

No. A-12025/12/2004-Adm.I
GOVERNMENT OF INDIA
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,
New Delhi, the 1st November, 2004.

To

All Central Govt. Departments / State Governments / UT Administrations/ Universities

SUB:- Recruitment to one post of Adviser (Education) 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 one post of Adviser (Education) by any 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. The officers working under the Central/ State Governments/ Union Territory Administrations/ Universities/ Recognised Research Institutions / Public Undertakings/ Semi-Government/ Statutory or Autonomous Organisations and also the Departmental Additional Advisers and Joint Advisers, who fulfil the conditions specified in the Annexure would be considered simultaneously. If a Departmental Additional Adviser / Joint Adviser is selected for appointment, the post shall be treated as having been filled by Promotion. In the case of other candidates, they would be considered for appointment on Deputation OR Direct Recruitment, as the case may be.

3. The scale of pay, the eligibility conditions, the qualifications and experience and the duties attached to the post are indicated in the enclosed Annexure.

4. Ministries/ Departments of the Central/ 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 Undertakings/ Semi-Government/ Statutory or Autonomous Organisations and Recognised Research Institutions under their administrative control.

5. The applications (in duplicate), along with the following documents, in respect of the candidates who fulfil the 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 appropriate and relevant proforma i.e. Appendix I or Appendix II, as may be applicable, 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 the candidate concerned 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;
- (ii) Integrity Certificate (in the prescribed proforma) signed by an Officer not below the rank of Deputy Secretary to the Govt. of India

-/-

- (iii) Vigilance Clearance (in the prescribed proforma) indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the 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 the last 10 years OR No Penalty Certificate (in the prescribed proforma), as the case may be.

6. It may please be noted that Appendix-I is for those who wish to apply for the method of Direct Recruitment, whereas Appendix-II is applicable to those who wish to be considered for Promotion OR Deputation. In case any candidate is willing for Deputation as well as Direct Recruitment, he / she should submit separate applications in the appropriate proformae.

7. 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.

8. Applicant should ensure that the application is complete in all respects and is in the prescribed format. No column of the format should be left blank. Wherever information is not applicable or nil, it may please be so stated. Only complete applications 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 last date or those which are not in the prescribed format or those which are incomplete or advance applications will not be considered.

Yours faithfully,

(K.K. CHHABRA)

Under Secretary to the Government of India
Tele.23096531

Copy forwarded for information :-

1. PS to Deputy Chairman, Planning Commission
2. Private Secretary to the Secretary, Planning Commission
3. Principal Adviser (Education), Planning Commission
4. All Heads of Divisions
5. Joint Secretary (Administration), Planning Commission
6. Notice Boards

(K.K. CHHABRA)

Under Secretary to the Government of India

ANNEXURE

Details of eligibility conditions for the post of Adviser (Education) in the Planning Commission to be filled on Promotion / Deputation (including short-term contract) / 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 POST :

- (i) Advising the Commission on preparation of Five-Year and Annual Plan proposals relating to Education sector.
- (ii) Examining proposals received from various State Governments and the Ministries concerning investment/ allocation to various projects in the Education Sector – involving appraisal, monitoring and evaluation of the projects.
- (iii) Maintaining co-ordination with the States and the Ministries on all problems relating to Education Sector.

3. ELIGIBILITY (TO BE DETERMINED AS ON CLOSING DATE) :

I. DEPUTATION (INCLUDING SHORT-TERM CONTRACT) :

A. FOR Rs. 18400-500-22400 :

1. Officers under the Central/ State Governments/ Union Territory Administrations/ Universities/ Recognised Research Institutions/ Public Sector Undertakings/ Semi-Government/ Statutory or Autonomous Organisations :
 - (a) (i) holding analogous posts on regular basis; or
 - (ii) with two years' regular service in posts in the pay scale of Rs. 16400-20000 or equivalent; or
 - (iii) with three years' regular service in the 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. 4 below.
2. Professors with two 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. 4 below are also eligible to apply.

-/-

B. FOR Rs. 22400-525-24500 :

1. Officers under the Central/ State Governments/ Union Territory Administrations/ Universities/ Recognised Research Institutions/ Public Sector Undertakings/ Semi-Government/ Statutory or Autonomous Organisations :
 - (a) (i) holding analogous posts on regular basis; or
(ii) with three 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. 4 below.
2. Professors with four 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. 4 below are also eligible to apply.

II. PROMOTION:

A. FOR Rs. 18400-500-22400 :

Departmental Joint Advisers with three years' regular service in the grade and possessing the educational qualifications and experience prescribed for the post, as in item No. 4

B. FOR Rs. 22400-525-24500 :

Departmental Additional Advisers with three 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 in item No. 4.

4. QUALIFICATIONS AND EXPERIENCE FOR THE POST [APPLICABLE TO ALL CATEGORIES i.e. PROMOTION/ DEPUTATION (INCLUDING SHORT-TERM CONTRACT) / DIRECT RECRUITMENT]:

ESSENTIAL:

- (i) Masters' Degree preferably in social science from a recognised University or equivalent.
- (ii) 15 years' experience (18 years for Rs.22400-525-24500) in a responsible capacity under Central/ State Governments or Autonomous Institutions of Government out of which about 10 years should relate to education.

DESIRABLE:

Experience of working at higher levels in educational institutions dealing with governance/ policy making/ research publications related to education/ planning/ finance.

5. AGE LIMIT (AS ON CLOSING DATE) :

- (i) For appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date for receipt of applications.
- (ii) For appointment by direct recruitment preferably below 50 years. (Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government).

6. 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/ department of the Central Government shall not ordinarily 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.

PROFORMA OF APPLICATION FOR DIRECT RECRUITMENT

Application should be sent in duplicate on plain photocopying paper (A-4 size) (to be neatly typed) giving the following details :

Affix a passport size
photograph and sign
across

1. Post applied for
2. **Scale of pay for which the applicant would like to be considered (In case not specified, the candidature will be considered for the lower pay scale)**
3. Name in full (in block letters)
4. Date of birth
5. Nationality
6. Father's name / Husband's name
7. Address for correspondence (in block letters) and telephone number, if any.
8. Whether SC / ST
9. Educational / Professional Qualifications (indicating clearly the examination passed, University/ Board, Year of Passing, Class/ Division, Subjects taken.)
10. Details of present / previous employment(s) held in chronological order starting from the present position first (including the name of the employer with full address, post held, period of service, nature of duties, etc.)
11. Reports / Articles published.
12. If selected, the minimum time required to join the post.
13. Any other information you wish to add including references, etc.

Date:

Signature

Place :

PROFORMA OF APPLICATION [FOR PROMOTION/ DEPUTATION (INCLUDING SHORT-TERM CONTRACT)]

- (i) Name of post applied for _____
(ii) **Scale of pay for which the applicant would like to be considered:** _____
(In case not specified, the candidature will be considered for the lower pay scale)

1. Name
2. Date of Birth
3. Date of retirement under the service rules applicable to the Officer
4. (a) If he/ she belongs to an organized service, its name, year of allotment and the cadre.
(b) Name of the Cadre Controlling Authority.

5. Educational Qualifications:-
Qualifications prescribed Qualifications possessed by the Officer [Only those qualifications which are equivalent to or higher than the prescribed qualifications need to be shown].
- | | |
|-----------|-------|
| Essential | (i) |
| | (ii) |
| | (iii) |
| Desirable | (i) |
| | (ii) |
| | (iii) |

Note : If any qualification possessed by the officer is not the same or higher than the qualification prescribed and is treated as equivalent to the qualification prescribed, please state the authority for the same.

6. Training, if any, received by the Officer, which is relevant to the post applied for:
7. (i) Present post held
(ii) Full scale of pay
(iii) Present pay and the date from which drawn
(iv) Special pay, if any
Note : If the officer draws any special pay, the following further information may also be furnished:
a. Whether the appointment to which the special pay is attached is a tenure appointment; and
b. Whether the special pay has been specifically sanctioned for the post in addition to the scale of pay in lieu of a separate scale of pay for the post.
- (v) Whether the post is held on regular / ad-hoc basis or on deputation basis.
(vi) Date from which held
(vii) If the present post is held on regular basis but was initially held on ad-hoc basis, the date from which it is held on regular basis.
8. If the present post is not held on regular basis:-
(a) The post held on regular basis
(b) Its scale of pay
(c) Date from which held on regular basis.
9. Post, if any, which the officer holds in a substantive capacity.
10. 1. If the present post is an analogous post:-
a. Is the present post an analogous post in terms of DP&AR OM No.19017/37/75-Estt.(D)(Pt.), dated 07-03-1984.

- b. Duties attached to the post.
- c. In case the present post which is regarded as analogous is in a non-Central Govt. office, the following information may also be given:-
 - i. Date of last revision of the scale of pay
 - ii. Whether governed by Central DA/ Industrial DA
 - iii. Amount of Dearness Pay etc. admissible on the minimum/ maximum o the scale of pay
 1. Dearness Pay
 2. Dearness Allowance
 3. Interim Relief

2. If the present post is not an analogous one:-

- a. The date from which the post in the scale of pay of Rs. 14300-18300/16400-20000/ 18400-22400 or Rs. 16400-22400 (in the case of Professors) is held on regular basis;
- b. In the case of a candidate working in a non-Central Government office-
 - i. The full scale of pay which is equivalent to the scale of pay of Rs. 14300-18300 / 16400-20000/ 18400-22400 or Rs. 16400-22400 (in the case of Professors)
 - ii. Date of last revision of scale of pay
 - iii. Whether governed by Central DA/ Industrial DA; and the amount of Dearness Pay, etc. admissible on the minimum/ maximum of the scale of pay
 4. Dearness Pay
 5. Dearness Allowance
 6. Interim Relief

11. Details of Service

Name of the post	Employer	Duration		Scale of pay	Nature of Duties
		From	To		

12. Experience in the required field of selection.

Note : Kindly furnish copies of published work highlighting achievements in the field of research/ development/ design/ planning or in the execution/ formulation of plans/ projects.

13. Present postal address with Pin Code Number and Telephone Number.

14. Whether belongs to SC / ST.

15. Any other relevant information.

(SIGNATURE OF THE CANDIDATE)

Place :

Date :

FOR OFFICIAL USE BY THE FOWARDING OFFICE

No.

Date :

The above entries have been verified from the records available in this office and found correct.

Signature :

Name :

Seal of the office:

IMPORTANT NOTICE: The applicants should submit their applications separately in the appropriate proforma applicable to them for Direct Recruitment or Deputation (in duplicate) as per their preference. Those desirous of being considered for both Deputation and Direct Recruitment should submit two separate applications in the relevant and appropriate proforma clearly mentioning on the top of application the category for which they wish to apply.

**[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 Adviser (Education) 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 (Education) 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 (Education) in the Planning Commission on Deputation basis during the last ten years.

**[Authorised signatory]
Name & Office Seal :
Date :**
