

No. A.12026/1/2019-Adm.II
GOVERNMENT OF INDIA
NITI AAYOG

NITI Aayog requires the services of suitable officer(s) for appointment to the posts of Senior Adviser /Adviser by Deputation (including short-term contract) / Promotion basis who has experience/ expertise in the fields/areas of **Energy; Industry; PAMD and MSME**

1. **Number of Vacancies: 04 (Tentative)**

2. **Educational Qualifications**

Essential

Masters' Degree in any discipline or MBBS or Degree in Engineering or Technology from a recognised University or Passed in Sections A and B of the Institution Examinations of the Institute of Engineers (India) or Post Graduate Diploma in Management (Two years)

Desirable

Doctorate in any discipline or Master's Degree in Engineering

2. **ELIGIBILITY CONDITIONS (As On Closing Date)**

(a) **FOR DEPUTATION**

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

Senior Adviser: Level 15

- (i) Holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with three years regular service in **Level – 14 in Pay Matrix** or Pre-Revised Pay Band 4 : Rs.37400-67000 with Grade Pay of Rs.10,000 or equivalent in the parent cadre or department; and

Essential experience

Minimum 18 years' experience (which shall include upto 3 years for Ph.D. provided no work experience is counted during those 3 years) in formulation, appraisal, execution/ implementation, research, monitoring and evaluation of policy, programme or projects.

Adviser: Level 14

- (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with two years regular service in posts in Level – 13 A in Pay Matrix or Pre-Revised Pay Band 4 : Rs.37400-67000 with Grade Pay of Rs.8,900 or equivalent in the parent cadre or department; or
- (iii) with three years regular service in posts in Level – 13 in Pay Matrix or Pre-Revised Pay Band 4: Rs.37400-67000 with Grade Pay of Rs.8,700 or equivalent in the parent cadre or department;

Essential experience

Minimum 15 years' experience (which shall include upto 3 years for Ph.D. provided no work experience is counted during those 3 years) in formulation, appraisal, execution/ implementation, research, monitoring and evaluation of policy, programme or projects.

(b) FOR PROMOTION to the posts of Senior Adviser and Adviser

The departmental Advisers/ Joint Advisers in Level 14/ Level 13 of the Pay Matrix with three years of regular service, respectively, in the grade rendered after appointment thereto on a regular basis and possessing the educational qualification as prescribed in preceding para and successful completion of 2-4 weeks of training in the relevant field as specified by NITI Aayog will also be considered alongwith outsiders. If a Departmental Joint Adviser or Adviser, respectively is selected for appointment to the post, it will be treated as having filled by promotion.

NOTE: "The departmental officers in the feeder category who are in the direct line of the promotion will not be eligible for consideration for appointment on deputation (ISTC). Similarly, deputationists shall not be eligible for consideration for appointment by promotion".

3. Scale of Pay :

SENIOR ADVISER: Level – 15 in the Pay Matrix (Rs. 1,82,200- Rs. 2,24,100)

ADVISER : Level – 14 in Pay Matrix (Rs. 1,44,200- Rs. 2,18,200)

4. CRUCIAL DATE FOR DETERMINING ELIGIBILITY:

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

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

(i) For appointment by deputation (including short-term contract) age shall not be exceeding 58 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.

6. DESCRIPTION ABOUT THE POSTS :

Please see Annexure - A

7. PERIOD OF DEPUTATION (including short term contract):

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 organisation or department of the Central Government shall ordinarily not exceed five years. The terms and conditions of deputation will be regularized according to the orders contained in the Govt. of India, DOPT's OM No.6/8/2009-Estt(Pay II) dated 17.6.2010 as amended from time to time and in case of those coming on contract, the terms will be settled in consultation with the concerned authority.

8. **GENERAL CONDITIONS:**

- a. Candidates working in Central Government or State Government Departments or Union Territory Administrations or Universities or Recognized Research Institutions or Public Undertakings or Semi Government or Statutory or Autonomous Organisations and other Non-Government Bodies should apply in appropriate proforma through proper channel.
- b. It may also be taken note of that in terms of DoPT's OM No. 27/2/2009-EO(SM.II) dated 16.7.2009 read with OM No.9/23/2014-EO(SM-II) dated 22.8.2017, a candidate once applied for being considered and he/she is considered and selected by the **Appointments Committee of Cabinet (ACC)**, ordinarily, he/she should not decline the appointment and if he/she declines the appointment and if he/she declines the appointment he/she will be liable for action as per aforesaid OMs.
- c. Candidates will need to produce proof of the details furnished in their applications as and when required.
- d. Only Indian Nationals need to apply.
- e. Canvassing in any form will be a disqualification.
- f. The prescribed essential qualifications as indicated in para 2 are the minimum and the mere possession of the same does not entail candidates to be called for interview.
- g. The applications (in duplicate), along with the following documents, in respect of the candidates who fulfill the eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of selection, may be forwarded 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:-
 - (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 in the prescribed detailed format signed by CVO of the department/organization;
 - (iii) Integrity Certificate signed by an Officer of the rank of Deputy Secretary or above.
- h. Applications complete in all respects and in the prescribed proforma, should reach Under Secretary (Adm.-IA), NITI Aayog, Room No.416, Yojana Bhavan, Sansad Marg, New Delhi-110 001 **within 60 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 Senior Adviser or Adviser in the 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.

(Dinesh Kochher)
Under Secretary to the Govt. of India
Tel: 2309 6521

Job Description of Sr. Adviser/Adviser (Energy)

He/she will be responsible for the policy formulation and long term strategy relating to Power, New and Renewable Energy, Coal, Petroleum & Gas. He/She will review the energy situation in the country as well as globally and environment changes and in that context propose future energy options on an integrated basis. He/She will help in evolving an integrated energy policy covering commercial and non-commercial sources of energy and suggesting arrangements for management of supply and demand in sectors and monitoring their implementation keeping in view technology options in industry, transport etc. having regard to the intensity of energy use; proposing optimal mix of all forms of energy, keeping in view their inter-se availability, opportunity costs and conservation of energy; periodically assessing the likely demand and availability of different forms of energy and suggesting appropriate arrangements to meet the country's energy needs keeping in view the need to conserve resources as well as the environment. Analyze and provide inputs in respect of various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries. He/she will also responsible for all matters relating to Ministry of Power, Department of Atomic Energy, Ministry of Coal, Ministry of NRE, Ministry of Petroleum & Natural Gas and any other matter assigned by the superiors.

Job description of Sr. Adviser/Adviser (Industry)

He/she will be responsible for the policy formulation and long term strategy relating to entire Industrial sector viz. policies for industrial and commercial development, including exports and imports, industrial incentives framework, investment promotion including foreign direct investment, technical advances and technology transfer with a view to help India assume a role of leadership in international trade organizations commensurate with India's growing importance. Further formulates the Foreign Trade Policy with a long term objectives of doubling India's share in Global trade. Undertakings and /or managing policy research and evidence-based analysis; organizing meetings and workshops sharing knowledge, experience and best practices; building consensus among stake holders and advocacy towards reforms in the field. He/she will be responsible for bringing out the Strategy Paper focusing on the targeted commodity and country wise strategy in the medium term and the strategic plan vision and foreign trade policy in the long run. Analyze and provide inputs in respect of various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries. He/she will be responsible for all matters relating to Ministry of Commerce and Industry and Ministry of Heavy Industries and Public Enterprises and any other matters assigned by the superiors.

Job description of Sr. Adviser/Adviser (PAMD)

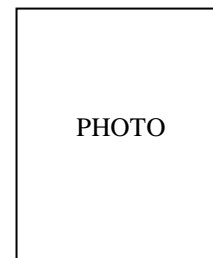
He/ she will be responsible for appraise investment proposals and formulation of specific investment proposals; to suggest standard formats for submission of projects and procedure for their techno- economic evaluation to conduct techno- economic evaluation on the strength of social cost benefit analysis on major investment proposals; to undertake and support research leading to a progressive refinement of methodology and procedure for project evaluation. Undertaking and / or managing policy research, and evidence-based analysis; organising meetings and workshops; sharing knowledge experience and best practices; building consensus among stake holders and advocacy towards reforms in the field. Analyze and provide inputs in respect of the various Cabinet Notes/SFC/EFC Notes and any other issues received from line Ministries.

Job Description of Sr. Adviser/Adviser (MSME)

He/she will be responsible for the policy formulation and long-term strategy relating to the promotion and development of Micro, Small and Medium Enterprises including Khadi Village and Coir industry in the country. He/She is also responsible for policy intervention to promote industrialization in rural & backward areas, thereby, reducing regional imbalances, assuring more equitable distribution of national income and wealth and for making MSMEs complementary to large industries as ancillary units and contributing to the socio-economic development of the country; support for technology upgradation and modernization; integrated infrastructural facilities; modern testing facilities and quality certification; access to modern management practices; entrepreneurship development and skill upgradation through appropriate training facilities; support for product development, design intervention and packaging; welfare of artisans and workers; assistance for better access to domestic and export markets and cluster-wise measures to promote capacity-building and empowerment of the units and their collectives. Undertaking and / or managing policy research, and evidence-based analysis; organising meetings and workshops; sharing knowledge, experience and best practices; building consensus among stake holders, and advocacy towards reforms in the field. Analyze and provide inputs in respect of various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries. He/she will also responsible for all matters relating to Ministry of MSME and any other matter assigned by the superiors.

PROFORMA OF APPLICATION FOR THE POST OF SENIOR ADVISER OR ADVISER (KIH)
[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/PROMOTION]

POST APPLIED FOR: **Senior Adviser**
Preferred Vertical /Area: _____
[As per Annexure- 'A']



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/Diplom a/ Certificate	University/Board	Main Subjects	Month & Year Passing	% Marks/ of 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 3 years regular service in Level - 14 in Pay Matrix and	Pay Level	Since date		
b) Masters' Degree in any discipline or MBBS or Degree in Engineering or Technology from a recognized University or Passed in Sections A and B of the Institution Examinations of the Institute of Engineers (India) or Post Graduate Diploma in Management (Two years)	Degree with main subjects	University	Month & Year of passing	
c) Minimum 18 years' experience (which shall include up to 3 years for Ph.D. provided no work experience is counted during those 3 years) in formulation, appraisal, execution/ implementation, research, monitoring and evaluation of policy, programme or projects years (Please furnish details at Sl No. 7 below)			
Desirable : Doctorate in any discipline or Master's Degree in Engineering	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.		
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	
	c) Autonomous 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	
	Basis 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	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)	
16.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 Affiliation with the professional bodies/institutions/ societies and; iii) Patents registered in own name or achieved for the organization iv) Any research/ innovative measure involving official recognition v) Any other information. (Note: Enclose a separate sheet if the space is insufficient.)	
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 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 bearing on my selection has been suppressed/withheld.

Place :

(SIGNATURE OF THE CANDIDATE)

Date :

Address:

Certification by the Employer/Cadre Controlling Authority

No.

Date:

The above entries 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 of candidate for the post of Senior Adviser or Adviser, he/she will be relieved of to join NITI Aayog for his/her new assignment within 30 days on receipt of the communication from the NITI Aayog.

2. The requisite certificates/ documents viz (i) vigilance clearance in the prescribed format duly signed by the CVO; (ii) Integrity Certificate [proforma attached] duly signed by an Officer of the rank of Deputy Secretary or above; and (iii) his/ her CR/APAR Dossier in original or 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 above, are enclosed.

Countersigned_____

Name & Designation_____

(Employer/ Cadre Controlling Authority with Seal)

Date:

PROFORMA FOR SEEKING VIGILANCE CLEARANCE
(to be signed by CVO)

Particulars in respect of the Officer for whom Vigilance Clearance is being obtained.

1.	Name of Officer				
2.	Father's Name				
3.	Date of Birth				
4.	Date of Retirement				
5.	Date of entry into Service				
6.	Service to which the officer belongs (Batch/Year/Cadre)				
7.	Position held (During the preceding ten years)				
Sl. No	Organization	Designation & Place of Posting	Admn./Nodal Ministry /Department	From	To
8.	Whether the officer has been placed on the agreed list or list of officers of doubtful integrity, If yes, full details to be given.				
9.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so what result.				
10.	Whether any punishment was awarded to the officer during the last 10 years. If so, the date of imposition and details of the penalty.				
11.	Is any Disciplinary / Criminal Proceedings / Charge Sheet pending against the officer. [If so, details to be furnished – including reference no., if any, of the commission]				
12.	Is any action contemplated against the officer as on date (if so, the details to be furnished)				
13.	Reason for obtaining vigilance clearance				
14.	Whether IPR for the latest year has been submitted Year and Status (Yes/No).				

Signature
Designation : Chief Vigilance Officer
Seal of the Officer

INTEGRITY CERTIFICATE

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

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

Name & Office Seal :

Date :

APPENDIX -I

PROFORMA OF APPLICATION FOR THE POST OF SENIOR ADVISER OR ADVISER (KIH)
[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/PROMOTION]

POST APPLIED FOR: **Adviser**
Preferred Vertical /Area: _____
[As per Annexure- 'A']



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/Diplom a/ Certificate	University/Board	Main Subjects	Month & Year Passing	% Marks/ of 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 2 years regular service in Level – 13 A in Pay Matrix and (iii) with 3 years regular service in Level – 13 in Pay Matrix and	Pay Level	Since date		
b) Masters' Degree in any discipline or MBBS or Degree in Engineering or Technology from a recognized University or Passed in Sections A and B of the Institution Examinations of the Institute of Engineers (India) or Post Graduate Diploma in Management (Two years)	Degree with main subjects	University	Month & Year of passing	
c) Minimum 15 years' experience (which shall include up to 3 years for Ph.D. provided no work experience is counted during those 3 years) in formulation, appraisal, execution/ implementation, research, monitoring and evaluation of policy, programme or projects years (Please furnish details at Sl No. 7 below)			
Desirable: Doctorate in any discipline or Master's Degree in Engineering	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.		
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		
	c) Autonomous Organization		
	d) Government undertaking		
	e) Universities		
11.	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		
	Basis 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) Patents registered in own name or achieved for the organization iv) Any research/ innovative measure involving official recognition v) Any other information. (Note: Enclose a separate sheet if the space is insufficient.)	
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 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 bearing on my selection has been suppressed/withheld.

Place :

(SIGNATURE OF THE CANDIDATE)

Date :

Address:

Certification by the Employer/Cadre Controlling Authority

No.

Date:

The above entries 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 of candidate for the post of Senior Adviser or Adviser, he/she will be relieved of to join NITI Aayog for his/her new assignment within 30 days on receipt of the communication from the NITI Aayog.

2. The requisite certificates/ documents viz (i) vigilance clearance in the prescribed format duly signed by the CVO; (ii) Integrity Certificate [proforma attached] duly signed by an Officer of the rank of Deputy Secretary or above; and (iii) his/ her CR/APAR Dossier in original or 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 above, are enclosed.

Countersigned_____

Name & Designation_____

(Employer/ Cadre Controlling Authority with Seal)

Date:

PROFORMA FOR SEEKING VIGILANCE CLEARANCE
(to be signed by CVO)

Particulars in respect of the Officer for whom Vigilance Clearance is being obtained.

1.	Name of Officer				
2.	Father's Name				
3.	Date of Birth				
4.	Date of Retirement				
5.	Date of entry into Service				
6.	Service to which the officer belongs (Batch/Year/Cadre)				
7.	Position held (During the preceding ten years)				
Sl. No	Organization	Designation & Place of Posting	Admn./Nodal Ministry /Department	From	To
8.	Whether the officer has been placed on the agreed list or list of officers of doubtful integrity, If yes, full details to be given.				
9.	Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so what result.				
10.	Whether any punishment was awarded to the officer during the last 10 years. If so, the date of imposition and details of the penalty.				
11.	Is any Disciplinary / Criminal Proceedings / Charge Sheet pending against the officer. [If so, details to be furnished – including reference no., if any, of the commission]				
12.	Is any action contemplated against the officer as on date (if so, the details to be furnished)				
13.	Reason for obtaining vigilance clearance				
14.	Whether IPR for the latest year has been submitted Year and Status (Yes/No).				

Signature
Designation : Chief Vigilance Officer
Seal of the Officer

INTEGRITY CERTIFICATE

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

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

Name & Office Seal :

Date :