

**No. A-52012/24/2020-Admin II**  
**Government of India**  
**National Institution for Transforming India**  
**(Administration II)**

NITI Bhawan, Sansad Marg,  
New Delhi - 110001.

Dated: 05<sup>th</sup> September, 2022

**VACANCY CIRCULAR**

**Subject: Filling up the post of Under Secretary in Level 11 of the Pay Matrix (₹ 67700 - 208700) by Deputation (including short-term contract) in NITI Aayog for G20 Secretariat.**

NITI Aayog invites applications for filling up the post of Under Secretary in Level 11 of the Pay Matrix (₹ 67700 - 208700) by Deputation (including short-term contract) in NITI Aayog for G20 Secretariat.

1. Number of vacancies: 01
2. Level in Pay Matrix – Level 11 (₹ 67700 - 208700) of the Pay Matrix
3. Tenure: Till 29<sup>th</sup> February, 2024
4. Eligibility Conditions (As On Closing Date):

Officers of the Central Government or State Governments or Union Territories or Public Sector Undertakings or Autonomous Organisations or Statutory Organisations or Recognized Universities or Research Institutions:

(a)(i) Holding analogous posts on regular basis in the parent cadre/Department; or  
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level 10 (₹ 56100 - 177500) in the Pay Matrix or equivalent in the parent cadre/department; and

(b) Possessing the following educational qualifications and experience:

- (i) Bachelor Degree from a recognized University or Institute.
- (ii) Five years' experience in one or more of the areas prescribed as under:

1. Global Health Architecture and Digital Health.
2. Data for development and Digital Economy.
3. Push for achievements of SDGs by 2030.
4. Innovation and promoting Start-ups.
5. Supply Chain Resilience.
6. Focus on Fugitive Economic offenders.
7. Small and marginal farmers and MSMEs.
8. A new Working group on Disaster Resilience.
9. Maritime security and Oceans health.
10. Climate Finance and focus on LIFE- Sustainable lifestyles.
11. Clean Energy Innovation and Sustainable energy transitions.
12. Counter Terrorism.
13. Labour employment.
14. Creation on new engagement groups on sports and startups



Note: The period of deputation (including short-term contract) including period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not exceed four years.

5. Age Limit (As On Closing Date For Receipt Of Applications):

The maximum age limit for appointment by deputation (including short term contract) shall not exceed 56 years as on the closing date of receipt of applications.

6. Job Description:

- a) Agenda-setting and preparation of issue notes, preparing draft outcome documents and reports;
- b) Inter-ministerial coordination, study of experience of previous G20 presidencies and coordination with G20 tracks, working group, international organizations, engagement groups and knowledge partners;
- c) Further, the selected candidate will also have to handle the responsibilities of organizing G20 meeting and events.
- d) Any other task assigned by the Head of the Division.

7. General conditions:

- a. Applications of eligible and willing candidates who fulfil the eligibility conditions and who can be spared for taking up the assignment immediately on intimation of selection, may be forwarded through proper channel in the prescribed proforma i.e. **Appendix-I** duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign alongwith 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 last five years (duly attested by an officer not below the rank of Under Secretary or equivalent). If CR/APAR of any particular period is not available, No Report Certificate/ Certificate of Non availability of APAR for such period along with CR/APAR of equivalent period of preceding year may also be attached.
- b. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer. It may also be confirmed that in the event of selection, the officer concerned will be relieved of his duties. The integrity of the officer may also be certified by an officer of the rank of Under Secretary or equivalent.
- c. The terms and conditions of deputation will be governed by DoP&T's OM No. 6/8/2009-Estt(Pay II) dated 17.06.2010 as amended from time to time. As regards candidates selected on short-term contract basis, the terms will be settled in consultation with the concerned authority.
- d. The selection to this post of Under Secretary shall be made in consultation with Union Public Service Commission.
- e. Applications complete in all respects and in the prescribed proforma, should reach Under Secretary (Admin II), NITI Aayog, Room No. 416, NITI Bhavan, Sansad Marg, New Delhi-110001 **within 45 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 Under Secretary in NITI Aayog for G20 Secretariat'.

- f. The candidates who apply for the said post will not be allowed to withdraw their candidature subsequently. 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.



(Dinesh Kochher)

Under Secretary to the Govt. of India

Tel: 011- 23042334

To

1. All the Central Government Ministries/ Departments/ State Governments/ UT/ Administrations (including their attached and subordinate offices)/ Universities/ Recognized Research Institutions/ Public Sector Undertakings/ Semi-Government/Statutory/Autonomous Organizations
2. Standard circulation through NIC mail, NITI Aayog
3. Communication cell, NITI Aayog for uploading on NITI Aayog's website
4. The Technical Director, NIC. DoP&T, Room No. 11/A, North Block, New Delhi – 110001 for uploading on DoP&T's website.



**APPENDIX -I**

**PROFORMA OF APPLICATION FOR THE POST OF UNDER SECRETARY IN  
NITI AAYOG  
[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/PROMOTION]**

PHOTO

POST APPLIED FOR: **Under Secretary**

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				
4.	Educational Qualifications				
	Degree/Diploma/ Certificate	University/Board	Main Subjects	Month & Year of Passing	% Marks / Division
	i)				
	ii)				
	iii)				

*(Add rows if required)*

	Qualification / Experience Required as mentioned in the advertisement / vacancy circular	Qualification/experience possessed by the officer		
	Essential			
5.	(a)(i) Holding analogous posts on regular basis in the parent cadre/Department; or	Pay Level	Since date	
	(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level 10 (Rs.56100 - 177500/-) in the Pay Matrix or equivalent in the parent cadre/department; and			
	(b) possessing the following educational qualifications and experience:	Degree with main subjects	University	Month & Year of passing
	(i) Bachelor Degree from a recognized University or Institute.			
	(ii) Five years' experience in one or more of the areas prescribed as under:  1.Global Health Architecture and Digital Health. 2.Data for development and Digital Economy. 3.Push for achievements of SDGS by 2030. 4.Innovation and promoting Start-ups. 5.Supply Chain Resilience. 6.Focus on Fugitive Economic offenders. 7.Small and marginal farmers and MSMEs. 8.A new Working group on Disaster Resilience. 9.Maritime security and Oceans health. 10.Climate Finance and focus on LIFE- Sustainable lifestyles. 11.Clean Energy Innovation and Sustainable energy transitions. 12.Counter Terrorism. 13.Labour employment. 14.Creation on new engagement groups on sports and startups	.....years (area wise) (Please furnish details at Sl No. 7 below)		



6.	Please state clearly whether in the light if the entries made by you above, you meet the Essential qualifications and work experience of the post.	
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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.			
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.	<b>Additional details about present employment:</b> 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 (please specify)		
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		
	Basis Pay in the pay level	Total Emoluments	
14.	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
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)		
15.B	<b>Achievements:</b> The candidates are requested to indicate information with regard to; i) Research publications and reports and special		



	<p>projects</p> <p>ii) Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/ institutions/ societies and;</p> <p>iii) Patents registered in own name or achieved for the organization</p> <p>iv) Any research/ innovative measure involving official recognition</p> <p>v) Any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient.)</b></p>	
16.	A Vision Statement as to how you plan to execute your duties in G20 Secretariat: (separate sheet may be annexed, if required)	
17.	Please state whether you are applying for deputation (ISTC).	
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 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 bearing on my selection has been suppressed/withheld.

Place :  
Date :

(SIGNATURE OF THE CANDIDATE)  
Address:



## Certification by the Employer/Cadre Controlling Authority

No.

The above entries furnished by \_\_\_\_\_ have been verified from the records available in this office and found correct. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. In the event of selection for the post of Under Secretary in NITI Aayog, he/ she will be relieved of his/her duties immediately to join NITI Aayog for his / her new assignment.

2. Also certified that

- i) There is no vigilance case pending/contemplated against Shri/Smt./Ms. ....
- ii) His/ Her complete CR/APAR dossier is enclosed/ photocopies of the APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iii) His/ Her integrity is beyond doubt.
- 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 \_\_\_\_\_

Dated:

Place:

Name & Designation \_\_\_\_\_

(Employer/ Cadre Controlling Authority with Seal)