

**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-11011/2/2021 (E-9101482)

Dated: 29.11.2024

National Capital Region Planning Board (NCRPB) invites applications in the prescribed proforma, from the well qualified and experienced candidates for the following post, for its office located in New Delhi, as per details below:-

| Name of Post | No. of Post / Category | Method of Recruitment                      | Scale of pay  |
|--------------|------------------------|--|---|
| Law Officer  | 01 (UR)                | Deputation (including short term contract) | Level-12 (₹ 78,800-2,09,200) as per 7 <sup>th</sup> CPC |

Detailed eligibility criteria, age, educational and other qualification are as under:-

| Name of Post | No. of Post       | Classification | Level in Pay Matrix                                     | Whether Selection Post or non-selection post | Age limit for direct recruits | Education and other qualifications required for direct recruits |
|--------------|-------------------|----------------|---|--|-------------------------------|---|
| 1            | 2                 | 3              | 4   | 5  | 6                             | 7   |
| Law Officer  | One (un-reserved) | Group 'A'      | Level-12 (₹ 78,800-2,09,200) as per 7 <sup>th</sup> CPC | Not applicable                               | Not applicable                | Not applicable  |

| Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotees | Period of Probation, if any | Method of recruitment: Whether by direct recruitment or by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods | In case of recruitment by promotion/ deputation/ absorption grades from which promotion/ deputation/ absorption to be made   |
|---|-----------------------------|---|--|
| 8   | 9                           | 10  | 11   |
| Not applicable  | Not applicable              | Deputation (including short term contract)  | <b>Deputation:</b> Officers under the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings |

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|--|--|--|--|
|  |  |  | <p>or Semi Government or Statutory or Autonomous Organizations and other Government Bodies:-</p> <p>(a) (i) holding analogous post on a regular basis in the parent cadre/department; or</p> <p>(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 7th CPC;<br/>and</p> <p>(b) Possessing the following educational qualifications and experience-</p> <p>(i) Bachelor Degree in Law from a recognized University/Institute;<br/>and</p> <p>(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.</p> <p><b>Note 2-</b>The maximum age-limit for appointment by deputation shall be not exceeding fifty six years, as on the closing date of the receipt of applications.</p> <p><b>Note 3-</b>The exemption from rule of immediate absorption is not required for appointment on deputation as per instructions of DoP&amp;PW O.M. F.No.4/78/2006-P&amp;PW (D) dated 12.10.2015.</p> |
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**GENERAL TERMS & CONDITIONS:-**

1. The prescribed qualifications are minimum and mere possession and fulfilment of essential and desirable qualifications for a post does not entitle the candidate to be called for interview.
2. The candidates short-listed for interview will be informed by e-mail and/or by post. The Board will not be responsible for any postal delay.
3. It shall be necessary to furnish Original "Part-C/No Objection Certificate" from the parent department/present employer at the time of interview.
4. The candidates who have not completed the prescribed "cooling off" period as per DoPTs regulations are not entitled to apply for the deputation post.

5. The Pay Scale/Grade Pay of substantive post would only be taken into account for deciding the eligibility for appointment/selection to a higher post on deputation basis. Pay Scale and Grade Pay received on financial upgradation under ACPs/MACPs will not be considered for deputation.
6. The terms & conditions of deputation will be regulated in accordance with Department of Personal & Training OM No. 6/8/2009-Estt. (Pay) dated 17th June 2010, as amended from time to time.
7. The maximum age limit for appointment by deputation shall not exceeding 56 years as on closing date of receipt of application.
8. No TA/DA will be paid for attending the interview.
9. Application in the prescribed format should be typed or neatly hand written. Application received/found to be incomplete in any manner, not submitted in the prescribed format or received after the due date will not be entertained and summarily rejected.
10. Only applications received through proper channel will be considered, however, candidates can send their applications as an advance copy directly to the NCRPB within the stipulated last date, but only those applications will be considered if they are finally received through proper channel.
11. There will be no age bar for internal candidates i.e. the employees of the NCRPB, who are otherwise qualified for the post.
12. The decision of the NCR Planning Board in respect of selection shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
13. Application duly completed in all respect and signed by the candidate with self-attested copies of testimonials etc., along with a Crossed IPO/ Demand Draft (non-refundable) payable at New Delhi for Rs.100 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 last date for receipt of application is two months from the date of publication in the newspapers. The Application fee can also be paid online to National Capital Region Planning Board, Bank Account No. 53048557394 IFSC-SBIN0030203, State Bank of India, SME Branch, Connaught Circus, New Delhi
14. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other examination or selection.
15. SC/ST/PwBD/Ex-Servicemen/Female candidates are exempted from payment of application fees.

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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 .....**2024**) ..... years..... months

3 (a) Date of entry into service :

(b) Date of retirement under :  
Central/ State Government/PSU/  
Autonomous Body

4. **Educational Qualifications:**

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

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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.

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|--|--|
| 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 |
|--------------------|---|------|----|
|                    |   |      |    |

|  |  |
|--|--|
| 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. |
|---|---|---|--|
|   |   |   |  |
| <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> |   |   |  |
| <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>   |   |   |  |
| <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> <ul style="list-style-type: none"> <li>(a) Central Government</li> <li>(b) State Government</li> <li>(c) Autonomous Organization</li> <li>(d) Government Undertaking</li> <li>(e) Universities</li> <li>(f) Others</li> </ul>  |   |   |  |
| <p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade</p>  |   |   |  |
| <p>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</p>  |   |   |  |

|  |           |                  |
|--|-----------|------------------|
| 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> <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) 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.</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># (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>   |  |

|  |  |
|--|--|
| 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**