

F.No. A-12023/1/2020-Admin.IV
Government of India
NITI Aayog

Sansad Marg, New Delhi,
Dated the 22nd September, 2021

VACANCY CIRCULAR

Subject: Filling up of one post of Protocol Assistant on deputation basis in NITI Aayog- reg.

It is proposed to fill up one vacant post of Protocol Assistant in Level-6 (Rs. 35,400-1,12,400/-) of the Pay Matrix on Deputation basis from the Officers of Central Government or State Governments or Union Territories Administration (including Deputation/Re-employment for Ex-Servicemen*) as under:-

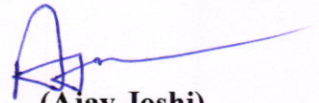
- (a) (i) holding analogous post on a regular basis in the parent cadre or department; or
- (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in the post in the Level-5 in the pay matrix or equivalent in the parent cadre or department; and
- (b) possessing the following educational qualification and experience:
 - (i) Degree from a recognised university or institute; and
 - (ii) two years' experience in Protocol work.

***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.

2. It is requested to forward the applications of interested & eligible officers 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;
- (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.

3. 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
(Protocol Assistant)

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 under Central/ State Govt. Rules	
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
	Essential	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	Desirable
	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)

8	Nature of present employment i.e. Ad-hoc or temporary 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 of deputation/Contract	c) Name of the parent office /organization to which you belong	d) Name of the post and pay of the post held in substantive capacity in the parent 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 (indicate the name of your employer against the relevant column) a) Central Govt. b) State Governments c) Union Territories			
12	Are you in the 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		Pay in the Cell	
			Level of Pay Matrix	
			Total Emoluments	