**APPENDIX -I**

**PROFORMA OF APPLICATION FOR THE POST OF SENIOR ADVISER OR ADVISER (KIH)**

**[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/PROMOTION]**

PHOTO

POST APPLIED FOR: **Senior Adviser**

Preferred Vertical /Area:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Name & Address  (in Block Letters) | | |  | | |
| Mobile No | | |  | | |
| E-mail id | | |  | | |
|  | Date of Birth (in Christian era) | | |  | | |
|  | i)Date of entry into service | | |  | | |
| ii.) Date of retirement under the Central /State Government Rules | | |  | | |
|  | Educational Qualifications | | | | | |
| Degree/Diploma/ Certificate | University/Board | Main Subjects | | Month & Year of Passing | % Marks/ Division |
| i) |  |  |  | |  |  |
| ii) |  |  |  | |  |  |
| iii) |  |  |  | |  |  |

*(Add rows if required)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 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 3 years regular service in Level – 14 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 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 | ……….. 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 |
|  |  | |  |
|  | 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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**\* Importan**t: 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 Adviser or 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 |
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| 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

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##### INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./ Shri/ Smt./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_ who has applied for the post of Senior Adviser / Adviser in the NITI Aayog on Deputation (ISTC)/Promotion 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 SENIOR ADVISER OR ADVISER (KIH)**

**[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/PROMOTION]**

PHOTO

POST APPLIED FOR: **Adviser**

Preferred Vertical /Area**:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Name & Address  (in Block Letters) | | |  | | |
| Mobile No | | |  | | |
| E-mail id | | |  | | |
|  | Date of Birth (in Christian era) | | |  | | |
|  | i)Date of entry into service | | |  | | |
| ii.) Date of retirement under the Central /State Government Rules | | |  | | |
|  | Educational Qualifications | | | | | |
| Degree/Diploma/ Certificate | University/Board | Main Subjects | | Month & Year of Passing | % Marks/ Division |
| i) |  |  |  | |  |  |
| ii) |  |  |  | |  |  |
| iii) |  |  |  | |  |  |

*(Add rows if required)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 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 in any discipline or Master’s Degree in Engineering | Degree with main subjects | University | | Month & Year of passing |
|  |  | |  |
|  | 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 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**\* Importan**t: 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 Adviser or 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 |
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| 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 Adviser / Adviser in the NITI Aayog on Deputation (ISTC)/Promotion 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 :**