

No. A-12025/13/2009-Adm.I  
GOVERNMENT OF INDIA  
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,  
New Delhi, the 18<sup>th</sup> February, 2010

To

All Central Government 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 of the officer recommended for appointment.

2. The officers working under the Central or State Governments or Union Territory Administrations or Universities or Recognised Research Institutions or Public Undertakings or Semi-Government or Statutory or Autonomous Organisations & other Non-Government Bodies and also the Departmental Advisers and Joint Advisers, who fulfil the conditions specified in the Annexure would be considered simultaneously. If a Departmental Adviser or 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 or Departments of the Central or State Governments or 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 or Semi-Government or 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.

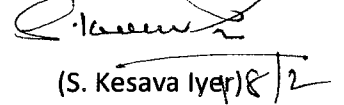
6. It may please be noted that Appendix-I is for those who wish to apply for the method of Direct Recruitment, whereas Appendix-II is applicable to those who wish to be considered for Promotion OR Deputation (including short-term contract). In case any candidate is willing for Deputation as well as Direct 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 45 days from the date of publication of the advertisement in the Employment news.

8. ~~It may also be taken note of that in terms of DoPT's OM No. AB-140117/89/2007-Estt.(RR), dated 2<sup>nd</sup> January, 2008, once a candidate has applied for being considered for the post and he/she is considered and selected by the ACC, ordinarily, he/she should not decline the appointment and if he/she declines the appointment he/she will not be considered for any further appointment outside his/her cadre.~~

9. 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,

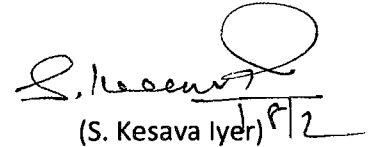


(S. Kesava Iyer) 8/2

Under Secretary to the Government of India  
Telefax.23096531

Copy forwarded for information :-

1. PS to Deputy Chairman, Planning Commission
2. PS to MOS/All Members/ Secretary/ Principal Advisers, Planning Commission
3. All Heads of Divisions
4. Adviser (Administration), Planning Commission
5. Notice Boards
6. Shri Sher Singh, Deputy Adviser (C&I), Planning Commission for placing the vacancy circular on the web site of Planning Commission. It may clearly indicated that the last date of receipt of applications would be 45 days from the date of the publication of the advertisement in the Employment News. A soft copy of the vacancy circular both in English and Hindi has been sent by e-mail at 'plancom@nic.in'. This issues with the approval of Adviser (Adm.).



(S. Kesava Iyer) 8/2

Under Secretary to the Government of India

3/12  
18/2/10  
AIO

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

**1. SCALE OF PAY :** PB 4 : Rs.37400-67000 + Grade Pay of Rs.10000/- **OR**  
HAG Scale of Rs.67000-79000 [ i.e. at JS or AS level in the pre-revised scales of pay of Rs.18400-22400 or Rs.22400-24500]

[Exact Grade Pay to be decided at the time of selection depending upon the qualifications and experience of officer selected for appointment]

**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 State and the Ministries on all problems relating to Education Sector.

**3. ELIGIBILITY (TO BE DETERMINED AS ON CLOSING DATE FOR RECEIPT OF APPLICATIONS):**

**FOR PAY BAND 4 : Rs.37400-67000 WITH THE GRADE PAY OF Rs.10000/- [i.e. PRE-REVISED SCALE OF PAY OF Rs. 18400-500-22400] :**

**FOR PROMOTION:**

Departmental Joint Advisers in the scale of pay of Rs.14300-400-18300 [Since revised to PB 4 : Rs.37400-67000 + Rs.8700- (Grade Pay)] with five years regular service in the grade and possessing the educational qualifications and experience prescribed for Direct Recruits as indicated against item No. 4 below.

**FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT):**

1. Officers under the Central Government or State Governments or Union Territory Administrations (including their attached and subordinate offices) or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations and other Non-Government Bodies :
  - (a) (i) holding analogous posts on regular basis ; or
  - (ii) with three years' regular service in posts in the scale of pay of Rs.16400-20000 [Since revised to PB 4: Rs.37400-67000 with a Grade Pay of Rs.8900/-] or equivalent; or

-/-

- (iii) with five years' regular service in the posts in the scale of pay of Rs.14300-18300 [Since revised to PB 4: Rs.37400-67000 with a Grade Pay of Rs.8700/-] or equivalent; and

(b) Possessing the educational qualifications and experience prescribed for Direct Recruits as indicated against item No. 4 below.

2. Professors with three years' regular service in the pre-revised scale of pay of Rs. 16400-22400 and possessing the educational qualifications and experience prescribed for Direct Recruits as indicated against item No. 4 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]

**FOR HAG PAY SCALE OF RS.67000-79000 [i.e. PRE-REVISED SCALE OF PAY OF Rs. 22400-525-24500] :**

**FOR PROMOTION:**

Departmental Advisers in the scale of pay of Rs.18400-500-22400 [Since revised to PB 4 : Rs.37400-67000 + Rs.10000/- (Grade Pay)] with five years regular service in the grade and possessing the educational qualifications and experience prescribed for Direct Recruits as indicated against item No. 4 below.

**FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT):**

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

- (a) (i) holding analogous posts on regular basis ; and  
(ii) with five years' regular service in posts in the scale of pay of Rs.18400-22400 [Since revised to PB4: Rs.37400-67000 with a Grade Pay of Rs.10000/-] or equivalent

-/-

- (b) Possessing the educational qualifications and experience prescribed for Direct Recruits as indicated against item No. 4 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]

**4. QUALIFICATIONS AND EXPERIENCE FOR THE POST [APPLICABLE TO ALL CATEGORIES i.e. PROMOTION OR DEPUTATION (INCLUDING SHORT-TERM CONTRACT) OR DIRECT RECRUITMENT [TO BE DETERMINED AS ON CLOSING DATE] :**

**Essential:**

- (i) Masters' Degree in any subject or a Degree in Engineering from a recognized University or equivalent.
- (ii) 15 years' experience for the pre-revised scale of pay of Rs.18400-500-22400 (18 years' experience for the scale of pre-revised pay of Rs.22400-525-24500) at a Group 'A' or equivalent level in research or development or planning or administration or management or teaching etc., out of which at least five years should relate to educational policy, planning or management.

**Desirable:**

- (i) A Doctorate Degree or a Masters Degree in Engineering.
- (ii) Experience of working at higher levels in educational Institutions dealing with Governance or Planning or Finance.
- (iii) Experience in preparation of project reports in techno-economic evaluation of project reports or plan documents in the field of education.

**5. AGE LIMIT (AS ON CLOSING DATE FOR RECEIPT OF APPLICATIONS) :**

- (i) For appointment by deputation (including short-term contract) age shall not be exceeding 56 years as on the closing date for receipt of applications.
- (ii) For appointment by direct recruitment age not exceeding 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 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 5<sup>th</sup> 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 THE POST OF ADVISER (EDUCATION) FOR DIRECT  
RECRUITMENT**

Application should be sent in duplicate on plain photocopying paper (A-4 size) (to be neatly typed) giving the following details (Applicants should clearly indicate in their application whether they would like to be considered for the pre-revised scale of pay of Rs.18400-22400 or Rs.22400-24500, in the absence of which they would be considered for scale of pay of Rs.18400-22400):

Affix a passport  
size photograph  
and sign across

1. Pay scale applied for :
2. Name in full (in block letters)
3. Date of birth
4. Nationality
5. Father's name / Husband's name
6. Address for correspondence (in block letters) and telephone number, if any.
7. Whether SC / ST
8. Educational / Professional Qualifications (indicating clearly the examination passed, University/ Board, Year of Passing, Class/ Division, Subjects taken.)
9. 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.)
10. Reports / Articles published.
11. If selected, the minimum time required to join the post.
12. Any other information you wish to add including references, etc.

Date:

Signature

Place :

**PROFORMA OF APPLICATION FOR THE POST OF ADVISER (EDUCATION) [FOR PROMOTION/ DEPUTATION (INCLUDING SHORT-TERM CONTRACT)]**

(Applicants should clearly indicate in their application whether they would like to be considered for pre-revised scale of pay of Rs.18400-22400 or Rs.22400-24500, in the absence of which they would be considered for the pre-revised scale of pay of Rs.18400-22400 only)

**Pay scale applied for:**

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:-

<u>Qualifications prescribed</u>	<u>Qualifications possessed by the Officer [Only those qualifications which are equivalent to or higher than the prescribed qualifications need to be shown],</u>
----------------------------------	---

- |           |       |
|-----------|-------|
| 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 pre-revised 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 pre-revised 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
      1. Dearness Pay
      2. Dearness Allowance
      3. 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 :**

\*\*\*\*\*