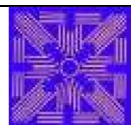


National Capital Region Planning Board
(A Statutory Body under Ministry of Housing & Urban Affairs, Govt. of India)
1st Floor, Core-4B, India Habitat Centre, Lodhi Road, New Delhi-110003

File No. Y-11011/7/2024 (9171269)



NATIONAL CAPITAL REGION PLANNING BOARD

(A Statutory Body under Ministry of Housing & Urban Affairs, Govt. of India)

Applications are invited from willing and eligible candidates for the following post in the National Capital Region Planning Board as per details given below:-

Name of Post	No. of Post / Category	Method of Recruitment	Scale of pay
Planning Assistant	01 (Unreserved)	Direct Recruitment	Pay Level-6 (₹ 35,400 - 1,12,400) as per 7th CPC pay matrix

Application in the prescribed format, duly completed in all respects and signed by the candidate with self-attested copies of testimonials etc., along with IPO/ Demand Draft for ₹ 100 (non-refundable) drawn in favour of NCR Planning Board payable at New Delhi towards Application Fee, should reach the Member Secretary, NCR Planning Board, 1st Floor, Core-4B, India Habitat Centre, Lodhi Road, New Delhi-110003 **on or before 5th March 2024**. The Application Fee can also be paid online. Application received after the last date will not be considered/Scrutinized.

IMPORTANT NOTE:

- 1) This advertisement is in continuation to earlier advertisement no. CBC 44103/12/0009/2324 published in Times of India and Dainik Jagran (All India Edition) on 12.12.2023 and in Employment News edition 23-29 Dec. 2023. It is informed that the earlier advertisement No. CBC 44103/12/0009/2324, had erroneously mentioned that selection for the Post of Planning Assistant will be based on interview. Please note that selection will be based on **WRITTEN TEST**, and no interview will be held.
- 2) Persons who have applied earlier need not apply again. Their application will be scrutinized as per rules. However, if they wish to update/modify any information, they can submit the same, with due details of their earlier application for referencing. Persons who have not applied earlier can also apply.
- 3) All candidates are requested to check our website regularly. List of candidates found eligible for written test will be declared on NCRPB website. Date, time and venue of written test will also be informed on our website. Efforts will be made to also inform these candidates separately through mail on the mail ids provided by them. Hence, please furnish your email id correctly.

The Board reserves the right not to fill up the above post without assigning any reason.



Sd/-
(Member Secretary)

Complete details of eligibility criteria, educational qualifications, age, format of application, fee payment details and method of recruitment etc. and Terms and condition are as follows: -

A. Detailed eligibility criteria, educational and other qualification, age and method of Recruitment etc:-

1.	Name of Post	Planning Assistant
2.	No of Post	One (01)
3.	Classification	Group 'B'(Non-gazetted)
4.	Scale of Pay	Pay Level-6 (₹ 35,400 - 1,12,400) as per 7th CPC pay matrix.
5.	Age limit for direct recruits.	Not exceeding 30 years
6.	Education and other qualifications required for direct recruits.	<p>Essential: Diploma in Engineering (Civil)/Diploma in Architecture of three years full time duration or equivalent. Note: Those candidates who have done Bachelor degree in Architecture/Civil Engineering/Planning from a recognized university/institution are also eligible.</p> <p>Preferential: Candidate with two years experience in GIS, Urban Planning and working experience in GIS softwares.</p>
7.	Whether age and educational qualification prescribed for direct recruits will apply in the case of Promotees.	Age not exceeding 35 years for internal candidates i.e. the employees of the NCRPB. Educational Qualification will be the same as for the direct recruit.
8.	Period of Probation, if any.	Two years.
9.	Method of Recruitment by promotion or by deputation/ transfer & percentage of the vacancies to be filled by various methods.	<p>By Direct Recruitment. Selection shall be made based on single Written Competitive Examination consisting of Objective type questions in General Intelligence, Reasoning, General Awareness, Quantitative Aptitude etc. and Professional/ Technical Test of Descriptive type.</p> <p>Merit list will be prepared on the basis of overall performance of candidates in the Written Examination.</p> <p>There will be no interview for selection of candidate.</p>
10.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	Internal candidates who are AITPE or fulfill the qualifications and experience laid down for the post would also be eligible for any post related to Planning.

B. GENERAL TERMS & CONDITIONS:-

1. The prescribed qualifications are minimum required qualifications.
2. The candidates short-listed for written examination will be informed through NCRPB Website and by e-mail and / or by speed post. The Board will not be responsible for any email failure/postal delay.
3. The Written Competitive Examination will be of Objective type questions in General Intelligence, Reasoning, General Awareness, Quantitative Aptitude etc. and Professional/Technical Test of Descriptive type.
4. Merit list will be prepared on the basis of overall performance of candidates in the Written Examination. There will be no interview for selection of candidate.
5. Application in the prescribed format should be typed or neatly hand written.
6. Application received after the due date /incomplete in any manner or not submitted in the prescribed proforma will not be entertained.
7. **The cut off date for determination of age will be the last date of this advertisement i.e. 05.03.2024.**
8. Age relaxation shall be as per Government of India guidelines.
9. The decision of the NCR Planning Board in respect of selection shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
10. No TA/DA will be paid to candidates for attending written test/skill test.
11. Application duly completed in all respect and signed by the candidate with self-attested copies of testimonials, supporting documents for age relaxation etc., along with a Crossed IPO/ Demand Draft payable at New Delhi for Rs.100 drawn in favour of NCR Planning Board as Application Fee should reach the **Member Secretary, NCR Planning Board, 1st Floor, Core-4B, India Habitat Centre, Lodhi Road, New Delhi-110003 on or before 4th March 2024.** The Application fee can also be paid online (copy of the payment receipt shall be enclosed with application form) to National Capital Region Planning Board, **Bank Account No. 53048557394 IFSC-SBIN0030203, State Bank of India, SME Branch, Connaught Circus, New Delhi-110003.**
12. Candidates employed in Central/State Government/Quasi-Government/Public Sector Undertakings/Autonomous Bodies shall produce **No Objection Certificate (NOC)** from their present employer at the time of written examination failing which they will not be allowed to appear in the written examination.

13. Exemption from payment of application fee shall be as per Government of India guidelines.
14. Testimonials and documents of the candidates will be checked prior to written examination, candidates unable to produce appropriate documents will not be allowed to sit in the written examination.
15. Original documents shall also be verified at the time of joining.
16. In case of doubt [Recruitment Regulations for the post of Planning Assistant -2022 notified on 29.08.2022](#) may please be referred.

C. Format of application:-

Application Format

PASTE YOUR
RECENT
PHOTOGRAPH
HERE

Application for the post of _____

1 (a) Name (in Block letters) :

(b) Correspondence Address :

(c) Permanent Address

(d) Mobile / Tel. No. :

(e) E-mail Address

(f) Father's Name :

2. Date of Birth (in Christian era) :
(in dd/mm/yyyy format)

(age as on 05.03.2024) years..... months

3 (a) Date of entry into service :

(b) Date of retirement under :
Central/ State
Government/PSU/
Autonomous Body

4. **Educational Qualifications:**

S.No.	Name of the Examination	Board/University	Year of Passing	Division/Class

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/candidate
<p>Essential Diploma in Engineering (Civil)/Diploma in Architecture of three years full time duration or equivalent.</p> <p>Note: Those candidates who have done Bachelor degree in Architecture/Civil Engineering/Planning from a recognized university/institution are also eligible.</p> <p>Preferential: Candidate with two years experience in GIS, Urban Planning and working experience in GIS softwares</p> <p>A) Qualification : -----</p> <p>B) Experience : -----</p>	<p>Essential A) Qualifications B) Experience</p> <p>Desirable A) Qualification B) Experience</p>

--	--

Note:

5.1 In the case of Degree and Post Graduate Qualifications Elective/main subjects 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	
--	--

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 details) highlighting experience required for the post applied for

* **Important:** Pay Level /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 Level, 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 organization.
10. 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			
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade			
12. 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			
13. Total emoluments per month now drawn			
Level in Pay Matrix	Pay Drawn	Total Emoluments	

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

15 (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)	
15 (B) Achievements: The candidates are requested to indicate information with regard to; (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) vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
16. Whether belongs to SC/ST/ OBC	
17. Details of application fees paid	

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: _____