

No. A-12025/18/2007-Adm.I
GOVERNMENT OF INDIA
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,
New Delhi, the September, 2007.

To

All Central Government Departments / State Governments/ UT Administrations/
Universities / Recognised Research Institutions/ Public Undertakings/Autonomous
Organisations

**SUB:- Recruitment to the posts of Joint Adviser (Petroleum) and Joint Adviser (Labour
& Employment) in the scale of pay of Rs.14300-400-18300 in the Planning
Commission on Promotion/ Deputation (including short-term contract) basis.**

Sir,

I am directed to say that the Planning Commission requires the services of suitable Officers for appointment to the posts of Joint Adviser (Petroleum) and Joint Adviser (Labour & Employment) to be filled by composite method i.e. "Promotion/ Deputation (including short-term contract)" basis. The selection for both posts will be made by the UPSC.

2. Officers working under the Central / State Governments / UT Administrations/ Universities/ Recognised Research Institutions/ Public Undertakings/ Autonomous Organisations as well as the Departmental Deputy Advisers of the Planning Commission who fulfill the conditions specified for each 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 any 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, duties attached to the post, eligibility conditions, qualifications and experience, period of deputation etc. for both the posts are indicated in the enclosed Annexure.

4. Ministries/ Departments of the Central Govt./ State Governments/ UT Administrations/ Universities are requested to bring these vacancies to the notice of the Officers working under their charge as well as those working in Public Undertakings, Recognised Research Institutions and Autonomous Organisations 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, separately for each 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 on each page 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.

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 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 these vacancies are also available on Planning Commission website, i.e. "<http://www.planningcommission.gov.in>" under the link "circulars".

Yours faithfully,

(S. KESAVA IYER)
Under Secretary to the Govt. of India
Tele. 23096531

Copy forwarded to:-

1. Principal Adviser (Energy) and Senior Adviser (LEM), Planning Commission.
2. Sr. Adviser (Admn.), Planning Commission.
3. All Deputy Advisers of the Planning Commission who have completed/ will complete 5 years regular service in the grade as on the date of 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.
4. Notice Boards.

(S. KESAVA IYER)
Under Secretary to the Govt. of India

Details of eligibility conditions for the posts of Joint Adviser (Petroleum) and Joint Adviser (Labour & Employment) 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 [For both posts]

2. DUTIES ATTACHED TO THE POST:

[I] Joint Adviser (Petroleum)

- * Planning and Programming for the development of Petroleum and Natural Gas Sector and then integration with national economic plans through the operational mechanism of Annual and Five Year Plans.
- * Integration of Petroleum and Natural Gas Plans with other sectoral development by functioning in close cooperation with the concerned Ministries, State Governments, Public Sector Undertakings, Institutions, Agencies, etc..
- * Representing Planning Commission in meetings, Committees, Inter-Ministerial Groups, etc. for feed back to Planning Commission for decision making, examining various papers/notes/reports etc. received in the Planning Commission relating to the Sector.
- * Appraisal of projects/feasibility reports and monitoring of the performance of the Petroleum and Natural Gas Sector as integrated to other related sectoral developments, developing and coordinating studies aimed at resolving the problems at various higher levels and preparing specialized technical papers.
- * Supervision of the work of the Petroleum Unit.
- * Such other duties as may be assigned by the Planning Commission.

[II] Joint Adviser (Labour & Employment)

The Joint Adviser (Labour & Employment) is to assist the Adviser in carrying out the functions of the Labour Employment and Manpower Division as per work that may be allocated to the Officer. The Officer should be conversant with the technical/operational aspects pertaining to :-

- ⇒ Formulation of employment and manpower planning, strategy and programme in general and with specific reference to target groups.
- ⇒ Wages, income and labour market.
- ⇒ Investment, technology and labour absorption of different sectors.
- ⇒ Labour policy and labour welfare schemes.
- ⇒ Interpretation and analysis of demographic employment/unemployment and manpower data from surveys and other sources.
- ⇒ Linkage between education, training, skill formulation and manpower planning.

- ⇒ Monitoring of the employment and manpower aspects of the Plans and specific programmes. &
- ⇒ Evaluation of projects and programmes in the field of labour, employment and manpower.

The officer should also be able to conduct research analytical/estimational studies in the field of labour, employment and manpower.

3. ELIGIBILITY :

[COMMON FOR BOTH THE POSTS]

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 each 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 each post, as indicated against item No. 6 below.

4. AGE LIMIT :

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

5. CRUCIAL DATE FOR DETERMINING ELIGIBILITY :

- (a) For the post of Joint Adviser (Petroleum), it will be the closing date for receipt of applications as per this circular.
- (b) For the post of Joint Adviser (Labour & Employment), it will be 01-06-2008.

6. QUALIFICATIONS AND EXPERIENCE:

[Separate for each post]

[I] Joint Adviser (Petroleum)

ESSENTIAL:

- (i) Degree in Chemical Technology/ Petroleum Technology/ Oil Technology (with Petroleum)/ Chemical Engineering or Master's Degree in Geology/ Applied Geology from a recognised University or equivalent.
- (ii) 12 years' experience in designing/development in petroleum technology or in research/planning/implementation of hydrocarbons exploration/

production/ refining programmes or in related projects in Petroleum Industry.

DESIRABLE:

- (i) Masters' Degree in Chemical Technology/Petroleum Technology/ Oil Technology (with Petroleum)/ Chemical Engineering or Doctorate Degree in Geology/Applied Geology.
- (ii) Experience of preparation and/or techno economic evaluation of feasibility studies or detailed project reports.
- (iii) Knowledge of Petroleum economics in relation to forecast of demand of products, optimization of refinery outputs, distribution and pricing systems.

[II] Joint Adviser (Labour and Employment)

ESSENTIAL:

- (i) Masters' Degree in any branch of Social Science or Statistics of a recognised University or equivalent.
- (ii) 12 years' experience in research/ development/planning/evaluation of projects/programmes in the field of labour and employment.

DESIRABLE:

- (i) Doctorate degree in the concerned field.
- (ii) Experience of organizing field surveys or collection, analysis and interpretation of statistical/econometric data relating to or in-monitoring employment programmes.
- (iii) Research experience with evidence of published work in the labour and employment or related areas.

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 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 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 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 :

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 -

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

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) 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. √); 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 पृष्ठ 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)
