

No. 49/32/2011-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the <sup>4h</sup> 29 March, 2011.

To

As per list enclosed.


Subject: Appointment of next Director General, CIRDAP for the period  
2012-2016.

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Madam /Sir,

I am directed to enclose a copy of letter No. U-12015/1/2011-EAP, dated 09<sup>th</sup> March, 2011 received from Government of India, Ministry of Rural Development, Department of Rural Development, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,



(PAWAN SHARMA)  
Superintendent Services-II.

✓  
**INTERNAL DISTRIBUTION**  
e-champion

## LIST

| Sr.No. | Name of the Officer<br>S/Shri/Smt. | Batch | Present Posting   |
|--------|------------------------------------|-------|---|
| 1.     | Ajit. M Sharan, IAS                | 1979  | Financial Commissioner and Principal Secretary to Govt, Haryana, Finance and Planning and Technical Education Deptts  |
| 2.     | Harbaksh Singh, IAS                | 1981  | Officer on Speical Duty, Manpower Planning  |
| 3.     | K.K.Jalan, IAS                     | 1982  | Financial Commissioner & Principal Secretary to Govt. Haryana, Irrigation and Urban Local Bodies Departments  |
| 4.     | Keshni Anand Arora, IAS            | 1983  | Financial Commissioner and Principal Secretary to Govt., Haryana, Transport and Civil Aviation Departments  |
| 5.     | Yudhvir Singh Malik, IAS           | 1983  | Financial Commissioner & Principal Secretary to Govt., Haryana, Industries & Commerce, Mines & Geology and Electronics & Information Technology Departments.  |
| 6.     | Rajan Kumar Gupta, IAS             | 1983  | Financial Commissioner & Principal Secretary to Govt., Haryana, Health Department   |
| 7.     | Navraj Sandhu, IAS                 | 1984  | Financial Commissioner & Principal Secretary to Govt. Haryana, Food & Supplies Department.  |
| 8.     | S. S. Dhillon, IAS                 | 1984  | Financial Commissioner & Principal Secretary to Govt., Haryana, Town & Country Planning and Urban Estates Department.   |
| 9.     | Hardeep Kumar, IAS                 | 1984  | Financial Commissioner & Principal Secretary to Govt., Haryana, Animal Husbandry & Dairying Department.   |
| 10.    | S.S. Prasad, IAS                   | 1984  | Financial Commissioner & Principal Secretary to Govt., Haryana, Higher Education and Languages Departments.   |
| 11.    | S.K. Gulati, IAS                   | 1984  | Financial Commissioner & Principal Secretary to Govt., Haryana, Housing Department and Secretary, Cell for Proper Utilisation/ Disposal of Govt. Property, Nodal Officer for monitoring the CM's announcements and Looking after the work of Monitoring & Coordination. |
| 12.    | Surina Rajan, IAS                  | 1985  | Financial Commissioner & Principal Secretary to Govt. Haryana, School Education Department and Chairperson, Haryana Minerals Ltd., New Delhi.   |
| 13.    | P. Raghavendra Rao, IAS            | 1985  | Financial Commissioner & Principal Secretary to Govt., Haryana, Development & Panchayats Department and Secretary BAC and Commissioner, Gurdwara Elections, Haryana.  |
| 14.    | Prasanta Kumar Mahapatra, IAS      | 1985  | Principal Resident Commissioner, Haryana Bhawan, New Delhi and Chief Administrator, TFAH.   |
| 15.    | K.K.Khandelwal, IAS                | 1985  | Additional Principal Secretary to CM. and Financial Commissioner & Principal Secretary, Information, Public Relations & Cultural Affairs Departments  |
| 16.    | Dhanpat Singh, IAS                 | 1985  | Financial Commissioner & Principal Secretary to Govt. Haryana, Social Justice & Empowerment and Welfare of SCs & BCs Department. Departments.   |
| 17.    | Vijai Vardhan, IAS                 | 1985  | Financial Commissioner & Principal Secretary to Govt. Haryana, Renewable Energy and Environment Departments   |
| 18.    | Rajni Sekhri Sibal, IAS            | 1986  | Executive Director, HIPA, Gurgaon   |
| 19.    | Sanjeev Kaushal, IAS               | 1986  | M.D. Haryana Power Generation Corpn. Ltd.,  |
| 20.    | V.S, Kundu, IAS                    | 1986  | M.D. Haryana Dairy Development Coop. Fed. Ltd.  |
| 21.    | Pranab Kishore Das, IAS            | 1986  | Special Secretary, Health and Mission Director, National Rural Health Mission and Commissioner, Food and Drugs Administration, Haryana.   |
| 22.    | Shashi Bala Gulati , IAS           | 1986  | Special Secretary, Forests Department.  |
| 23.    | Roop Ram Jowel, IAS                | 1986  | Director-cum-Special Secretary, Urban Local Bodies and Project Director, Swaran Jayanti Shehri Rozgar Yojna and State Urban Development Society, Haryana.   |

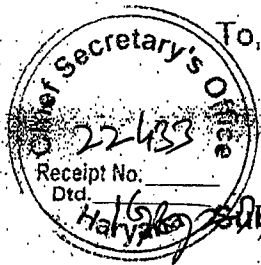
|     |                         |      |   |
|-----|-------------------------|------|---|
| 24. | Dheera Khandelwal, IAS  | 1986 | Director General-cum-Special Secretary, Higher Education  |
| 25. | Jyoti Arora, IAS        | 1987 | M.D.HVPN and Special Secretary, Power and Director, Power Reforms, Haryana.   |
| 26. | T.C. Gupta, IAS         | 1987 | Director General-cum-Special Secretary, Town & Country Planning and Urban Estates.  |
| 27. | S.N. Roy, IAS           | 1987 | Managing Director, Haryana Tourism Corporation and Director-cum-Special Secretary, Tourism & Hospitality Departments.   |
| 28. | Rajiv Arora, IAS        | 1987 | M.D, HSIIDC and MD, Haryana Financial Corporation   |
| 29. | T.V.S.N.Prasad, IAS     | 1988 | Chief Administrator, Haryana Agriculture Marketing Board, Panchkula and Special Secretary, Revenue & Disaster Management-II Department, Director, Consolidation of Holdings, Director, Land Records, Haryana Special Collector(HQ), Special LAO, Haryana. |
| 30. | Anil Kumar, IAS         | 1988 | Special Secretary, Housing and Commissioner, Ambala Division, Ambala  |
| 31. | Mahavir Singh, IAS      | 1989 | Director-cum-Special Secretary, Employment Department   |
| 32. | Arun Kumar, IAS         | 1989 | M.D., Uttar Haryana Bijli Vitaran Nigam, Panchkula, Additional M.D. Haryana Vidyut Prasarn Nigam Ltd. and Director, Renewable Energy, Haryana.  |
| 33. | Sudhir Rajpal, IAS      | 1990 | Commissioner, M.C., Gurgaon.  |
| 34. | Sumita Misra, IAS       | 1990 | CEO, Haryana, Commissioner & Secretary to Govt., Haryana, Elections Department.   |
| 35. | Ankur Gupta, IAS        | 1990 | Managing Director, HARTRON, Special Secretary, Electronics & Information Technology and Director, Information Technology, Haryana   |
| 36. | Anurag Rastogi, IAS     | 1990 | Excise and Taxation Commissioner, Haryana and Special Secretary, Excise & Taxation Department.  |
| 37. | Anand Mohan Sharan, IAS | 1990 | Additional Resident Commissioner, Haryana Bhawan, New Delhi and Administrator, TFAH, Director-cum-Special Secretary, Development & Panchayats Department.   |
| 38. | R.S.Vundru, IAS         | 1990 | Special Secreary, PW (B&R) and Architecture.  |
| 39. | Ashok Khemka, IAS       | 1991 | Director-cum-Spl. Secy., Social Justice & Empowerment.  |
| 40. | Sandeep Garg, IAS       | 1991 | MD, HLRDC and Special Secretary, Agriculture Department   |

No. U-12015/1/2011-EAP  
Government of India  
Ministry of Rural Development  
Department of Rural Development  
(EAP-Section)

RRC  
14-3-2011

*Sufed*

Krishi Bhawan, New Delhi  
Dated: 9<sup>th</sup> March, 2011



To,  
The Resident Commissioners  
All States

Subject: Appointment of next Director General, CIRDAP for the period 2012-2016.

Sir,

I am directed to say that the post of Director General, Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) would fall vacant on 5<sup>th</sup> July, 2012. A vacancy announcement has accordingly been made by CIRDAP for the position of Director General at its headquarter in Dhaka, Bangladesh. This position is very senior level and requires to take challenging initiatives and leadership in the respective area.

In view of above, you are requested to forward the names of eligible Indian officers for consideration for the said post. The vacancy announcement including necessary details in respect of the background qualifications, experiences, responsibilities, emoluments and facilities etc. of the Director General and blank CIRDAP personal history form are also enclosed. The candidates are required to apply in the prescribed Personal History Form, which can also be downloaded from the CIRDAP website [www.cirdap.org.sg](http://www.cirdap.org.sg). As the Ministry of Rural Development is the nodal Ministry for the CIRDAP, the filled in application form by the eligible candidates should be sent to the following address latest by 5<sup>th</sup> April, 2011.

Shri B.S. Negi  
Director (IC)  
Room No.464-A  
Ministry of Rural Development  
Krishi Bhawan, New Delhi.

Yours faithfully

*S.S. Dhavale*  
(Sunita Dhavale)  
Under Secretary (IC)

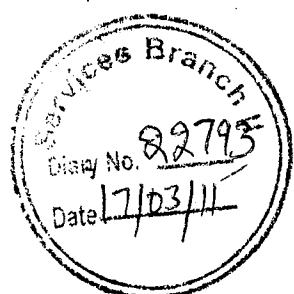
Copy to:

1. DOP&T for information
2. All State Govt. for information and necessary action.

FAX  
15/3/11

To

The Chief Secretary to Govt. Haryana  
Chandigarh.



**CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC**  
Dhaka, Bangladesh (www.cirdap.org.sg)

**VACANCY ANNOUNCEMENT FOR THE POST OF  
DIRECTOR GENERAL, CIRDAP FOR THE PERIOD 2012-2016**

**DEADLINE FOR SUBMISSION OF APPLICATION BY THE APPLICANT  
DIRECTLY TO THE CONTACT MINISTRY IS 05 APRIL 2011**

| <u>Position Title</u>   | <u>Level (Grade)</u> | <u>Duty Station</u>  | <u>Duration of Assignment</u> |
|---|----------------------|--|-------------------------------|
| Director General  | D-2                  | Dhaka, Bangladesh  | 04 (Four) Years               |
| <b><u>Duties and Responsibilities:</u></b><br><p>The Director General of CIRDAP in accordance with the mandate given by the Governing Council (GC) is responsible for carrying out the following functions and responsibilities:</p> <ul style="list-style-type: none"> <li>➤ Acts as the legal and official representative of CIRDAP.</li> <li>➤ Directs the work of CIRDAP in accordance with the policies, decisions and Programme of Work and Budget (PWB) adopted by the GC, and under the guidance of the Executive Committee (EC).</li> <li>➤ Submits the following to the GC at each regular session through the EC: <ul style="list-style-type: none"> <li>i] an annual report on the work of CIRDAP.</li> <li>ii] audited accounts for the previous biennium; and</li> <li>iii] a draft programme of work of CIRDAP and a draft budget of CIRDAP for the following biennium.</li> </ul> </li> <li>➤ Convenes the sessions of the Governing Council (GC), the Executive Committee (EC) and the Technical Committee (TC), and all other meetings of CIRDAP. Provides the secretariat for such meetings and participates in those meetings.</li> <li>➤ Appoints the Deputy Director General and other staff members of CIRDAP in accordance with the policies and general standards and guidelines laid down by the GC.</li> <li>➤ Establishes the conditions of employment of the staff subject to the approval of the GC.</li> <li>➤ Provides leadership in raising funds to support CIRDAP programmes and promotes close relationships with the IRD network countries, donor countries and agencies and other institutions or organizations.</li> </ul> |                      | <b><u>Qualifications and Experiences:</u></b> <ul style="list-style-type: none"> <li>➤ Advanced University degree with specialization in studies and research work related to rural development (RD) and poverty alleviation (PA).</li> <li>➤ Must be proficient in English both written and spoken.</li> <li>➤ Twenty years of experience in position of decision making in academic / national / international organizations, including at least seven years of policy level experience in the field of rural development and poverty alleviation.</li> <li>➤ Should have sufficient background and experience in taking leadership in analyzing the dynamics of RD and PA policies and plans at the national/ international levels in respect of Training, Research, Experimentation, Evaluation and Implementation.</li> </ul> |                               |
|   |                      | <b><u>Citizenship :</u></b><br>Should be a citizen of CIRDAP Member Country.   |                               |
|   |                      | <b><u>Age :</u></b><br>Should be between 45 to 56 years (age not to exceed 56 years on the date of assuming the post, i.e. 6 July 2012)  |                               |
|   |                      | <b><u>Application to be sent to:</u></b><br><u>Applications with recent CV along with two copies passport size photographs and duly filled-in CIRDAP Personal History Form should be submitted by the applicant directly to the Contact Ministry of the respective country latest by 05 APRIL 2011.</u>  |                               |
| Level D-2, Step-1 carries a salary of US\$ 38,741 per annum plus other allowances like Contributory Provident Fund; Group Life Insurance, Group Accident Insurance, Group Sickness Insurance Scheme; Children Education Grant @ US\$ 600 per child per year for a maximum of three children; Supplementary Hospitalization Assurance Policy for the spouse & a maximum of three children; Home Leave & Travel for Self and Family Members upto a maximum of five adult fare; fully furnished residence at approved monthly rent ceiling, one Chauffeur driven car including the expenditure of P.O.L; Maintenance of Furniture; Electricity & Water Bills; Telephone for official use; one Cook-Bearer & one Watchperson.   |                      |  |                               |

# CIRDAP CENTRE ON INTEGRATED RURAL DEVELOPMENT FOR ASIA AND THE PACIFIC

## PERSONAL HISTORY

## APPLICATION FOR EMPLOYMENT

CANDIDATE TO  
AFFIX PHOTOGRAPH  
HERE

INSTRUCTIONS : Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions. If you need more space, attach additional pages of the same size. Be sure to sign and date this form.

|   |  |               |  |   |  |                                    |  |                            |                            |              |  |
|---|--|---------------|--|---|--|------------------------------------|--|----------------------------|----------------------------|--------------|--|
| 1. Family Name  |  |               |  | First Name  |  | Middle Name                        |  | Maiden Name                |                            |              |  |
| 2. (A) Present Residence (Specify City, Province or State and Country)  |  |               |  |   |  | 2. (B) Length of Present Residence |  |                            |                            |              |  |
| 3. Mailing Address :  |  |               |  |   |  |                                    |  | Telephone Number           |                            |              |  |
| 4. (A) Place of Birth   |  |               | 4. (B) Date of Birth (Day, Month, Year)  |   |  | 4. (C) Citizenship at Birth        |  |                            | 4. (D) Present Citizenship |              |  |
| 5. Sex : <input type="checkbox"/> Male <input type="checkbox"/> Female  |  |               | 6. Marital Status (Check) : <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow(er) <input type="checkbox"/> Divorced <input type="checkbox"/> Separated |   |  |                                    |  |                            |                            |              |  |
| 7. Have you any dependents ? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", give following information :  |  |               |  |   |  |                                    |  |                            |                            |              |  |
| Name  |  | Date of Birth |  | Relationship  |  | Name                               |  | Date of Birth              |                            | Relationship |  |
|   |  |               |  |   |  |                                    |  |                            |                            |              |  |
|   |  |               |  |   |  |                                    |  |                            |                            |              |  |
|   |  |               |  |   |  |                                    |  |                            |                            |              |  |
|   |  |               |  |   |  |                                    |  |                            |                            |              |  |
| 8. Have you taken up legal residence status in any country other than that of your nationality ?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>If answer is "Yes", which country ? |  |               |  | 9. Have you taken any legal steps towards changing your present nationality ?<br><input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", explain fully : |  |                                    |  |                            |                            |              |  |
| 10. Have you any near relatives who are employed by a public international organization ? <input type="checkbox"/> Yes <input type="checkbox"/> No If answer is "Yes", give following information : |  |               |  |   |  |                                    |  |                            |                            |              |  |
| Name  |  |               |  | Relationship  |  |                                    |  | International Organization |                            |              |  |
|   |  |               |  |   |  |                                    |  |                            |                            |              |  |
|   |  |               |  |   |  |                                    |  |                            |                            |              |  |
|   |  |               |  |   |  |                                    |  |                            |                            |              |  |

|  |  |           |  |      |  |      |  |        |  |           |  |  |  |        |  |         |  |                 |  |       |  |      |  |  |  |  |  |
|--|--|-----------|--|------|--|------|--|--------|--|-----------|--|--|--|--------|--|---------|--|-----------------|--|-------|--|------|--|--|--|--|--|
| 11. For what kind of work do you wish to be considered ? |  |           |  |      |  |      |  |        |  |           |  | 12. For secretarial / clerical grades only<br>Indicate speed in words per minute |  |        |  |         |  |                 |  |       |  |      |  |  |  |  |  |
|  |  |           |  |      |  |      |  |        |  |           |  | English  |  | French |  | Spanish |  | Other languages |  |       |  |      |  |  |  |  |  |
|  |  |           |  |      |  |      |  |        |  |           |  | Typing   |  |        |  |         |  |                 |  |       |  |      |  |  |  |  |  |
|  |  |           |  |      |  |      |  |        |  |           |  | Shorthand  |  |        |  |         |  |                 |  |       |  |      |  |  |  |  |  |
| 13. LANGUAGES<br>(List mother tongue first)              |  |           |  |      |  |      |  |        |  |           |  | READ   |  |        |  | WRITE   |  |                 |  | SPEAK |  |      |  | List any special skills you possess and machines and equipment you can use : |  |  |  |
|  |  | Excellent |  | Good |  | Fair |  | Slight |  | Excellent |  | Good   |  | Fair   |  | Slight  |  | Excellent       |  | Good  |  | Fair |  |  |  |  |  |
|  |  |           |  |      |  |      |  |        |  |           |  |  |  |        |  |         |  |                 |  |       |  |      |  |  |  |  |  |
|  |  |           |  |      |  |      |  |        |  |           |  |  |  |        |  |         |  |                 |  |       |  |      |  |  |  |  |  |
|  |  |           |  |      |  |      |  |        |  |           |  |  |  |        |  |         |  |                 |  |       |  |      |  |  |  |  |  |
|  |  |           |  |      |  |      |  |        |  |           |  |  |  |        |  |         |  |                 |  |       |  |      |  |  |  |  |  |
|  |  |           |  |      |  |      |  |        |  |           |  |  |  |        |  |         |  |                 |  |       |  |      |  |  |  |  |  |
|  |  |           |  |      |  |      |  |        |  |           |  |  |  |        |  |         |  |                 |  |       |  |      |  |  |  |  |  |

20. EMPLOYMENT RECORD : Starting with your present or most recent post, list in reverse order every employment during the last ten yrs and any significant experience not included that period which you believe will be helpful in evaluating your record. Use a separate block for each post. Use additional sheets of paper as required. Include service in the armed force.

| Dates               |              | Salaries per annum (Excl. Allowances) |         | Exact title of your post                       |
|---------------------|--------------|---------------------------------------|---------|--|
| From                | To (present) | Starting                              | Present |  |
| Name of Supervisor  |              | Allowance etc.<br>+                   |         | Duty Station                                   |
| Name of Employer    |              | Total Tax<br>-                        |         | Type of Business                               |
| Address of Employer |              | Net Salary<br>=                       |         | Number and kind of employees supervised by you |
|                     |              |                                       |         | Reason for leaving, if applicable              |

Description of your work :

| Dates               |    | Salaries per annum (Excl. Allowances) |       | Exact title of your post                       |
|---------------------|----|---------------------------------------|-------|--|
| From                | To | Starting                              | Final |  |
| Name of Supervisor  |    |                                       |       | Duty Station                                   |
| Name of Employer    |    |                                       |       | Type of Business                               |
| Address of Employer |    |                                       |       | Number and kind of employees supervised by you |
|                     |    |                                       |       | Reason for leaving                             |

Description of your work :

| Dates               |    | Salaries per annum (Excl. Allowances) |       | Exact title of your post                       |
|---------------------|----|---------------------------------------|-------|--|
| From                | To | Starting                              | Final |  |
| Name of Supervisor  |    |                                       |       | Duty Station                                   |
| Name of Employer    |    |                                       |       | Type of Business                               |
| Address of Employer |    |                                       |       | Number and kind of employees supervised by you |
|                     |    |                                       |       | Reason for leaving                             |

Description of your work :

14. Employment by the organization may require assignment and travel to any area. Have you any disabilities or reservations which may restrict your activities in this respect? ☐ Yes ☒ No

If answer is " Yes", specify reasons :

☐ Yes☐ No

15. Would you accept short-term employment?

☐ Yes☐ No

If answer is "Yes", indicate

☐ 1 to 3 months☐ 3 to 6 months☐ 6 to 12 months

16. Have you previously submitted an application for employment with an international organization ?

☐ Yes

No

If answer is "Yes", specify organization and date :

17. EDUCATION : Give full details, using the following space insofar as it is appropriate.

(A) University or equivalent

[illegible]

(B) Schools or other formal education or training from age 14 (e.g. high school or apprenticeship).

[illegible]

18. List professional societies and activities in civic, public or international affairs.

19. List any significant publications you have written (do not attach).



[illegible]