

भारत सरकार
नगर एवं ग्राम नियोजन संगठन
शहरी विकास मंत्रालय

"ई" ब्लॉक, विकास भवन,
आई. पी. एस्टेट, नई दिल्ली - 2
दिनांक : 17 फरवरी, 2017

सं० ए.32014/2/2010-टीसीपीओ/प्रशा.।।।

कार्यालय ज्ञापन

विषय:- नगर एवं ग्राम नियोजन संगठन, शहरी विकास मंत्रालय में वेतन बैंड-2 9300-34800/- रु. + ग्रेड वेतन 4800/- रु. (संशोधन पूर्व 7500-250-12000/- का वेतनमान) के तदनरूप 7वें केंद्रीय वेतन आयोग में वेतन मैट्रिक्स में लेवल 8 में प्रशासनिक अधिकारी (सा.के.से. समूह 'ख' राजपत्रित) के पद पर प्रतिनियुक्ति द्वारा भर्ती।

अधोहस्ताक्षरी को यह कहने का निदेश हुआ है कि शहरी विकास मंत्रालय के एक अधीनस्थ कार्यालय नगर एवं ग्राम नियोजन संगठन में वेतन बैंड-2 9300-34800/- रु. + ग्रेड वेतन 4800/- रु. (संशोधन पूर्व 7500-250-12000/- का वेतनमान) के तदनरूप 7वें केंद्रीय वेतन आयोग में वेतन मैट्रिक्स में लेवल 8 में प्रशासनिक अधिकारी (सा.के.से. समूह 'ख' राजपत्रित) के पद पर प्रतिनियुक्ति द्वारा भरने का प्रस्ताव है।

2. पद का ब्यौरा निम्नानुसार है:-

पद का नाम	प्रशासनिक अधिकारी
पद की संख्या	01 (एक)
वर्गीकरण	साधारण केंद्रीय सेवा, समूह 'ख' राजपत्रित, अनुसचिवीय
वेतन बैंड और ग्रेड वेतन या वेतनमान	वेतन बैंड-2 9300-34800/- रु. + ग्रेड वेतन 4800/- रु. (संशोधन पूर्व 7500-250-12000/- का वेतनमान) के तदनरूप 7वें केंद्रीय वेतन आयोग में वेतन मैट्रिक्स में लेवल 8
भर्ती की पद्धति एवं ब्यौरा	<p>संयुक्त पद्धति द्वारा प्रतिनियुक्ति और प्रोन्नति</p> <p>I. प्रतिनियुक्ति और प्रोन्नति केन्द्रीय सरकार के अधीन ऐसे अधिकारी:-</p> <p>(क)(i) जो मूल काडर या विभाग में नियमित आधार पर सदृश पद धारण किए हुए हैं; या</p> <p>(ii) जिन्होंने मूल काडर या विभाग में 7450-11500/- रु. या समतुल्य वेतनमान में नियमित आधार पर, नियुक्ति के पश्चात, उस श्रेणी में दो वर्ष सेवा की है; या</p> <p>(iii) जिन्होंने मूल काडर या विभाग में 6500-10500/- रु. या समतुल्य वेतनमान में नियमित आधार पर, नियुक्ति के पश्चात, उस श्रेणी में तीन वर्ष सेवा की है; और</p> <p>(ख) जिनके पास निम्नलिखित शैक्षिक अर्हताएं और अनुभव हैं:-</p> <p>(i) किसी मान्यताप्राप्त विश्वविद्यालय या संस्थान से डिग्री या समतुल्य;</p> <p>(ii) किसी सरकारी कार्यालय या सार्वजनिक निकाय या वाणिज्यिक संगठन में प्रशासन, स्थापन और लेखा कार्य का दो वर्ष का अनुभव।</p> <p>II. ऐसा विभागीय कार्यालय अधीक्षक जिसने 5500-9000 रु. के वेतनमान में उस श्रेणी में सात वर्ष की नियमित सेवा पूरी कर ली है, के संबंध में भी बाह्य अधिकारियों के साथ विचार किया जाएगा और यदि उसका उस पद पर नियुक्ति के लिए चयन कर लिया जाता है तो वह पद प्रोन्नति द्वारा भरा गया समझा जाएगा।</p> <p>पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p> <p>इसी प्रकार, प्रतिनियुक्त व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p> <p>प्रतिनियुक्ति की अवधि, जिसके अन्तर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन या विभाग में इस नियुक्ति से ठीक पहले किसी अन्य काडर बाह्य पद पर प्रतिनियुक्ति की अवधि है, साधारणतया तीन वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होगी।</p>

114-6RS
22/2/17

3. कार्मिक एवं प्रशिक्षण विभाग के समय-समय पर यथा संशोधित दिनांक 17 जून, 2010 के कार्यालय ज्ञापन सं.6/8/2009-स्था. (वेतन 11) में निहित अनुदेशों द्वारा प्रतिनियुक्ति की शर्तें नियंत्रित होंगी।
4. पात्र एवं इच्छुक अधिकारियों जिन्हें चयन होने की स्थिति में कार्यभार से मुक्त किया जा सकता है, के कार्मिक एवं प्रशिक्षण विभाग के दिनांक 02.07.2015 के का.ज्ञा. सं.एबी.14017/28/2014-स्था.(आरआर) के अनुसार निर्धारित प्रारूप (जिसे http://document.ccis.nic.in/WriteReadData/CircularPortal/D2/D02est/14017_28_2014-Estt.RR-02072015.pdf अथवा <http://www.tcpomud.gov.in> से डाउनलोड किया जा सकता है) में विधिवत सत्यापित आवेदनपत्र (मूल) को निम्नलिखित दस्तावेजों के साथ उचित माध्यम से रोजगार समाचार में इस कार्यालय ज्ञापन के प्रकाशन की तारीख से साठ (60) दिनों के भीतर अधोहस्ताक्षरी को भेजा जाए-
- (क) पिछले पांच वर्षों की वार्षिक गोपनीय रिपोर्ट की अनुप्रमाणित (प्रत्येक पृष्ठ पर) प्रतियाँ।
- (ख) सक्षम प्राधिकारी द्वारा विधिवत हस्ताक्षर किए हुए और मोहर लगे हुए मूल काडर अनापत्ति, सतर्कता अनापत्ति, सत्यनिष्ठा प्रमाणपत्र और पिछले दस वर्ष के दौरान दिए गए बड़े और छोटे दर्जों का विवरण।
5. आवेदन करने वाले अधिकारियों को बाद में अपना नाम वापस लेने की अनुमति नहीं दी जाएगी। उचित माध्यम से प्राप्त न होने वाले अथवा विहित समय के बाद प्राप्त होने वाले अथवा उपर्युक्त दस्तावेजों के बिना प्राप्त होने वाले आवेदनों को रद्द कर दिया जाएगा।

23.07.2015

(एस. सुरेन्द्रा)

अपर मुख्य नियोजक

दूरभाष : 23370309

सेवा में

भारत सरकार के समस्त मंत्रालय / विभाग (स्त्री के 'के' अनुषंग)

प्रतिलिपि :-

1. संपादक, रोजगार समाचार, आर. के. पुरम, नई दिल्ली को इसे रोजगार समाचार में प्रकाशित करने हेतु।
2. विज्ञापन और दृश्य प्रचार निदेशालय, फेज-ए, सूचना भवन, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003 को सूचनार्थ।
3. महानिदेशक (संकर्म), केंद्रीय लोक निर्माण विभाग, नई दिल्ली।
4. समस्त मुख्य अभियंता, केंद्रीय लोक निर्माण विभाग, नई दिल्ली।
5. मुद्रण निदेशालय, निर्माण भवन, नई दिल्ली।
6. प्रकाशन नियंत्रक का निदेशालय, सिविल लाईंस, नई दिल्ली।
7. संपदा निदेशालय, निर्माण भवन, नई दिल्ली।
8. भूमि और विकास कार्यालय, निर्माण भवन, नई दिल्ली।
9. राष्ट्रीय भवन संगठन, निर्माण भवन, नई दिल्ली।
10. सीपीएचईईपीओ, शहरी विकास मंत्रालय, निर्माण भवन, नई दिल्ली-1100011।
11. प्रकाशन नियंत्रक, शहरी विकास मंत्रालय, निर्माण भवन, नई दिल्ली-1100011।
12. वरिष्ठ तकनीकी निदेशक, एन.आई.सी. को इस अनुरोध के साथ कि वो इस कार्यालय ज्ञापन को अनुलग्नकों सहित शहरी विकास मंत्रालय की वेबसाइट पर अपलोड कर दें।
13. न.ग्रा.नि. (यूरिस) को इस अनुरोध के साथ कि वो इस कार्यालय ज्ञापन को अनुलग्नकों सहित टीसीपीओ की वेबसाइट पर अपलोड कर दें।
14. सूचना पट्ट।

23.07.2015

(एस. सुरेन्द्रा)

अपर मुख्य नियोजक

दूरभाष : 23370309

F. No. AB.14017/28/2014-Estt.(RR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
North Block, New Delhi

Dated: 2.7.2015

OFFICE MEMORANDUM

Subject: Revised Bio-data / Curriculum Vitae (CV) proforma for submission by the candidate for appointment by deputation – issue of instructions – regarding.


The consolidated instructions on the procedure to be followed in cases where appointment is to be made by transfer on deputation / transfer basis (now termed as deputation / absorption) issued by this Department vide OM No. AB-14017/71/89 – Estt. (RR) dated 3.10.89. In terms of para 4.8 of the instruction, while calling for application for appointment on deputation/absorption basis, Ministries/ Departments are required to call for Bio-data / Curriculum Vitae (CV) of the candidates in the proforma at Annexure A of the OM dated 3.10.89.

2. The revised Bio-data / Curriculum Vitae (CV) proforma was issued by this Department vide OM No. AB-14017/10/2000 – Estt. (RR) dated 29.8.2005. The proforma has been reviewed by UPSC, keeping in view the changes took place due to implementation of 6th Pay Commission recommendation and with the objective to reflect the complete profile of the candidate. The revised proforma suggested by the Commission is at Annexure-I.

3. The modified Bio-data / Curriculum Vitae (CV) proforma is enclosed with the request that this modified proforma may be utilized while calling for applications for appointment on deputation / absorption basis. The administrative Ministries / Departments are also advised to pay attention towards the points indicated in Annexure-II at the time of inviting application and preparation of the deputation proposal before sending the same for the consideration of the Commission.

4. It is requested that these instructions may be circulated to all the subordinate formations of the Ministries / Departments.

5. Hindi version will follow.


(Shukdeo Sarin)
Under Secretary (RR-II)

*(Link: Circular → Establishment → Recruitment Policies)

To

- (1) All the Ministries/Departments (As per the standard list).
- (2) The President's Secretarial, New Delhi
- (3) The Vice-President Secretariat, New Delhi
- (4) The Prime Minister's Office, New Delhi
- (5) The Cabinet Secretariat, New Delhi
- (6) The Comptroller and Auditor General of India, New Delhi
- (7) The Secretary, Union Public Service Commission, New Delhi

Copy to:-

- (1) Rajya Sabha Secretariat/Lok Sabha Secretariat, New Delhi
- (2) All the attached offices under the Ministry of Personnel, Public Grievances & Pension.
- (3) Establishment Officer and AS.
- (4) Secretary, National Council (JCM), 13, Ferozeshah Road, New Delhi
- (5) All Staff Members of the Departmental Council (JCM), Ministry of Personnel, PG and Pensions
- (6) NIC (DoP&T) for placing this Office Memorandum on the Website of DoP&T.


(Shukdeo Singh)

Under Secretary to the Government of India

BIO-DATA/ CURRICULUM VITAE PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
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
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>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.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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.	
<p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

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 detail) 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 Band, 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 organisation
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.			
9.2 Note: Information under Column 9(c) & (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			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. 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

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

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation 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

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)

<p>professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(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 (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) 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 Organizations 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</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

(Employer/ Cadre Controlling Authority with Seal)

Points to be noted by the Borrowing/ Parent Department/ Office to be highlighted in DOP&T circular for compliance by the Ministries/ Departments]

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No.11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as *Word Document* along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/ publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/ advertisement that the applications/CV not accompanied by supporting certificates/ documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/ post in the Employment News. ie., For the vacancy published in the Employment News of 18-24 Jan. 2014, the crucial date will be counted from the 19th Jan. 2014 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department.