

No.A-12025/01/2016-DMEO

नीति आयोग/NITI Aayog

विकास अनुवीक्षण और मूल्यांकन कार्यालय  
Development Monitoring and Evaluation Office  
(प्रशासन प्रभाग/ Administration Division)

संसद मार्ग/ Parliament Street,

नई दिल्ली/ New Delhi

Dated the 6<sup>th</sup> March, 2019

## VACANCY CIRCULAR

Subject: **Filling up of post of Under Secretary(Admn) on deputation basis in Development Monitoring and Evaluation Office(DMEO), NITI Aayog.**

Application in the prescribed pro-forma (as per Annexure-II of the advertisement) is invited from eligible officers for filing up of the post of Under Secretary on deputation basis in the Development Monitoring and Evaluation Office(DMEO), NITI Aayog, New Delhi as per the details given below:

1	Name of the post with Pay Level	<b>Under Secretary</b> (Level-11), a General Central Service, Group A Gazetted, Non-Ministrial
2	Period of Deputation	Initially for <b>three years</b> ; could be extended as per extant rules prescribed by DoPT on the subject
3	Eligibility/ Essential Criteria	Officers of the Central/ State/ Union Territory Governments: a) i) holding analogous posts on regular basis in the parent cadre or department; or ii) 5 years or more of regular service to the post in the Pay Level-10; and b) Minimum 5 years of experience in Office Administration  <b>Note:</b> 1. Maximum period of deputation (including period of deputation in another ex-cadre post held immediately preceding their appointment in the same/ other organization/ department of the Central Government) shall ordinarily not exceed five years. 2. The upper age limits from appointment and to work for DMEO would be governed by the applicable Government of India rules.

6	How to apply	Completed application should be sent through proper channel in the prescribed pro-forma to <b>SRO, DMEO, NITI Aayog, NIC Side, 5<sup>th</sup> Floor, NITI Bhawan, Sansad Marg, New Delhi - 110011</b> . The duly completed application should be sent along with: a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by an officer not less than Under Secretary. b) Cadre clearance c) Vigilance Clearance d) Details of minor/major penalty imposed on the officer by the Competent Authority for the last 10 years, if any. e) Statement of Bio-data in the prescribed pro-forma (as per Annexure-II) in duplicate copy signed by the volunteering Officer and forwarded through proper channel.
7	Pay & Allowances	Admissible as per guidelines of Department of Personnel and Training's OM No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 amended from time to time.

Note: It would be mandatory to serve the deputation term and premature relieving would not be considered except in rare or exceptional circumstances.

2. Applications of interested and eligible officers may be forwarded to the undersigned within 30 days from the date of publication in the national dailies. Cadre Controlling Authorities are requested that the applications of only those officers are forwarded who can be spared on being selected. Any queries regarding the application may be addressed to the undersigned.

(P.J. Radhakrishnan)  
Sr. Research Officer(Admn)  
DMEO, NITI Aayog,  
Admn Block, NIC Side,  
5<sup>th</sup> floor, NITI Bhawan,  
Sansad Marg, New Delhi - 110011

Enclosure: Pro-forma

To

1. Notice Boards in the NITI Bhawan
2. Director, NIC, NITI Bhawan, (for uploading the circular on NITI website).

BIO-DATA/ CURRICULUM VIATE PROFORMAAPPLICATION FOR THE POST OF **Under Secretary (Admn)**

1	Name and Address (in Block Letters)		Photograph
2	Date of Birth (in Christian era)		
3(i)	Date of entry into service		
3(ii)	Date of retirement under Central/ State Government Rules		
4	Educational Qualifications		
5	Whether Educational and other qualifications required for the post are satisfied. <b>(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)</b>		
	<b>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</b>		
	<b>Essential</b> (i) Bachelor's degree from a recognized University or equivalent  (ii) Three years' experience in administration, establishment and account matters.		
	<b>Desirable</b> Should have undergone training in organization and methods and work study methods from Institute of Secretariat training and management		
5.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/ Department/ Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.		
5.2	In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .		
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	<b>Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</b>		

7.	Details of Employment, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
	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-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 Band, 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
9.1	<b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2	<b>Note:</b> 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/ organization.			

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 (including 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		
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 emolument per month now drawn		
	Basic Pay	Grade Pay	Total Emoluments
15	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
16.A	<p><b>Additional Information</b>, 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)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		

16.B	<p><b>Achievements:</b>  The candidates are requested to indicate information with regard to:  (i) research publications and reports and special projects  (ii) Awards/ Scholarships/ Officials 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) Any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	
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 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:

e-mail:

Date: