

# (PLANNING ASSISTANT)

National Capital Region Planning Board  
(A Statutory Body under Ministry of Housing & Urban Affairs, Govt. of India)  
1st Floor, Core-4B, India Habitat Centre, Lodhi Road, New Delhi-110003

No. Y-11011/7/2024 (E- 9171269)

Dated : March, 2026

National Capital Region Planning Board (NCRPB) invites applications in the prescribed format for the following post for its office located in New Delhi, as per details given below:-

| S. No. | Name of Post.      | No. of Post / Category. | Method of Recruitment. | Scale of pay as per RRs.  |
|--------|--------------------|-------------------------|------------------------|---|
| 1.     | Planning Assistant | 01 (One post)<br>UR     | Direct Recruitment.    | Level-6<br>(₹ 35,400- 1,12,400)<br>( as per 7 <sup>th</sup> CPC pay matrix) |

2. Detailed eligibility criteria, general terms & conditions and prescribed format of application is as under:-

## 1. Planning Assistant (Regular post):-

| Name of Post       | No. of Post | Classification of post   | Pay scale  | Age limit for direct recruits | Education and other qualifications required for direct recruits  |
|--------------------|-------------|--------------------------|--|-------------------------------|--|
| 1                  | 2           | 3                        | 4  | 5                             | 6  |
| Planning Assistant | 01          | Group 'B' (Non-gazetted) | Pay Level-6<br>(₹ 35,400-1,12,400)<br>as per 7th CPC pay matrix. | Not exceeding 30 years        | <b>Essential:</b><br>Diploma in Engineering (Civil)/Diploma in Architecture of three years full time duration or equivalent.<br><b>Note:</b> Those candidates who have done Bachelor degree in Architecture/ Civil Engineering /Planning from a recognized university /institution are also eligible.<br><b>Preferential:</b><br>Candidate with two years experience in GIS, Urban |

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|--|--|--|--|--|---|
|  |  |  |  |  | Planning and working experience in GIS softwares. |
|--|--|--|--|--|---|

| Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees  | Period of probation, if any. | Method of Recruitment by promotion or by deputation/transfer & percentage of the vacancies to be filled by various methods  | In case of recruitment by promotion/deputation/transfer, grades from which promotion / deputation / transfer to be made  |
|---|------------------------------|---|--|
| 7   | 8                            | 9   | 10   |
| Age not exceeding 35 years for internal candidates i.e. the employees of the NCRPB. Educational Qualification will be the same as for the direct recruit. | Two years.                   | <p><b>By Direct Recruitment.</b></p> <p>Selection shall be made based on single Written Competitive Examination consisting of Objective type questions in General Intelligence, Reasoning, General Awareness, Quantitative Aptitude etc. and Professional/ Technical Test of Descriptive type.</p> <p>Merit list will be prepared on the basis of overall performance of candidates in the Written Examination.</p> <p>There will be no interview for selection of candidate.</p> | Internal candidates who are AITPE or fulfill the qualifications and experience laid down for the post would also be eligible for any post related to Planning. |

### **GENERAL TERMS & CONDITIONS:-**

1. The prescribed qualifications are minimum required qualification.
2. Applications should be sent in the envelop superscribing the post applied for "Application for the post of ....."
3. Application in the prescribed format should be neatly typed out in A-4 size paper or hand written and should also be signed.
4. The last date for receipt of applications is **30 days from the date of publication in Employment News.**
5. The Cut-off date for qualification and maximum age will be the last date of receipt of applications.

6. Application received after the due date or found to be incomplete in any manner or not submitted in the prescribed format will not be entertained and summarily rejected without assigning any reasons.
7. Selection shall be made based on single Written Competitive Examination consisting of Objective type questions in General Intelligence, Reasoning, General Awareness, Quantitative Aptitude etc. and Professional/ Technical Test of Descriptive type.
8. Merit will be prepared on the basis of overall performance of candidates in the Written Examination.
9. There will be no interview for selection of candidate.
10. Candidates already employed in Central/State Govt. Offices/PSU/Autonomous Bodies/Statutory Bodies etc. should submit their application through proper channel and shall submit NOC from their present employer failing which they will not be allowed to appear in the written examination.
11. Age relaxation for reserved categories shall be as per DoPT, Government of India guidelines.
12. For written examination, it is mandatory to carry intimation letter/written examination letter, two passport size recent colour photographs (the photograph should be similar to the one as pasted on the application) and Original valid Photo-ID proof having the full Date of Birth as printed on the Admission Certificate one ID proof issued by government.
13. No TA/DA shall be paid to candidates for attending written examination and skill test.
14. The merit list of the shortlisted candidates will be uploaded on the NCRPB's website <https://ncrpb.nic.in>.
15. The call letters will be sent by email to the shortlisted candidates. Applicants are required to provide their correct email ids in the application forms. The Board will not be responsible for any misdirected email.
16. The Board reserved the right not to fill up the post without assigning any reasons. The recruitment process can be cancelled/suspended/postponed at any stage without assigning any specific reasons. The decision of the NCRPB will be final and no (NO) appeal will be entertained.
17. The decision of the NCR Planning Board in respect of selection shall be final and no (NO) correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
18. Application form duly completed in all respect and signed by the candidate with self-attested copies of testimonials etc., along with a crossed IPO/ Demand Draft payable at New Delhi for Rs.100/- (Rs. One Hundred only) drawn in favour of NCR Planning Board as Application Fee should reach the Member Secretary, NCR Planning Board, 1st Floor, Core-4B, India Habitat Centre, Lodhi Road, New Delhi-110003. The Application fee can also be paid online to National Capital Region Planning Board, Bank Account No. 53048557394 IFSCSBIN0030203, State Bank of India, SME Branch, Connaught Circus, New Delhi.

19. Fee once paid shall not be refunded under any circumstances neither it will be adjusted against any other examination or selection.
20. Women candidates and candidates belonging to Scheduled Castes (SCs), Scheduled Tribes (STs), Persons with Benchmark Disabilities (PwBDs) and Ex-servicemen (ESM) are exempted from payment of application fee.
21. Original documents and testimonials related to qualifications, experience etc. shall be verified only of those candidates who falls in merit list. Further, original documents shall also be verified at the time of joining.
22. In case of doubt, Recruitment Rules for the post of Planning Assistant-2022 notified on 29.08.2022 may please be referred.

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**Application Format**

paste your  
recent  
photograph  
here

Application for the post of \_\_\_\_\_

- 1 (a) Name (in Block letters) :
  
- (b) Correspondence Address :
  
- (c) Permanent Address
- (d) Mobile / Tel. No. :
- (e) E-mail Address
- (f) Father's Name :
- 2. Date of Birth (in Christian era) :  
(in dd/mm/yyyy format)  
  
(age as on last date of receipt of application) ..... years..... months
- 3 (a) Date of entry into service :
  
- (b) Date of retirement under :  
Central/ State  
Government/PSU/  
Autonomous Body

4. **Educational/Professional/Technical Qualifications:**

| S.No. | Name of the Examination | Board/University | Year of Passing | Division/Class |
|-------|-------------------------|------------------|-----------------|----------------|
|       |                         |                  |                 |                |
|       |                         |                  |                 |                |
|       |                         |                  |                 |                |
|       |                         |                  |                 |                |

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><br>A) Qualifications<br><br>B) Experience<br><br><b>Desirable</b><br>A) Qualification<br><br>B) Experience | <b>Essential</b><br>A) Qualifications<br><br>B) Experience<br><br><b>Desirable</b><br>A) Qualification<br><br>B) Experience |

**Note:**

5.1 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 |  |
|--|--|

**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, Pay Level, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|--------------------|---|------|----|
|                    |   |      |    |

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|---|---|---|--|
| 8. Nature of present employment<br>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. |
|   |   |   |  |
| <p><b>9.1 Note:</b> 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><b>9.2 Note:</b> 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:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government<br/> (b) State Government<br/> (c) Autonomous Organization<br/> (d) Government Undertaking<br/> (e) Universities<br/> (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 slip 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.</p> <p>(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><b>16 (B) Achievements:</b></p> <p>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition</li> <li>(vi) vi) any other information.</li> </ul> <p>(Note: Enclose a separate sheet if the space is insufficient)</p> |  |

|  |  |
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|  |  |
| <p>17. Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.</p> <p># (Officers under Central/ State Governments are only eligible for “Absorption”. Candidates of non-Government Organisations are eligible only for Short Term Contract)</p> <p># (<i>The option of ‘STC’/ ‘Absorption’/ ‘Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”</i>)</p> |  |
| 18. Whether belongs to SC/ST/OBC/PwBD/ESM/Female   |  |
| 19. Details of application fees paid   |  |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application Form 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: \_\_\_\_\_

**PART-B**

**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)

**PART-C**

**EMPLOYER'S ENDORSEMENT/NOC**

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**