

No. A-12025/05/2003/Admn.
GOVERNMENT OF INDIA
PLANNING COMMISSION

Yojana Bhavan, Sansad Marg,
New Delhi – 110 001.
Dated 12th January, 2004

To,

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

**Subject : Recruitment to one post of Senior Research Officer
(Scientific Research) in the Planning Commission on
Promotion/Transfer on Deputation (including short-term
contract) basis.**

I am directed to say that the Planning Commission requires the services of a suitable officer for appointment to one post of Senior Research Officer (Scientific Research) on Promotion/Transfer on Deputation (including short-term contract) basis. Selection will be made by the UPSC. Officers working under the Central Government Departments/State Governments/UT Administrations/Universities/Recognised Research Institutions/public Sector Undertakings/Semi-Government, Statutory or Autonomous Organizations as well as Departmental Research Officers who fulfill the conditions specified in the Annexure would be considered simultaneously. If a Departmental Research officer is selected, the post will be treated as having been filled by Promotion. The other candidates will be considered for appointment on Transfer on Deputation basis only.

2. Scale of pay of the post, eligibility conditions such as qualifications and experience, period of deputation, and duties etc. of the post are indicated in the enclosed Annexure.

3. Ministries/Departments of the Central/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 Sector Undertakings, Recognised Research Institutions, Semi-Government, Statutory or Autonomous Organization under their administrative control.

4. Applications (in duplicate) along with the following documents in respect of the candidates who fulfill the prescribed requirements and 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 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:

- (i) Up-to-date Confidential Report Dossier of the candidate concerned or photocopies of Annual Confidential Reports of the candidate for the

last five years duly attested by an Officer not below the rank of the Under Secretary to the Government of India;

- (ii) Integrity certificate signed by an Officer not below the rank of the Deputy Secretary to the Government of India.
- (iii) Vigilance Clearance 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.
- (v) 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.
- (vi) **Applicant should ensure that the application is complete in all respects and is in the prescribed format. No column of the format 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 4 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.**

Yours faithfully,
Sd/-

(K.K. CHHABRA)

Under Secretary to the Government of India
Tel.No. 23096531

Copy forwarded to:

1. All Research Officers of the Planning Commission who have completed/or will complete 5 years regular service in the grade as on closing date, with the request that those who possess the essential qualifications and experience may complete the proforma and send it (in duplicate) to the undersigned through proper channel, by the closing date.
2. All Advisers/Principal Advisers Planning Commission
3. All Notice Boards of the Planning Commission
4. Director (Administration), Planning Commission
5. Circular Guard File.

Sd/-

(K.K. CHHABRA)

Under Secretary to the Government of India

ANNEXURE

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

1. **SCALE OF PAY** : **RS.10000-325-15200**

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

To assist the Senior Officers in collection of data, preparation of Notes and Memoranda

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

FOR TRANSFER ON DEPUTATION

Officers holding analogous posts; or with 5 years service in posts in the scale of pay of Rs.2200-4000 (pre-revised)/Rs.8000-275-13500 (Revised) or equivalent under the Central/State Government/UT Administrations/Universities/Recognized Research Institutions/Public Sector Undertakings/Semi-Government, Statutory or Autonomous Organizations and possessing the 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 and possessing the qualifications, experience etc. prescribed for the post, as indicated against item No.5 below.

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. **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 Recognised 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. PERIOD OF DEPUTATION/CONTRACT

Period of deputation/contract including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same organization/department shall not ordinarily exceed three years. 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 and in the case of those coming on contract, the terms will be settled in consultation with the concerned authority.

ANNEXURE-I

PROFORMA

Application for the post of Senior Research Officer (Scientific Research) – to be submitted in duplicate.

1. Name :

2. Date of Birth :

3. Date of retirement (under Central/State Government 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:	
(1)	
(2)	
(3)	
Desirable:	
(1)	
(2)	
(3)	

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		Organisation from where received	Nature of the training programme	Remarks
	From	To			

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 posts 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 scale of pay
- (iii) Date from which held on regular basis

9. Post, if any, which the officer holds in a substantive capacity

10. (1) (a) Is the present post an analogous post in terms of the Department of Personnel & Administrative Reforms OM 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 :
- (iii) 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 (revised) or Equivalent or higher scale held on regular Basis :
- (b) In thee 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 (revised)
- (ii) Date of last revision of scale of pay:
- (iii) 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

11. Details of Service

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

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 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.

For use by the Office forwarding the application

No.

Date : -----

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

Signature.....

Name.....

(Seal of Office)

ANNEXURE-II

TO BE CERTIFIED BY THE OFFICE OF THE CANDIDATE

This is to certify that Shri / Smt. / Kum.
belongs tooffice/.Department. He/She has been
serving in this office for the lastyears. He/She is drawing the basic pay of
Rs.....with effect from

2. This is also to certify in respect of Shri / Smt. / Kum.
of this Office/Department that:

- (i) His/her integrity as per the records available in this office is beyond doubt;
- (ii) He/She is clear from the Vigilance angle view;
- (iii) In the event of his/her selection to the post of SRO (Scientific Research), he/she will be relieved within one month of the intimation of the result to the candidate;
- (iv) No Major/Minor penalty has either been imposed or contemplated against him/her.

Date:

Place:

(Signature of the Employer with Seal)