

**NATIONAL CAPITAL REGION PLANNING BOARD  
CORE-IVB, 1<sup>ST</sup> FLOOR, INDIA HABITAT CENTRE  
LODHI ROAD, NEW DELHI-110003.**

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

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

Name of Post	No. of Posts	Classification of post	Pay scale	Age limit for direct recruits	Education and other qualifications required for direct recruits
1	2	3	4	5	6
<b>Planning Asst</b>	01 (UR)	Group 'B' (non-gazetted)	Pay Level-6 ( ₹ 35,400 - 1,12,400) as per 7th CPC pay matrix.	Not exceeding <b>30</b> years	<p><b>Essential:</b> Diploma in Engineering (Civil)/Diploma in Architecture of three years full time duration or equivalent.</p> <p><b>Note:</b> Those candidates who have done Bachelor degree in Architecture/Civil Engineering/Planning from a recognized university/institution are also eligible.</p> <p><b>Preferential:</b> Candidate with two years experience in GIS, Urban Planning and working experience in GIS softwares.</p>
<b>Period of Probation.</b>		<b>Method of recruitment:</b>			
7		8			
Two Years		<p><b><u>Direct Recruitment:</u></b> As per details mentioned in column 6 above of the post.</p>			

**Encl :- (i) General terms and Condition  
(ii) Format of application**

## **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 ACP/MACP 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.
10. 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.
11. 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.
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 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 on or before 1st February 2024.** 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. SC/ST/PH/Ex-Servicemen/Female candidates are exempted from payment of Application Fees.

**PART-A**

**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 01.02.2024) ..... 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

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
<p><b>Essential</b> Diploma in Engineering (Civil)/Diploma in Architecture of three years full time duration or equivalent.</p> <p><b>Note:</b> Those candidates who have done Bachelor degree in Architecture/Civil Engineering/Planning from a recognized university/institution are also eligible.</p> <p><b>Preferential:</b> Candidate with two years experience in GIS, Urban Planning and working experience in GIS softwares</p> <p>A) Qualification : -----</p> <p>B) Experience : -----</p>	<p><b>Essential</b> A) Qualifications B) Experience</p> <p><b>Desirable</b> A) Qualification B) Experience</p>

--	--

**Note:**

5.1 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	
--	--

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 Level /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.
10. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others			
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
12. 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			
13. Total emoluments per month now drawn			
Level in Pay Matrix	Pay Drawn	Total Emoluments	

14. 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>15 (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>15 (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  (ii) Awards/Scholarships/Official Appreciation  (iii) Affiliation with the professional bodies/institutions/societies and;  (iv) Patents registered in own name or achieved for the organization  (v) Any research/ innovative measure involving official recognition  (vi) vi) any other information.</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
<p>16. Whether belongs to SC/ST/ OBC</p>	
<p>17. Details of application fees paid</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: \_\_\_\_\_