

Government of India
NITI Aayog
Atal Innovation Mission

Atal Innovation Mission, NITI Aayog requires the services of a suitable officer having five years' experience/ expertise in the fields of Finance, Budget, Accounts, PFMS etc., for appointment to the post of Head (Finance) in Level - 12 of the Pay Matrix of Rs. 78800 - 209200/- on Deputation (including short-term contract) basis.

1. Number of Vacancy: 01

EDUCATIONAL QUALIFICATIONS

Essential

Bachelor's Degree in any discipline.

Desirable

Master's Degree in Commerce/ Economics/ Maths/ Business Administration in Finance from a recognized University/Institute.

2. ELIGIBILITY CONDITIONS:

Officers working in the Central Government / State Governments / Union Territories (including their attached and subordinate offices) / Universities / Recognized Research Institutions / Public Sector Undertakings and other semi-Government, Statutory or Autonomous Organizations.

- (i) Holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with five years of service in Level-11 of the Pay Matrix of Rs. 67700 -208700 or equivalent in the parent cadre or department; and
- (iii) Having a minimum of 05 years' experience in Finance, Budget, Accounts work and having exposure to various modules of PFMS etc.

3. CRUCIAL DATE FOR DETERMINING ELIGIBILITY:

The crucial date for determining the eligibility will be the last date of receipt of applications.

4. AGE LIMIT (AS ON CLOSING DATE FOR RECEIPT OF APPLICATIONS):

- (i) For appointment by deputation (including short-term contract), age shall not be exceeding 56 years as on the closing date for receipt of applications.
- (ii) The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India.

5. Job Description of the post:

Please refer to Annexure- A

6. PERIOD OF DEPUTATION (INCLUDING SHORT TERM CONTRACT):

The period of deputation (including short-term contract) in AIM, NITI Aayog will be initially for a period of one year which is likely to be continued further. The terms and conditions of deputation will be regularized in accordance with the DoP&T's OM No 6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time.

7. GENERAL CONDITIONS:

a. Officers working in the Central Government / State Governments / Union Territories (including their attached and subordinate offices) / Universities / Recognized Research Institutions / Public Sector Undertakings and other semi-Government, Statutory or Autonomous Organizations should apply in appropriate Proforma through proper channel.

b. Candidates will be required to produce proof of the details furnished in their applications as and when required.

c. Only Indian Nationals need to apply.

d. Canvassing in any form will be a disqualification.

e. The prescribed essential qualifications as indicated in para 2 are the minimum and mere possession of the same does not entail candidates to be called for interview. The applications (in duplicate), along with the following documents in the prescribed format at **Appendix -II and III**, in respect of the candidates who fulfill the eligibility conditions and who can be spared immediately for taking up the assignment, may be forwarded in the prescribed Proforma (**Appendix I**) duly signed by the candidate and countersigned by the Head of office or any other officer authorized to sign:

(i) Up-to-date Confidential Report / APAR dossier of the candidate concerned or photocopies of the Annual Confidential / Annual Performance Appraisal Reports of the candidate for the latest available five years (duly attested);

(ii) Vigilance clearance.

(iii) Integrity Certificate

(iv) Cadre Clearance / NOC from appropriate authority.

f. Applications complete in all respects and in the prescribed Proforma, should reach Head (Admn.), Atal Innovation Mission, NITI Aayog, Work station No. C-035, NITI Bhawan, Sansad Marg, New Delhi-110001 **within 30 days from the date of publication of this advertisement in Employment News.** Only complete applications received through proper channel on or before the closing date for receipt of applications will be considered. The applications should be sent in an envelope super scribed "Application for the post of Head (Finance) in AIM, NITI Aayog.

NOTE

Incomplete applications or applications without the supporting documents or Advance applications or applications received after the last date will be summarily rejected & no communication will be made / entertained in this regard.

(Pitambar Sahoo)
Head (Administration)
Tell: 011 23096626

Job Description of Head (Finance), in AIM, NITI Aayog.

The Officer will be responsible for dealing with all matters relating to Grants-in-aid to Atal Innovation Mission (AIM) beneficiaries, ensuring compliance of various post-grant terms and conditions like obtaining UCs etc. from the AIM Beneficiaries, tendering process, contract finalization, budgeting, accounting, auditing, evaluation of internal Financial controls, etc. The candidate should be familiar with Management of Govt. funds and should have adequate knowledge of Government of India rules and regulations including General Financial Rules (GFR), DFPR etc

- i. Overall financial management of the AIM and accounting functions including budget, Day to day management of expenditure and Rendering financial advice to AIM on all transactions in terms of rules and regulations of Govt of India;
- ii. Examination of proposals of Program Directors as per relevant financial rules applicable;
- iii. Preparation of quarterly financial reports and quarterly financial management report for Budgetary Control;
- iv. Preparation of Budget estimates, Handling of CAG audit, transaction audit, & supplementary audit and preparing replies to the inspection memos of the CAG Auditors, etc., Review of audit reports and follow-up with implementing agencies for necessary compliance and taking action for closing the Audit objections, if any;
- v. Coordination with implementing beneficiaries for timely compliance of various finance/Accounts related activities i.e. completion of voucher entries in the accounting software (PFMS/EAT Model), submission of financial reports, finalization of annual accounts, conducting audits, submission of UCs and annual audited accounts;
- vi. Install and manage an effective internal oversight system over the financial functioning of the Mission.

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**PROFORMA OF APPLICATION FOR THE POST OF HEAD (FINANCE)
ON DEPUTATION (INCLUDING SHORT-TERM CONTRACT) IN ATAL
INNOVATION MISSION, NITI AAYOG.**

POST APPLIED FOR: **HEAD(FINANCE)**



1.	Name& Address (in Block Letters)				
	Mobile No				
	E-mail id				
2.	Date of Birth (in Christian era)				
3.	i)Date of entry into service				
	ii.) Date of retirement under the Central / State Government Rules etc.				
4.	Educational Qualifications				
	Degree/Diploma / Certificate	University/Board	Main Subjects	Month & Year Passing	% Marks / Division
	i)				
	ii)				
iii)					

(Add rows if required)

5.	Whether 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)				
Qualification / Experience Required as mentioned in the advertisement / vacancy circular		Qualification/experience possessed by the officer			
Essential					
a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with 5 years service in Level – 11 in Pay Matrix		Pay Level		Since date	
b) Bachelors' Degree in any discipline		Degree with main subjects	University	Month & Year of passing	
c) Minimum 05 years' experience in Finance, Budget, Accounts field and having exposure to various modules of PFMS etc.	years of Experience Finance and/or Budget and Accounts/ PFMS (Please furnish details at Sl No. 7 below)			
Desirable :		Degree with main subjects	University	Month & Year of passing	
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:

Sl No	Office / Institution	Post held on regular basis / Name of Employer	From (date)	To (date)	*Pay Matrix and Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay Matrix and Pay Level granted under ACP/MACP/NFU are personal to the officer and therefore, should not be mentioned. Only Pay Matrix and Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP/NFU with present Pay Matrix and pay Level where such benefits have been drawn by the candidate, may be indicated below:

Office/ Institution	Pay Matrix and Pay Level drawn under ACP/MACP Scheme/NFU basis	From (date)	To (date)

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 present office / organisation 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 etc.		
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		

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/ Union Territory		
	c) Autonomous/Statutory Organization		
	d) Government undertaking		
	e) Universities		
	f) Others (please specify)		
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 the pay level		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	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications</p> <p>(ii) professional training and</p> <p>(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)</p>		
16.B	<p>Achievements: The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p>		

	ii) Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/ societies and; iii) Any other information. (Note: Enclose a separate sheet if the space is insufficient.)	
17	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 *Application Proforma* duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will 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 bearing on my selection has been suppressed/withheld.

Place :

(SIGNATURE OF THE CANDIDATE)

Date :

Address:

Certification by the Employer/Cadre Controlling authority

The information/ details provided in the above application by the applicant have been verified from the records available in this office & found 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. It is also certified that

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt./Ms.....
- ii) His/ Her integrity is certified (Attached).
- iii) His/ Her CR/APAR 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 equivalent 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).

Date:

Countersigned
Name & Designation
(Employer/Cadre Controlling Authority with Seal)

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri./Smt./Ms. _____, _____ who has applied for the post of Head (Finance) in the Atal Innovation Mission, NITI Aayog on Deputation (ISTC), it is certified that his / her integrity is beyond doubt.

**[To be signed by an Officer of the rank of
Under Secretary or above]**

Name & Office Seal :

Date :