

No. A-12026/7/2022-Admin.IA
GOVERNMENT OF INDIA
NITI AAYOG

NITI Aayog requires the services of a suitable officer for appointment to the post of Senior Adviser /Adviser by Deputation (including short-term contract) / Promotion basis who has experience/ expertise in the field/area of **Environment & Forest and Climate change**.

1. NUMBER OF VACANCIES: 01(TENTATIVE)

EDUCATIONAL QUALIFICATIONS

Essential

Masters' Degree in any discipline or MBBS or Degree in Engineering or Technology from a recognised 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).

Desirable

Doctorate Degree in Environment Science, Bio-Science or a Post Graduate Degree in Environmental Engineering, or Master's Degree in Business Administration or Post Graduate Diploma in Environment, Forestry or Wildlife Management from a recognized University or Institution.

2. ELIGIBILITY CONDITIONS (AS ON CLOSING DATE)

(a) FOR DEPUTATION

Officers working in the Central Government / State Governments/ Union Territories (including their attached and subordinate offices) / Universities / Recognized Research Institutions / Public Sector Undertakings / Semi-Government, Statutory or Autonomous Organizations and other Non-Government bodies:

Senior Adviser: Level 15

- (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** or Pre-Revised Pay Band 4 : Rs.37400-67000 with Grade Pay of Rs.10,000 or equivalent in the parent cadre or department; and

Essential experience: Minimum 18 years' experience (which shall include upto 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.

Adviser: Level 14

- (i) holding analogous posts on regular basis in the parent cadre or department; or

- (ii) with two years regular service in posts in **Level – 13 A** in Pay Matrix or Pre-Revised Pay Band 4 : Rs.37400-67000 with Grade Pay of Rs.8,900 or equivalent in the parent cadre or department; or
- (iii) with three years regular service in posts in **Level – 13** in Pay Matrix or Pre-Revised Pay Band 4: Rs.37400-67000 with Grade Pay of Rs.8,700 or equivalent in the parent cadre or department;

Essential experience

Minimum 15 years' experience (which shall include up to 3 years for Ph.D. provided no work experience is counted during those 03 years) in formulation, appraisal, execution / implementation, research, monitoring and evaluation of policy, programme or projects.

(b) FOR PROMOTION TO THE POSTS OF SENIOR ADVISER AND ADVISER

The departmental Advisers / Joint Advisers in Level 14 / Level 13 of the Pay Matrix with three years of regular service, respectively, in the grade rendered after appointment thereto on a regular basis and possessing the educational qualification as prescribed in preceding para and successful completion of 2-4 weeks of training in the relevant field as specified by NITI Aayog will also be considered along with outsiders. If a Departmental Joint Adviser or Adviser, respectively is selected for appointment to the post, it will be treated as having filled by promotion.

NOTE: "The departmental officers in the feeder category who are in the direct line of the promotion will not be eligible for consideration for appointment on deputation (ISTC). Similarly, deputationists shall not be eligible for consideration for appointment by promotion".

3. SCALE OF PAY:

SENIOR ADVISER: Level-15 in the Pay Matrix (Rs.1,82,200-Rs.2,24,100)

ADVISER : Level-14 in the Pay Matrix (Rs.1,44,200-Rs.2,18,200)

4. CRUCIAL DATE FOR DETERMINING ELIGIBILITY:

The crucial date for determining the eligibility will be the last date of receipt of applications.

5. AGE LIMIT (AS ON CLOSING DATE FOR RECEIPT OF APPLICATIONS):

- i. For appointment by deputation (including short-term contract) age shall not be exceeding 58 years as on the closing date for receipt of applications.
- ii. The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India.

6. DESCRIPTION ABOUT THE POST:

Please see Annexure –A

7. **PERIOD OF DEPUTATION (INCLUDING SHORT TERM CONTRACT):**

Period of deputation (including short-term contract) including period of deputation (including short-term contract) 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 exceed five years. The terms and conditions of deputation will be regularized according to the orders contained in the Govt. of India, DOPT's OM No.6/8/2009-Estt (Pay-II) dated 17.6.2010 as amended from time to time and in case of those coming on contract, the terms will be settled in consultation with the concerned authority.

8. **GENERAL CONDITIONS:**

- a. 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.
- b. 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 and if he/she declines the appointment he/she will be liable for action as per aforesaid OMs.
- c. Candidates will need to produce proof of the details furnished in their applications as and when required.
- d. Only Indian Nationals need to apply.
- e. Canvassing in any form will be a disqualification.
- f. 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. The applications (in duplicate), along with the following documents, in respect of the candidates who fulfil the eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of selection, may be forwarded in the prescribed proforma i.e. **Appendix-I** (for Sr. Adviser) and **Appendix-II** (for Adviser) duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign:-
 - 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;
 - iii. Integrity Certificate signed by an Officer of the rank of Deputy Secretary or above.
 - iv. Cadre Clearance / NOC from appropriate authority.

- g. Applications complete in all respects and in the prescribed proforma, should reach Under Secretary (Adm.-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.** Only complete applications received through proper channel on or before the closing date for receipt of applications will be considered. The applications should be sent in an envelope super scribed 'Application for the post of Senior Adviser or Adviser in the NITI Aayog'.

NOTE: -

Incomplete applications or applications without the supporting documents or Advance applications or applications received after the last date will be summarily rejected & no communication will be made / entertained in this regard.



(Ashok Kumar)

Under Secretary to the Govt. of India

Tel: 23042685

Job description of Sr. Adviser/Adviser (Environment & Forest and Climate change)

He/she will be responsible for policy formulation and long term strategy relating to the Environment & Forest and Climate change sector viz, provide strategic direction for in the areas of Environment and climate change issues. He/she will analyze and provide inputs in respect of various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries. He/she will also responsible for all matters relating to Ministry of Environment & Forest and Climate change and any other matter assigned by the superiors. He/She will be responsible for coordinate with Ministry of Environment, Forest and Climate Change (MoEFCC) in Government of India and various state governments in furthering the agenda of Environment and climate change.

APPENDIX -I

**PROFORMA OF APPLICATION FOR THE POST OF SENIOR ADVISER OR
ADVISER (KIH)
[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/PROMOTION]**



POST APPLIED FOR: **Senior Adviser**
Preferred Vertical /Area: **Environment & Forest and Climate change**

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)			
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 projectsyears (Please furnish details at Sl No. 7 below)			
Desirable : Doctorate Degree in Environment Science, Bio-Science or a Post Graduate Degree in Environmental Engineering, or Master's Degree in Business Administration or Post Graduate Diploma in Environment, Forestry or Wildlife Management from a recognized University or Institution.	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. 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 relief/other pay/interim 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		

	<p>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>(Note: Enclose a separate sheet if the space is insufficient.)</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 :
Date :

(SIGNATURE OF THE CANDIDATE)
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 or Adviser, he/ she will be relieved of to join NITI Aayog for his / her new assignment within 30 days on receipt of the communication from the 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).	

Signature
Designation : Chief Vigilance Officer
Seal of the Officer

INTEGRITY CERTIFICATE

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

APPENDIX -II

**PROFORMA OF APPLICATION FOR THE POST OF SENIOR ADVISER OR
ADVISER (KIH)**

[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/PROMOTION]



POST APPLIED FOR: **Adviser**
Preferred Vertical /Area: **Environment & Forest and Climate change**

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)			
	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 2 years regular service in Level – 13 A in Pay Matrix or (iii) with 3 years regular service in Level – 13 in Pay Matrix	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 15 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 projectsyears (Please furnish details at Sl No. 7 below)		
	Desirable: Doctorate Degree in Environment	Degree with main subjects	University	Month & Year of passing

	Science, Bio-Science or a Post Graduate Degree in Environmental Engineering, or Master's Degree in Business Administration or Post Graduate Diploma in Environment, Forestry or Wildlife Management from a recognized University or Institution.		
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	<p>Achievements: 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. (Note: Enclose a separate sheet if the space is insufficient.)</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 :
Date :

(SIGNATURE OF THE CANDIDATE)
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 or Adviser, he/ she will be relieved of to join NITI Aayog for his / her new assignment within 30 days on receipt of the communication from the 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).				

Signature
Designation : Chief Vigilance Officer
Seal of the Officer

INTEGRITY CERTIFICATE

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