

FOR ADVERTISEMENT IN EMPLOYMENT NEWSPAPER

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF URBAN PLANNING
(TOWN PLANNING WING)**

Applications are invited are invited from the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Organizations for filling up the following posts having age not more than 56 years on deputation (including short term contract) through Union Public Service Commission, New Delhi in the Town Planning Wing, Department of Urban Planning, Chandigarh Administration, U.T., Secretariat Building Sector-9-D, Chandigarh – 160009 as per details given below:-

Sr. No.	Name of the post along with Scale of Pay & Classification.	No. of Posts	Essential Educational and other and qualification required for deputation (including short term contract).
1.	<p>Senior Town Planner</p> <p>(In Pay band of Rs.37400-67000+8700/-G.P.)</p> <p>General Civil Services Group-A Gazetted Post (Non-Ministerial)</p>	01 (One)	<p>1. Officers of the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Organizations:-</p> <p>(a)(i)Holding analogous post on regular basis in the Parent Cadre or Department; or</p> <p>(ii)With five years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.12000-16500 or equivalent in the Parent Cadre or Department; and</p> <p>(b) Possessing the following educational qualifications and experience-</p> <p>(i) A degree in Bachelor of Technology (Planning) or a post graduate degree in City and Regional Planning or its equivalent from a recognized university or institute;</p> <p>(ii) Ten years experience in City and Town Planning.</p> <p>2. Departmental Divisional Town Planner with ten years regular service in the grade possessing a degree in Bachelor of Technology (Planning) or a Post Graduate Degree in City and Regional Planning or its equivalent from a recognized University or Institute will also be considered for appointment to the post and in case he or she is selected for appointment to the post, the same shall be deemed to have been filled by promotion.</p> <p>The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Period of deputation or contract including period of deputation or contract in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of application.</p>
2.	<p>Divisional Town Planner</p> <p>(In Pay Band of Rs.15600-39100+7600/-G.P.)</p> <p>General Civil Services Group-A Gazetted Post (Non-Ministerial)</p>	01 (One)	<p>Officers of the Central Government or State Government or Union Territories or Public Sector Undertaking or Autonomous Statutory Organization:-</p> <p>(a) (i) Holding analogous post on regular basis in the Parent Cadre or Department; or</p> <p>(ii) With seven years service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.8000-13500 or equivalent in the parent Cadre or Department; and</p> <p>b) Possessing the following educational qualifications and experience:-</p> <p>(a) (i) A degree in Bachelor of Technology (Planning) from a recognized University or Institute or equivalent;</p> <p>(ii) Five years experience in town planning.</p> <p style="text-align: center;">Or</p>

		<p>(a)(i) Post Graduate Degree in City and Regional Planning from a recognized University or Institute or equivalent;</p> <p>(ii) Two years experience in Town Planning.</p> <p>The Departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion (period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 56 years as on the closing date of receipt of application.</p>
Other Terms and Conditions		
1.	Period of deputation.	One year in the first instance and to be extended from time to time or reduced according to the requirements. However, the period of deputation will not ordinarily exceed three years.
2.	Pay	According to the rules of the Chandigarh Administration.
3.	D.A & Local Allowances	According to the rules of the Chandigarh Administration.
4.	T.A joining time and transfer T.A	According to the rules of Govt. to which deputed i.e Chandigarh Administration.
5.	Leave and Pension	The rules of the Parent Govt.
6.	Pension Contribution	The pension contribution payable by the Administration will be regulated under the Rules of the Parent Govt.

The eligible officers should apply for the aforesaid posts and also forward their applications through their department. While forwarding the applications of the eligible officers, the concerned department should furnish the following certificates alongwith the application/Bio-data prescribed proforma (in original) as per DoPT O.M No. A.B14017/28/2014/Estt.(RR) dated 02.07.2015 (which can be downloaded from link http://documents.doptcirculares.nic.in/D2/D02est/14017_28_2014-Estt.RR-02072015.pdf) accompanied by the following documents, are as under:-

- (i) Attested copies (on each page of ACRs/APAR for the last five years.
- (ii) Integrity Certificate signed by the Competent Authority.
- (iii) Vigilance Clearance Certificate indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officers concerned.
- (iv) Certificate regarding no court case is pending against the officer concerned.
- (v) Statement of major/minor panalties, if any, imposed on the candidate during the last 10 years or a no penalty Certificate, as the case may be.

Applications, duly completed in all respect, should reach the through proper channel to the "The Chief Architect, Department of Urban Planning, Chandigarh Administration Room No. 322, 3rd Floor, U.T., Secretariat Building, Sector 9-D, Chandigarh-160009, **within 60 (Sixty) days** from the date of its publication in the 'Employment News'. The above advertisement also available at the website <http://chdpr.gov.in>.

Chief Architect,
Deptt. of Urban Planning,
Chandigarh Administration.

ANNEXURE-I

**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 Rutes, 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 comment/ 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			

<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: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others</p>		
<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>		
<p>14. Total emoluments per month now drawn</p>		
<p>Basis Pay in the PB</p>	<p>Grade Pay</p>	<p>Total Emoluments</p>
<p>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.</p>		
<p>Basic Pay with Scale of Pay and rate of increment</p>	<p>Dearness Pay/interim relief/other Allowances etc., (with break-up details)</p>	<p>Total Emoluments</p>
<p>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>		

<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. (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. 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)