



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:

Sl. No.	Name of the Post/Pay-scale (in Rs.)	No. of Post(s)	Mode of recruitment
1.	Deputy Director (Admn.) (PB-3) Rs.15,600-39100 Grade Pay Rs. 6600 (6 th CPC)	1 (one)	Direct Recruitment / Deputation (reserved for OBC in case of Direct Recruitment)

Recruitment Rules with other details and application format for the above post are as under:

Name of post : Deputy Director (Admn.)

Method of recruitment: Direct recruitment/ Deputation (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 Public Sector Undertaking with 3 years in the pay scale of Rs. 8000-13500 (Rs.15600-39100 with grade pay Rs. 5400) or equivalent in the parent cadre or who fulfill the requisite qualification will also be eligible to apply.

[Internal candidates, holding the position of Assistant Director/Assistant Accounts Officer 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].

Age Limit for direct recruits- Not exceeding 50 years.

Tenure for deputation: Initially for a period of three years extendable by two years.

General:

- 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.

- 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. **10.6.2014**.
- 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 and standard format of application please visit our website <http://ncrpb.nic.in>.
- v. 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 atleast up to 2012-13 duly attested by an officer not below the rank of Under Secretary or equivalent to the Govt. of India.
 3. Integrity certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India.
 4. Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the officer concerned; and
 5. A certificate indicating major/minor penalties imposed, if any, on the candidate during the last 10 years or otherwise a No Penalty certificate
- vi. 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 attested copies of the certificates of educational qualifications, date of birth, experience and caste certificate etc., to the **Member Secretary, NCR Planning Board, Ist Floor, Core-IV B, India Habitat Centre, Lodhi Road, New Delhi 110 003** on or before **10.6.2014**. The post applied for must be clearly superscribed on envelope.

Application Format for the post of -----

1. Name (in Block letters): -----

Father's Name: -----

Address (with -----
 Tel. No. & e-mail -----
 address, if any) -----



2. Date of Birth (in Christian era)
3. 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 possessed by the candidate	
Essential	(1)
	(2)
	(3)
Desired	(1)
	(2)

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/Instt./ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties
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8. Nature of present employment, i.e., *ad hoc* or temporary or permanent

9. In case the present employment is held on regular/deputation/contract basis, please state-

- (a) The date of initial appointment
- (b) Period of appointment on regular/deputation/contract
- (c) Name of the parent office/organization to which you belong

10. Additional details about present employment:
Please state whether working under-

- (a) Central Government
- (b) State Government
- (c) Autonomous Organizations
- (d) Government Undertakings
- (e) Universities

11. 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

12. Total emoluments per month now drawn

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient

14. Whether belongs to SC/ST/OBC

15. Remarks

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that the Board can take action against me in case I am declared by them to be guilty of furnishing any wrong information or suppressing any facts.

Signature of the candidate
Address.....
.....

Date

Place.....

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