

No.A-12025/1/2005-Admn.II
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, 28th September, 2005.

To

All Central Government Ministries/Departments.

Subject: Filling up of the posts of Senior Research Officer and Research Officer in the Planning Commission on ad-hoc Deputation basis.

Sir,

I am directed to say that the Planning Commission propose to fill up some posts of Senior Research Officer and Research Officer on ad-hoc deputation basis for a period of one year or until the posts are filled up on regular basis, whichever is earlier. The details about the number of vacancies, scales of pay, eligibility conditions such as qualifications and experience, period of deputation and nature of duties etc. of the posts are indicated in the enclosed Annexures I & II respectively.

2. Ministries/Departments of the Central Government are requested to bring this vacancy circular to the notice of the Officers working under their control and to forward the applications (in duplicate) of the eligible and interested officers who can be spared for taking up the assignment within one month from the date of intimation about selection, in the enclosed proforma, duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf, to the undersigned along with the following documents:

- (a) Specific No Objection/ Cadre Clearance
- (b) Up-to-date Confidential Report Dossier or photocopies of the Annual Confidential Reports for the last five years of the candidate concerned, duly attested by an officer not below the rank of Under Secretary to the Govt. of India;
- (c) Vigilance Clearance in the enclosed format indicating that no disciplinary/ criminal proceedings are pending /contemplated against the candidate;

- (d) Integrity Certificate, in the enclosed format, duly signed by an officer not below the rank of Deputy Secretary to the Govt. of India; and
- (e) Details of major/minor penalties, if any, imposed upon the candidate during the last ten years or 'No Penalty Certificate' in the enclosed format, as the case may be.

4. The vacancies are also being published in the Employment News/Rozgar Samachar. The last date for receipt of applications in the Planning Commission shall be 30 days from the date of publication of this Vacancy Circular in the Employment News/Rozgar Samachar. The crucial date for determining eligibility etc. shall be the closing date for receipt of applications.

5. Applications complete in all respects should reach Under Secretary (A-II), Planning Commission, Room NO.516, Yojana Bhavan, Sansad Marg, New Delhi-110001 on or before the closing date as per publication in the Employments News. Applications received after the closing date or those, which are not in the prescribed format, or those, which are incomplete, or advance applications, if not followed through proper channel to reach before the closing date, will not be considered.

Yours faithfully,

(R.K. Parmar)

Under Secretary to the Government of India

PH : 23096591

Copy to :-

1. Standard Distribution in Yojana Bhavan.
2. Notice Boards/Guard File.
3. Department of Economic Affairs (Shri R.K.Maggo – Under Secretary), North Block, New Delhi.

(R.K. Parmar)

Under Secretary to the Government of India

ANNEXURE-I

Details relating to the post of Senior Research Officer

1. **Classification of Post:** Group A, Gazetted, Non-Ministerial
2. **Scale of Pay :** Rs.10,000-325-15200
3. **Number of Posts proposed : 10 (Ten)
to be filled:**
4. **Eligibility (as on closing date):**

Officers of the Central Government :

(i) holding analogous posts ; or
(ii) with 5 years regular service in posts in the scale of Rs.8000-13500 or equivalent and possessing the qualifications, experience etc. prescribed for the post, as indicated against item No.5 below.
5. **Qualifications and Experience for the Post:**

(i) Master's degree in Economics and
(ii) Minimum five years' experience of compilation and analysis of data and/ or formulation of proposals.
6. **Duties Attached to the Post :**

To assist the Senior Officers in collection of data, preparation of Notes and Memoranda.
7. **Period of Ad-hoc Deputation**

Period of ad-hoc deputation shall be one year **OR** till the posts are filled up on regular basis, whichever is earlier. The terms and conditions of the deputation will be regulated according to the orders contained in the Government of India, DOPT's Office Memo. No. 2/29/91-Estt.(Pay-II) dated the 5th January,1994 as amended from time to time .
8. **Age Limit**

The maximum age limit for appointment on ad-hoc deputation shall be not exceeding 56 years as on the closing date for receipt of applications.

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ANNEXURE-II

Details relating to the post of Research Officer

1. **Classification of Post:** Group A, Gazetted, Non-Ministerial
2. **Scale of Pay :** Rs.8,000-275-13,500
3. **Number of Posts proposed: 10 (Ten)
to be filled**
4. **Eligibility (as on Closing date):**

Officers of the Central Government :
 - (i) holding analogous posts ; or
 - (ii) with 5 years regular service in posts in the scale of Rs.6,500-10,500 or equivalent; or
 - (iii) with 8 years regular service in posts in the scale of pay of Rs.5500-9000 or equivalent and possessing the qualifications, experience etc. prescribed for the post, as indicated against item No.5 below.
5. **Qualifications and Experience for the Post:**
 - (i) Master's degree in Economics and
 - (ii) Minimum five years' experience of compilation and analysis of data and/ or formulation of proposals.
6. **Duties Attached to the Post :**

To assist the Senior Officers in collection of data, preparation of Notes and Memoranda.
7. **Period of Ad-hoc Deputation**

Period of ad-hoc deputation shall be one year **OR** till the posts are filled up on regular basis, whichever is earlier. The terms and conditions of the deputation will be regulated according to the orders contained in the Government of India, DOPT's Office Memo. No. 2/29/91-Estt.(Pay-II) dated the 5th January,1994 as amended from time to time.
8. **Age Limit**

The maximum age limit for appointment on ad-hoc deputation shall be not exceeding 56 years as on the closing date for receipt of applications.

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APPLICATION PROFORMA

1.	Name			
2.	Date of birth			
3.	Date of retirement			
4.	(a) If he/ she belongs to any organized service, its name (b) Name of the Cadre Controlling Authority			
5.	Educational Qualifications and Experience:			
	Qualifications and Experience prescribed	Qualifications and Experience possessed by the officer, which are equivalent to or higher than the prescribed ones.		
	<p>(1)</p> <p>(2)</p> <p>Note: If any educational qualification possessed by the officer is not the same or higher than the qualification prescribed or treated as equivalent to the qualification prescribed, please state the authority for the same.</p>			
6.	Training, if any received by the official, which is relevant to the post applied for:			
	Name of the Training Programme	Duration From To	Organization from where received	Nature of Training received

7.	<p>Information about the post held:</p> <p>(i) Present post held</p> <p>(ii) Full scale of Pay</p> <p>(iii) Present Pay</p> <p>(iv) Special Pay, if any</p> <p>(v) Whether the post is on regular basis or on ad-hoc basis or on deputation basis</p> <p>(vi) Date from which held</p> <p>(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.</p> <p>(If any financial upgradation under ACP has been given, it may be specifically stated).</p>			
8.	<p>If the present post is not held on regular basis:</p> <p>(a) post held on regular basis</p> <p>(b) its scale of pay</p> <p>(c) date from which held on regular basis</p>			
9.	<p>Post, if any, which the officer holds in a substantive capacity:</p>			
10.	<p>(1) Is the present post an analogous post in terms of DOP& A.R. Office Memorandum No. 19017/27/75-Estt.(D) Pt, dated 07.03.1984</p>			
	<p>(2) If the present post is not an analogous post, the date from which the post in the scale of pay of Rs.8000-275-13500 (revised) for SRO post and Rs. 6500-200-10500 or Rs.5500-9000 for RO post or equivalent or higher scale held on regular basis.</p>			
11.	<p>Details of service :</p>			
Name of post	Employer	Duration From To	Scale of pay	Nature of duties

12.	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.	
13.	(1) Present Postal Address with PIN Code No.; (2) Telephone Number; (a) Office: (b) Residence:	
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 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 pay in lieu of a separate pay for the post.

For use by the Office forwarding the application

No. _____ Dated _____

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

Signature _____
Name _____

(Seal of Office)

[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED
SEPARATELY ALONGWITH THE APPLICATION OF CANDIDATE

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Senior Research Officer/ Research Officer in the Planning Commission, on ad-hoc 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 Senior Research Officer/ Research Officer in the Planning Commission on ad-hoc 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 Senior Research Officer/Research Officer in the Planning Commission, on ad-hoc deputation basis, during the last ten years.

[Authorised Signatory]

Name & Office Seal:

Date: