of the Central/State Governments/Union Territories/Universities/Recognised Research Institutions/Public Sector Undertakings/ Autonomous organization;- (a) (i) holding analogous posts on regular basis in the parent cadre/department; or (ii) with five years’ service in the grade rendered after appointment thereto on regular basis in posts in the Pay Band-3, Rs.15600-39100 with Grade Pay of Rs.7600 or equivalent in the parent cadre or department; and (b) possessing the qualifications and experience prescribed for the post, as mentioned against item No.6 below.

**FOR PROMOTION:**

The Departmental Deputy Advisers of the Planning Commission in PB-3, Rs.15600-39100 plus Grade Pay of Rs.7600 with 5 years’ service in the grade rendered after appointment thereto on a regular basis and possessing the qualifications 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 the closing date of receipt of applications.
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.
(iv) 12 years’ experience in research / development/ planning/ execution/ evaluation/ monitoring of projects / programmes.

DESIРABLE:

(iv) Doctorate degree in the concerned field.
(v) Training, if any in modern research methodology, survey method, sampling techniques, use of econometric models, application of cost-benefit analysis.
(vi) At least 6 out of 12 years’ experience should on organizing/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, as amended from time to time, 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 on or before the specified closing date shall 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 Deputation (including short-term contract), 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 Deputation (including short-term contract).

[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 Deputation (including short-term contract) 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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</thead>
</table>

2. Name and Address (In Block Letters) / Date of birth (in Christian era) / 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>निर्धारित अखंडाएं / अनुभव / Qualifications / Experience required</th>
<th>अधिकारी द्वारा प्राप्त अखंडाएं / अनुभव / Qualifications / Experience possessed by the officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>अभिव्यक्ति / Essential: 1. 2. 3.</td>
<td>अनिवार्य / Qualifications / Experience possessed by the officer</td>
</tr>
<tr>
<td>वांछनीय / Desirable: 1. 2. 3.</td>
<td></td>
</tr>
</tbody>
</table>

6. कृपया यह स्पष्ट बताएं कि कौन से लक्ष्य के अन्तर्गत यह उक्त पद के लिए निर्धारित आवश्यकताएं पूरी करते हैं / 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 / पर्यावरण संस्था / कार्यालय</th>
<th>पालन किया गया पद / उद्देश्य  / श्रम रत्न / कार्यालय</th>
<th>से / From</th>
<th>तक / To</th>
<th>काम देने वाली और मूल देने की स्तर / रक्षा की स्तर / Scale of pay and basic pay</th>
<th>कार्य का स्थान / Nature of duties (in details)</th>
</tr>
</thead>
</table>

8. वर्तमान सेवा का स्थान (अर्थात तदर्थ अथवा अर्थात अर्थात स्वायत्त अथवा स्वायत्तम) / 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) प्रारंभिक पद नियुक्ति की तिथि / The date of initial appointment
   b) पद नियुक्ति और प्रतिनियुक्ति / संविधा 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. 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/ 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)

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)