

Services-II Branch
Dy No 82805
Date 13/6/2023
13/6/23
09/06
A
AE
SSPS



No.1-1 / CS(Hg) / 2023
GOVERNMENT OF PUDUCHERRY
CHIEF SECRETARIAT (HOUSING)

Puducherry, dated 19/05/2023

CIRCULAR

Sub: Chief Secretariat - Filling up of one vacant post of Chief Town Planner in Town and Country Planning Department, Puducherry which is classified as General Central Services - Group 'A' - Gazetted - Non Ministerial cadre - Notification - Reg.
- o Oo -

12-6-23
DSA
Or
mp6
stt
R
13/6/23
65II
It is proposed to fill up one vacant post of Chief Town Planner in Town and Country Planning Department, Puducherry, which is classified as General Central Services - Group 'A' Gazetted - Non Ministerial, carrying pay in Level-12 of Pay Matrix 2016 of 7th CPC. The method of recruitment is as per the requirement given below:

2. The method of recruitment to the post is by promotion / transfer on deputation (including short term contract) and in case of recruitment by promotion/deputation/transfer, the method of recruitment is as follows:

1.(a) Officers of Central/ State Government/Union Territories/ Research Institutes/ Public Sector Undertakings/ Statutory/Autonomous Organizations/ Universities/ Semi-Government Organizations

- (i) Holding analogous posts on regular basis; or
- (ii) With 5 years regular service in Pay Level-11 of Pay Matrix or equivalent; and
- (b) Possessing the qualifications and experience prescribed for direct recruits under column 8 in Recruitment Rules as mentioned below:

Essential

- (i) Degree in Regional/Town Planning from a recognized University/Institution or equivalent.
- (ii) 10 years experience in Town and Country Planning with at least 5 years experience should be in a Senior Supervisory capacity.
- (iii) Associateship of Institute of Town Planners (India) or equivalent Membership of a Professional Institution.

Note 1: Qualification are relaxable at the discretion of the Union Public Service Commission in case of candidates otherwise well qualified.

Note 2: The qualification(s) regarding experience is/are relaxable at the discretion of the Union Public Service Commission in the case of candidates belonging to the scheduled castes of and scheduled tribes if at any stage of selection, the Union Public Service Commission is of the opinion that sufficient number of candidates from these Communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Desirable:

- (i) Degree in Architecture/Civil or Municipal Engineering from recognized University or equivalent.
- (ii) Knowledge of Tamil.

[Signature]

(The departmental Senior Town Planner with 5 years regular service in the post will also be considered along with the outsiders and in case, he/she is selected for appointment to the post, the same shall be deemed to have been filled by promotion. (The departmental officers in the feeder category who are in the direct line of promotion will 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/department of the Central Government shall ordinarily not to exceed 4 years).

3. Regulation of pay and other terms of deputation:

The pay of the selected officer will be regulated under the provisions contained in the Department of Personnel and Training O.M.No.6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

4. Age Limit :The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

5. Consultation with Union Public Service Commission, New Delhi:
Consultation with Union Public Service Commission is necessary.

6. Reservation for Scheduled Caste / Scheduled Tribes: No provision for reservation exists for the posts to be filled up on deputation basis.

3. It is requested that this circular may be given wide publicity by circulation to all offices / Organizations etc. The applications (in duplicate in the proforma as published in the departmental website <https://tcpd.py.gov.in>) alongwith the complete Annual Performance Appraisal Report (APAR) Dossiers for last five years of the eligible officers who could be spared in the event of their selection, may be forwarded by the respective employer to 'The Under Secretary to Government (Housing), Chief Secretariat, Puducherry 605 001' within 6 weeks i.e., 42 days from the date of publication of this Notification in the Employment News. Besides, the following information / documents may also be sent alongwith application:

- (i) A statement showing minor or major penalties imposed, if any in respect of the official.
- (ii) Cadre Clearance Certificate
- (iii) Integrity Certificate
- (iv) Vigilance Clearance
- (v) Job description of the present post held

4. Applications that are not routed through the competent authority and the applications received after the last date or without the APAR Dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may be verified and certified by the employer concerned that the particulars furnished by the officers are correct and that no disciplinary case is either pending or contemplated against the Officer. The applicants may please be informed that they will not be permitted to withdraw their applications at a later stage.

/BY ORDER/

59. The Secretary,
Ministry of Steel,
New Delhi.

(P. EJOUMALE)

UNDER SECRETARY TO GOVT (HOUSING)

Encl. : As stated above.

To

1. All Secretaries to Government of India, New Delhi.
2. All Chief Secretaries to Government of all States / Union Territories.
3. All Secretaries to Government in charge of Town & Country Planning Department of all States / Under Secretaries, Ministry of Housing and Urban Affairs.
4. The Chief Planner, Town & Country Planning Organization, New Delhi.
5. All Sub/branch offices, Town and Country Planning Department, Puducherry.
6. All Secretariat Department, Government of Puducherry.
7. All Heads of Department / Offices, Government of Puducherry.
8. All Autonomous Organizations / Public Sector undertaking, Government of Puducherry.

BIO DATA / CURRICULUM VITAE PROFORMA

(As per O.M. F.No.AB.14017 / 28 / 2014-Estt.(RR) dated 02.07.2015 of the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi).

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
(i)	a) Qualification : Degree in Regional / Town Planning from a recognized University / Institution or equivalent.	a) Qualification
(ii)	b) Experience : 10 years experience in Town and Country Planning with at least 5 years experience should be in a Senior Supervisory capacity Associateship of Institute of Town Planners (India) or equivalent Membership of a Professional Institution.	
	Desirable	Desirable
	a) Qualification : i) Degree in Architecture / Civil or Municipal Engineering from recognized University or equivalent ii) Knowledge in Tamil	
	b) Experience : Not Applicable	b) Experience :
	Note : In the case of Degree and Post Graduate qualifications Elective / main subject 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.	
6.1	Note : Borrowing Department 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 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 PB and GP 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 (Level in Pay Matrix)	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 / her parent cadre / organization.

Page

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 Organisation (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		
	Basic Pay in Pay Band	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) 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).		
16.B.	Achievements: The candidates are requested to indicate information with regard to ; (i) Research publications and reports and special project (ii) Award / Scholarships / Official Appreciation. (iii) Affiliation with the professional bodies / institutions / Societies and ;		

Repe

	(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.	
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 Organisation are eligible only for Short Term Contract).	
	# (The option of 'STC' / 'Absorption' / 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by 'STC' or 'Absorption' or 'Re-employment').	
18.	Whether belongs to SC / ST	

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 / Desirable 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 have a bearing on my selection has been suppressed / withheld.

(Signature of the Candidate)

Address : _____

Date : _____

9.11.2024



[Handwritten Signature]

5/-
12/11/2024
100-102

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 possess educational qualifications and experience mentioned in the Advertisement. If selected, 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 APAR Dossier in original are enclosed / photocopies of the APARs for the last 5 years duly attested by an Officer of the rank of Under Secretary to the Government 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)



ON I.G.S. ONLY

35. The Chief Secretary,
4th floor, Haryana Civil Secretariat,
Chandigarh



DESPATCHER
CHIEF SECRETARIAT
CHANDIGARH - 605 001

