

No.A.12026/2/2021-Admn.II
GOVERNMENT OF INDIA
NITI AAYOG

**NITI Bhawan, Sansad Marg,
New Delhi the 22 March, 2021**

Subject: Recruitment to the post of Senior Specialist/ Specialist under the Flexi pool of NITI Aayog.

The National Institution for Transforming India is the premier policy Think Tank 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. The three broad functions of NITI Aayog are given below-

- I. **Policy & Knowledge** – NITI Aayog is engaged in policy intervention across the sectors while designing strategic and long-term policies and programmes for the Government of India. Further, it provides both directional and policy inputs as well as relevant technical advice to the Centre and States.
- II. **Innovation-** Promoting a culture of innovation and entrepreneurship by serving as a platform for promotion of world-class Innovation Hubs, Grand Challenges, Start-up businesses and other self-employment activities, particularly in rigorous technology and innovation driven area.
- III. **Monitoring and Evaluation** –Design, experiment, quasi-experiment, rigorous econometric modelling techniques and big data analytics to provide insight and feedback to drive evidence-based policy and programme design.

NITI Aayog is looking for young, talented, innovative and dynamic Professionals who desire to be a 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: 08 (tentative) as detailed below:

- | | |
|--------|-----------------------|
| (i) | Agriculture |
| (ii) | Economic Policy |
| (iii) | Development Economics |
| (iv) | Frontier Technology |
| (v) | Higher Education |
| (vi) | MSME |
| (vii) | Rural Development |
| (viii) | Urban Development |

2. **Mode of Recruitment: Deputation (ISTC)/Contract**

3. **Pay:**

Level and Pay Matrix for Deputation (ISTC)	Consolidated Pay for contractual appointment**
Senior Specialist – Level- 13 Rs.123100-215900	Rs. 2,20,000/-
Specialist - Level- 12 Rs. 78800-209200	Rs. 1,45,000/-

*** Officers appointed on contract basis would not be entitled to residential accommodation, official transport, leave encashment or any other allowances/facilities as admissible to a regular government employee. Leave rules applicable to a regular Government employee will not be applicable to a contractual appointee. However, a contractual appointee will be entitled to 8 days leave on pro-rata basis in a calendar year.*

4. **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).

5. **Desirable Educational Qualification as per Annexure-I**

6. **Age -**

a) Contractual appointment –

Senior Specialist: Not less than 33 years but not exceeding 50 years.

Specialist: Not less than 30 years but not exceeding 50 years.

b) Deputation (ISTC) – not exceeding 56 years.

7. **Experience –**

7.1 **Senior Specialist** : Minimum 10 years' post qualification 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. Minimum post qualification experience is 10 years as on the last date of receipt of the application.

7.2 **Specialist** : Minimum 8 years' post qualification 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. Minimum post qualification experience is 08 years as on the last date of receipt of the application.

8. **Eligibility Conditions:**

8.1 **Deputation (including short-term contract):** 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;

For the post of **Senior Specialist** who are

- a) (i) Holding analogous posts on regular basis in the parent cadre or department; or
(ii) with five years regular service in Level – 12 in Pay Matrix and
- b) possessing the educational qualifications and experience as mentioned in Paras 4, 5 and 7

For the post of **Specialist** who are –

- a) (i) Holding analogous posts on regular basis in the parent cadre or department; or
(ii) with five years regular service in Level – 11 in Pay Matrix and
- b) possessing the educational qualifications and experience as mentioned in Paras 4, 5 and 7

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.

8.2 Contract: Individuals working at comparable levels in Private Sector Companies, Consultancy Organisations, International/Multinational Organisations and possessing the essential educational qualifications, age and experience as mentioned in Para-4 to 7.

9. **Period of Deputation (including short term contract)/ 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.

10. **Crucial Date For Determining Eligibility:**

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

11. **Job Description of the Post:**

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

12. **Terms and Conditions of Appointment** – As per the Memorandum of procedure and guidelines for appointment to various posts in Flexi-pool in NITI Aayog laid down in NITI Aayog's communication No.A.12013/2/2015-Admn.I(B) dated 24.4.2019. (Annexure-II).

13. **Mode of Application: -**

- (A) **For candidates, who are applying on contract basis** (i.e. candidates from Non-Government bodies/private organisations) :-

Applicants, submitting applications for contractual appointments, are required to fill the online application form on the website of NITI Aayog on the link provided under "Work with NITI-Recruitment-Vacancy Circular". Candidates are advised to read carefully the instructions (Annexure-III) before filling up the online application.

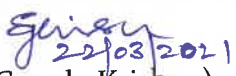
They are also required to upload self-attested supporting documents as sought in the online application form.

- (B) **For Candidates, who are applying on deputation basis** (i.e. candidates from Central Government or State Government Departments or Union Territory Administrations or Universities or Recognized Research Institutions or Public Undertakings or Semi Government or Statutory or Autonomous Organisations):-

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 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 to 'The Under Secretary (Admn.IA/Rectt.), NITI Aayog, Room No.418, NITI Bhavan, Sansad Marg, New Delhi-110 001' **within 60 days from the date of publication of this advertisement in Employment News.** The applications should be sent in an envelope superscribed '**Application for the post of Senior Specialist / Specialist (Flexi Pool) in the NITI Aayog**'.

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.


(S. Gopala Krishna)

Under Secretary to the Govt. of India

Tel: 2309 6759

Details of Desirable Educational Qualification

1. Agriculture:

Master / Ph.D Degree in Economics / Agriculture /Public Policy from institutions of National / International repute

2. Economic Policy:

Master / Ph.D Degree in Economics / Public Policy from institutions of National/ International repute

3. Development Economics:

Master / Ph.D Degree in Development Economics / Economics / Public Policy from institutions of National / International repute

4. Frontier Technologies:

Master / Ph.D Degree in Computer Science / Electronics / Electrical /Information Technology / Science / Bio Technology / Economics / Public Policy from institutions of National / International repute

5. Higher Education:

Master / Ph.D Degree in Economics / Public Policy / Social sciences from institutions of National / International repute

6. MSME:

Master / Ph.D Degree in Economics / Public Policy / Commerce from institutions of National / International repute

7. Rural Development:

Master / Ph.D Degree in Economics / Statistics / Public Policy / Social science from institutions of National/ International repute

8. Urban Development:

Master / Ph.D Degree in Planning / Economics / Public Policy / Environment from institutions of National / International repute

Annexure II

A-12013/02/2015- Adm.I(B)
Government of India
NITI Aayog

Dated: 24 April, 2019

Subject: Memorandum of procedure and guidelines for appointment to various posts in Flexi Pool in NITI Aayog.

A Flexi pool of 54 posts is created within the NITI Aayog to bring in outside expertise and for undertaking special projects/studies or to support any of the existing verticals as per the requirement. In order to fill up post under the Flexi pool following guidelines and procedures are framed. These guidelines will come into effect from the date of issue.

1. Name and Number of posts

Sl No	Name of the posts	Sanctioned Strength*
1	Sr. Adviser/Adviser	7
2	Joint Adviser/Deputy Adviser	19
3	Sr Research Officer/Research Officer/Economic Officer	28

* subject to variation depending upon the workload.

2. Pay:

Sl. No	Name of the posts	Level and Pay Matrix for Deputation (ISTC)	Consolidated Pay/month (fixed) for contractual appointment**
1	Sr. Adviser	Level-15 : Rs. 182200-224100	Rs. 330000
2	Adviser	Level-14 : Rs. 144200-218200	Rs. 265000
3	Joint Adviser	Level-13 : Rs. 123100-215900	Rs. 220000
4	Deputy Adviser	Level-12 : Rs. 78800-209200	Rs. 145000
5	Sr. Research Officer	Level-11 : Rs. 67700-208700	Rs. 125000
6	Research Officer	Level-10 : Rs. 56100-177500	Rs. 105000
7	Economic Officer	Level-7 : Rs. 44900-142400	Rs. 85000

**** Officers appointed on contract basis would not be entitled to residential accommodation, official transport, leave encashment or any other allowances as admissible to a regular government employee. Leave rules applicable to a regular Government employee will not be applicable to a contractual appointee. However, a contractual appointee will be entitled to 8 days leave on pro-rata basis in a calendar year.**



3. Mode of Recruitment and field of selection: All posts shall be filled by Deputation (Including short term contract)/ Contract. The requirement of NITI Aayog will be advertised from time to time on its website as well as in at least one newspaper (both Hindi and English).

3.1 Deputation (including short-term contract): 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/transfer to be made
1	Sr. Adviser	a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years regular service in Level – 14 in Pay Matrix and b) possessing the educational qualifications and experience as mentioned in para-4 below.
2	Adviser	a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with two years regular service in Level – 13A in Pay Matrix iii) with three years regular service in Level – 13 in Pay Matrix and b) possessing the educational qualifications and experience as mentioned in para-4 below.
3	Joint Adviser	a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in Level – 12 in Pay Matrix and b) possessing the educational qualifications and experience as mentioned in para-4 below.
4	Deputy Adviser	a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in Level – 11 in Pay Matrix and b) possessing the educational qualifications and experience as mentioned in para-4 below.
5	Sr. Research Officer	a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in Level – 10 in Pay Matrix and b) possessing the educational qualifications and experience as mentioned in para-4 below.
6	Research Officer	a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years regular service in Level – 7 in Pay Matrix and b) possessing the educational qualifications and experience as mentioned in para-4 below.
7	Economic Officer	a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in Level – 6 in Pay Matrix and b) possessing the educational qualifications and experience as mentioned in para-4 below.

Note: Terms and conditions of Deputation for Government/Public Sector employees will be as per DOP&T Guidelines and Circulars issued from time and time and amended up to date.

3.2 Contract: Individuals working at comparable levels in Private Sector Companies, Consultancy Organisations, International/Multinational Organisations and possessing the broad essential educational qualifications, age and experience as mentioned in para-4 below. Core area of specialization/experience and the exact requirement of Educational Qualification may be specified/indicated at the time of issue of advertisement.

4. Educational Qualifications, Age and Experience:

4.1 For Sr. Adviser/Adviser/Jt. Adviser/Dy. Adviser/Senior Research Officer/Research Officer

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.

4.2 For Economic Officer

a) Essential Educational Qualification

Post Graduate Degree in Economics or applied Economics or Business Economics or Econometrics from a University incorporated by an act of the Central or State legislature in India or other educational institutes established by an act of Parliament or declared to be deemed as university under section 3 of the University Grants Commission Act, 1956 or a foreign university approved by the Central Government from time to time; and of a recognized University or equivalent.

4.3 Age and Experience : Age and 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	Age (for contractual appointment)	Minimum post qualification experience in years***
1	Sr. Adviser	Not less than 40 years but not exceeding 52 years	18
2	Adviser	Not less than 35 years but not exceeding 50 years	15
3	Joint Adviser	Not less than 33 years but not exceeding 50 years	10
4	Deputy Adviser	Not less than 30 years but not exceeding 50 years	8

5	Sr. Research Officer	Not less than 26 years but not exceeding 40 years	5
6	Research Officer	Not less than 26 years but not exceeding 35 years	3
7	Economic Officer	Not less than 26 years but not exceeding 30 years	2

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

5. **Tenure:** 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.

6. **General Conditions of Service for contractual appointees:**

6.1 All appointees shall be deemed to be Public Servants for the purpose of the CCS (Conduct) Rules and such other Statutes as notified by the Government from time to time. Those recruited on contract basis have to execute an agreement as per Annexure. The employment contract can be terminated by either side with a minimum notice period of one month or pay in lieu thereof.

6.2 No person shall be appointed on Contract unless he/she is declared medically fit by a Medical Board to be constituted by the Central Government for this purpose unless he/she has already been declared fit by an equivalent authority.

6.3 In the event of the death, injury or illness of the officer appointed on Contract which is attributable to the performance of services on behalf of NITI Aayog under the terms of the Contract while the officer is traveling at NITI Aayog expense or is performing any services under the Contract in any of the offices or premises of NITI Aayog or Government of India, the Officer or the Officer's dependents, as appropriate, shall not be entitled to any compensation.

7. **Disqualification.**

No person, -

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these rules.

8. **Screening/ Selection Committee:**

8.1 All the applications will be scrutinized by a Screening Committee consisting of the following and shortlist the candidates in the ratio of 1:5 for personal talk with the Selection Committee.

- a) Chief Executive Officer NITI Aayog – Chairman



- b) Two Officers (one level above to the post for which selection is to be made) to be nominated by Vice-Chairman - Members

Note: The criteria for screening may be devised by the Screening Committee.

8.2 Selection shall be made after holding a personal talk with the shortlisted candidates to assess their suitability for the post by the Committee consisting of the following:-

- (a) Member in charge of concerned subject in the NITI Aayog - Chairman
- (b) Chief Executive Officer NITI Aayog - Member
- (c) Three experts as Members from outside the NITI Aayog to be nominated by the Vice Chairman, NITI Aayog from amongst the following:-

Secretary in the Ministry or Department of Government of India dealing with the sector /Persons equal in status to Secretary to the Government of India from any Ministry or Department or Public Undertakings/ Professors of distinction in the relevant institutions.

Note: The criteria for selection may be devised by the Selection Committee.

8.2 Approval of Vice Chairman, NITI Aayog shall be obtained on the recommendations of the Selection Committee. In addition, approval of the Appointments Committee of the Cabinet shall be obtained, wherever applicable, to the recommendation of the Selection Committee.

9. Power to relax.

Where the Chairman, NITI Aayog is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these guidelines with respect to any class or category of persons.



(Dinesh Kochher)

Under Secretary to the Govt. of India

To

1. PS to Vice Chairman
2. PS to MoS(IC), Ministry of Planning
3. PS to Member (BD)
4. PS to Member (VKS)
5. PS to Member (RC)
6. PS to Member (VKP)
7. Sr.PPS to CEO
8. PS to Adviser (Admn)
9. All Advisers in NITI Aayog
10. Director (Admn.)
11. DS (Admn III &IV)
12. NIC (for circulation through mail in NITI Aayog)

Annexure

AGREEMENT

ARTICLES OF AGREEMENT made this..... day of Two Thousand and Eighteen BETWEENson of/daughter of Shri.at present residing at Here in after referred to as party of the first part and the PRESIDENT OF INDIA (HEREINAFTER CALLED "THE Government") of the second part.

WHEREAS it has been agreed between the parties that the party of the first part shall be appointed as the.....In thewith effect from the forenoon/afternoon offor a period of..... years or until further orders on contract basis on the terms and conditions herein contained.

NOW THESE PRESENTS WITNESSETH AND THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS;

1. The Government has agreed to engage the party of the first part and the party of the first part has agreed to serve the Government as <Designation> in the NITI Aayog with effect from the forenoon/afternoon of <Date> of a period of years or until further orders, whichever is earlier, on contract basis on the terms and conditions herein contained. The party of the first part shall submit himself to the orders of the Government and of the officers and authorities under whom he may from time to time be placed by the Government and shall remain in the service subject to the provisions herein contained.

2. The party of the first part shall devote his whole time to his duties and shall, whenever required, proceed to any part in or outside India and perform such duties as may be assigned to him by the Government.

3. The appointment of the party of the first part as <Designation> in the NITI Aayog shall continue for a period of years or until further orders of the Government, whichever is earlier, subject to the provisions contained in the following clause 4.

4. The service of the party of the first part may be terminated by giving one calendar month notice in writing any time during the terms of the appointment under this agreement either by the party of the first part to the Government or by the Government or its authorized officer to the party of the first part without assigning any reasons whatsoever.

5. Remuneration:

- i. The party of the first part shall, from the forenoon/ afternoon of receive a consolidated monthly pay of Rs..... (Rupees only).

- ii. The party of the first part shall not be entitled to a residential accommodation, official transport, leave encashment or any other allowances as admissible to a regular Government employee. Leave rules applicable to a regular Government employee will not be applicable to a Contractual appointee. However a contractual appointee will be entitled to 8 days' leave on a pro-rata basis in a calendar year.

6. If the party of the first part is required to travel in the interest of the public service, he shall be entitled to traveling allowance on the scale provided for in the rules supplementary to the Fundamental rules framed by the Government from time to time in force and applicable to the officers of his class.

7. In the event of the death, injury or illness of the officer appointed on Contract which is attributable to the performance of services on behalf of NITI Aayog under the terms of the Contract while the officer is traveling at NITI Aayog expense or is performing any services under the Contract in any of the offices or premises of NITI Aayog or Government of India, the Officer or the Officer's dependents, as appropriate, shall not be entitled to any compensation.

8. The party of the first part will not be allowed to join any retirement scheme of the Government of India.

9. In respect of any matter relating to the conduct, discipline and other conditions of service and in respect of which no provisions has been made in this agreement, the provisions of the C.C.S. (Conduct) Rules, 1964 and C.C.S. (C.C.A.) Rules 1965, or any other rules made or deemed to be made under article 309 or contained under article 313 of the constitution shall apply to the party of the first part to the extent to which they are applicable to the service hereby provided for and the decision of the Government as to their applicability shall be final.

10. Disclosure/Conflict of Interest – The party of the first part declared that-

" he/she has no conflict of interest with or pecuniary interest that he/she could derive by working in this assignment with the Government of India "

or

details of the conflict/pecuniary interest are furnished below-

.....

11. The stamp duty payable on this agreement shall be borne by the Government.

IN WITNESS WHEREOF the party of the first part and Second part have hereunto set and subscribed their respective hands the day, the month and year first above written.

Executed by Shri at

in the presence of:-

179228/2019/Admin 1B

Witness (1).

Name:

Designation.

Address.

Executed for and on behalf of the
President of India by
at New Delhi in the presence of:-

Witness (2).

Witness (1).

Witness (2).

Name.

Designation.

Address.

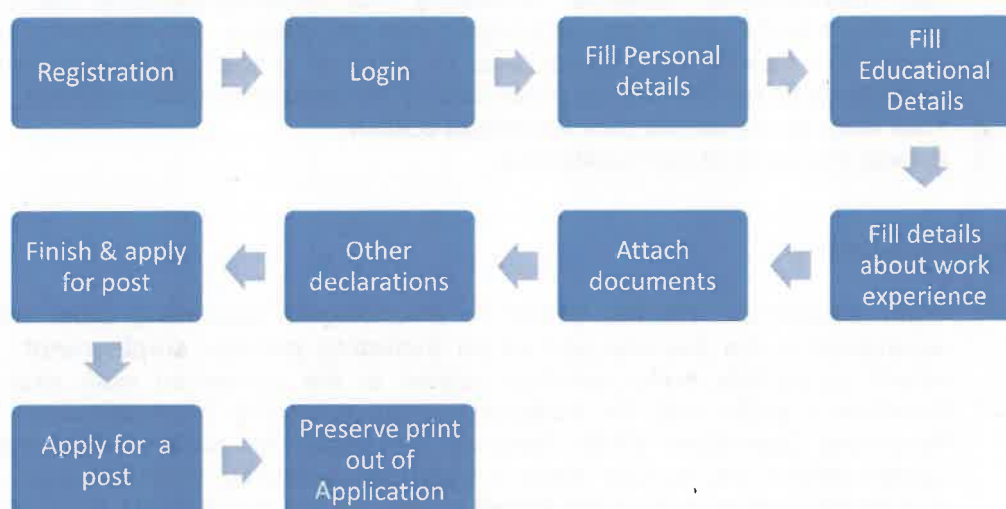
Annexure III

Instructions for filling up the form

*[Applicants, who are applying on **deputation (including short term contract) basis**, need to submit their application in the Prescribed Proforma (Appendix I) through proper channel.*

These instructions are only for applicants who are applying on contract basis

Application Process –



Note: Applicants are requested to scan all the required documents to be uploaded beforehand, as mentioned in sections (E) and (F) below.

A) Registration –

- | | |
|-------------------------------|---|
| 1. Name: | Enter name (as in Class 10th/High School Certificate) |
| 2. E-mail ID: | Enter correct and valid e-mail ID. |
| 3. Candidate's Date of Birth: | Enter date of birth in DD/MM/YYYY format only (as in Class 10th/High School Certificate). |
| 4. Security Question | Select a security question and record your answer to reset the password. |
| 5. Password | Make your own password as instructed in the site. |

B) Login-

Now login to fill up other details

C) Personal Details -

1. Address: Enter present address for correspondence with PIN code in full.
2. Mobile Number: Enter 10 digit mobile number correctly (without prefixing ZERO).
3. Nationality: Enter Nationality

D) Educational Details -

1. Educational Qualifications: Enter the details of Educational Qualifications starting from Secondary/10th onwards, mentioning main subjects/discipline, name of the Board/University and School/College, year of joining (month/year), year of completion (month/year), percentage (in case of grade/CGPA put equivalent percentage as per the formula prescribed by the board/institute/University).
2. After filling up the details click **Save/Add button**.
3. Repeat the same till last qualification.

E) Experience Details -

1. Work Experience: Fill the details in chronological ascending order with first experience in the first row and so on **including present employment**. Please select appropriate sector carefully related to the concerned work experience. Experience sector may be considered while screening the applications by the Screening Committee. While filling up the period for current employment put current date in the "to date" column if you are continuing in the same job. **Total experience will be calculated based on the entries made in the rows filled.**
2. Work Period should not be overlapped.
3. Attach up-to-date and full Experience Certificate, issued by the employer, in r/o each employment, unambiguously indicating the nature of duties, date of joining, date of relieving and duration of experience, level / position, responsibilities etc.
4. **PRESS SAVE/ADD BUTTON after filling data in each row.**
5. Mention employer name, post held, periods, emolument, nature of duties in detail to appropriate columns.
6. Additional information about present employment: Enter the other details of related to present employment.
7. **PRESS SAVE DRAFT BUTTON.**

F) Upload documents -

1. Upload degree certificate against essential Educational Qualification :(**PDF format Maximum size 1 MB**)*
2. Upload **last** Salary Slip (**PDF format Maximum size 1 MB**)*
3. Upload Your Detailed Resume (**PDF File Less Than 5MB Only**) *
4. Upload Your Photograph (**.jpg/.jpeg/.png or.gif image types Less than 1 MB.**)*
5. Upload Your Signature (**.jpg/.jpeg/.png or.gif image types Less than 1 MB.**)*

Note: PLEASE REMEMBER WHILE uploading above files: the first 03 are pdf files and the last 02 are .jpg/.jpeg/.png or .gif. image types of 1 MB(1000 kb).

In case of any error/update all the previously uploaded files need to be uploaded again.

G) Other Declarations -

1. Whether belongs to SC/ST/OBC/General
2. Whether any Criminal case is pending against you? if yes, please give details: select yes/no
3. Whether you were convicted by any court at any time in your life? if yes, please give details: select yes/no
4. Whether any financial liabilities/ any other obligations are pending with present employer? if yes, please give details: select yes/no
5. Whether you have any conflict of interest or pecuniary interest that you could derive by working in this assignment with the Government of India? if yes, Please furnish details: select yes/no and also furnish details if answer is yes.
6. Carefully read the undertakings and check (✓) all four points.
7. Enter place of submission of the application form.
8. Check your details with Draft Preview.
9. Click on "Finish & Apply For Post" button.

H) Apply for a Suitable post - On next screen apply for a suitable post. **Before applying for a post including Preferred Area, please read again eligibility conditions, work experience required and job description thoroughly.** Candidate may please select appropriate "Preferred Area" and "Post" as per their choice and eligibility. (Please refer to the Advertisement for the advertised positions).

I) Take print out and preserve. Same will be required at the time of interview if shortlisted.

NOTE:

1. The essential qualifications indicated in the original advertisement are the minimum and mere possession of the same does not entitle candidates to be called for Interview.
2. Candidates must ensure that they are fulfilling all eligibility conditions. The crucial date for determining the eligibility will be the last date of receipt of applications i.e. 60 days from the date of publication of our advertisement in the Employment News. They may refer to the advertisement/vacancy circular uploaded on the website of NITI Aayog.
3. Candidates are requested to fill all the entries in their own interest. Data related to minimum educational qualifications with respect to the post concerned should be filled invariably. Data related to experience (especially period of experience) should be mentioned correctly as indicated in their available documents with the candidate. They must also ensure that there is no overlapping in the experience being entered in the application and filed up the details present employment.

4. Application will be accepted ONLINE only on the link provided on the Website of NITI Aayog. No other mode of application will be accepted for candidates from private sector/non-Government bodies. **The last date of submission of ONLINE application is 60 days from the date of publication of this advertisement in Employment News.**
5. Candidates are advised to indicate their active and valid e-mail IDs in the ONLINE application and check their e-mails at regular intervals.
6. NITI Aayog does not assume any responsibility if any candidate is not being able to submit his/her application on account of technical reasons or for any other reason beyond the control of NITI Aayog.
7. Candidates are strongly advised to apply well in time without waiting for the last date for submission of ONLINE application.
8. Candidates need not send the printout of the ONLINE application or any other supporting documents.
9. The candidates will be required to produce all the original documents and submit their self-attested copies, as and when asked to do so.
10. The candidates must ensure that the following points are followed to enable hassle-free submission of application:
 - a) Please use the system calendar indicated in the online application for the relevant date columns (eg. Date of birth, Period of work experience, etc.).
 - b) Please enter the experience in ascending chronological order.
 - c) Date later than the present date should not be chosen for the educational Qualifications. Therefore, the last date should not be later than the present date.
 - d) Date later than the present date should not be chosen for the experience. Therefore the last date should not be later than the present date.
 - e) Candidate should enter the completed qualifications only and not the pursuing ones.
 - f) The entries should be in accordance with the eligibility requirements as prescribed in the advertisement.
11. In case of any clarification on web related issues, please contact at: nic-niti@gov.in or telephone no. 011-23096776 during working hours. Queries will be clarified only till 03.00 PM on the last day of filing of online applications.
12. In case of any clarification other than web related issues, please contact the following:

Post	Email	Help Desk No.
Senior Specialist / Specialist	admn1-pc@gov.in	011-2304 2685 011-2304 2203

Queries will be clarified only till 03.00 PM on the last day of filing of online applications.