

A-12026/11/2022-DMEO(Admn)
Government of India
NITI Aayog
Development Monitoring and Evaluation Office
NITI Bhawan, Sansad Bhawan Complex,
New Delhi-110001

Subject: Recruitment to the post of Deputy Director General in DMEO, NITI Aayog under Flexi- Pool Guideline of NITI Aayog.

The National Institution for Transforming India (NITI Aayog) is the premier policy Think Tank of the Govt. of India which is engaged in a number of transformational initiatives as a catalyst and an accelerator of change across sectors in partnership with Central Ministries and the State Governments.

Development Monitoring and Evaluation Office (DMEO) is an attached office of NITI Aayog to fulfill the mandate of Monitoring and Evaluation assigned to NITI Aayog. DMEO conducts high- quality monitoring and evaluation of government programs to improve effectiveness, efficiency, equity and sustainability of service delivery, outcomes and impacts. Improving the quality of data collection, reducing the time lag between data collection and use for monitoring and policy purposes, improving the data analytics to achieve deeper insights for real time outcome monitoring, conducting rigorous outcome evaluation, among others, are some of the challenges. DMEO will leverage cutting-edge technologies and state of art survey and data analytical methodologies to achieve these mandates.

DMEO is looking for passionate, talented, innovative and dynamic Govt. officers who desire to be part of the team that is scripting the exciting transformation story which is unfolding in India today. Details of the same are given below:

1. Number of Vacancies: 2 (tentative)

2. Mode of Recruitment: Deputation (including short-term contract)

3. Pay:

Sl. No.	Name of the Post	Level and Pay Matrix for Deputation (ISTC)
1.	Deputy Director General	Level-14: Rs. 144200-218200

4. Education Qualification and Experience

a) 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).

b) Desirable Educational Qualification:

Doctorate in any discipline or Master's Degree in Engineering

c) Experience :

Post qualification work 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 as per following table.

Sl. No.	Name of the posts	Minimum post qualification experience in years***
1.	Deputy Director General	15

***Age and experience shall be counted as on the last date of receipt of the application

5. Eligibility Conditions:

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 to be made
1.	Deputy Director General	(a) (i) Holding analogous posts on a regular basis in the parent cadre or department; or (ii) with 2 years' regular service in post in Level – 13A in the Pay Matrix (iii) with 3 years' regular service in post in Level – 13 in the Pay Matrix and (b) Possessing the educational qualifications & experience mentioned in para – 4 above

Note: Terms and conditions of Deputation for Government/Public Sector employees will be as per DOP&T's Guidelines and Circulars issued from time to time and amended up to date.

6. Period of Deputation (including short term 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.

7. Crucial date for determining eligibility:

The crucial date for determining the eligibility will be the last date of receipt of application i.e. **60 days from the date of publication of our advertisement in the Employment News.**

8. Age limit (as on closing date for receipt of application):

For appointment by deputation (including short-term contract) for the posts of Deputy Director General age shall not be exceeding 58 years as on the closing date for receipt of applications.

9. Job Description of the post:

Please see **Annexure – I**

10. GENERAL CONDITIONS:

Candidates working in Central Government or State Government Department or Union Territory Administration 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.

10.1 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 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.

- 10.2 Candidates will need to produce proof of the details furnished in their applications as and when required.
- 10.3 Only Indian Nationals need to apply.
- 10.4 No TA/DA will be paid for attending the personal talk.
- 10.5 Canvassing in any form will be a disqualification.
- 10.6 The prescribed essential qualifications as indicated in para – 4 are the minimum and the mere possession of the same does not entail candidates to be called for interview.

11. Mode of Application:

On deputation (ISTC) (i.e. candidates from Central Government or State Government Department or Union Territory Administration or Universities or Recognized Research Institutions or Public Undertakings or Semi Government or Statutory or Autonomous Organisation):-

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}** duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign to 'The Senior Research Officer (Admn), Development Monitoring and Evaluation Office, NITI Aayog, Room No. 431, NITI Bhawan, Sansad Marg, New Delhi-110001' within **60 days from the date of publication of this advertisement in 'Employment News'**. The application should be sent in an envelope super scribed '**Application for the post of Deputy Director General in the DMEO, 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 or Advance applications or applications received after the last date will be summarily rejected & no communication will be made/ entertained in this regard.*



(Suneel Kumar Gupta)
Senior Research Officer(Admn)
Tel.: 23096808

Deputy Director General (DDG) – Job Description

Background

Development Monitoring and Evaluation Office (DMEO), an attached office of NITI Aayog, is the apex monitoring & evaluation office with the mandate to support data and evidence-based policy making through monitoring and evaluation (M&E) of policies and programmes in India, since its inception in 2015.

DMEO is responsible for monitoring the progress and efficacy of strategic and long-term policy and programme frameworks and initiatives to help innovative improvements, including necessary mid-course corrections; as well as monitoring and evaluate the implementation of programmes and initiatives, including the identification of the needed resources so as to strengthen the probability of success and scope of delivery. DMEO is committed to strengthening the monitoring and evaluation ecosystem in the country.

Purpose of the position

DMEO is inviting applications for the post of Deputy Director General (DDG) based at the NITI Aayog office located in New Delhi to drive and support DMEO's mission of improving the sustainable outcomes and impacts of the government programs, by enabling high-quality monitoring and evaluation of government programs. DMEO is seeking a highly committed individual with relevant professional experience to conceptualize, institutionalise, drive, and manage monitoring and evaluation projects across various sectors and schemes of Ministries/Departments of Government of India. S/he will be working with wide range of stakeholders to strengthen the overall monitoring and evaluation ecosystem in the country. The DDG will work towards achieving the goals as per the DMEO Annual Work Plan and also contribute to the planning process of new activities to be undertaken by DMEO. The DDG will report to the Director General (DG), DMEO. S/he will be responsible for guiding, supporting and managing a team of in-house officers/professionals and matrix teams.

Key responsibilities

The DDG will lead and drive the following:

1. *Programme management for Institutionalizing data-based policy making through monitoring of ongoing government policies and programmes with recommendations for course corrections*
 - a. Institutionalising frameworks for Outcome-based monitoring for existing and new schemes; engaging with key stakeholders including central ministry and State Governments among others.
 - b. Leading the development and management of dashboards for facilitating performance monitoring.
 - c. Reviewing and refining scheme performance assessment reports.
 - d. Facilitating infrastructure and social sector performance reviews held at the highest levels in the Government.
 - e. Facilitating monitoring of Global Development/Governance/Industry/Economy Indexes to drive reforms and growth in the country.
2. *Enabling a culture of learning and improvement through mid-term and end-term evaluations of key government schemes and interventions*
 - a. Managing & driving large/small scale sector/scheme level evaluations to assess the performance of Government interventions to guide decision-making.
 - b. Managing & driving quick evaluation/research through outsource/in-house teams.

- c. Procurement of consultancy services for monitoring and evaluation projects; Consultant/vendor management.
- 3. *Promoting protocols, research, innovation, data systems and use of cutting-edge technology by stakeholders in the M&E domain*
 - a. Managing data quality assessments.
 - b. Reviewing and preparing policy notes, articles, reports etc for dissemination of knowledge on topics pertaining to M&E.
 - c. Fostering development of data collection tools/SOPs/toolkits and Best Practice reports to standardize and improve M&E processes.
- 4. *Leveraging existing capacities to strengthen the whole M&E ecosystem*
 - a. Cultivate strategic partnerships with leading national/international organizations to strengthen M&E Ecosystem in India.
 - b. Developing partnership and building capacity of key institutions and stakeholders to build strong M&E ecosystem including working with civil services training institutions, various agencies engaged in M&E, etc.
 - c. Driving capacity building initiatives within DMEO, Central & State Governments and other stakeholders for institutional learning.
 - d. Coordinating and building collaborative engagements with key stakeholders within NITI Aayog as well as in Central/State governments, academic/research/training Institutes, NGOs, Multilaterals among others.
- 5. *Other duties as assigned*

Core Competencies

- 1. Familiarity with monitoring and evaluation, including both qualitative and quantitative research methodologies.
- 2. Experience in leading, motivating and mentoring diverse teams.
- 3. Familiarity with IT applications for monitoring and evaluation.
- 4. Experience working with high-level officials in international/national organizations and government ministries.
- 5. Ability to lead and adapt in a dynamic work environment.
- 6. Good people skills with the ability to work effectively in a team as well as to produce quality work independently.
- 7. Excellent organizational skills, attention to detail, and the flexibility and willingness to adapt to shifting priorities and deadlines.
- 8. Knowledge of MS Office, particularly Word and PowerPoint, MS Excel.
- 9. Excellent verbal and written communication as well as presentation skills.

APPENDIX –I

**PROFORMA OF APPLICATION FOR THE POST OF DEPUTY DIRECTOR GENERAL [FOR
DEPUTATION (INCLUDING SHORT-TERM CONTRACT)]**

POST APPLIED FOR: **Deputy Director General**

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)			
Qualification/Experience Required as mentioned in the advertisement/ vacancy circular		Qualification/experience possessed by the officer		
Essential				
(a) (i) Holding analogous posts on a regular basis in the parent cadre or department; or (ii) with 2 years' regular service in post in Level – 13A in the Pay Matrix (iii) with 3 years' regular service in post in Level – 13 in the 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 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	

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 Deputy Director General, he/ she will be relieved of to join DMEO, NITI Aayog for his/her new assignment within 30 days on receipt of the communication from the DMEO,NITI Aayog.

2. (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 /photocopies 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 Deputy Director General in the DMEO, NITI Aayog on Deputation (ISTC) 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 :