No.A-12026/8/2022-Admin I
GOVERNMENT OF INDIA
NITI AAYOG

NITI Bhawan, Sansad Marg,
New Delhi the 27th September, 2022.

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

1. Pay:

Sl No	Name of the posts	Level and Pay Matrix for Deputation (ISTC)	Consolidated Pay for 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 Qualification:

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 in any discipline or Master's Degree in Engineering.

2.3 Age and Experience:

Age and post essential qualification experience (which shall include up to 03 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 is required as per following table:

Sl 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

** 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 –

Sl No	Name of the posts	Grades from which deputation/transfer to be made
1	Senior Lead (Senior Adviser)	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.
2	Lead (Adviser)	a. (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with two years regular service in Level – 13A in Pay Matrix iii) with three years regular service in Level – 13 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.

3.2 Contract: Individuals working at comparable levels in Private Sector Companies, Consultancy Organisations, International / Multinational Organisations and possessing the broad 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. 60 days from the date of publication of our advertisement in the Employment News.

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

For appointment by deputation (including short-term contract) for the post of Senior Lead (Sr. 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 POST :

Please see Annexure - II

7. PERIOD OF DEPUTATION (including short term contract)/Contract:

Initially up to 3 years, which can be extended up to 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 O.M. No. 27/2/2009-EO (SM.II) dated 16.7.2009 read with O.M. 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 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, 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 Bhawan, Sansad Marg, New Delhi-110 001' **within 60 days from the date of publication of this advertisement in 'Employment News'.** The applications should be sent in an envelope super scribed **'Application for the post of Senior Lead (Senior Adviser) or Lead (Adviser) (Flexi Pool) in the area of Education in 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.

(Ashok Kumar)
Under Secretary to the Govt. of India
Tel: 23042685

Annexure-II

Job Description of Sr. Adviser/ Adviser (Education)

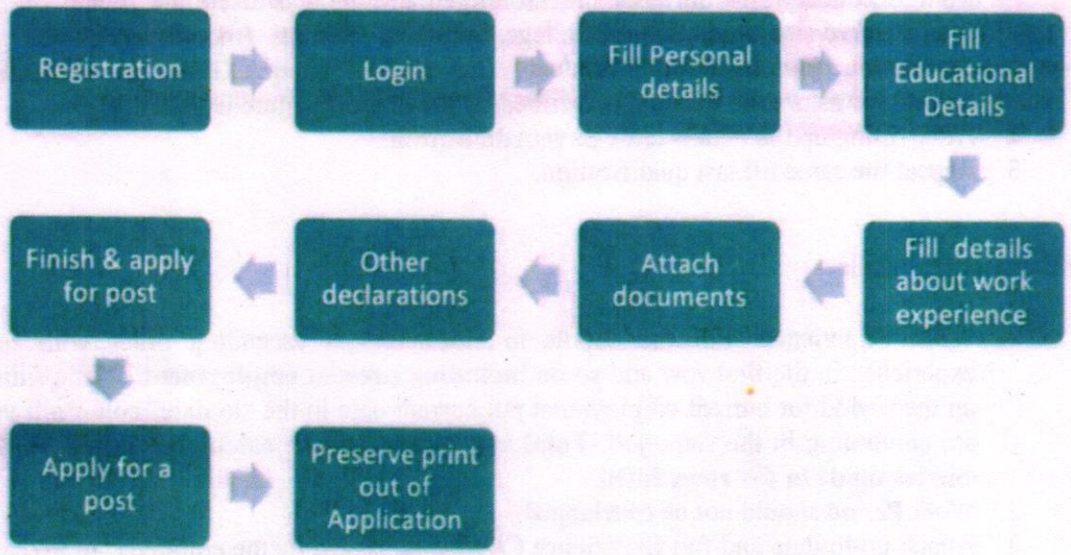
He/ she will be responsible for the policy formulation and long term strategy relating to Pre-primary, elementary, secondary, senior secondary, higher, technical, teacher education and adult literacy, areas of special focus such as education for girls, Scheduled Castes, Scheduled Tribes, Minorities and also Children with Special Needs, Sustainable Action for Transforming Human Capital in Education (SATH-E) Project etc. Undertaking and/ or managing policy research, and evidence-based analysis; organizing meetings and workshops; sharing knowledge, experience and best practices; building consensus among stake holders, and advocacy towards reforms in the field. 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 Human Resource, Ministry of Youth Affairs & Sports and coordinating NITI Aayog's work mandate on SDG and any other matter assigned by the superiors.

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 Then 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 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 OF SENIOR LEAD (SENIOR ADVISER)
(Flexi Pool)
[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT]/CONTRACT BASIS]

POST APPLIED FOR: **Senior Lead (Senior Adviser)**
Vertical /Area: **Education**

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)

<table>
<tr><td rowspan="8">5.</td><td>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)</td><td colspan="3"></td></tr>
<tr><td>Qualification/Experience Required as mentioned in the advertisement/ vacancy circular</td><td colspan="3">Qualification/experience possessed by the officer</td></tr>
<tr><td colspan="4">Essential</td></tr>
<tr><td rowspan="2">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</td><td>Pay Level</td><td colspan="2">Since date</td></tr>
<tr><td></td><td colspan="2"></td></tr>
<tr><td rowspan="2">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)</td><td>Degree with main subjects</td><td>University</td><td>Month & Year of passing</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>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</td><td colspan="3">…….. years
(Please furnish details at Sl No. 7 below)</td></tr>
<tr><td rowspan="2">Desirable : Doctorate Degree in any discipline or Master's Degree in Engineering</td><td>Degree with main subjects</td><td>University</td><td>Month & Year of passing</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>6.</td><td>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.</td><td colspan="3"></td></tr>
</table>

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 111ust 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 ow1n 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	

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 Qua1ification/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 Lead (Senior Adviser) or Lead (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 Lead (Senior Adviser) / Lead(Adviser) in the NITI Aayog on Deputation (ISTC)/contract 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 LEAD (Adviser) (Flexi Pool) [FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT]/CONTRACT BASIS]

PHOTO

POST APPLIED FOR: **Lead (Adviser)**

Preferred Vertical /Area: **Education**

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 and (iii) with 3 years regular service in Level – 13 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 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 projects	…….. years (Please furnish details at Sl No. 7 below)		
	Desirable: Doctorate Degree 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 /	From (date)	To (date)	*Pay Matrix and Pay Level of the post	Nature of Duties (in detail) highlighting

		Name of Employer			held on regular basis	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 111ust 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)			

<table>
<tr><td>12.</td><td>Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</td><td colspan="2"></td></tr>
<tr><td>13.</td><td>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</td><td colspan="2"></td></tr>
<tr><td rowspan="3">14.</td><td colspan="3">Total emoluments per month now drawn</td></tr>
<tr><td colspan="2">Basis Pay in the pay level</td><td>Total Emoluments</td></tr>
<tr><td colspan="2"></td><td></td></tr>
<tr><td rowspan="3">15.</td><td colspan="3">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</td></tr>
<tr><td>Basic Pay with scale of pay and rate of increment</td><td>Dearness pay/interim relief/other Allowances etc (with break-up details)</td><td>Total Emoluments</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>16.A</td><td>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)</td><td colspan="2"></td></tr>
<tr><td>16.B</td><td>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 ow1n 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.)</td><td colspan="2"></td></tr>
<tr><td>17.</td><td>Please state whether you are applying for deputation (ISTC).</td><td colspan="2"></td></tr>
<tr><td>18</td><td>Whether belongs to SC/ST</td><td colspan="2"></td></tr>
</table>

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 Qua1ification/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 Lead (Senior Adviser) or Lead (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 Lead (Senior Adviser) / Lead (Adviser) in the NITI Aayog on Deputation (ISTC)/ contract 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: