

F.No.11012/08/2022-AIM
Government of India
Atal Innovation Mission
Niti Aayog, New Delhi 110003

Dated : 17.04.2025

CIRCULAR

Subject : Inviting applications for engagement of 03 Consultants at Section Officer/Under Secretary Level/Sr.Accounts Officer retired from Central Ministries/Departments/Autonomous bodies attached with Central Ministries/Departments.

Atal Innovation Mission invites applications for engagement of 03 consultants from retired officers, for level of Section Officer/Under Secretary/Sr.Accounts Officer retired from Central Ministries/Departments/Autonomous bodies attached with Central Ministries/Departments.

The brief job-description, eligibility criteria required for Consultants are given below :

Level of Consultant	Essential Criteria	Desired work experience	No. of vacancies	Additional Requirements
Section Officer	Officers retired from Central Govt/Autonomous bodies attached with Central Ministries/ Departments in pay level 10	a. Experience of work of Administrative matters/ establishment mattter/knowledge of procurement procedure/ knowledge of GeM portal/ GFR 2017 provisions/FR SR provisions/TA DA Settlement claims b. Typing/noting/drafting c. Computer knowledge, eoffice, MS word, Excel d. RTI/Appeals in RTI Act e. Good Communication and language	01	Good exposure of work in GOI Ministries and GOI Departments/ and Autonomous bodies which are funded by GOI

		(Hindi/English)		
Under Secretary	Officers retired from Central Govt/Autonomous bodies attached with Central Ministries/ Departments in pay level 11	a. Ability of Coordination with different wings/Offices b. Typing/Noting/Drafting c. Good communication skills d. knowledge of Procedures in Govt. of India e. Knowledge of GOI rules, including accounting, GFR 2017, FRSR f. Knowledge of Procurement guidelines issued by MoF from time to time g. Knowledge of Computer/MS Office/eoffice/CGHS Procedures	01	Exposure of working with Senior Officers through direct reporting or working background in the nature of Desk Officer in Central Ministries/ Departments
Sr.Accounts Officer	Officers retired from Central Govt in pay level 10 or level 11	a. Knowledge of budget related procedures, GFR 2017; Finance & Accounts b. PFMS related work c. Knowledge of EAt report, claims (eclaims/eBills) d. processing of claims /grants in aid for implementing agencies for schemes in GOI(CSS/Central Sector)	01	Exposure of working in GOI Central Ministry/ Departments having Central Sector Schemes implementation for Grants in Aid disbursement and PFMS related work

2. Period of Engagement will be initially one year, which shall be extended on year to year basis, as per Department of Expenditure OM No.3-25/2020-E.IIIA dated 09.12.2020 and as per guidelines of DOPT issued from time to time.

3. All candidates who are retired as on 31.03.2025 may apply, and who have attained the age of 62 years may apply. Those who have

attained age of 64 as on 31.03.2025 may not apply.

4. Remuneration will be fixed as per Department of Expenditure OM No.3-25/2020-E.IIIA dated 09.12.2020 and as per guidelines of DOPT issued from time to time.

5. Allowances as per terms of contract will be applicable as mentioned in Department of Expenditure OM No.3-25/2020-E.IIIA dated 09.12.2020.

6. No TA/DA shall be admissible for joining the assignment and for attending interviews, or to appear for interviews. No entitlement of staff car, HRA, CGHS, medical reimbursement, telephone, newspapers, residential accommodation, personal staff, or LTC, etc. All GOI guidelines for Retired Consultants shall be strictly adhered to;

7. Place of Duty shall be Atal Innovation Mission and if any tours are required to be undertaken, admissible TA/DA shall be governed by GOI orders applicable to retired consultants.

8. Working Hours will be as per GOI instructions and no remuneration or late hours sitting shall be admissible, unless approved by competent authority.

9. Leave shall be admissible at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar Year may not be allowed.

10. Termination of Engagement:

- a. If consultant is unable to accomplish the assigned tasks
- b. If Consultant is found to be lacking in honesty and integrity
- c. If Consultant is unwilling to undertake duties attached to the Consultant post and is not fit to resume the work as per medical practitioner's advice

11. The termination of contract will be done in formal manner, as NOC shall be obtained from concerned authorities to get final settlement of account as per fixed remuneration, as mentioned in Department of Expenditure OM No.3-25/2020-E.IIIA dated 09.12.2020.

12. Procedure of Selection, will be as per NITI Consultancy

Guidelines 2023, Department of Expenditure OM No.3-25/2020-E.IIA
dated 09.12.2020.

13. Interested candidates may send completed resume as per TOR and proforma attached with proof of date of birth, Last Pay certificate, a copy of Pension Payment order and last five years APARs, by email/post within 30 days of Publication of Circular on the website of the AIM, to the Under Secretary (Shri Jagvir Singh), Atal Innovation Mission, NITI Aayog, New Delhi or email to jagvir.singh17@gov.in.


(Jagvir Singh)

Under Secretary to the Govt. of India
email : jagvir.singh17@gov.in

TERMS OF REFERENCE FOR THE INDIVIDUAL CONSULTANT

Terms and conditions for engagement of Consultants (Admin) in Atal Innovation Mission (AIM), NITI Aayog on Contract basis.

Atal Innovation Mission, National Institute for Transforming India (NITI) Aayog, Govt. of India invites application of retired Govt. employees from Central/ State Govt./ Autonomous/Regulatory/ Statutory Bodies / Academic/Research Institution of National/International repute / Public Sector Undertakings - having experience in Govt of India Rules and Procedures, having knowledge of Public Financial Management System (PFMS) related work, administration, cash handling, TA/DA, LTC matters, having knowledge of procurement through GeM portal, having knowledge in handling MS Word, Excel – for engagement as Consultants in Atal Innovation Mission, NITI Aayog initially for a period of one year, which is likely to be extended.

The personnel who have already retired or will retire by 31st March 2025 as Section Officers / Under Secretary or equivalent (between Pay level 7 to 11) are eligible to apply in the prescribed format (**Annexure-1**) along with relevant documents such as Last Pay Slip, PPO and Educational Qualifications etc. Detailed Terms and Conditions of engagement as Consultant including eligibility, qualifications, experience, remunerations, and leave etc. are given in succeeding paras:

1. Duties and Responsibilities: The Consultant shall be responsible for settlement of personal claims, TA/DA settlement for employees in AIM, work related to administrative work, settlement of salary claims, PFMS knowledge to handle following work:

- (i) Drafting reply of RTI, PG for Atal Innovation Mission
- (ii) Administrative and establishment matters.
- (iii) Processing of e-Bills, e-Claims through PFMS
- (iv) Processing of personal claims like TA/DA, LTC etc.
- (v) Processing of service matters like engagement of YPs/ILs/PLs
- (vi) Processing of personal file related to YPs/ILs/PLs, etc and their continuation after conducting meetings of Performance Review Committee
- (vii) Knowledge of procurement from GeM Portal, settlement of bills for vendors
- (viii) Ability of coordination between various wings of Office, arrangement of meetings etc.
- (ix) Working knowledge of computer, MS Office, GFR and submission of files related to administrative nature of work

2. Tenure: The consultant shall be engaged initially for a period of one year which may be extended or curtailed, subject to review, at the sole discretion of Mission Director, Atal Innovation Mission.

3. Age Limit: The period of engagement of consultant shall not exceed beyond the age of 65 years. Those who are below age of 62 may apply. Good health condition of the applicants shall be beneficial for organisation.

4. Experience: The candidates should have experience in Administrative and establishment matters, preparation of bills (including settlement of TA & personal claims). The candidates should have past experience of administration, cash handling, TA/DA, LTC matters, knowledge in MS Word, Excel. Those who are having experience in procurement from GeM and knows about settlement of bills related to vendor payments.

5. **Remuneration:** The selected candidates shall be paid fixed monthly amount which will be arrived at by deducting the basic pension from the pay drawn at the time of retirement on the basis of DoE OM No.3-25/2020-E.IIIA dated 09.12.2020. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment during the contract period. Nor any enhancement of payment shall be done by the organization. HRA will not be admissible and remuneration shall be governed on the basis of DoE OM No.3-25/2020-E.IIIA dated 09.12.2020.

6. **Transport Allowance:** For the purpose of commuting between the residence and the place of work, a fixed monthly amount of Rs.3,600/- for Officers retired from Pay Level 7 to 8 and Rs.7,200/- for Officers retired from Pay Level 9 to 11 (as per para 7.2 of the MoF OM dated 9th December, 2020) as Transport Allowance may be allowed to those, who get engaged as Consultants in AIM. The amount so fixed shall remain unchanged during the term of appointment.

7. **Leave of Absence:** Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

8. **TA/ DA:** The consultant, if required to undertake journey on domestic tour subject to approval of the competent authority shall be allowed TA/DA as per their entitlements at the time of retirement. The instructions issued by Department of Expenditure in this regard will be followed.

9. **Exigencies of work:** The Consultants may be required to perform duty on Saturdays, Sundays and other Gazetted holidays, and beyond office hours in case of exigency of work. The instructions for work will be issued at the level of MD (AIM) or from office of AIM/NITI Aayog as per work requirement.

10. **Deduction of Tax at source:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules shall be deducted at source before effecting the payment for which the AIM shall issue TDS Certificate/s. The AIM does not undertake any liability for other taxes or contribution payable by the consultant on payments made under the contract of consultancy.

11. **How to apply:** Interested candidates having required qualifications and experience and are serious to take up the assignment may send their completed application in the prescribed format as at Annexure-I through email to **admn-aim@gov.in** within 30 days of date of circular.

12. **Selection Process:** The shortlisted candidates will be called for an Online/ Physical interview, the date and time of which will be conveyed through e-mail and/or mobile in due course. Candidates will have to make their own arrangements to reach the place of interview. No TA/DA shall be paid by AIM for attending the interview. The competent authority reserves the right to select or reject a candidate or decide not to proceed with the selection process without assigning any reason.

TERMS OF REFERENCE FOR THE INDIVIDUAL CONSULTANT

Terms and conditions for engagement of Consultants (Finance & Accounts) in Atal Innovation Mission (AIM), NITI Aayog on Contract basis.

Atal Innovation Mission, National Institute for Transforming India (NITI) Aayog, Govt. of India invites application of retired Govt. servants from Central/ State Govt./ Autonomous/Regulatory/ Statutory Bodies / Academic/Research Institution of National/International repute / Public Sector Undertakings - having experience in Govt. of India Rules and Procedures, having knowledge of finance, accounts, budget, Audit and Public Financial Management System (PFMS) related work, administration, cash handling, TA/DA, LTC matters, having knowledge of financial rules including procurement through GEM, having knowledge in handling MS Word, Excel – for engagement as Consultants in Atal Innovation Mission, NITI Aayog initially for a period of one year, which is likely to be extended.

The personnel who have already retired or will retire by 31st March 2025 as Sr. Accounts Officers / Accounts officers / Assistant Accounts Officers / Section Officers / Under Secretary or equivalent (between Pay level 7 to 11) are eligible to apply in the prescribed format (**Annexure-1**) along with relevant documents such as Last Pay Slip, PPO and Educational Qualifications etc. Detailed Terms and Conditions of engagement as Consultant including eligibility, qualifications, experience, remunerations, and leave etc. are given in succeeding paras:

1. **Duties and Responsibilities:** The Consultant shall be responsible for activities of Budget, Finance & Accounts, Preparation of Sanction, Settlement of Personal Claims, TA/DA settlement of working employees in AIM, work related to administrative work for engagement of YPs/ILs/PLs/Interns etc, work related to service matters, alongwith settlement of salary claims, PFMS related work of Atal Innovation Mission including performance of the following tasks on PFMS:
 - i. Registration of agencies on PFMS.
 - ii. Approval of agencies on PFMS as PD (Programme Division)
 - iii. Mapping of agencies with sanction generation user.
 - iv. Generation of sanction for payment through PFMS based on the physical sanction.
 - v. Mapping of agencies on EAT (Expenditure Advance and Transfer) module of PFMS.
 - vi. Providing EAT support to agencies.
 - vii. Processing of e-Bills, e-Claims through PFMS
 - viii. Processing of personal claims like TA/DA etc.
 - ix. Processing of service matters like engagement of YPs/ILs/PLs
 - x. Processing of personal file related to YPs/ILs/PLs, etc and their continuation after conducting meetings of Performance Review Committee

- xi. having knowledge of financial rules including procurement through GEM
2. **Tenure:** The consultant shall be engaged initially for a period of one year which may be extended or curtailed, subject to review, at the sole discretion of Mission Director, Atal Innovation Mission.
 3. **Age Limit:** The period of engagement of consultant shall not exceed beyond the age of 65 years. Those who are below age of 62 may apply. Health condition of the applicants should support their candidature and the candidate should submit medical fitness certificate at the time of submission of their application.
 4. **Experience:** The candidates should have experience in Finance, Accounts, Budget/Expenditure Management, settle of Audit Observations, Grant-in-Aid, Public Financial Management Systems (PFMS)/E-Bill related work, preparation of Draft Sanctions, Bills (including settlement of TA & personal claims). The candidates should knowledge administration, cash handling, TA/DA, LTC matters, having knowledge in handling MS Word, Excel.
 5. **Remuneration:** The selected candidates shall be paid fixed monthly amount which will be arrived at by deducting the basic pension from the pay drawn at the time of retirement on the basis of DoE OM No.3-25/2020-E.IIIA dated 09.12.2020. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment during the contract period.
 6. **Transport Allowance:** For the purpose of commuting between the residence and the place of work, a fixed monthly amount of Rs.3,600/- for Officers retired from Pay Level 7 to 8 and Rs.7,200/- for Officers retired from Pay Level 9 to 11 (as per para 7.2 of the MoF OM dated 9th December, 2020 as Transport Allowance may be allowed to those, who get engaged as Consultants in AIM. The amount so fixed shall remain unchanged during the term of appointment.
 7. **Leave of Absence:** Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.
 8. **TA/ DA:** The consultant, if required to undertake journey on domestic tour subject to approval of the competent authority shall be allowed TA/DA as per their entitlements at the time of retirement. The instructions issued by Department of Expenditure in this regard will be followed.
 9. **Exigencies of work:** The Consultants may be required to perform duty on Saturdays, Sundays and other Gazetted holidays, and beyond office hours in case of exigency of work. The instructions for work will be issued at the level of MD (AIM) or from the office of AIM/NITI Aayog as per work requirement.
 10. **Deduction of Tax at source:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules shall be deducted at source before effecting the payment for which the AIM shall issue TDS Certificate/s. The AIM does not undertake any liability for other taxes or contribution payable by the consultant on payments made under the contract of consultancy.
 11. **How to apply:** Interested candidates having required qualifications and

experience and are serious to take up the assignment may send their completed application in the prescribed format as at Annexure-I through email to **adm n- aim@gov.in** within **30 days from the date of advertisement in the newspaper.**

12. **Selection Process:** The shortlisted candidates will be called for an Online/ Physical interview, the date and time of which will be conveyed through e-mail and/or mobile in due course. Candidates will have to make their own arrangements to reach the place of interview. No TA/DA shall be paid by AIM for attending the interview. The competent authority reserves the right to select or reject a candidate or decide not to proceed with the selection process without assigning any reason.

*
*

PROFORMA FOR THE POST OF CONSULTANT IN AIM, NITI AAYOG, NEW DELHI

1. Name of the Candidate:
2. Father's Name:
3. Date of Birth and Place of Birth:
4. Date of Retirement (as per PPO):
5. Age as on the date of submission of application: (YY/MM/DD):
6. Designation and Level of Pay at the time of retirement:
7. Gender of the Candidate:
8. Educational and Professional Qualifications:
9. Mobile No.(landline) and email ID:
10. Details of employment / Work Experience in chronological order, if applicable.
(Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organisation Served at the time of retirement and before retirement	Post held with Scale of pay and Basic pay on the date of retirement	From	To	Nature of duties performed with specific reference to experience as details given in para 1 of ToR	Marks /Grading in APAR To be given for last five years preceding to retirement year

11. Details of courses and training programmes attended, if any (year wise):
12. Details of previous Consultancy rendered, if any (year wise):
13. Address for communication with email:
14. Permanent Address:
15. Additional information covering specific achievements in their area of work, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be. Any recommendation letters issued for their work may be attached (if any) :
16. Remarks, with details of their specialization in their area of work:
17. Details of physical fitness for undertaking the assignment and adhering to official timings is suitable:

Place

Date

Signature of Candidate

Full name & designation