

No. A-12025/ 07/2012-Adm.I
GOVERNMENT OF INDIA
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,
New Delhi, the August, 2013.

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.

DESIRABLE:

- (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.

-/-

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 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.
4. Soochna Dwar, Planning Commission.

ANNEXURE

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

(1) Name of post	:	Joint Adviser (Programme Evaluation Organisation)
(2) Number of vacancy	:	01 (one)
(3) Class	:	Group `A' Gazetted
(4) Scale of Pay	:	Pay Band-4, Rs.37400-67000+Grade Pay of Rs.8700

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.

DESIRABLE:

- (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 be 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 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".

**[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 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 :**

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	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) / आमेलन / पुनर्नियुक्ति आधार पर नियुक्ति के लिए आवेदन कर रहे हैं (केवल केन्द्र / राज्य सरकार के अधिकारी ही आमेलन के लिए पात्र होंगे. गैर-सरकारी संस्थाओं में कार्यरत अभ्यर्थी केवल अल्पकालिक अनुबंध के लिए पात्र होंगे) / 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 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)
