

**F.No. A-12023/3/2020-Admin.IV**  
**Government of India**  
**NITI Aayog**

**Sansad Marg, New Delhi,**  
**Dated the 22<sup>nd</sup> September, 2021**

**VACANCY CIRCULAR**

**Subject:** Filling up of one post of Manager Grade-II on Deputation basis in Departmental Canteen, NITI Aayog- reg.

It is proposed to fill up one vacant post of Manager Grade-II in Departmental Canteen, NITI Aayog in Level-6 (Rs. 35,400-1,12,400/-) of the Pay Matrix on Deputation basis from the Officers of Central Government (including Deputation/Re-employment for Ex-Servicemen\*) as under:-

- (a) (i) holding analogous post on a regular basis in the parent cadre/department; or  
(ii) with six years service in Level-5 in the pay matrix or equivalent rendered after appointment thereto on a regular basis in post in the parent cadre/department; or  
(iii) with ten years service in the Level-4 in the pay matrix or equivalent rendered after appointment thereto on a regular basis in posts in the parent cadre/department; and
- (b) possessing the educational qualification and experience prescribed as per Para-2 below.

**\*Deputation/Re-employment for Ex-Servicemen:** The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications as prescribed above, shall also be considered, and such persons shall be given deputation terms upto the date on which they are due for release from the Armed Forces and thereafter they may be continued on re-employment.

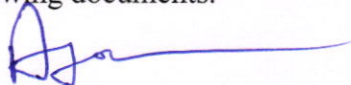
**Note:** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

2. The applicants must possess the educational qualifications and experience as prescribed under:

- (i) Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration from a recognised University or Institute; and
- (ii) two years experience in Accounts work in the Government Office or Public Sector Undertaking or Autonomous/Statutory Organization.

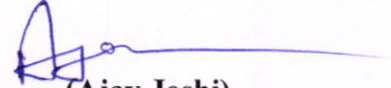
**Note:** Qualification are relaxable at the discretion of the Central Government, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

3. It is requested to forward the applications of interested & eligible employees in the enclosed proforma through proper channel so as to reach the undersigned within 60 days from the date of publication of this advertisement in employment news. While forwarding the applications, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded along with the following documents:-



- (i) Proof of Educational qualifications and experience as per Para-2 above.
- (ii) Original/attested photocopies of the APARs for the last 5 years;
- (iii) Vigilance clearance certificate;
- (iv) Integrity Certificate;
- (v) No Major/Minor penalty certificate for last 10 years.

4. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Application received without aforesaid documents or after prescribed date, shall be rejected.



(Ajay Joshi)

**Under Secretary to the Government of India**

**Encl.:** Application proforma.

**BIO-DATA/CURRICULAM VITAE PROFORMA**  
**(Manager Grade-II)**

1	Name and address (In Block letters)	
2	Date of Birth (in Christian era)	
3	i) Date of entry into service ii) Date of retirement	
4	Educational qualifications	
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).	
	Qualification/ experience required as mentioned in the advertisement/ vacancy circular	Qualification/Experience possessed by the Officer
	<b>Essential</b>	<b>Essential</b>
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	<b>Desirable</b>	<b>Desirable</b>
	A) Qualification	A) Qualification
	B) Experience	B) Experience
6	Please state clearly whether in the light of entries made by you above, you meet the requirement 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/Instt./ Organisation	Post held	From	To	Level in pay Matrix/Level of the post held on regular basis	Nature of duties/experience (in detail)