

**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**

<b>Sl No</b>	<b>Name of the posts</b>	<b>Sanctioned Strength*</b>
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:**

<b>Sl. No</b>	<b>Name of the posts</b>	<b>Level and Pay Matrix for Deputation (ISTC)</b>	<b>Consolidated Pay/month (fixed) for contractual appointment**</b>
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	<p>a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with three years regular service in Level – 14 in Pay Matrix and</p> <p>b) possessing the educational qualifications and experience as mentioned in para-4 below.</p>
2	Adviser	<p>a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with two years regular service in Level – 13A in Pay Matrix</p> <p>iii) with three years regular service in Level – 13 in Pay Matrix and</p> <p>b) possessing the educational qualifications and experience as mentioned in para-4 below.</p>
3	Joint Adviser	<p>a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in Level – 12 in Pay Matrix and</p> <p>b) possessing the educational qualifications and experience as mentioned in para-4 below.</p>
4	Deputy Adviser	<p>a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in Level – 11 in Pay Matrix and</p> <p>b) possessing the educational qualifications and experience as mentioned in para-4 below.</p>
5	Sr. Research Officer	<p>a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in Level – 10 in Pay Matrix and</p> <p>b) possessing the educational qualifications and experience as mentioned in para-4 below.</p>
6	Research Officer	<p>a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with three years regular service in Level – 7 in Pay Matrix and</p> <p>b) possessing the educational qualifications and experience as mentioned in para-4 below.</p>
7	Economic Officer	<p>a) (i) Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>(ii) with five years regular service in Level – 6 in Pay Matrix and</p> <p>b) possessing the educational qualifications and experience as mentioned in para-4 below.</p>



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



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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:-

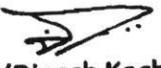
- (a) Member in charge of concerned subject in the NITI Aayog - Chairman
- (b) Chief Executive Officer NITI Aayog - Member
- (c) Three experts as Members from outside the NITI Aayog to be nominated by the Vice Chairman, NITI Aayog from amongst the following:-  
Secretary in the Ministry or Department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