

File No. A-12034/01/2017-Admn.IV

Government of India

NITI Aayog

Sansad Marg, New Delhi

Dated May, 2018

VACANCY CIRCULAR

Subject: - Filling up of one post of Protocol Officer on deputation basis in NITI Aayog-regarding.

It is proposed to fill up 01 vacant posts of Protocol Officer in Pay Level -7 (Rs. 44,900-1,42,400) of the Pay Matrix on deputation including short term contract basis from the Officers of Central Government or State Governments or Union Territories or Public Sector Undertakings or Recognized Research Institutions or Universities or Semi - Government or Autonomous or Statutory Organisations:-

(a) (i) holding analogous post on regular basis in the parent cadre or department;
or

(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-6 (Rs.35400-112400) in the Pay Matrix or equivalent in the parent cadre /Department; and

(b) Possessing the following educational qualifications and experience

(i) Bachelor's degree from a Recognized University.

(ii) Two year experience of Protocol including public relation work, if any. (The 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 organisations or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not exceed 56 years as on the closing date of receipt of applications.)

2. It is requested to forward the applications of interested & eligible officers in the attached proforma through proper channel so as to reach the undersigned **within 45 days from the date of issue of this advertisement.** While forwarding the application, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded alongwith the following documents :-

P.T.O.

- i) Original/attested photocopies of the APARs for the last 5 years;
 - ii) Vigilance clearance certificate;
 - iii) Integrity Certificate
 - iv) No Major/Minor penalty certificate for last 10 years.
3. Application received without aforesaid documents or after prescribed date, shall be rejected.

Encl: Proforma of application

(Sunil Kumar)
Under Secretary of the Government of India

1. All Ministries/Department under Central Government/State Governments/ or Union Territories or public sector Undertakings / Recognized Research Institutions or Universities or Semi- Government or Autonomous or Statutory Organisations.
2. The Director, Directorate of Advertising & Visual Publicity, M/o Information and Broadcasting, Soochna Bhavan, CGO Complex, Lodi Road, New Delhi with a request to advertise this vacancy in Employment News/Rozgar Samachar. Five copies of the OM, both English and Hindi version, are enclosed.
3. NIC, NITI Aayog to upload in the website under “vacancy”
4. Notice Boards, NITI Aayog
5. Hindi Section for Hindi version

BIO-DATA/CURRICULAM VITAE PROFORMA

<u>1</u>	Name and address (IN Block letters)	
<u>2</u>	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.			
11	Additional details about present employment : Please state whether working under (indicate the name of your employer against the relevant column) a) Central Govt. b) State Governments c) Union Territories d) Public Sector Undertakings e) Recognized Research Institutions f) Universities or Semi-Government or Autonomous or Statutory Organisations :-			
12	Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
13	Total emoluments per month now drawn		Pay in the cell	
			Cell and Level of Pay Matrix	
			Total Emoluments	

14	In case the applicant belongs to an organization which is not following the Central government pay-scales, the latest salary slip issued by the organization 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
15	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated by applicant signature, if the space is insufficient.		
16	Whether belongs to SC/ST		
17	Remarks		

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 a bearing on my selection has been suppressed/withheld.

Signature of the Applicant

Name _____

Address _____

Tel. No. _____

Date _____

FOR THE USE OF CADRE CONTROLLING AUTHORITY/DEPARTMENT OF THE
APPLICANT

Office/Ministry/Department.....

F.No.....

Date.....

1.	Whether the officer meets eligibility requirement as on the closing date of application	Yes/No
2.(a)	Whether any vigilance case is pending or contemplated against the officer	Yes/No
(b)	Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years	Yes/No
(c)	Whether cadre clearance for the officer by the competent authority has been granted	Yes/No
(d)	Whether integrity certificate enclosed	Yes/No
3.	Whether original APAR for the last 5 years/clean photocopy of APAR Dossier attested on each page by an officer of the level of not lower than that of Under Secretary to the Govt. of India, is enclosed	Yes/No

Certificate to be provided by the employer:

1. The applicant, if selected, will be relieved immediately.
2. Certified that the particulars furnished by Shri/Smt./Ms._____ have been checked from available records and found correct.
3. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
4. Integrity of the officer is certified as 'Beyond Doubt'.
5. No vigilance case is pending / contemplated against the Officer.
6. It is certified that no penalty has been imposed on the officer during the last 10 years (alternatively, penalty statement during the last 10 years may be enclosed)
7. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an Officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele No. of the forwarding Officer

Date:

Place:

(Office Stamp)