

No. A-12025/2/2006-Adm.I
GOVERNMENT OF INDIA
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,
New Delhi, the 7th June, 2006.

To

All Central Government Departments / State Governments/ UT Administrations/
Universities

SUB:- Recruitment to the post of Deputy Adviser (Monitoring-Coal/Petroleum) in the scale of pay of Rs.12000-375-16500 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 to the post of Deputy Adviser (Monitoring-Coal/Petroleum) to be filled by composite method i.e. "Promotion/ Transfer on Deputation (including short-term contract)" basis. The period of vacancy is presently upto **13/9/2010, as the regular incumbent officer of the post has gone on deputation till that date.** The selection for the post will be made through the UPSC.

2. Officers working under the Central / State Governments / UT Administrations/ Universities/ Recognised Research Institutions/ Public Undertakings as well as the Departmental Senior Research Officers / Deputy Director (Information) of the Planning Commission who fulfill the conditions for the post specified in the enclosed Annexure would be considered together. If Departmental Senior Research Officer /Deputy Director (Information) of the Planning Commission is recommended by the UPSC for appointment, it will be treated as having been filled by Promotion and in case an outsider candidate is recommended by the UPSC, the post will be offered on Deputation basis. In both the cases, the appointment will be upto 13/9/2010 or till its regular incumbent reverts back whichever is earlier. In the event of the regular incumbent officer extending his deputation, the question of extending the tenure of the selected office will also be considered as per rules.

3. Scale of pay, eligibility conditions i.e. qualifications and experience, period of deputation and duties etc. for the post are indicated in the **enclosed Annexure.**

4. Ministries/ Departments of the Central Govt./ State Governments/ UT Administrations are requested to bring this vacancy to the notice of the Officers working under their charge as well as those working in Public Undertakings and Recognised Research Institutions under their administrative control.

5. Applications/Curriculum Vitae (in duplicate) in the **enclosed 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, duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf:

- (i) Cadre Clearance/Specific No Objection.
- (ii) 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;

-/-

- (iii) Integrity Certificate (in the **enclosed format**) to be signed by an Officer not below the rank of Deputy Secretary to the Govt. of India
- (iv) Vigilance Clearance (in the **enclosed format**) 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 (in the **enclosed format**), as the case may be.

It may please be noted that it would not be possible to entertain the application if it is not accompanied with the above documents. It is also informed that the curriculum vitae (CV) duly supported by documents will be assessed by the Selection Committee for appointment to posts on deputation basis.

6. Applications of only those candidates who are clear from vigilance angle need be forwarded. DAVP has been requested to publish this vacancy in the Employment News. 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 alongwith all the documents mentioned in para 5 above on or before the specified closing date shall be considered. Applications received after the closing date or those which are not in the prescribed proforma or those which are incomplete or advance applications will not be considered.**

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

Yours faithfully,

(K.K.CHHABRA)
Under Secretary to the Govt. of India
Tele. 23096531

Copy forwarded to:-

1. Adviser (Energy), Planning Commission.
2. All Senior Research Officers of the Planning Commission who have completed/ will complete 5 years regular service in the grade as on the date of eligibility specified for the post 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. Joint Secretary (SP & Administration), Planning Commission.
4. Notice Boards.

(K.K.CHHABRA)
Under Secretary to the Govt. of India

ANNEXURE**Details of eligibility conditions for the post of Deputy Adviser (Monitoring-Coal/Petroleum) in the Planning Commission to be filled by Promotion/Transfer on Deputation (including short-term contract) basis.****Details of the vacancy is :-**

1. SCALE OF PAY :Rs.12000-375-16500**2. DUTIES ATTACHED TO THE POST:**

- (i) To undertake basic monitoring of the progress of plan programmes and schemes in Coal/Petroleum sectors in relation to Plan targets.
- (ii) To assist in developing the data bank in Coal/Petroleum sectors and help in data storage and retrieval.
- (iii) To prepare analysed and evaluation notes, papers etc. relating to progress and policy issues in Coal/Petroleum sectors arising out of monitoring/data bank.
- (iv) To undertake such other duties as are assigned by the Planning Commission.

3. PERIOD OF VACANCY :

Upto 13/9/2010 or till its regular incumbent officer reverts back from his deputation, whichever is earlier.

4. ELIGIBILITY :**(I) FOR DEPUTATION:**

Officers holding analogous posts on regular basis or with 5 years' regular service in posts in the scale of pay of Rs. 3000-4500 (Now Revised to Rs.10000-325-15200) or equivalent under the Central/ State Govts./ UT Administrations/ Universities/ Recognised Research Institutions/ Public Undertakings and possessing the qualifications and experience prescribed for the post, as indicated against item No. 7 hereunder.

(II) FOR PROMOTION:

Senior Research Officers/ Deputy Director (Information) of the Planning Commission with 5 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 indicated against item No.7 hereunder.

5. 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 crucial date for determining eligibility as indicated against item No. 6 hereunder.

6. CRUCIAL DATE FOR DETERMINING ELIGIBILITY :

The crucial date for determining eligibility shall be the closing date for receipt of applications as per this advertisement.

7. QUALIFICATIONS AND EXPERIENCE OF THE POST OF DEPUTY ADVISER (MONITORING-COAL/PETROLEUM):

ESSENTIAL:

- (i) Master's degree in Geology/Applied Geology/Physics/Chemistry/Mathematics/ Computer Science or degree in Mining Engineering/Chemical/Mechanical Engineering/Chemical Technology/Petroleum Technology/Oil Technology of a recognised University or equivalent.
- (ii) 10 years' research/design/development/planning/execution experience in the exploration/development/exploitation/conservation of fossil fuels and fossil fuel-based industries.

DESIRABLE:

- (i) Doctorate degree in Geology/Applied Geology/Physics/Chemistry/Mathematics or Master's degree in Mining Engg./Mechanical Engg./Chemical Technology/Oil Technology/Petroleum Technology/Computer Science of a recognised University or equivalent.
- (ii) Knowledge/experience in progress, appraisal and/or monitoring of projects/production/conservation/consumption of fossil fuels.
- (iii) Knowledge/experience of computerization or computer application in monitoring and design/development and operation of data base information system, etc.

8. PERIOD OF DEPUTATION/ CONTRACT:

The period of vacancy is upto 13/9/2010 or till the regular incumbent of the post reverts back, whichever is earlier. The terms and conditions of deputation will be regularized 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 authorities as per the instructions issued by DoPT.

**[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 Deputy Adviser (_____) 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]**

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 Deputy Adviser (_____) in the Planning Commission on Transfer 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 Deputy Adviser (_____) in the Planning Commission on Transfer on Deputation basis 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 -

- प्रारंभिक नियुक्ति की तिथि / The date of initial appointment
- नियुक्ति और प्रतिनियुक्ति / संविदा की अवधि / Period of appointment and deputation/ contract
- 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).

- Central Govt.
- State Govt.
- Autonomous Organisation
- Government Undertaking
- Universities
- 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 रहीं 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 पृ-ठ 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)
