

**NATIONAL CAPITAL REGION PLANNING BOARD**

**Posts wise detailed eligibility criteria conditions and standard format of application are as under:-**

**1. Law Officer :-**

Name of Post	No. of Posts	Classification of post	Pay scale	Age limit for direct recruits	Education and other qualifications required for direct recruits and Deputation.
1	2	3	4	5	6
<b>Law Officer</b>	<b>One</b> (un-reserved)	Group 'A'.	<b>Level-12</b> (₹78800-209200) {pre revised scale PB-3, ₹15600-39100 and Grade Pay ₹7600 in 6 <sup>th</sup> CPC}	56 years	<p><b>Deputation:</b> Officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi Government or Statutory or Autonomous Organisations and other Government bodies:-</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre/ department; or (ii) with five years regular service in the grade rendered after appointment thereto on regular basis in the post in the pay scale of Level-11 (Rs. 67,700-2,08,700) as per 7<sup>th</sup> CPC.</p> <p align="center">and</p> <p>(b) Possessing the following education qualifications and experience-</p> <p>(i) Bachelor Degree in Law from a recognized University/Institute; And (ii) 9 years experience in handling the legal matters pertaining to contractual matters/ arbitration/ legislative matters/land acquisition cases.</p> <p><b>Note 1-</b> Period of deputation shall be four years. <b>Note 2-</b>The maximum age-limit for appointment by deputation shall be <b>not exceeding fifty six years</b>, as on the closing date of the receipt of application. <b>Note3-</b> The exemption from rule of immediate absorption is not required for appointment on deputation as per instructions of DoP&amp;PW OM F. No. 4/78/2006-P&amp;PW (D) dated 12.10.2015.</p>

## 2. Finance & Accounts Officer:-

Name of Post	No. of Posts	Classification of post	Pay scale	Age limit for direct recruits	Education and other qualifications required for direct recruits and Deputation.
1	2	3	4	5	6
<b>Finance &amp; Accounts Officer</b>	<b>One</b> (un-reserved)	Group 'A'.	<b>Level 11,</b> (₹67700-208700) {pre revised scale PB-3, ₹15600-39100 and Grade Pay ₹6600 in 6 <sup>th</sup> CPC}	50 years	<p><b>Essential:</b> MA (Hons.) Economics /M.Com /MBA (Finance) or equivalent degree in finance from a recognized university with seven years' experience.</p> <p><b>Preferential: ICWA/CA.</b> Experience: Officers from central / state Govt. Organization or public sector undertaking with three years in the pay scale of Rs.8000-13,500 or equivalent in the parent cadre or who fulfil the requisite qualification will also be eligible to apply.</p> <p><b>Internal candidates</b> holding the position of Assistant Director/ Assistant Accounts Officer with 8 years in experience in the post will be eligible to apply for the post and there will be no age and qualification restrictions in their case</p>

## 3. Admn. Consultant - Terms of Reference (TOR) of Consultant:-

- Essential qualification** - Graduate Degree from recognized University.
- Desirable** - (i) Degree in Law. (ii) MBA in personnel Management or Administration.(iii) Post Graduate diploma in Public Administration.
- Experience** - Five years service on regular basis in the pay scale of Level-10 ((7<sup>th</sup> CPC), pre-revised GP of Rs.5400/- in responsible position with Administration & Establishment work in Govt. Office/Autonomous Body/Public Sector Undertaking.
- Consolidated Remuneration** - ₹58,000/- p.m. consolidated.  
No other allowance / perks will be paid.
- Age Limit** - 50 Years

**Nature of duties/scope of work-**

- 1) Recruitment process of various vacant posts,
- 2) Review/ revision of in Recruitment Rule/Regulations of NCRPB as per DOPT guidelines,
- 3) Assist in service matters CAT cases, employees grievances;
- 4) Maintenance / scrutiny of reservation roaster for all cadres/posts in NCRPB,
- 5) To support in procurement of goods and services through Govt. E Marketplace (GEM),
- 6) To assist in implementation of digitization of records and implementation E-office in NCRPB,
- 7) All administrative & establishment matters.
- 8) Any other matter assigned by Member Secretary / Director (A&F).

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**Format of application –**

**For the post of Law Officer and FAO – As per Annexure-I attached.**

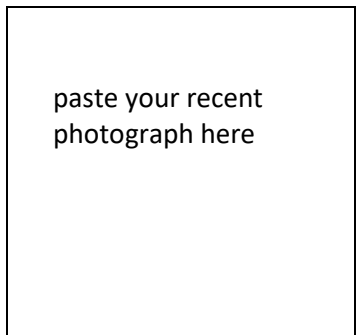
**Admn. Consultant – As per Annexure-II attached.**

Application format for Law Officer and FAO

BIO-DATA/ CURRICULUM VITAE PROFORMA

Application 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) Experience	<b>Desirable</b> B) Qualification  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 subjects 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/Institution.	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, PayBand, 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	
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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.
<p>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.</p> <p>9.2 Note: Information under Column 9(c) &amp;(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.</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details	
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government  (b) State Government  (c) Autonomous Organization  (d) Government Undertaking  (e) Universities  (f) Others</p>	
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		
Basic 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 issued by the organization 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: 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>	
<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)</p> <p># (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")</p>	
<p>18. Whether belongs to SC/ST/ OBC</p>	

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**



10. Work Experience

Sl. No.	Organisation/Institute	Period		Nature of Work	Remarks
		From	To		

11. Whether SC/ST/OBC

12. Reference:

(i)

(ii)

(Signature)

Date: