

No.A-12025/05/2011-Adm.II
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi - 110 001.
Dated the 23rd December, 2011.

To,

All Central Government Departments/ State Governments / Universities etc.
[As per attached list]

Subject: - Selection to a post of Senior Research Officer (Scientific Research) in the Planning Commission on Promotion / Transfer on deputation (Including short-term contract) basis.

Sir,

I am directed to say that the Planning Commission requires the services of a suitable officer for appointment on the post of Senior Research Officer (Scientific Research), in Pay Band – 3 [Rs. 15600-39100] plus Grade Pay of Rs. 6600/- (Pre-revised- Rs.10000-325-15200), by Promotion / Transfer on Deputation (including short-term contract) basis. The selection shall be made in consultation with Union Public Service Commission.

2. Officers working under the Central / State Governments / Universities/ Recognized Research Institutions / Public Sector Undertakings / Semi-Government, Statutory or Autonomous Organizations alongwith Departmental Research Officers, who fulfill the conditions specified in **Annexure-I**, shall be considered for selection to the post. In case, any Departmental Research Officer is selected by the UPSC for appointment to the post, that post shall be deemed to have been filled by promotion and in case, an outsider is recommended by the UPSC, the post will be offered on transfer on deputation / short-term contract basis, as the case may be.

3. Details of eligibility conditions, educational qualifications and experience, scale of pay of the post, duties attached to the post and the period of deputation etc. are indicated in the enclosed **Annexure-I**.

4. Ministries / Departments of the Central / State Governments / Universities etc. are requested to bring this vacancy to the notice of interested and eligible officers working under their administrative control including those working in Recognized Research Institutions, Public Sector Undertakings, Semi-Government, Statutory or Autonomous Organizations, etc. under their control.

5. Applications (**in duplicate**) alongwith the following documents in respect of the candidates who fulfill the prescribed requirements and can be spared for taking up the assignment within 15 days from the date of intimation about selection may please be forwarded to the undersigned in the enclosed proforma [**Annexure-II**] duly signed by the candidate and the Head of Office or an officer authorized to sign on his behalf:

- (i) Up-to-date Confidential Report Dossier or photocopies of Annual Confidential Reports for the last five years (duly attested by an Officer not below the rank of the Under Secretary to the Government of India) or equivalent; and
- (ii) Integrity certificate, in the enclosed format, signed by an Officer not below the rank of Deputy Secretary to the Government of India or equivalent; and

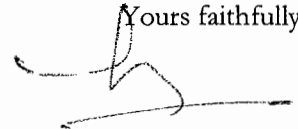
- (iii) Vigilance Clearance, in the enclosed format, indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned; and
- (iv) List of major/ minor penalties, if any, imposed on the candidate during the last 10 years/ No penalty Certificate, in the enclosed format.

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 the issue of the Employment News in which the advertisement is published.

7. Applicant should ensure that the application is complete in all respects and is in the prescribed format (**Annexure-II**). No column of the format should be left blank. Wherever information is not applicable or NIL, it may please be so stated. The applications complete in all respects may be sent to **Under Secretary (A-II), Planning Commission, Room No. 516, 5th Floor, Yojana Bhavan, Sansad Marg, New Delhi – 110001**. 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.

8. The details of the vacancy are also available on Planning Commission website, i.e. "<http://www.planningcommission.gov.in>" under the link "**Appointments/Jobs**"

Yours faithfully,



(Subhash Chander)

Under Secretary to the Government of India
Tele (011) 2304 2491

Copy forwarded to:

1. All Research Officers in the Planning Commission who have completed / would complete five years regular service in the grade on the closing date and **possessing the essential educational qualifications and experience** may submit their applications in the prescribed Proforma (**in duplicate**) through their Head of the Division before the closing date.
2. All the notice Boards of the Planning Commission.
3. Director [C&I], Planning Commission [alongwith a soft copy of circular] with request to upload this vacancy circular on the website of the Planning Commission under the hyper link "Circulars / Vacancy".



(Subhash Chander)

Under Secretary to the Government of India.

Details of eligibility conditions etc. relating to one post of Senior Research Officer (Scientific Research) in the Planning Commission to be filled up by Promotion / Transfer on Deputation (including short-term contract) basis.

1. **SCALE OF PAY:** Pay Band 3 Rs. 15600-39100 plus Grade Pay of Rs. 6600/-
[Pre-revised Rs.10,000 - 325- 15,200]

2. **DUTIES ATTACHED TO THE POST:**

To assist the Senior Officers of the division in collection of data, preparation of notes and memoranda

3. **ELIGIBILITY (AS ON CLOSING DATE):**

FOR DEPUTATION:

- (a) Officers working in the Central / State Governments / Universities / Recognized Research Institutions / Public Sector Undertakings / Semi-Government, Statutory or Autonomous Organizations
- (i) Holding analogous posts; or
- (ii) with 5 years' regular service in posts in the scale of pay of Rs. 8000-275-13500 (pre-revised) or equivalent; and
- (b) Possessing the educational qualifications/ experience etc. prescribed for the post, as indicated against item No.5 below.

FOR PROMOTION:

Research Officers of the Planning Commission with 5 years' regular service in the grade rendered after appointment thereto on a regular basis and possessing the educational qualifications and experience prescribed for the post.

Note: "The departmental officers in the feeder category who are in the direct line of the promotion will not be eligible for consideration for appointment on deputation/ Contract. Similarly, deputationist shall not be eligible for consideration for appointment by promotion".

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 closing date for receipt of applications.

5. **EDUCATIONAL QUALIFICATIONS AND EXPERIENCE FOR THE POST:**

ESSENTIAL

- (i) Master's degree in Mathematics/ Statistics/ Physics/ Chemistry/ Zoology/ Botany or Bachelor's Degree in Chemical Engineering/ Technology from a Recognized University or equivalent qualification.
- (ii) 5 years' experience in a laboratory or Industry or Government Department dealing with Planning and Development.

DESIRABLE:

- (i) Experience in Research and Development, Production, Planning, Formulation, Examination and Appraisal of Development Scheme and Assessment.
- (ii) Knowledge of development in the field of scientific and industrial research and experience in drafting technical note and reports.

6. CRUCIAL DATE FOR DETERMINING ELIGIBILITY:

The closing date for the receipt of application [i.e. 60 days from the date of the issue of the Employment News in which the advertisement is published] will be the crucial date for determining eligibility.

7. PERIOD OF DEPUTATION/ CONTRACT:

Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government shall not ordinarily exceed three years. The terms and conditions of the deputation will be regulated in accordance with the instructions contained in the Government of India, Department of Personnel & Training Office Memo. No.2/29/91-Estt. (Pay-II) dated the 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.

-: 1 :-

PROFORMA

APPLICATION FOR THE POST OF SENIOR RESEARCH OFFICER (SCIENTIFIC RESEARCH) ON PROMOTION/ TRANSFER ON DEPUTATION (INCLUDING SHORT-TERM CONTRACT) BASIS – TO BE SUBMITTED IN DUPLICATE. [PLEASE STRIKE OFF WHICHEVER IS NOT APPLICABLE].

1. Name of the applicant :
2. Date of birth :
3. Date of retirement (under Central / State Govt. rules applicable to the officer) :
4. (a) If he / she belongs to an organized service, its name. :
- (b) Name and complete address of the Cadre Controlling Authority :
5. Educational Qualifications:

Qualification prescribed	Qualifications possessed by the officer, which are equivalent to or higher than Qualifications prescribed
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 or treated as equivalent to the qualifications prescribed, please state the authority for the same.

6. Training, if any, received by the officer which is relevant to the post applied for:

Name of the relevant training Programme.	Duration		Organization from where received	Nature of the training programme	Remarks.
	From	To			

-: 2 :-

7. Information about the post held

- (i) Present post held :
- (ii) Full scale of pay :
- (iii) Present pay :
- (iv) Special pay, if any :
- (v) Whether the post is held on regular basis or on ad-hoc basis or on deputation basis? :
- (vi) Date from which held :
- (vii) If the present post held on regular basis was initially held on ad-hoc basis, the date from which the post is held on regular basis. :

8. If the present post is not held on regular basis:

- (i) Post held on regular basis
- (ii) Its full scale of pay
- (iii) Date from which held on regular basis
- (iv) Post, if any, which the officer holds in a substantive capacity

9. (1) (a) Is the present post an analogous post in terms of the Department of Personnel & Administrative Reforms O.M No.19017/27/75-Estt. (D)Pt. Dated 7.3.1984.

(b) In case the present post which is regarded as analogous is in a non-Central Government office, the following information may be given:

- (i) Duties attached to the post :
- (ii) Date of last revision of pay :
- (i) Whether governed by Central DA or Industrial DA? :
- (iv) Amount of Dearness Pay etc., admissible on the minimum and maximum of the scale of pay
 - Dearness pay
 - Dearness Allowance
 - Interim Relief

- (2) If the present post is not an analogous post :
- (a) The date from which the post in the scale of the pay of Rs.8000-275-13500 (pre-revised) or equivalent or higher scale held on regular basis :
- (b) In the case of the candidates working in a Non-Central Government office.
- (i) The full scale of pay, which is equivalent to Rs.8000-275-13500 (pre-revised).
- (ii) Date of the last revision of scale of pay:
- (iii) Whether governed by Central DA/Industrial DA:
- (iv) Amount of dearness pay etc. admissible on the minimum and maximum of pay scale:
- Dearness pay
 - Dearness Allowance
 - Interim Relief

10. Details of service

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

11. Experience in the subject field of selection:

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

12. Present postal Address with PIN code no.:

13. Telephone Number:
 (a) Office :
 (b) Residence :
 (c) Mobile :
14. Whether belongs to SC/ST :
15. Any other relevant information :

Date:

Place:

(Signature of the candidate)

Note: If the Officer draws any special pay, the following further information may also please be furnished:

- (i) Whether the appointment to which the special pay is attached is a tenure appointment; and
- (ii) Whether the special pay has been specifically sanctioned for the post in addition to the scale of the pay in lieu of a separate pay for the post.

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**For use by the Office forwarding the application**

No. \_\_\_\_\_

Date: \_\_\_\_\_

1. The above entries have been verified from the records available in this office and found correct.
2. In the event of his/ her selection to the post of Senior Research Officer (Scientific Research), he/ she will be relieved within 15 days from the date of the intimation regarding his/ her selection to the candidate.
3. The Integrity Certificate, Vigilance Clearance and No Major/ Minor penalty Certificate in the prescribed format are enclosed.
4. His/ her Confidential Report Dossier/ photocopies of Annual Confidential Reports for the last five years (duly attested) are enclosed.

Signature .....

Name.....

Designation .....

Phone No. ....

(Seal of office)



**INTEGRITY CERTIFICATE**

After scrutinizing Annual Confidential Reports of Dr. / Shri/ Smt. / Ms. \_\_\_\_\_, (designation) \_\_\_\_\_, who has applied for the post of Senior Research Officer (Scientific Research) 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 with seal]**

**Dated:** \_\_\_\_\_

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**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Dr. / Shri / Smt. / Ms. \_\_\_\_\_, (designation) \_\_\_\_\_, who has applied for the post of Senior Research Officer (Scientific Research) in the Planning Commission on transfer on Deputation basis.

**Authorized signatory with seal]**

**Dated:** \_\_\_\_\_

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**NO PENALTY CERTIFICATE**

Certified that no minor / major penalty has been imposed on Dr. / Shri / Smt. / Ms. \_\_\_\_\_, (designation) \_\_\_\_\_, who has applied for the post of Senior Research Officer (Scientific Research) in the Planning Commission on transfer on Deputation basis, during the last ten years.

**[Authorized signatory with seal]**

**Dated:** \_\_\_\_\_