

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 अथवा अल्पावधि अनुबंध आधार पर नियुक्ति के लिए आवेदन कर रहे हैं ( केन्द्र / राज्य सरकार @ संघ राज्य क्षेत्र के प्रशासन के अधिकारी ही प्रतिनियुक्ति के लिए पात्र होंगे. Vll; अभ्यर्थी अल्पकालिक अनुबंध के लिए पात्र होंगे) / Please state whether you are applying for deputation or short-term contract basis. (Employees of Central/ State Governments/U.T. Administrations are eligible for "Deputation". Others would be eligible 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)

\*\*\*

No. A-12025/32/2006-Adm.I  
GOVERNMENT OF INDIA  
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,  
New Delhi, the 28<sup>th</sup> February, 2007.

To

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

**SUB:- Recruitment to fill up the post of Joint Adviser (Water Resources) in the scale of pay of Rs. 14300-400-18300 in the Planning Commission on Promotion/ Transfer on Deputation (including short-term contract) basis.**

---

Sir,

I am directed to say that Planning Commission requires the services of suitable Officer for appointment to the post of Joint Adviser (Water Resources) to be filled by composite method i.e. "Promotion/ Transfer on Deputation (including short-term contract)" basis. The selection for the post will be made by the UPSC.

2. Officers working under the Central / State Governments / UT Administrations/ Universities/ Recognized Research Institutions/ Public Undertakings as well as the Departmental Deputy Advisers of the Planning Commission who fulfill the conditions specified for the post in the enclosed Annexure would be considered together. If a Departmental Deputy Adviser of the Planning Commission is recommended by the UPSC for appointment to the post, 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 for a specific period not exceeding five years.

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 Recognized Research Institutions under their administrative control.

5. Applications/Curriculum Vitae (in duplicate) in the enclosed proforma along with 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, for the post 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 post on deputation basis.**

6. Applications of only those candidates who are clear from vigilance angle need be forwarded. The vacancies are 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.

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 along with 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 the vacancy are also available on Planning Commission website, i.e. “<http://www.planningcommission.gov.in>” under the link “circulars”.

Yours faithfully,

(ANIL MALHOTRA)  
Deputy Secretary to the Govt. of India  
Tele. 23096728

**Copy forwarded to:-**

1. Principal Adviser (WR) Planning Commission.
2. All Deputy Advisers of the Planning Commission who have completed/ or will complete 5 years regular service in the grade as on the date of determining eligibility specified for each post in the **Annexure** and possess the essential qualifications and experience for specific post may complete the proforma and send it (in duplicate) to the undersigned.
3. Senior Adviser (Administration), Planning Commission.
4. Notice Boards.

(ANIL MALHOTRA)  
Deputy Secretary to the Govt. of India

**ANNEXURE**

Details of eligibility conditions for the post of Joint Adviser (Water Resources) in the Planning Commission to be filled by Promotion/ Deputation (including short-term contract) basis.

Details of these vacancies are: -

1. **SCALE OF PAY** : Rs.14300-400-18300

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

**Joint Adviser (Water Resources)**

- \* Examination and review of Annual and Five-Year Plan proposals of the States for Water Resources, Irrigation, Command Area Development and Flood Control.
- \* Review of major and medium irrigation projects and proposals of the Ministry of Water Resources and its subordinate offices.
- \* Participation in (i) Annual Plan and Five-Year Plan discussions, (ii) Discussion with Central Ministries and State Ministries regarding review of drought programmes and major and medium irrigation projects and preparation of reports thereof.
- \* Participation in various Committees set up by the Planning Commission, Ministry of Water Resources, Central Water Commission and other Committees set up for progress of major and minor irrigation projects.
- \* Assisting Adviser (Water Resources) and other Senior Officers on all matters pertaining to development of Irrigation, Flood Control and Command Area Development programmes.

3. **ELIGIBILITY:**

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

Officers holding analogous posts on regular basis; or with 5 years' regular service in posts in the scale of pay of Rs. 12000-375-16500 or equivalent under the Central/ State Governments/ UT Administrations/ Universities/ Recognised Research Institutions/ Public Undertakings/ Autonomous Organisations and possessing the qualifications/ experience prescribed for the post, as indicated against item No. 6 below.

**FOR PROMOTION:**

Deputy Advisers 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. 6 below.

4. **AGE LIMIT:**

The maximum age limit for appointment by Deputation (including Short-Term Contract) shall be not exceeding 56 years as on the closing date for receipt of applications.

5. **CRUCIAL DATE FOR DETERMINING ELIGIBILITY:**

It will be the closing date for receipt of applications as per this circular.

6. **QUALIFICATIONS AND EXPERIENCE :**

**Joint Adviser (Water Resources)**

**ESSENTIAL:**

- (i) Degree in Civil Engineering from a recognized University or equivalent.
- (ii) Twelve years' experience in research/ development/ planning/ monitoring and evaluation / execution in the field of water resources in all its diverse aspects like river valley projects, water resources development, command area development, flood control, management of water and waste water, drainage, water supply, sewerage/ low cost sanitation, solid-waste management, etc.

**DESIRABLE:**

- (i) Master's Degree in Civil/ Hydraulic/ Water Resources Engineering/ Hydrology/ Public Health Engineering.
- (ii) Experience of preparing critical reviews, appraisal reports, research reports, etc. as evidenced by publications.

7. **PERIOD OF DEPUTATION/ CONTRACT:**

Period of deputation/ contract including period of deputation/ contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceed five years. 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 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 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 Joint 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 Joint 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 Joint Adviser ( \_\_\_\_\_ ) in the Planning Commission on Transfer on Deputation basis during the last ten years.

[Authorised signatory]  
Name & Office Seal:  
Date:

\*\*\*\*\*