



Applications are invited for the following vacant post:

**Name of the Post - Chief Regional Planner**

**Payscale - (PB-4) ₹37400-67000**

**Grade Pay ₹8900**

**No. of Post(s) - One**

**Category of Post - Unreserved**

**Method of recruitment:-** Deputation (including short term contract) / Promotion

**In case of Recruitment by Promotion / Deputation / absorption, grade from which promotion / Deputation / absorption is to be made:**

**Deputation:** Officers of the Central Government or State Government or Union Territory Govts. or Public Sector Undertaking or semi Government or Autonomous or Statutory organizations -

- (a) (i) holding analogous posts on a regular basis in the parent cadre or department; or  
(ii) with two years regular service in the grade rendered after appointment thereto on regular basis in the pay band of ₹37400-67000 with Grade ₹8700; or  
(iii) with six years regular service in the grade rendered after appointment thereto on regular basis in the pay band of ₹15600-39100 with Grade Pay of ₹7600; and

(b) Possessing the following educational qualifications, namely:-

**Essential:**

- (i) B. Arch / B.E. (Civil) / Bachelor of Planning / M.A. (Geography) and Post Graduate Degree in Urban / Regional Planning.  
(ii) 15 year's experience in the field of town and regional planning in a local body or in a Government / Govt. undertaking or in a recognized institution, out of which at least 5 years in preparation and implementation of urban / regional / town & country planning and execution and monitoring of infrastructure projects.

**Period:** Period of deputation will be initially for three years extendable by two years on a year to year basis on the basis of performance assessment.

**Promotion:** Joint Director (Tech) having 6 years of regular service in the grade rendered after appointment thereto on regular basis in the pay band of ₹15600-39100 with Grade Pay ₹7600.

**Note 1.** A departmental candidate in the feeder grade of Joint Director (Technical) in the pay band of ₹15,600-39,100 with Grade Pay ₹7,600 with six year's regular service in the grade shall also be eligible to be considered for this post along with the outsiders and in case he is selected, his appointment shall be deemed to have been made by promotion.

**Note 2.** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed initially for five years.

**Note 3.** The maximum age-limit for appointment by deputation shall be not exceeding fifty years, as on the closing date of the receipt of applications.

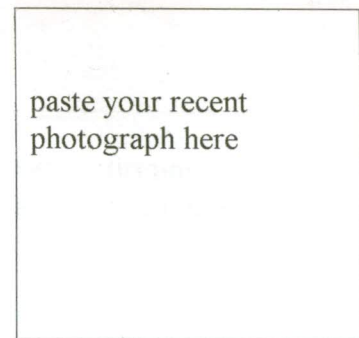
**General-**

- (i) Candidates working in Central Government / State Governments / Public Sector Undertakings / Autonomous Bodies must apply through proper channel and the details mentioned in their applications should be certified by the present employer. The application in the enclosed prescribed format, 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 be forwarded by the Cadre Controlling Authority duly verified / countersigned by the Head of office or an officer authorized to sign on his behalf, alongwith the following documents:-  
1. Cadre clearance in respect of the applicant.  
2. Up-to-date clear and legible photocopies of the ACRs / APAR of the last 5 years duly attested.  
3. Integrity certificate and Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the officer concerned; and  
4. A certificate indicating major / minor penalties imposed, if any, on the candidate during the last 10 years or otherwise a No Penalty certificate.
- (ii) For the purpose of calculating the upper age limit, cut-off date will be the last date of receipt of application for the post i.e. **09.02.16**.
- (iii) The Board reserves the right to call for interview only those candidates who are likely to be suitable. Canvassing in any form and / or bringing in any influence, political or otherwise will be treated as a disqualification.
- (iv) The Competent Authority of the Board reserves the right not to fill up the above post without assigning any reason. For other details of the posts and standard format of application please visit our website <http://ncrpb.nic.in>
- (v) The eligible and interested candidates may forward their application duly completed in the prescribed format alongwith a crossed IPO / Demand Draft of ₹100/- in favour of NCR Planning Board, one passport size photograph and attested copies of the certificates of educational qualifications, date of birth, experience and caste certificate etc., to the **Member Secretary, NCR Planning Board, 1<sup>st</sup> Floor, Core-IV B, India Habitat Centre, Lodhi Road, New Delhi-110 003** on or before **09.02.16**. The post applied for must be clearly super scribed on envelope.

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

**Application Format for the post of** -----

1. Name and Address in Block letters ...  
with Tel. No. & e-mail address, if any



2. Date of Birth (in Christian era) ...

3. (i) Date of entry into service  
(ii) Date of retirement under Central/ State Government/PSU/ Autonomous Body

4. Educational Qualifications

5. 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)

Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/ Experience possessed by the officer/candidate
<b>Essential</b> A) Qualifications  B) Experience	<b>Essential</b> A) Qualifications  B) Experience
<b>Desirable</b> A) Qualification	<b>Desirable</b> B) Qualification

B) Experience

B) Experience

5.1 **Note:** This column needs to be amplified to indicate essential and desirable qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ office at the time of issue of circular and issue of advertisement in the Employment News .

5.2. In the case of degree and post graduate qualifications elective/main subjects and subsidiary subject may be indicated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post

6.1 Note: Borrowing Departments are to provide their specific comments/view confirming the relevant essential qualification/work experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.

7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/Instt.	Post held on regular basis	From	To	*Pay Band and Grade pay/pay Scale of the post held on regular basis	Nature of duties (in details) highlighting experience required for the post applied for

\*Important: pay band and grade pay granted under ACP/MACP are personal to the officer and therefore should not be mentioned. Only pay band and grade pay/ pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay band and grade pay where such benefits have been drawn by the candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and grade pay drawn under ACP/MACP Scheme	from	to

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organisation.			

10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details	
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)  (a) Central Government (b) State Government (c) Autonomous Organizations (d) Government Undertakings (e) Universities (f) Others	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13. 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	

14. Total emoluments per month now drawn		
Basis Pay in the PB	Grade pay	Total Emoluments

15. In case the applicant belongs to an organization which is not following the Central Government Pay-scales, the latest salary slip issued by the showing the following details may be enclosed.

Basic Pay with Scale of pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments

<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (this among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/advertisement) (Note: enclose a separate sheet, if the space is insufficient)</p>	
<p>16.B Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/Scholarships/Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. # (Officers under Central/ State Governments are only eligible for</p>	

"Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract) # (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
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18. Whether belongs to SC/ST	
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**EMPLOYER'S ENDORSEMENT**

This is to certify that Shri/Ms. .... is working as ..... in the pay-scale of Rs. .... from ..... to ..... on regular/deputation/ contract basis in this Organization. The above details given by him/ her are verified and found correct as per our records. It is further certified that no vigilance case and departmental enquiry is either pending or contemplated against him/her. The integrity of the officer is also certified. In case of his/her selection, he/she will be relieved and his/her lien will be retained by this Organization.

Date: .....

**Signature of the Employer**