

A-12026/3/2020-AdminII
GOVERNMENT OF INDIA
NITI AAYOG

NITI Bhawan, Sansad Marg, New Delhi

NITI Aayog requires the services of a suitable officer the post of **Senior Adviser/ Senior Lead (Economics and Finance)** in Flexi Pool, NITI Aayog 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 appointment	Level and Pay Matrix for Deputation (ISTC)	Period of Contract/Deputation
Senior Adviser/ Senior Lead(Economics and Finance)	Rs. 330000/-	Level-15:Rs.182200-224100	3 years (Extendable up to 5 years)

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

2.1 **Essential Educational Qualifications** : Masters' Degree in Economics & Doctorate degree in Economics.

2.2 **Age and Experience:**

Age limit (for contractual appointment)	Age limit (for Government Officers)	Minimum post qualification experience in Years*
Not less than 40 years but not exceeding 52 Years	Not more than 58 years.	18

*Minimum 15 years extensive experience in Macro-economics, development economics, Fiscal Management, Statistics, Finance or related discipline as an Economist in a Ministry/Department of Central / State government or multilateral institution or Commercial Bank / Financial Institution or other reputed Corporate Organization or think tank/research institution or as a Professor in Economics in a reputed College / University or combined experience as an Economist and in teaching . The last 5 years should be at a senior management level. A strong record of publications in the area of economic development, statistical systems development or capacity building with well delineated policy implications.

3. **ELIGIBILITY CONDITIONS (As On Closing Date of application which will be 60 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
Senior Adviser/ Senior Lead (Economics and Finance)	a. (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 and b. possessing the educational qualifications and experience as mentioned in Para-2.

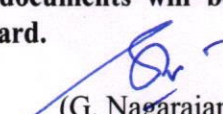
Note: Terms and conditions of Deputation for Government/Public Sector employees will be as per DOP&T Guidelines and Circulars issued from time to time and amended up to date.

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

5. **Mode of Application :-**

- a) **For candidates, who are applying on contract basis:** The candidates 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** 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 Bhavan, Sansad Marg, New Delhi-110001' within 60 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

Senior Adviser/ Senior Lead (Economics and Finance) Job Description

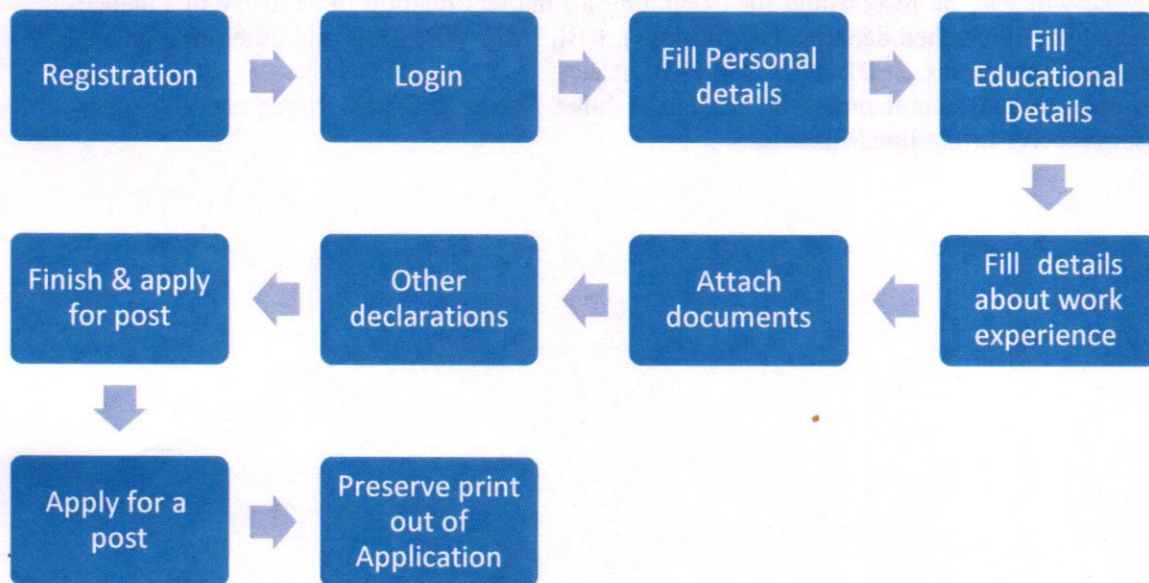
- He/she will be responsible to lead analytical work related to current macro-economic, financial and structural developments in the country, economic outlook, strategic economic issues, international economic/financial trends, investment outlook of the country, banking, insurance and pension sector.
- Leading high-quality and relevant development economics research, providing forward-looking economic policy advice and strengthening human development approaches and tools – for application at national and regional levels.
- Provide evidence-based inputs; organizing meetings and workshops; sharing knowledge, experience, and best practices for building consensus among stake holders for economic reforms.
- He/she will also be responsible for examining all matters relating to Ministry of Finance (including all attached departments/divisions), RBI, IMF, WB, ADB and other multilateral financial institutions, SEBI, IRDA and PFRDA etc.
- To analyze and submit inputs for various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries.

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 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.

I) Take print out and preserve.

NOTE:

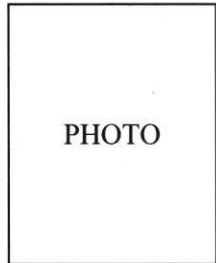
1. The essential qualifications indicated in the original advertisement are the minimum and mere possession of the same does not entitle candidates to be called for Interview.
2. Candidates must ensure that they are fulfilling all eligibility conditions. The crucial date for determining the eligibility will be the last date of receipt of applications i.e. 60 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. Applications will be open only till 03:00 PM on the last date.
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 at admn1-pc@gov.in or telephone no. 011-23042685. 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 ADVISER/ SENIOR LEAD
[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)]

POST APPLIED FOR: **Sr. Adviser/ Sr. Lead (Economics and Finance)**



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 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)			
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/OBC? If yes, specify.	

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/ Senior Lead he/she will be relieved of to join NITI Aayog for his/her new assignment within 30 days on receipt of the communication from 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).				

Officer

Signature
Designation : Chief Vigilance

Seal of the Officer

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./ Shri/ Smt./Ms. _____, _____ who has applied for the post Senior Adviser/ Senior Lead 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 :