

F. No. A-12023/1/2023-Admin.IV
Government of India
NITI Aayog

Sansad Marg, New Delhi
Dated the th May, 2023

25

VACANCY CIRCULAR

Subject: Filling up of one vacant post of Assistant Photostat-cum-Equipment Operator in NITI Aayog on deputation basis – reg.

It is proposed to fill up one vacant post of Assistant Photostat-cum-Equipment Operator in Level-2 (Rs.19900-63200/-) of the Pay Matrix on Deputation basis from amongst the Officers of Central Government as under:

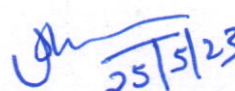
- a) (i) holding analogous or equivalent posts; or
(ii) with 3 years' regular service in the Level-1 in pay matrix (Rs.18000-56900) or equivalent; and
- b) Possessing the following education qualification and experience:
 - (i) 12th pass;
 - (ii) Working knowledge of handling and operating photocopiers, projectors, binding/cutting and other office equipment.
 - (iii) Skill in carrying normal maintenance of office electrical equipment, appliances and fittings.

Note: "Qualifications are relaxable at the discretion of Competent Authority in the case of candidates otherwise well qualified."

2. It is requested to forward the application of interested & eligible officers in the enclosed pro forma through proper channel so as to reach the undersigned within 60 days from the date of publication of this advertisement in employment news. While forwarding the applications, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded along with the following documents:

- (i) Proof of educational qualifications and experience (self-attested);
- (ii) Original/attested photocopies of the APARs for the last 5 years;
- (iii) Vigilance clearance certificate;
- (iv) Integrity Certificate;
- (v) No Major/Minor penalty certificate for last 10 years.

3. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Applications received without requisite documents or after prescribed date, will not be entertained.


(Manisha Verma)

Under Secretary to the Government of India

Encl.: Application proforma.

BIO-DATA/CURRICULAM VITAE PROFORMA
(Assistant Photostat-cum-Equipment Operator)

1	Name and address (In Block letters)	
2	Date of Birth (in Christian era)	
3	i) Date of entry into service ii) Date of retirement under Central/ State Govt. Rules	
4	Educational qualifications	
5	Whether educational and other 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	Essential
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	Desirable	Desirable
	A) Qualification	A) Qualification
	B) Experience	B) Experience
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	

7. Details of employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

Office/Instt./ Organisation	Post held	From	To	Level in pay Matrix/Level of the post held on regular basis	Nature of duties/experience (in detail)

8	Nature of present employment i.e. Ad-hoc or temporary 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 of deputation/Contract	c) Name of the parent office /organization to which you belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization
10	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			