

## NATIONAL CAPITAL REGION PLANNING BOARD

(A Statutory Body under Ministry of Urban Development, Government of India)

1st Floor, Core-IV B, India Habitat Centre, Lodhi Road, New Delhi-03

Applications are invited for the following vacant post:

**Name of the Post- Deputy Director (Admn.)**

**Pay-scale-** (PB-3) Rs.15600-39100 Grade Pay Rs.6600 (6<sup>th</sup> CPC)

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

**Age-** Not exceeding 50 years.

**Method of recruitment-** Direct Recruitment/ Deputation initially for a period of three years extendable by two years ( **Reserved for OBC in case of Direct Recruitment** )

**Essential qualification & experience-**

**Essential:** Post Graduate in Social Sciences or in any other subject with Post Graduate Diploma in Personnel Management/HRD from a recognized University with seven years experience in Human Resource Development/ Administration.

**Preferential:** MBA (Personnel Management)

**Experience:** Officers from Central/State Govt. Organization or Pubic Sector Undertaking with 3 years in the pay scale of Rs.8000-13500 (Revised to Rs.15600-39100 with grade pay Rs.5400 in 6<sup>th</sup> CPC) or equivalent in the parent cadre or who fulfill the requisite qualification will also be eligible to apply.

Internal candidate holding the position of Assistant Director/Assistant Accounts Officers with 8 years experience in the post will be eligible to apply for the post and there will be no age and qualification restrictions in their case.

**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, cutoff date will be the last date of receipt of application for the post i.e **23.06.2016**.

(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.

Contd.

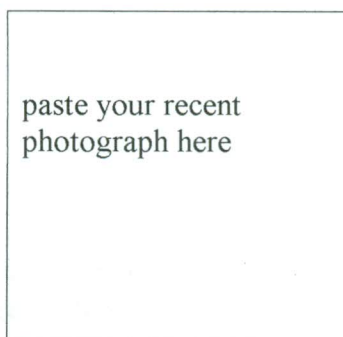
(iv) The Competent Authority of the Board reserves the right not to fill up the above post without assigning any reason. For other details of the posts and standard format of application please visit our website [www.ncrpb.nic.in](http://www.ncrpb.nic.in).

(v) The eligible and interested candidates may forward their application duly completed in the prescribed format alongwith a crossed IPO/ Demand Draft of Rs.100/- in favour of NCR Planning Board, One passport size photograph and self attested copies of the certificates of educational qualifications, date of birth, experience and caste certificate etc., to the **Member Secretary, NCR Planning Board, 1st Floor, Core-IV B, India Habitat Centre, Lodhi Road, New Delhi-110 003** on or before **23.06.2016**. The post applied for must be clearly superscribed 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>Desirable</b>	<b>Essential</b> A) Qualifications  B) Experience   <b>Desirable</b>



A) Qualification	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	
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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.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis. # (Officers under Central/ State Governments are only eligible for "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")	
18. Whether belongs to SC/ST	

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 \_\_\_\_\_

### **Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/ she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be)

Countersigned

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(Employer/Cadre Controlling Authority with Seal)



**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**