

NATIONAL CAPITAL REGION PLANNING BOARD
1st Floor, Core-IV B, India Habitat Centre, Lodhi Road, New Delhi-110 003

Advertisement No. A-12025/1/2013-Estt

NATIONAL CAPITAL REGION PLANNING BOARD (A Statutory Body under Ministry of Urban Development, Government of India) Applications are invited for the following vacant posts:		
Name of the Post/ Pay-scale	No. of Posts	Mode of Recruitment
Dy. Director (Tech) (PB-3) Rs.15,600-39,100 & Grade pay Rs.6,600	01	Deputation/Direct Recruitment (reserved for OBC in case of Direct Recruitment)
Steno Grade-D (PB-1) Rs.5,200-20200 & Grade pay Rs.2,400	01	Direct Recruitment
Applications duly completed in all respects and signed by the candidates with attested copies of testimonials etc., should reach the Member Secretary, NCR Planning Board, 1st Floor, Core-IV B, India Habitat Centre, Lodhi Road, New Delhi-110 003 , on or before 10.3.2013		
For other details such as eligibility criteria, educational qualification, age, standard format of application, please visit our website http://ncrpb.nic.in		

RECRUITMENT RULES FOR THE ABOVE POST ARE AS UNDER:-

(1) Name of the Post:- Deputy Director (Tech.)

1.	Name of Post	Deputy Director (Urban/Regional Planning)
2.	No. of Posts	One
3.	Classification	Group 'A'.
4.	Scale of pay	(PB-3) Rs.15600-39100 & Grade Pay Rs. 6600 (6 th CPC).
5.	Whether Selection Post or non-Selection post.	Selection post – Promotion, failing which direct recruitment.
6.	Whether benefit of added years of service admissible under rule 30 of the	Not Applicable.

	C.C.S. (Pension Rules),1972.	
7.	Age limit for direct recruits.	Not exceeding 50 years.
8.	Education and other qualifications required for direct recruits.	(i) B. Arch./B.E. (Civil)/ M.A. (Geography) and Master's Degree in Urban/Regional Planning or have passed Associate-ship examination of Institute of Town Planners, India with minimum 55% marks. (ii) 7 years experience in Urban/Regional Planning, execution and monitoring of projects.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years in case of appointment through direct induction method subject to Central Government Rules.
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	Method : Promotion, failing which deputation, failing which direct recruitment.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	Promotion form amongst eligible Assistant Directors (Tech.) who have rendered seven years of regular service after appointment thereto in the pay scale of Rs. 8,000-13,500 (5 th CPC) (revised to (PB-3) Rs.15600-39100 & Grade Pay Rs.5400 in 6 th CPC).
13.	If a DPC exists what is its composition.	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K- 14011/13/85-NCRPB, dated 8.7.1985.

(2) Name of the Post:- Steno Grade-D

1.	Name of Post	Stenographer Grade 'D'
2.	No. of Posts	One.
3.	Classification	---
4.	Scale of pay	(PB-1) Rs. 5200-20200 & grade pay Rs.2400 (6 th CPC).
5.	Whether Selection Post or non-	Selection- direct induction.

	Selection post.	
6.	Whether benefit of added years of service admissible under rule 30 of the C.C.S.(Pension Rules),1972.	Not applicable.
7.	Age limit for direct recruits.	Not exceeding 28 years.
8.	Education and other qualifications required for direct recruits.	<p>Essential: Graduation in any subject and speed of 80 W.P.M. in English Shorthand and 40 W.P.M. in English Typing and possessing diploma in computer applications.</p> <p>Preferential: Preference will be given to candidates having good speed in Hindi shorthand and typing also.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees.	There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
10.	Period of Probation, if any.	Two years in case of appointment through direct induction method subject to Central Government Rules.
11.	Method of Recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	<p>Direct Recruitment. Internal candidates having the requisite qualifications will also be eligible to apply. Selection will be made on the basis of skill test and interview.</p> <p>Since there is no promotion for Stenographers Grade 'D' they would be eligible for financial upgradation after a period of 12 years under the Assured Career Progression scheme of DOPT O.M. No. 35034/97/- Estt. (D), dated 9th August, 1999.</p>
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made	Direct Recruitment basis.
13.	If a DPC exists what is its composition	The selection will be made by Member Secretary on the basis of recommendations of the Selection Committee as per the NCRPB Notification No. K-14011/13/85-NCRPB, dated 8.7.1985.

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.
- ii. Since applications will be short-listed, merely possessing the prescribed qualifications and requisite experience would not entitle a person to be called for the interview.
- iii. For the purpose of calculating the upper age limit, cut off date will be the last date of receipt of application for the posts i.e. **10.3.2013**.
- iv. 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.
- v. The Curriculum Vitae (CV) duly supported by document will be assessed by the Selection Committee while selecting candidates for appointment to post.
- vi. The eligible and interested candidates may apply in the format alongwith one passport size photograph and attested copies of the certificate of educational qualifications, date of birth, experience and caste certificate etc., should reach the **Member Secretary, NCR Planning Board, 1st Floor, Core-IV B, India Habitat Centre, Lodhi Road, New Delhi-110003, on or before 10.3.2013**. The post applied for must be clearly superscribed on envelope.

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. 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	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

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

(f) Private Organisation

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

Date
Place.....

Address.....
.....

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:
the Employer

Signature of