

File No. A-12034/03/2018-Admn.IV

Government of India

NITI Aayog

Sansad Marg, New Delhi

Dated 2<sup>nd</sup> May, 2019

VACANCY CIRCULAR

Subject: - Filling up of one post of Assistant Welfare Officer on deputation basis in NITI Aayog- regarding.

It is proposed to fill up 01 vacant posts of Assistant Welfare Officer in Pay Level-6 (Rs. 35,400-1,12,400) of the Pay Matrix on deputation including short term contract basis from the Officers of Central Government or State Governments or Union Territories or Public Sector or Semi - Government or Autonomous or Statutory Organisations:-

(a) (i) holding analogous post on regular basis in the parent cadre or department;

or

(ii) with six years' service in the grade rendered after appointment thereto on a regular basis in Level-5 (Rs.29200- 92300) in the Pay Matrix or equivalent in the parent cadre / Department; and

(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in Level-4 (Rs.25500-81100) in the Pay Matrix or equivalent in the parent cadre / Department; and

(b) Possessing the following educational qualifications and experience

(i) Bachelor's degree from a recognized university.

(ii) one year experience in staff welfare activities. The 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 organisations or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not exceed 56 years as on the closing date of receipt of applications.)

2. It is requested to forward the applications of interested & eligible officers in the attached proforma through proper channel so as to reach the undersigned **within 60 days from the date of issue of this advertisement**. While forwarding the applications, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded alongwith the following documents:-

P.T.O.



- i) Original/attested photocopies of the APARs for the last 5 years;
- ii) Vigilance clearance certificate;
- iii) Integrity Certificate
- iv) No Major/Minor penalty certificate for last 10 years.

3. Application received without aforesaid documents or after prescribed date, shall be rejected.

Encl: Proforma of application



(Sunil Kumar)

Under Secretary of the Government of India

1. All Ministries/Department under Central Government/State Governments/ or Union Territories or public sector or Semi - Government or Autonomous or Statutory Organisations.
2. NIC, NITI Aayog to upload in the website under "vacancy"
3. Director (CS Division), Deptt. of Personnel & Training, Khan Market, New Delhi with a request to upload the Vacancy Circular on DoPT website.
4. Notice Boards, NITI Aayog
5. Hindi Section for Hindi version

**BIO-DATA/CURRICULAM VITAE PROFORMA**

1	Name and address (In Block letters)	
2	Date of Birth (in Christian era)	
3	i) Date of entry into service ii) Date of retirement under Central/State Govt. Rules	
4	Educational qualifications	
5	Whether educational and other 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>	<b>Essential</b>
	A) Qualification	A) Qualification
	B) Experience	B) Experience
	<b>Desirable</b>	<b>Desirable</b>
	A) Qualification	A) Qualification
	B) Experience	B) Experience
6	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.	

7. Details of employment, in chronological order. (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.)

Office/Instt./ Organisation	Post held	From	To	Level in pay Matrix/Level of the post held on regular basis	Nature of duties/experience (in detail)

8	Nature of present employment i. e. Ad-hoc or temporary 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 of deputation/Contract	c) Name of the parent office /organization to which you belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization
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 Govt. b) State Governments c) Union Territories d) Public Sector Undertakings e) Recognized Research Institutions f) Universities or Semi-Government or Autonomous or Statutory Organisations :-			
12	Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
13	Total emoluments per month now drawn		Pay in the Cell	
			Level of Pay Matrix	
			Total Emoluments	