

Planning Commission

Yojana Bhavan, Sansad Marg, New Delhi-110001.

Subject: Recruitment to one post of Artist on Deputation/Absorption Basis in the Planning Commission.

Planning Commission proposes to fill up one post of Artist in the Pay Band-1 Rs. 5200-20200 plus Grade Pay of Rs. 2800 on Deputation/ Absorption basis. The details regarding qualifications, experience and other eligibility conditions required for the post, period of deputation etc. are indicated in the Annexure-I.

2. Applications in the prescribed proforma (Annexure-II) from interested and eligible persons who can be spared for taking up the assignment in the event of their selection may be forwarded through proper channel along with the following documents :-

- Up-to-date ACR folder of the applicants or Photocopies of the ACRs for the last five years duly attested by an officer not below the rank of Under Secretary;
- Vigilance Clearance indicating that no disciplinary proceeding/Criminal proceedings are pending/contemplated against the officer concerned.
- Integrity Certificate duly signed by an officer not below the rank of Deputy Secretary; and
- Details of major/minor penalty, if any imposed upon the applicants during the last ten years.

3. Last date for receipt of applications in the Planning Commission shall be 60 days from the date of publication of this advertisement in the Employment News and the crucial date for determining eligibility shall be the closing date for receipt of applications. The applications complete in all respects should be forwarded to Under Secretary (A-II), Planning Commission, the Room No. 457, Yojana Bhavan, Sansad Marg, New Delhi.

Annexure-I

Details of Eligibility Conditions etc. Relating to the Post of Artist in the Planning Commission.

- Scale of pay :** Pay Band-1 [Rs. 5200-20200]+grade pay of Rs. 2800/-
- Eligibility :** For deputation/absorption:- Officers of the Central/State Government: (a) (i) holding analogous or equivalent posts on regular basis; or (ii) with five years' regular services in posts in the Pay Band-1 of Rs. 5200-20200 plus Grade Pay of Rs. 2400 or equivalent and (b) possessing the educational qualifications and experience as indicated in col. 3 below.
- Essential Qualifications/Experience prescribed for the post :**
Essential (i) Matriculation or equivalent; and (ii) Three years' experience as a Draughtsman in a Government Office or Private Concern. **Desirable** Familiarity with packages for computer applications including graphics.
- Period of Deputation/contract :** Period of deputation/short-term contract including period of deputation/short-term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central/State Govt. shall ordinarily not exceed three years.

Annexure-II

Proforma

Application for the Post of Artist on Deputation/Absorption Basis [Apply in Separate Application for Deputation/ Absorption Specifically]

(To be submitted in duplicate)

- Name
- Date of birth
- Date of retirement under the rulers applicable to the officer
- (a) if he/she belongs to any organized service, its name. Name of the Cadre Controlling Authority

- Educational Qualifications
Qualifications Prescribed
- Qualifications possessed by the officers, which are equivalent to or higher than the "Qualification prescribed".

Essential

- (1)
- (2)
- (3)

Note: If any qualification possessed by the officer is not the same or higher than the qualification prescribed and is treated as equivalent to the qualification prescribed, please state the authority for the same.

6. Training, if any received by the official, which is relevant to the post applied for:

Name of the relevant Training Programme	Duration from to	Organisation from where received	Nature of training received	Remarks

- (i) Present post held
- (ii) Full scale of pay
- (iii) Present pay
- (iv) Special pay, if any
- (v) Whether the post is on regular basis or on ad hoc or on deputation basis
- (vi) Date from which held
- (vii) If present post held on regular basis was initially held on as-hoc basis, the date from which the post is held on regular basis.
- If the present post is not held on regular basis:
 - The post held on regular basis
 - Its scale of pay
 - Date from which held on regular basis
- Post, if any, which the officer holds in a substantive capacity:
- Is the present post an analogous post in term of DOP & A.B Office Memorandum No. 19017/27/75-Estt.(D) dated 07.03.1984
- Details of service (in chronological order starting from the latest first)

Name of post	Employer	Duration		Scale of pay	Nature of duties
		from	to		

- Experience in the subject field of selection required:
- Working Experience in / Familiarity with packages for Computer Graphics, if any, give details.
- (i) Present postal address with Pin Code Number
- (ii) Telephone No. Office Residence Mobile
- Whether belongs to SC / ST
- Any other relevant information

Signature of the Candidate

Note: If the officer draws any special pay, the following further information may also please be furnished:

- Whether the appointment to which the special pay is attached is a tenure appointment; and
- Whether the special pay has been specifically sanctioned for the post in addition to the scale of pay in lieu of a separate scale of pay for the post.

No. _____ Date _____

The above entries have been verified from the records available in this office and are found correct.

Signature _____

Name _____

Seal of Office

[Format of various certificates required to be enclosed separately along with the Application of candidate who applies for Deputation Basis]

Integrity Certificate

After scrutinizing Annual Confidential Reports of Dr. /Shri/Smt. /Ms. _____, _____ who has applied for the post of Artist in the Planning Commission on deputation basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the rank of

Deputy Secretary or above)

Name & Office Seal:.....

Date:.....

Vigilance Clearance Certificate

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Dr./Shri/Smt./Ms. who has applied for the post of Artist in the Planning Commission on deputation basis.

[Authorised signatory]

Name & Office Seal:.....

Date:.....

No Penalty Certificate

Certified that no minor/major penalty has been imposed on Dr. /Shri/Smt. /Ms. who has applied for the post of Artist in the Planning Commission on deputation basis, during the last ten years.

[Authorised signatory]

Name & Office Seal:.....

Date:.....

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