

A-12026/5/2021-Admin\_II

Government of India

NITI Aayog

NITI Bhawan, Sansad Marg,

New Delhi-110001

NITI Aayog requires the services of a suitable officer for the post of **Sr. Specialist: Labour, Employment and Skill Development** on Contract/Deputation (including short-term contract) basis. The details are as under:-

**1. Pay and Tenure:**

Name of the Post	Consolidated Pay for contractual appointments	Level and Pay Matrix for Deputation (ISTC)	Period of Contract/Deputation
Sr. Specialist	Rs.2,20,000/-	Level-13: Rs.1,23,100-2,15,900	3 years (Extendable up to 5 years)

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

**2.1 Essential Educational Qualifications:** Masters' Degree in any discipline or MBBS or Degree in Engineering or Technology (including B. Arch/B. Planning) 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 Qualifications:** Master in Labour Economics/Sociology/Political Science/ Other Social Sciences/Industrial Relations from a reputed Institute.

**2.3 Age and Experience:**

Name of the post	Age limit (for contractual appointment)	Age limit (for Government Officers)	Minimum post qualification experience in Years*
Sr. Specialist	Not less than 33 years but not exceeding 50 Years	Not more than 56 years	10 years

\* Minimum 10 years' post 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. Minimum post qualification experience is 10 years as on the last date of receipt of the application. The desired experience as per Annexure-I is also required.

**3. ELIGIBILITY CONDITIONS (As on closing date of applications which will be 45 days from publication of the advertisement in Employment News)**

**3.1 Contract:** Individuals working at comparable levels in Private Sector Companies, Consultancy Organizations, International / Multinational Organizations and possessing the essential educational qualifications, age and experience as mentioned in Para-2. Other terms and conditions of the contract will be governed by Flexi Pool Guidelines dated 24.04.2019, as and when amended and other Government of India rules and regulations, wherever applicable.

**3.2 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-

Name of the Post	Grades from which deputation/transfer to be made
Sr. Specialist	a. (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in Level-12 in Pay Matrix and b. possessing the educational qualifications and experience mentioned in Para-2.

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

**4. Job Description:** Please see Annexure-I.

**5. Mode of Application:**

**a) For candidates, who are applying on contract basis** 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>.

**b) For candidates, who are applying on Deputation basis** The application along with the following documents, may be forwarded through proper channel in the prescribed proforma (Appendix-I) 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 Bhawan, Sansad Marg, New Delhi-110001' within 45 days from the date of publication of this advertisement in Employment News.

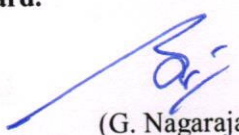
(i) Up-to-date Confidential Report/APAR Dossier of the candidate concerned or photocopies of the Annual Confidential/Annual Performance Appraisal Reports of the candidate for the latest available five years (duly attested);

(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

**Details of Desirable Experience & Job description of the post**

**Desirable Experience**

Strong relevant experience in formulation, appraisal, execution/Implementation, monitoring and evaluation of policy, programme, project or research related to employment, labour welfare, social security and skill development.

**Job Description**

- The Officer will be responsible to undertake analysis of issues of current trends in the labour market in India and comparison of trends with other countries.
- He/She will also work on conceptualizing, developing, guiding and co-ordinating research studies for policy reform in the areas of labour, employment and skill development.
- He/She will be engaging, on behalf of NITI Aayog with Think tanks, academia, national and international organization for collaborative work on employment, labour welfare social security and skill development.
- He/She will work for formulation of suitable strategies to promote employment generation, measures for labour welfare, social security and skill development.
- Assisting, co-ordinating and/or analysing policy research and evidence-based inputs; organizing meetings and workshops; sharing knowledge, experience and best practices for building consensus among stakeholders for reforms in employment generation, labour welfare, social security and skill development.
- He/She will be engaging with Ministries of Labour & Employment, Ministry of Skill Development & Entrepreneurship and State Labour & Skill Development Missions/Departments.
- Analyse and submit inputs for various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries.
- Any other task assigned by the Vertical Head/Higher Authority.



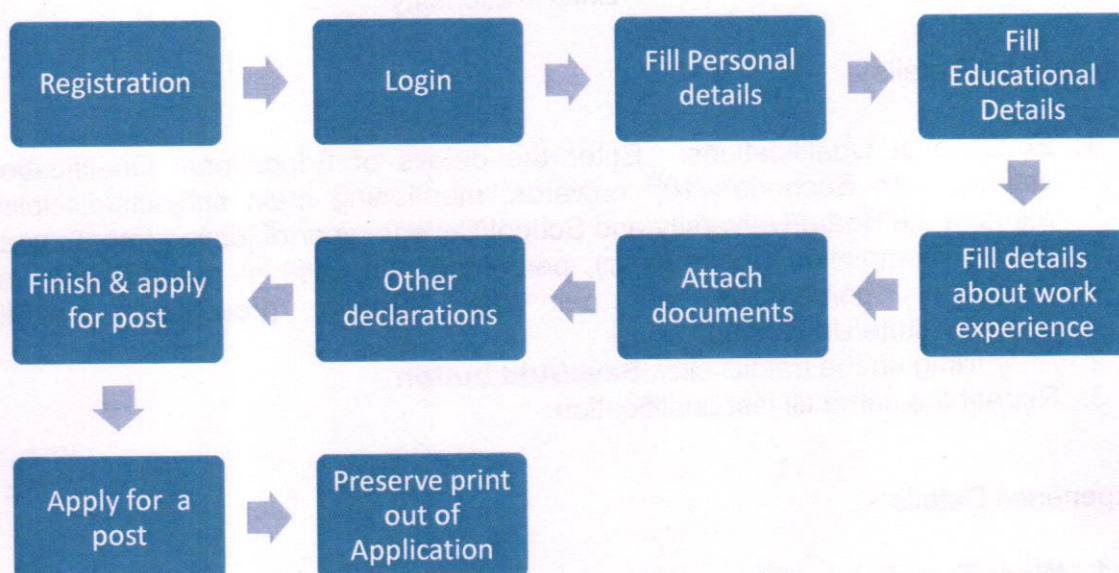
### Annexure III

#### 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 ) 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/10<sup>th</sup> 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**. Please select appropriate sector carefully related to the concerned work experience. Experience sector may be considered while screening the applications by the Screening Committee. 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 then 1 MB**.)\*
5. Upload Your Signature (.jpg/.jpeg/.png or.gif image types **Less then 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. **Before applying for a post including Preferred Area, please read again eligibility conditions, work experience required and job description thoroughly.** Candidate may please select appropriate "**Preferred Area**" and "**Post**" as per their choice and eligibility. (Please refer to the Advertisement for the advertised positions).

I) Take print out and preserve. **Same will be required at the time of interview if shortlisted.**



**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. **The last date of submission of ONLINE application is 45 days from the date of publication of this advertisement in Employment News.**
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. The candidates must ensure that the following points are followed to enable hassle-free submission of application:
  - a) Please use the system calendar indicated in the online application for the relevant date columns (eg. Date of birth, Period of work experience, etc.).
  - b) Please enter the experience in ascending chronological order.
  - c) Date later than the present date should not be chosen for the educational Qualifications. Therefore, the last date should not be later than the present date.



- d) Date later than the present date should not be chosen for the experience. Therefore the last date should not be later than the present date.
  - e) Candidate should enter the completed qualifications only and not the pursuing ones.
  - f) The entries should be in accordance with the eligibility requirements as prescribed in the advertisement.
11. 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.
12. In case of any clarification other than web related issues, please contact the following:

Post	Email	Help Desk No.
Senior Specialist / Specialist	admn1-pc@gov.in	011-2309 6812 011-2304 2685 011-2304 2203

Queries will be clarified only till 03.00 PM on the last day of filing of online applications.

**Appendix -I**

**Application for the post of Senior Specialist in NITI Aayog**

**[For Deputation (Including Short-Term Contract)]**

POST APPLIED FOR: **Senior Specialist**

PREFERRED AREA : \_\_\_\_\_

PHOTO

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/Diploma / Certificate	University / Board	Main Subjects	Month & Year of Passing	% 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)			
<b>Qualification/Experience Required as mentioned in the advertisement/ vacancy circular</b>		<b>Qualification/experience possessed by the officer</b>		
<b>Essential</b>				
a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in Level – 12 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 10 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)		
<b>Desirable :</b> Master / Ph D degree as per Annexure-I		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.	
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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. Adhoc 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.	<b>Additional details about present employment:</b> 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	Dearness pay/ interim relief /		Total Emoluments

	and rate of increment	other Allowances etc (with break-up details)	
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><b>Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/ societies and;</p> <p>iii) Patents registered in own name or achieved for the organization</p> <p>iv) Any research/ innovative measure involving official recognition</p> <p>v) Any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient.)</b></p>		
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:

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**Certification by the Employer/Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms .....
- ii) His/ Her integrity is certified.
- iii) His/ Her CR/APAR Dossier in original is enclosed/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.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Date :

Countersigned

Name & Designation

(Employer/ Cadre Controlling Authority with Seal)