

OFFICE MEMORANDUM

Subject: Filling up of the post of Head (Administration) in the Pay Level 12 of the Pay Matrix of Rs.78,800– Rs.2,09,200/- on Deputation/Foreign Service in Atal Innovation Mission (AIM), NITI Aayog - Regarding

The undersigned is directed to say that Atal Innovation Mission, NITI Aayog requires the services of a suitable officer having 5 years' experience in handling Administration and General Administration matters including Procurement through GeM, for appointment to the post of Head (Administration) in Level - 12 of the Pay Matrix of Rs. 78,800 – Rs.2,09,200/- on Deputation/Foreign Service (including short term contract). The details of the vacancy are as under:

I. Number of Vacancy: 01

EDUCATIONAL QUALIFICATIONS

Essential

Bachelor's Degree in any discipline from a recognized University.

II. ELIGIBILITY CONDITIONS:

Group 'A' or equivalent Officers of the Central Government / State Governments / Union Territories (including their attached and subordinate offices) / Universities / Public Sector Undertakings and Statutory or Autonomous Organizations

- i. possessing Bachelor's degree in any discipline from a recognized University;
- ii. holding analogous posts in the parent cadre; OR
- iii. with five years of service in Level-11 of the Pay Matrix of Rs. 67,700 – Rs.2,08,700/- or equivalent in the parent cadre;
- iv. having 5 years' experience in handling Administration and General Administration matters including Procurement through GeM, etc.; and
- v. having sound knowledge of Government of India rules and regulations in the matters of Administration & Procurement.

III. PERIOD OF DEPUTATION / FOREIGN SERVICE:

The period of deputation / Foreign Service in AIM, NITI Aayog will be for a period of three years. The terms and conditions of deputation/foreign service will be regularized in accordance with the DoP&T's OM No 6/8/2009-Estt (Pay-II) dated 17.06.2010, as amended from time to time.

IV. GENERAL CONDITIONS:

Eligible Officers in terms of essential qualifications, length service & experience should apply in attached Proforma through proper channel.



Contd.....2.....

- b. The maximum age limit for appointment by deputation basis shall be 56 years as on the last date of receipt of the application.
- c. The crucial date for determining the eligibility conditions will be the last date of receipt of applications.
- d. Candidates will be required to produce proof of the details furnished in their applications as and when required.
- e. The applications (in duplicate) of the candidate, who fulfil the eligibility conditions and who can be spared immediately for taking up the assignment, duly signed by the candidate and countersigned by the Head of Office or any other officer so authorized, may be forwarded in the prescribed Proforma (**Appendix I, II & III**) along with the following documents:
 - i. Copies of Annual Performance Appraisal Reports of the candidate for the latest available five years; duly attested on each page by an Officer not below the level of Under Secretary or Equivalent.
 - ii. Vigilance clearance
 - iii. Integrity Certificate
- f. AIM, NITI Aayog reserves the right not to fill up the vacancy or withdraw the circular at any time without assigning any reasons. Further, AIM, NITI Aayog reserves the right to reject any applications at any time without assigning any reasons.
- g. Only Indian Nationals need to apply
- h. Canvassing in any form will be a disqualification.

2. The applications, complete in all respects and in the prescribed Proforma, alongwith APARs of last 5 years need to be sent to AIM, NITI Aayog (5th floor) Work Station No. W-140, Sansad Marg, New Delhi-110001 within 30 days from the date of publication of this advertisement in Employment News. Only complete applications should be sent through proper channel on or before the closing date for receipt of applications, will be considered. The applications should be sent in an envelop super-scribed "Application for the post of Head (Administration) in AIM, NITI Aayog", The details of the vacancy circular along with prescribed Proforma are available in NITI Aayog's website at niti.gov.in on the link <https://www.niti.gov.in/career/vacancy-circular>.

Note:-

Incomplete applications or applications without the supporting documents or Advance applications or applications received after the last date will be summarily rejected and no communication will be made/entertained in this regard.


23/03/2026

(Sumit Gakhar)

Deputy Secretary
Head (Finance & Admin)

To

All Ministries & Departments, etc. under Central Government / State Governments / Union Territories / Universities / Public Sector Undertakings / Statutory/Autonomous Organizations etc. for circulation.

PROFORMA OF APPLICATION FOR THE POST OF 'HEAD (ADMINISTRATION)' ON DEPUTATION/FOREIGN SERVICE IN ATAL INNOVATION MISSION (AIM), NITI AAYOG.

PHOTO

POST APPLIED FOR: **HEAD (ADMINISTRATION)**

| | | | | | |
|------|--|------------------|---------------|-------------------------|--------------------|
| 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) | | | | | |
| iv) | | | | | |
| v) | | | | | |

(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 | | |
| Essential | | | | |
| a) (i) Holding analogous posts in the parent cadre or department; or (ii) With five years of service in the grade rendered after appointment thereto in Level-11 | | Pay Level | Since date | |
| | | | | |
| b) Bachelors' Degree in any discipline | | Degree with main subjects | University | Month & Year of passing |
| | | | | |
| c) Experience in Administration and General Administration matters including procurement through GeM etc. | | (Please furnish details at Sl No. 7 below) | | |
| 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:

| S.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.

| | | | | |
|-----|--|---|---|---|
| 8. | Nature of present employment i.e. Adhoc 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 / organization to which the applicant belongs | 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 Government | | | |
| | b) State Government/ Union Territory | | | |
| | c) Autonomous/Statutory Organization | | | |
| | d) Government undertaking | | | |
| | e) Universities | | | |
| | f) Others (please specify) | | | |
| 12. | 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 | | | |
| 13. | Total emoluments per month now drawn | | | |
| | Basic Pay in the pay level | | Total Emoluments | |
| | | | | |
| 14. | In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization 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 | |
| | | | | |

| | | |
|-----|--|--|
| 15. | <p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <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> <p>(Note: Enclose a separate sheet if the space is insufficient.)</p> | |
| 16 | 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 *Application Proforma* duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will 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 :

(SIGNATURE OF THE CANDIDATE)

Date :

Address:

Note:

1. 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 etc.
2. Information under Column 9 above must be given in all cases where a person is already holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre/organization.

Certification by the Employer/Cadre Controlling authority

The information/ details provided in the above application by the applicant have been verified from the records available in this office & found correct. As per the facts available on records, he/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. It is also certified that;

- i. There is no vigilance or disciplinary case pending/ contemplated against Shri /Smt./Ms.....
- ii. His/ Her integrity is certified (Attached).
- iii. His/ Her CR/APAR Dossier in original is enclosed / 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 equivalent are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/ minor penalties imposed on him /her during the last 10 years is enclosed (as the case may be).

Date:

Countersigned:

Name & Designation

(Employer/Cadre Controlling Authority with Seal)

APPENDIX - III

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri./Smt./Ms. _____, _____ who has applied for the post of Head (Administration) in the Atal Innovation Mission, NITI Aayog on Deputation (ISTC), it is certified that his / her integrity is beyond doubt.

[To be signed by an Officer of the rank of Under Secretary or above]

Name & Office

Seal: Date: