

No. A.12019/1/2024-Admin.I  
GOVERNMENT OF INDIA  
NITI AAYOG

NITI Bhawan, Sansad Marg,  
New Delhi-110001

**VACANCY CIRCULAR**

NITI Aayog requires the services of suitable officers for appointment to the posts of Senior Adviser /Adviser under KIH pool of NITI Aayog, on Deputation (including short-term contract)/ Promotion basis who have experience/expertise in the following preferred fields/areas:

**1. NUMBER OF VACANCIES: 03**, with details as under:

- (a) **Health &Family Welfare (H&FW) /Nutrition/ Women Child Development (WCD)**
- (b) **Finance/ Tax Policy**
- (c) **Economics Modelling & Scenario Building**

**2. EDUCATIONAL QUALIFICATIONS:**

**Essential**

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).

**Desirable**

Doctorate in any discipline or Master's Degree in Engineering

**3. ELIGIBILITY CONDITIONS:**

**As on closing date of application which will be 60 days from the publication of the advertisement in the Employment News**

**A. FOR DEPUTATION:**

Officers working 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 and other Non-Government bodies:

**SENIOR ADVISER: Level-15 in Pay matrix**

- (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** or Pre-Revised Pay Band 4: Rs.37400-67000 with Grade Pay of Rs.10,000 or equivalent in the parent cadre or department; and
- (b) possessing the educational and other qualifications as mentioned above.

### **Essential Experience:**

Minimum 18 years' experience (which shall include upto 3 years for Ph.D. provided no work experience is counted during those 03 years) in formulation, appraisal, execution/ implementation, research, monitoring and evaluation of policy, programme or projects.

### **ADVISER: Level-14 in Pay matrix**

- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or
- (ii) with two years regular service in posts in **Level – 13 A** in Pay Matrix or Pre-Revised Pay Band 4 : Rs.37400-67000 with Grade Pay of Rs.8,900 or equivalent in the parent cadre or department; or
- (iii) with three years regular service in posts in **Level – 13** in Pay Matrix or Pre-Revised Pay Band 4: Rs.37400-67000 with Grade Pay of Rs.8,700 or equivalent in the parent cadre or department;

### **Essential Experience:**

Minimum 15 years' experience (which shall include upto 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.

## **B. FOR PROMOTION TO THE POSTS OF SENIOR ADVISER/ ADVISER**

The departmental Advisers / Joint Advisers in Level 14 / Level 13 of the Pay Matrix with three years of regular service, respectively, in the grade rendered after appointment thereto on a regular basis and possessing the educational qualification as mentioned above and successful completion of 2-4 weeks of training in the relevant field as specified by NITI Aayog will also be considered alongwith outsiders. If a Departmental Joint Adviser or Adviser, respectively is selected for appointment to the post, it will be treated as having 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, officers on deputation shall not be eligible for consideration for appointment by promotion”.**

### **4. SCALE OF PAY:**

SENIOR ADVISER: Level-15 in the Pay Matrix (Rs.1,82,200-Rs.2,24,100)

ADVISER : Level-14 in the Pay Matrix (Rs.1,44,200-Rs.2,18,200)

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

The crucial date for determining the eligibility will be the last date of receipt of applications which shall be 60 days from the date of publication of advertisement 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 58 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 from the candidates in India.

**7. DESCRIPTION ABOUT THE POSTS:**

**Please see Annexure –I**

**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 organizations or departments of the Central Government shall ordinarily not exceed five years. 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 contract, the terms will be settled in consultation with the concerned authority.

**9. GENERAL CONDITIONS:**

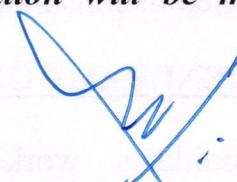
- a. Candidates working in Central Government or State Government Departments or Union Territory Administrations or Universities or Recognized Research Institutions or Public Undertakings or Semi Government or Statutory or Autonomous Organisations and other Non-Government Bodies should apply in appropriate proforma through proper channel.
- b. It may also be taken note of that in terms of DoPT's OM No. 27/2/2009-EO(SM.II) dated 16.7.2009 read with OM No.9/23/2014-EO(SM-II) dated 22.8.2017, a candidate once applied for being considered and he/she is considered and selected by the **Appointments Committee of Cabinet (ACC)**, ordinarily, he/she should not decline the appointment and if he/she declines the appointment and if he/she declines the appointment he/she will be liable for action as per aforesaid OM's.
- c. Candidates will need to produce proof of the details furnished in their applications as and when required.
- d. Only Indian Nationals need to apply.
- e. Canvassing in any form will be a disqualification.
- f. 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. 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** (for Sr. Adviser) and **Appendix II** (for Adviser)

duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign:-

- i.Up-to-date Confidential Report / APAR Dossier and APAR Grading statement of the candidate concerned or photocopies of the Annual Confidential / Annual Performance Appraisal Reports of the candidate for the latest five years from 2020-21 to 2024-25 (duly attested);
- ii.Vigilance clearance in the prescribed detailed format signed by CVO of the department/organization;
- iii.Integrity Certificate signed by an Officer of the rank of Deputy Secretary or above.
- iv.Cadre Clearance / NOC from appropriate authority.

g. Applications complete in all respects and in the prescribed proforma, should reach Under Secretary (Admin-IA), NITI Aayog, Room No. 418, NITI Bhavan, Sansad Marg, New Delhi-110001 **within 60 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 Senior Adviser or Adviser 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.**



(Shoyabahmed Kalal)  
Director (Recruitment)  
Tel: 23042685

**Name of the Post: Senior Adviser/ Adviser**

**Details of Desirable Educational Qualification, Experience and Job Description**

1. **Health & Family Welfare (H&FW)/Nutrition/ Women Child Development (WCD)**
2. **Finance/ Tax Policy**
3. **Economic Modelling & Scenario Building**

**1. Health & Family Welfare (H&FW)/Nutrition/ Women Child Development (WCD)**

**Job Description :**

- a. He/she will be responsible for policy formulation and long term strategy relating to the health sector viz, provide strategic direction for health delivery services, developing framework for the development and management of the human resources for health, inter-sectoral coordination and promotion of public-private partnership in medical, biomedical and health research related areas, advising on a framework for the effective and efficient procurement, distribution, management and use of health sector goods, works and services, provide technical support for dealing with epidemics and natural calamities make proposals for the review and enactment of health legislation, provide framework for the regulation of food, drugs and health service delivery and practice.
- b. He/she will analyze and provide inputs in respect of various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries. He/she will also responsible for all matters relating to Ministry of Health & Family Welfare and AYUSH Ministry and any other matter assigned by the superiors. Policy and programme coordination in Health, Women and Child Development sector with focus on health, nutrition and child development. Coordinate designing policy and programs and overseeing its implementation at Central and State Government levels. Facilitate convergence amongst key Ministries, State Governments and relevant Stakeholders. Coordinate events and consultations organized within the WCD Division.
- c. Examining technical matters pertaining to health and nutrition viz. anemia, undernutrition, obesity, caloric intake, micro nutrients, with special focus on children and pregnant & lactating mothers. Providing advice and inputs to the Ministry of Health and Ministry of Women & Child Development for improvement in various nutritional indicator like anemia, underweight, low birth weight, stunting & wasting, breastfeeding, complementary feeding, adequate diet etc.
- d. Engaging with civil society organizations, non-government organizations and other institutes for identifying way and means to enhance health and nutritional outcomes Monitoring demographic, nutritional and health trends in the health, women and child sector using survey data viz. National Family Health Survey, Comprehensive National Nutrition Survey, Sample Registration System, HCES etc. and administrative data viz. Health Management Information System, Poshan Tracker etc. Any other assignment/s given by the competent authority from time to time.

## **2. Economic Modelling & Scenario Building**

### **Job Description:**

- a. He/she will be assisting in conducting analytical work related to macro-economic modelling, scenario building, forecasting economic outlook, provide international economic/financial trends, investment outlook of the country, etc. Carry out high quality and relevant macroeconomic research, providing forward looking economic policy advice and strengthening economic approaches and tools - for application at national and regional levels.
- b. Assist in providing evidence-based inputs; organizing meetings and workshops; sharing knowledge, experience, and best practices for building consensus among stakeholders for economic reforms.
- c. He/she will also be assisting in examining matters relating to Ministry of Finance (including all attached departments/divisions), RBI, IMF, WB, ADB and other multilateral financial institutions.
- d. To analyze and submit inputs for various Cabinet Notes, SFC/EFC Notes and any other issues received from line Ministries. Training, Managing, and supporting team members in above-mentioned areas. Any other assignment/s given by the competent authority from time to time.

## **3. Finance & Tax Policy:**

### **Job Description:**

- a. **Policy Formulation & Strategy:** Advise and provide strategic insights to leadership teams on matters related to finance, taxation, and economic policy, contributing to long-term national strategy.
- b. **Tax Policy and Compliance:** Analyze and interpret complex tax laws and proposed legislation, ensuring strategic inputs are provided from time to time to NITI Aayog and Ministry of Finance and suggesting ways to maximize revenue or benefit the economy.
- c. **Budgeting and Financial Management:** Coordinate within NITI Aayog and relevant stakeholders to formulate key Union Budget Proposals for submission to Ministry of Finance, *including* advising on exercise expenditure control as per FRBM Act and other relevant statutes, monitor plan and non-plan expenditures, and scrutinize project and programme proposals for financial viability.
- d. **Financial Analysis and Reporting:** Conduct Financial Modelling and analysis for decision-making, develop and upgrade Management Information Systems (MIS) reporting, and suggest ways to increase capital expenditure. Also suggest innovative ways of financing development projects including Socio-Economic Sectors.
- e. **Inter-Agency Coordination:** Maintain liaison with various government departments, the Ministry of Finance, the Department of Revenue, the Department of Expenditure, and other external agencies to ensure aligned financial processes and policies.
- f. Any other assignment/s given by the competent authority from time to time.

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

PHOTO

POST APPLIED FOR:  
 Preferred Vertical /Area:

**Senior Adviser**

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

*(Add rows if required)*

5.	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			

<b>Essential</b>			
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)		
<b>Desirable, if any, as per vacancy circular :</b>	Degree with main subjects	University	Month & Year of passing
6. 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

**\*Important:** 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 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.	<b>Additional details about present employment:</b> 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.			

	<p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications</p> <p>(ii) professional training and</p> <p>(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)</p>	
16.B	<p><b>Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/ societies and;</p> <p>iii) Patents registered in own name or achieved for the organization</p> <p>iv) Any research/ innovative measure involving official recognition</p> <p>v) Any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient.)</b></p>	
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 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 bearing on my selection has been suppressed/withheld.

Place :

Date :

(SIGNATURE OF THE CANDIDATE)

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.

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 :**

**APPENDIX -II**

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

POST APPLIED FOR: **Adviser**

Preferred Vertical /Area:

PHOTO

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

*(Add rows if required)*

5.	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)			
	<b>Qualification / Experience Required as mentioned in the advertisement / vacancy circular</b>	<b>Qualification/experience possessed by the officer</b>		
	<b>Essential</b>			

	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 or (iii) with 3 years regular service in Level – 13 in Pay Matrix	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)
	<b>Desirable, if any, as per vacancy circular:</b>	Degree with main subjects	University Month & Year of passing
6.	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

**\*Important:** 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 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.	<b>Additional details about present employment:</b> 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		

	<p>with regard to</p> <p>(i) additional academic qualifications</p> <p>(ii) professional training and</p> <p>(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)</p>	
16.B	<p><b>Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p> <p>ii) Awards / Scholarships / Official Appreciation Affiliation with the professional bodies / institutions / societies and;</p> <p>iii) Patents registered in own name or achieved for the organization</p> <p>iv) Any research/ innovative measure involving official recognition</p> <p>v) Any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient.)</b></p>	
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 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 bearing on my selection has been suppressed/withheld.

Place :

Date :

(SIGNATURE OF THE CANDIDATE)

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.

### Officer

Signature  
Designation : Chief Vigilance

### 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 :**