

No. A-12025/5/2019-Admin.II
GOVERNMENT OF INDIA
NITI AAYOG

NITI Bhavan, Sansad Marg,
New Delhi, the 23rd January, 2020

NITI Aayog requires the services of suitable officer(s) for appointment to the posts of Joint Adviser /Deputy Adviser on Deputation (including short-term contract) / Promotion basis who possesses the educational qualifications, experience and length of service enumerated in the forthcoming paras. **Selection for these posts will be made by the Union Public Service Commission (UPSC).**

1. **Number of Vacancies: 05 (Tentative)**

2. **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 in any discipline or Master's Degree in Engineering.

3. **ELIGIBILITY CONDITIONS (As on Closing Date)**

(a) **FOR DEPUTATION**

Officers of the Central Government or State Governments or Union Territories or recognised Universities or Research Institutions or Public-Sector Undertakings or Autonomous Organisations or Statutory Organisations.

Joint Adviser: Level 13

- (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in level-12 in the pay matrix (Rs.78,800- 2,09,200) or equivalent in the parent cadre or department.

Essential experience

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

Deputy Adviser: Level 12

- (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in level-11 in the pay matrix (Rs.67,700-2,08,700) or equivalent in the parent cadre or department.

Essential experience

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

(b) **FOR PROMOTION to the posts of Joint Adviser and Deputy Adviser**

Joint Adviser

The Departmental Deputy Adviser of the NITI Aayog in level-12 of Pay Matrix (Rs.78,800-2,09,200) with five years' service in the grade rendered after appointment thereto on regular basis and possessing the educational qualifications and experience as prescribed in the preceding paras [Para 2 & 3(a)] and having successfully completed 2-4 weeks of training in relevant fields or area as specified by NITI Aayog will also be considered along with outsiders and if a Departmental Deputy Adviser is selected for appointment to the post of Joint Adviser, it will be treated as having been filled by promotion.

Deputy Adviser

The Departmental Senior Research Officer of the NITI Aayog in level-11 of Pay Matrix (Rs.67,700-2,08,700) with five years' service in the grade rendered after appointment thereto on regular basis and possessing the educational qualifications and experience as prescribed in the preceding paras [Para 2 & 3(a)] and having successfully completed 2-4 weeks of training in relevant fields or area as specified by NITI Aayog will also be considered along with outsiders and if a Departmental Senior Research Officer is selected for appointment to the post of Deputy Adviser, it will be treated as having been 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".

4 **Scale of Pay:**

JOINT ADVISER : Level – 13 in the Pay Matrix (Rs.1,23,100 – Rs.2,15,900)

DEPUTY ADVISER : Level – 12 in Pay Matrix (Rs. 78,800 - Rs. 2,09,200)

5. **CRUCIAL DATE FOR DETERMINING ELIGIBILITY:**

The crucial date for determining the eligibility will be the last date of receipt of applications i.e. 45 days from the date of publication of vacancy notice in the Employment News.

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

- (i) For appointment by deputation (including short-term contract) age shall not be exceeding 56 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.

7. **JOB DESCRIPTION for Joint Adviser /Deputy Adviser:**

"Assisting in Developing and taking forward the policy programmes/ projects in the relevant field; Assisting in 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 relevant field; Maintaining up-to-date information on programme/ project implementation and results in keeping with the various Govt policy interventions; Assisting in managing and ensuring the effective communication and dissemination of outputs and outcomes of the

policy programme; Assisting in Analysing and providing inputs in respect of various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries. Assisting in preparing briefs and speaking notes for the vertical and for Senior Officers; Assisting in liasoning, developing and maintaining working relations with other Divisions, line Ministries, State Govts and UTs to foster cooperative federalism”.

8. **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 organisation or department of the Central Government shall ordinarily not exceed **five years for Joint Adviser and four years for Deputy Adviser**. 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 short term contract basis, the terms will be settled in consultation with the concerned authority.

9. **GENERAL CONDITIONS:**

- a. Officers of the Central Government or State Governments or Union territories or recognised Universities or Research Institutions or Public-Sector Undertakings or Autonomous Organisations or Statutory Organisations should apply in the prescribed proforma through proper channel.
- b. Candidates will need to produce proof of the details furnished in their applications as and when required.
- c. 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.
- d. The applications (in duplicate), along with the following documents, in respect of the candidates who fulfill 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 duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign along with 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 last available five years duly attested by the officer not below the rank of the Under Secretary to the Govt. of India.
- e. Applications (in duplicate) complete in all respects and in the prescribed proforma, should reach Under Secretary (Admn.IA & Rectt.), NITI Aayog, Room No.416, NITI Bhavan, Sansad Marg, New Delhi-110 001 **within 45 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 Joint Adviser or Deputy Adviser in the NITI Aayog'. **NITI Aayog shall not take any cognizance on the applications not received through proper channel or those received without the requisite certificates and necessary documents or received after the closing date.**

NOTE : Since the vacancies are to be filled on Deputation (ISTC)/Promotion basis, the candidates who are either unemployed or employed with a private sector are ineligible and need not apply.

Gopala Krishna
23/01/2020

(S. Gopala Krishna)

Under Secretary to the Govt. of India

Tel: 2309 6759

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

POST APPLIED FOR : _____
 (Joint Adviser/Deputy Adviser)



| 1. | Name & Address (in Block Letters) Email ID : Mobile No : | | | | | | | |
|--------------------------|---|---|--------------------------|------------|-------------------------|--|--|--|
| 2. | Date of Birth (in Christian era) | | | | | | | |
| 3. | (i) Date of entry into Service | | | | | | | |
| | (ii) Date of retirement under the service rules applicable to the Officer | | | | | | | |
| 4. | (a) If he/ she belongs to an organized service, its name, year of allotment and the cadre. | | | | | | | |
| | (b) Name of the Cadre Controlling Authority. | | | | | | | |
| 5 | Whether Educational and other qualifications/eligibility conditions 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) | | | | | | | |
| | Qualifications/ Experience required | Qualifications/ experience possessed by the officer | | | | | | |
| | Essential Educational Qualification | Essential Educational Qualification Possessed | | | | | | |
| | <i>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)</i> | <table border="1"> <thead> <tr> <th>Degree with main subject</th> <th>University</th> <th>Month & year of passing</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> | Degree with main subject | University | Month & year of passing | | | |
| Degree with main subject | University | Month & year of passing | | | | | | |
| | | | | | | | | |

| Desirable Educational Qualification | Desirable Educational Qualification Possessed | | |
|---|---|------------|--------------------------|
| | Degree with main subject | University | Month & year of passing |
| Doctorate in any discipline or Master's degree in Engineering. | | | |
| Eligibility Conditions Joint Adviser (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in level-12 (Rs.78,800- 2,09,200) in the pay matrix or equivalent in the parent cadre or department | Pay Level | | Since when (date) |
| | | | |
| Deputy Adviser (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years' service in the grade rendered after appointment thereto on regular basis in posts in level-11 (Rs.67,700-2,08,700) in the pay matrix or equivalent in the parent cadre or department. | Pay Level | | Since when (date) |
| | | | |
| Essential Experience Joint Adviser: Minimum ten years' experience (which shall include upto three years for Ph.D provided no work experience is counted during those three years) in formulation, appraisal, execution or implementation, research, monitoring and evaluation of policy, programme or projects. Deputy Adviser: Minimum eight years' experience (which shall include up to three years for Ph.D provided no work experience is counted during those three years) in formulation, appraisal, execution or implementation, research, monitoring and evaluation of policy, programme or projects. | | | |
| | | | |

| | | | |
|-----|---|--|---|
| 6. | Please state clearly whether in the light of entries made by you above, you meet the Essential Qualifications and work experience 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/ Institution | Post held on regular basis | From To *Pay Band and Grade Pay/Pay Scale of the post held on regular basis |
| | | | |
| | * Important: - Pay-band and Grade Pay granted under ACP/MACP/NFU are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP/NFU with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below; | | |
| | Office/Insti tution | Pay, Pay Band, and Grade Pay drawn under ACP/MACP/NFU Scheme | From To |
| | | | |
| 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 parent 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 | | |
| 12. | Please state whether you are working in the NITI Aayog 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 | | |
| | Basic Pay in the PB + Grade pay / Pay Matrix in Pay level (as per revised pay structure of 7 th CPC) | 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.) (Note: Enclose a separate sheet, if the space is insufficient) | | |
| 16B | Achievements The candidates are requested to indicate information with regard to; | | |
| | (i) Research publications and reports and special project | | |
| | (ii) Awards/Scholarships/Official Appreciation | | |
| | (iii) Affiliation with the professional bodies/institutions/societies and; | | |
| | (iv) Patents registered in own name or | | |

| | | |
|-----|--|--|
| | <p>achieved for the organization (v). Any research/innovative measure involving official recognition</p> <p>(vi). 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)/ Promotion | |
| 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 a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address _____

Date _____

Certificate by the Employer /Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately (or within one month of the intimation of selection).

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending/ contemplated against Mr./Mrs/Ms.-----
- (ii) His/Her integrity is certified.
- (iii) His/her CR Dossier in original is enclosed / Photocopies of the ACRs/APARs 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.
- (iv) No major /minor penalty has been imposed on him /her during the last 10 years Or a list of Major/Minor penalties imposed on him /her during the last 10 years in enclosed (as the case may be).

Signature : _____

Name : _____

Designation _____

Seal of the Officer: _____