

No.A-12026/3/2021-Admn.IA
GOVERNMENT OF INDIA
NITI AAYOG

NITI Bhawan, Sansad Marg, New Delhi

NITI Aayog requires the services of a suitable officer for appointment to **01 post of Senior Lead (Senior Adviser)/Lead (Adviser) in the Human Resources (HR) Area of Flexi Pool** of NITI Aayog, by Deputation (including short-term contract)/Contract basis. The details are as under:-

1. **Pay:**

SI No	Name of the Post	Level and Pay Matrix for Deputation (ISTC)	Consolidated Pay contractual appointment*
1.	Senior Lead (Senior Adviser)	Level-15:Rs.182200-224100	Rs. 330000/-
2.	Lead (Adviser)	Level-14:Rs.144200-218200	Rs. 265000/-

**Officers appointed on contract basis would not be entitled to residential accommodation, official transport, leave encashment or any other allowances/facilities as admissible to a regular government employee. Leave rules applicable to a regular Government employee will not be applicable to a contractual appointee. However, a contractual appointee will be entitled to 8 days leave on pro-rata basis in a calendar year.*

2. **Educational Qualifications, Age and Experience:**

2.1 Essential Educational Qualifications :

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).

2.2 Desirable Educational Qualification:

Doctorate / Masters / Post Graduate Diploma (Two Years) in Human Resources Management area.

2.3 Age and Experience:

Age and post essential qualification 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 is required as per following table:

SI No.	Name of the Post	Age (for contractual appointment)	Minimum post qualification experience in years**
1.	Senior Lead (Senior Adviser)	Not less than 40 years but not exceeding 52 Years	18

2.	Lead (Adviser)	Not less than 35 years but not exceeding 50 Years	15
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** Age and experience shall be counted as on the last date of receipt of the application.

3. ELIGIBILITY CONDITIONS (As On Closing Date):

3.1 Deputation (including short-term contract): From amongst Officers under the Central Government or State Governments or Union territory Administrations (including their attached and subordinate offices) or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organizations; who are—

SI No	Name of the posts	Grades from which deputation/transfer to be made
1	Senior Lead (Senior Adviser)	<p>a. (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with three years regular service in Level— 14 in Pay Matrix and</p> <p>b. possessing the educational qualifications and experience as mentioned in Para-2.</p>
2	Lead (Adviser)	<p>a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with two years regular service in Level— 13A in Pay Matrix</p> <p>iii) with three years regular service in Level— 13 in Pay Matrix and</p> <p>b) possessing the educational qualifications and experience as mentioned in Para-2.</p>

Note: Terms and conditions of Deputation for Government/Public Sector employees will be as per DOP&T Guidelines and Circulars issued from time to time and amended up to date.

3.2 Contract: Individuals working at comparable levels in Private Sector Companies, Consultancy Organisations, International/Multinational Organisations and possessing the essential educational qualifications, age and experience as mentioned in Para-2.

3.3 General Conditions of Service for Contractual Appointees

- All appointees shall be deemed to be Public Servants for the purpose of the CCS (Conduct) Rules and such other Statutes as notified by the Government from time to time. Those recruited on contract basis have to execute an agreement as per Annexure-I. The employment contract can be terminated by either side with a minimum notice period of one month or pay in lieu thereof.
- No person shall be appointed on Contract unless he/she is declared medically fit by a Medical Board to be constituted by the Central Government for this purpose unless he/she has already been declared fit by an equivalent authority.

- In the event of the death, injury or illness of the officer appointed on Contract which is attributable to the performance of services on behalf of NITI Aayog under the terms of the Contract while the officer is traveling at NITI Aayog expense or is performing any services under the Contract in any of the offices or premises of NITI Aayog or Government of India, the Officer or the Officer's dependents, as appropriate, shall not be entitled to any compensation.
- Candidates selected on Contract will be required to execute an agreement as per **Annexure-I**.

4. **CRUCIAL DATE FOR DETERMINING ELIGIBILITY :**

The crucial date for determining the eligibility will be the last date of receipt of applications i.e. 45 days from the date of publication of our advertisement in the Employment News.

5. **AGE LIMIT (ASON CLOSING DATE FOR RECEIPT OF APPLICATIONS):**

For appointment by deputation (including short-term contract) for the posts of Senior Lead (Senior Adviser)/Lead (Adviser) age shall not be exceeding 58 years as on the closing date for receipt of applications. Age limit for contractual appointment is given in table under Para-2.3.

6. **DESCRIPTION ABOUT THE POSTS :**

Please see Annexure – II

7. **Period of Deputation(including short term contract)**

Initially upto 3 years, which can be extended upto 5 years, depending on the requirements or till the age of 60 years, whichever is earlier.

8. **GENERAL CONDITIONS:**

- i. 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.
- ii. 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, he/she will be liable for action as per aforesaid OMs.
- iii. Candidates will need to produce proof of the details furnished in their applications as and when required.
- iv. Only Indian Nationals need to apply.
- v. No TA/DA will be paid for attending the personal talk.
- vi. Canvassing in any form will be a disqualification.
- vii. 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.

9. Mode of Application :-

- (A) **For candidates, who are applying on contract basis (i.e. candidates from Non-Government bodies/private organisations)**

Applicants, submitting applications for contractual appointments, are required to fill the online application form on the website of NITI Aayog on the link provided under <http://niti.gov.in/career/vacancy-circular>. Candidates are advised to read carefully the instructions (**Annexure-III**) before filling up the online application.

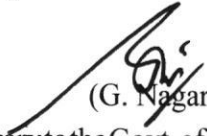
They are also required to upload **self-attested supporting documents** as sought in the online application form.

- (B) **For Candidates, who are applying on deputation** (i.e. candidates from 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):

The application, 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, through proper channel, in the prescribed proforma (Appendix-I in case of Senior Lead (Senior Adviser) and Appendix-II in case of Lead (Adviser)) duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign, to 'The Under Secretary (Admn.-IA), NITI Aayog, Room No.418, NITI Bhavan, Sansad Marg, New Delhi-110001' within 45 days from the date of publication of this advertisement in Employment News. The applications should be sent in an envelope superscribed '**Application for the post of Senior Lead (Senior Adviser) or Lead (Adviser) (Flexi Pool) in the NITI Aayog**' :-

- (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; and
- (iii) Integrity Certificate signed by an Officer of the rank of Deputy Secretary or above.

NOTE :- Incomplete applications or applications without the supporting documents will be summarily rejected & no communication will be made/entertained in this regard.


(G. Nagarajan)
Under Secretary to the Govt. of India
Tel: 23096812

AGREEMENT

ARTICLES OF AGREEMENT made this..... day of Two Thousand and Twenty BETWEEN .. ,son of/daughter of Shri.,.....at present residing at Here in after referred to as party of the first part and the PRESIDENT OF INDIA (HEREINAFTER CALLED "THE Government") of the second part.

WHEREAS it has been agreed between the parties that the party of the first part shall be appointed as the..... in thewith effect from the forenoon/afternoon offor a period of... .. years or until further orders on contract basis on the terms and conditions herein contained.

NOW THESE PRESENTS WITNESSETH AND THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS;

1. The Government has agreed to engage the party of the first part and the party of the first part has agreed to serve the Government as <Designation> in the NITI Aayog with effect from the forenoon/afternoon of <Date> of a period of years or until further orders, whichever is earlier, on contract basis on the terms and conditions herein contained. The party of the first part shall submit himself to the orders of the Government and of the officers and authorities under whom he may from time to time be placed by the Government and shall remain in the service subject to the provisions herein contained.

2. The party of the first part shall devote his whole time to his duties and shall, whenever required, proceed to any part in or outside India and perform such duties as may be assigned to him by the Government.

3. The appointment of the party of the first part as <Designation> in the NITI Aayog shall continue for a period of years or until further orders of the Government, whichever is earlier, subject to the provisions contained in the following clause 4.

4. The service of the party of the first part may be terminated by giving one calendar month notice in writing any time during the terms of the appointment under this agreement either by the party of the first part to the Government or by the Government or its authorized officer to the party of the first part without assigning any reasons whatsoever.

5. Remuneration:

- i. The party of the first part shall, from the forenoon/ afternoon of receive a consolidated monthly pay of Rs.(Rupees only).
- ii. The party of the first part shall not be entitled to a residential accommodation, official transport, leave encashment or any other allowances as admissible to a regular Government employee. Leave rules applicable to a regular Government employee will not be applicable to a Contractual appointee. However a contractual appointee will be entitled to 8 days' leave on a pro-rata basis in a calendar year.

6. If the party of the first part is required to travel in the interest of the public service, he shall be entitled to traveling allowance on the scale provided for in the rules supplementary to the Fundamental rules framed by the Government from time to time in force and applicable to the officers of his class.

7. In the event of the death, injury or illness of the officer appointed on Contract which is attributable to the performance of services on behalf of NITI Aayog under the terms of the Contract while the officer is traveling at NITI Aayog expense or is performing any services under the Contract in any of the offices or premises of NITI Aayog or Government of India, the Officer or the Officer's dependents, as appropriate, shall not be entitled to any compensation.

8. The party of the first part will not be allowed to join any retirement scheme of the Government of India.

9. In respect of any matter relating to the conduct, discipline and other conditions of service and in respect of which no provisions has been made in this agreement, the provisions of the C.C.S. (Conduct) Rules, 1964 and C.C.S. (C.C.A.) Rules 1965, or any other rules made or deemed to be made under article 309 or contained under article 313 of the constitution shall apply to the party of the first part to the extent to which they are applicable to the service hereby provided for and the decision of the Government as to their applicability shall be final.

10. The stamp duty payable on this agreement shall be borne by the Government.

IN WITNESS WHEREOF the party of the first part and Second part have hereunto set and subscribed their respective hands the day, the month and year first above written.

Executed by Shri.....at.....

in the presence of:-.....

Witness(1)

Witness (2)

Name :

Designation:

Address:

Executed for and on behalf of the

President of India by

At New Delhi in the presence of.....

Witness(1)

Witness(2) .

Name.

Designation .

Address .

Job Description of Senior Lead (Senior Adviser)/Lead (Adviser) (Human Resources)

He/She will be responsible for formulating HR policies, programmes, procedures, rules etc. in connection with recruitment, selection, training, career planning, performance appraisal, executive development etc. with a view to achieve organizational goals. Recruitment entails all kind of recruitment handled by NITI Aayog, either from the government sector or from open market, including advance planning on filling up of vacancies by devising recruitment calendar; advertisement/circulation of vacancies in newspapers; screening of applications; holding meetings of Selection Committee etc. The job also includes matters regarding placement of personnel, induction and orientation of new personnel, preparing employees to perform present job, evaluation of performance, planning for career advancement, designing career development programme and advising management on all aspects of employer-employee relations. He/She will analyze and provide inputs in respect of various Cabinet Notes, SFC/EFC Notes and any other issues received from nodal Ministries/Departments. He/she will also responsible for coordination and consultation with UPSC/SSC, DoPT etc. for ensuring timely filling up of vacancies and any other matter assigned by the superiors.

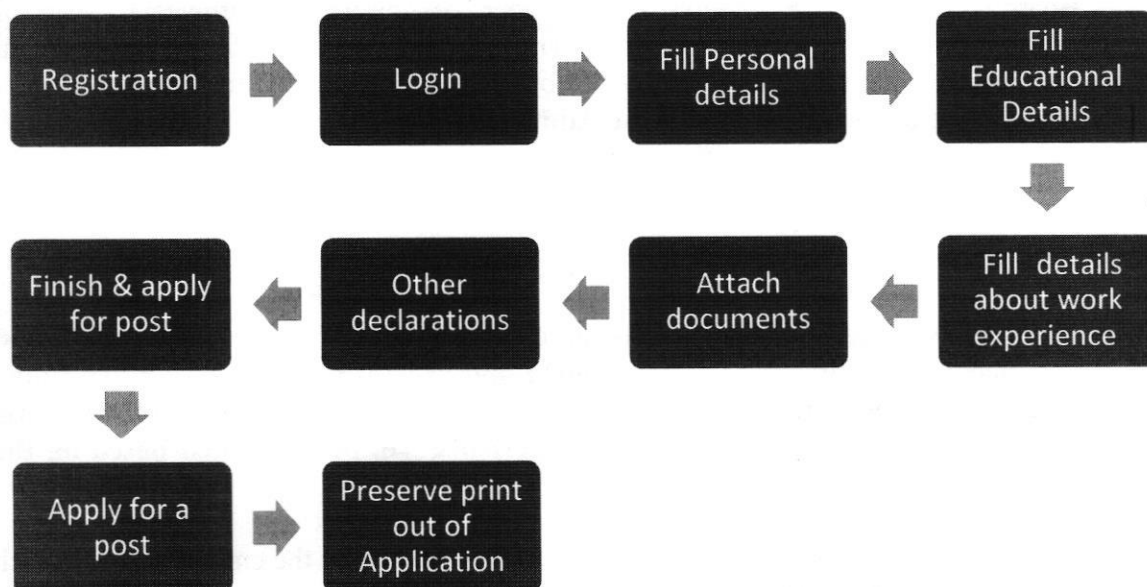
Annexure-III

Instructions for filling up the form

[Applicants, who are applying on deputation (including short term contract) basis, need to submit their application in the Prescribed Proforma (Appendix I for Senior Lead (Senior Adviser) and Appendix II for Lead (Adviser)) through proper channel.

These instructions are only for applicants who are applying on contract basis

Application Process –



Note: Applicants are requested to scan all the required documents to be uploaded beforehand, as mentioned in sections (E) and (F) below.

A) Registration –

1. Name: Enter name (as in Class 10th/High School Certificate)
2. E-mail ID: Enter correct and valid e-mail ID.
3. Candidate's Date of Birth: Enter date of birth in DD/MM/YYYY format only (as in Class 10th/High School Certificate).
4. Security Question: Select a security question and record your answer to reset the password.
5. Password: Make your own password as instructed in the site.

B) Login - Now login to fill up other details

C) Personal Details -

1. Address: Enter present address for correspondence with PIN code in full.
2. Mobile Number: Enter 10 digit mobile number correctly (without pre-fixing ZERO).
3. Nationality: Enter Nationality

D) Educational Details -

1. Educational Qualifications: Enter the details of Educational Qualifications starting from Secondary/10th onwards, mentioning main subjects/discipline, name of the Board/University and School/College, year of joining (month/year), year of completion (month/year), percentage (in case of grade/CGPA put equivalent percentage as per the formula prescribed by the board/institute/University).
2. After filling up the details click **Save/Add button**.
3. Repeat the same till last qualification.

E) Experience Details -

1. Work Experience: Fill the details in chronological ascending order with first experience in the first row and so on **including present employment**. While filling up the period for current employment put current date in the "to date" column if you are continuing in the same job. **Total experience will be calculated based on the entries made in the rows filled.**
2. Work Period should not be overlapped.
3. Attach up-to-date and full Experience Certificate, issued by the employer, in r/o each employment, unambiguously indicating the nature of duties, date of joining, date of relieving and duration of experience, level / position, responsibilities etc.
4. **PRESS SAVE/ADD BUTTON after filling data in each row.**
5. Mention employer name, post held, periods, emolument, nature of duties in detail to appropriate columns.
6. Additional information about present employment: Enter the other details of related to present employment.
7. **PRESS SAVE DRAFT BUTTON.**

F) Upload documents -

1. Upload degree certificate against essential Educational Qualification :(**PDF format Maximum size 1 MB**)*
2. Upload **last** Salary Slip (**PDF format Maximum size 1 MB**)*
3. Upload Your Detailed Resume (**PDF File Less Than 5MB Only**)*
4. Upload Your Photograph (**.jpg/.jpeg/.png or.gif image types Less than 1 MB.**)*
5. Upload Your Signature (**.jpg/.jpeg/.png or.gif image types Less than 1 MB.**)*

Note: PLEASE REMEMBER while uploading above files: the first 03 are pdf files and the last 02 are .jpg/.jpeg/.png or .gif. image types of 1 MB(1000 kb). In case of any error/update all the previously uploaded files need to be uploaded again.

G) Other Declarations -

1. Whether belongs to SC/ST/OBC/General
2. Whether any Criminal case is pending against you? if yes, please give details: select yes/no
3. Whether you were convicted by any court at any time in your life? if yes, please give details: select yes/no
4. Whether any financial liabilities/ any other obligations are pending with present employer? if yes, please give details: select yes/no
5. Whether you have any conflict of interest or pecuniary interest that you could derive by working in this assignment with the Government of India? if yes, Please furnish details: select yes/no and also furnish details if answer is yes.
6. Carefully read the undertakings and check () all four points.
7. Enter place of submission of the application form.
8. Check your details with Draft Preview.
9. Click on "Finish & Apply For Post" button.

H) Apply for a Suitable post - On next screen apply for a suitable post and choose area. Before applying for a post including Area, please read again eligibility conditions, work experience required and job description thoroughly.

l) Take print out and preserve.

NOTE:

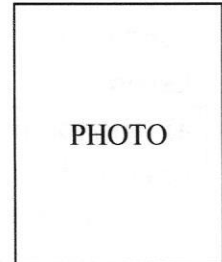
1. The essential qualifications indicated in the original advertisement are the minimum and mere possession of the same does not entitle candidates to be called for Interview.
2. Candidates must ensure that they are fulfilling all eligibility conditions. The crucial date for determining the eligibility will be the last date of receipt of applications i.e. 45 days from the date of publication of our advertisement in the Employment News. They may refer to the advertisement/vacancy circular uploaded on the website of NITI Aayog.
3. Candidates are requested to fill all the entries in their own interest. Data related to minimum educational qualifications with respect to the post concerned should be filled invariably. Data related to experience (especially period of experience) should be mentioned correctly as indicated in their available documents with the candidate. They must also ensure that there is no overlapping in the experience being entered in the application and filed up the details present employment.

4. Application will be accepted ONLINE only on the link provided on the Website of NITI Aayog. No other mode of application will be accepted for candidates from private sector/non-Government bodies.
5. Candidates are advised to indicate their active and valid e-mail IDs in the ONLINE application and check their e-mails at regular intervals.
6. NITI Aayog does not assume any responsibility if any candidate is not being able to submit his/her application on account of technical reasons or for any other reason beyond the control of NITI Aayog.
7. Candidates are strongly advised to apply well in time without waiting for the last date for submission of ONLINE application.
8. Candidates need not send the printout of the ONLINE application or any other supporting documents.
9. The candidates will be required to produce all the original documents and submit their self-attested copies, as and when asked to do so.
10. In case of any clarification on web related issues, please contact at: nic-niti@gov.in or telephone no. 011-23096776 during working hours. Queries will be clarified only till 03.00 PM on the last day of filing of online applications.
11. In case of any clarification other than web related issues, please contact at admn1-pc@gov.in or telephone no. 011-23042203. Queries will be clarified only till 03.00 PM on the last day of filing of online applications.

APPENDIX -I

**PROFORMA OF APPLICATION FOR THE POST SENIOR LEAD (SENIOR ADVISER) (Flexi
Pool)
[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)]**

POST APPLIED FOR: **Senior Lead (Senior Adviser)**
Vertical /Area: **Human Resources (HR)**



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	& of	% Marks/ 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 / Masters / Post Graduate Diploma (Two Years) in Human Resources Management area.		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			