

A-35021/01/2020-DMEO(Admn)
Government of India
NITI Aayog
Development Monitoring and Evaluation Office

**NITI Bhawan, Sansad Marg,
New Delhi-110001**

Subject: Recruitment to the post of Senior Research Officer)/ Research Officer in DMEO, NITI Aayog.

The National Institution for Transforming India (NITI Aayog) is the premier policy Think Tank of the Govt. of India which is engaged in a number of transformational initiatives as a catalyst and an accelerator of change across sectors in partnership with Central Ministries and the State Governments.

Development Monitoring and Evaluation Office (DMEO) is an attached office of NITI Aayog to fulfill the mandate of Monitoring and Evaluation assigned to NITI Aayog. DMEO conducts high-quality monitoring and evaluation of government programs to improve effectiveness, efficiency, equity and sustainability of service delivery, outcomes and impacts. Improving the quality of data collection, reducing the time lag between data collection and use for monitoring and policy purposes, improving the data analytics to achieve deeper insights for real time outcome monitoring, conducting rigorous outcome evaluation, among others, are some of the challenges. DMEO will leverage cutting-edge technologies and state of art survey and data analytical methodologies to achieve these mandates.

DMEO is looking for passionate, talented, innovative and dynamic Govt. officers/ professionals who desire to be part of the team that is scripting the exciting transformation story which is unfolding in India today. Details of the same are given below:

1. Number of Vacancies: 13 (tentative)

2. Mode of Recruitment: Deputation(including short-term contract)/ Contract

3. Pay:

Sl. No.	Name of the Post	No. of the Post	Level and Pay Matrix for Deputation (ISTC)	Consolidated Pay for contractual appointment**
1.	Senior Research Officer	13 (The number of posts to be operated at each level will be determined)	Level-11: Rs. 67700-208700	Rs. 125000/-
2.	Research Officer		Level-10: Rs. 56100-177500	Rs. 105000/-

*** officers appointed on contract basis would not be entitled to residential accommodation, official transport, leave encashment or any other allowances/ facilities 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.*

4. 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).

5. Desirable Educational Qualification:

Doctorate in any discipline or Master's Degree in Engineering

6. 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.	Senior Research Officer	Not less than 26 years but not exceeding 40 years	5
2.	Research Officer	Not less than 26 years but not exceeding 35 years	3

***Age and experience shall be counted as on the last date of receipt of the application

7. Eligibility Conditions:

7.1. 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; as below:

Sl. No	Name of the posts	Grades from which deputation to be made
1.	Senior Research Officer	(a) (i) Holding analogous posts on a regular basis in the parent cadre or department; or (ii) with 5 years' regular service in post in Level 10 in the Pay Matrix; and (b) Possessing the educational qualifications & experience mentioned in paras – 4, 5 and 6.
2.	Research Officer	(a) (i) Holding analogous posts on a regular basis in the parent cadre or department; or (ii) with 3 years' regular service in post in Level 7 in the Pay Matrix; and (b) Possessing the educational qualifications & experience mentioned in paras – 4, 5 and 6.

Note: Terms and conditions of Deputation for Government/Public Sector employees will be as per DOP&T's Guidelines and Circulars issued from time to time and amended up to date.

7.2. Contract: Individuals working at comparable levels in Private Sector Companies, Consultancy Organisations, International/Multinational Organisations and possessing the essential educational qualifications, age and experience as mentioned in Para-4 to 6.

8. Period of Deputation (including short term contract)/Contract:

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.

9. Crucial date for determining eligibility:

The crucial date for determining the eligibility will be the last date of receipt of application i.e. **24.12.2020**.

10. Age limit (as on closing date for receipt of application):

For appointment by deputation (including short-term contract) for the posts of Senior Research Officer and Research Officer age shall not be exceeding 56 years as on the closing date for receipt of applications. Age limit for contractual appointment is given in table under Para 6.

11. Job Description of the post:

Please see **Annexure – I**

12. Terms and Conditions of appointment:

12.1 As per the Memorandum of procedure and guidelines for appointment to various posts in Flexi-pool in NITI laid down in NITI Aayog's communication No. A. 12013/2/2015-Admn.I(B) dated 24.4.2019 (**Annexure-II**).

12.2 Candidates selected on Contract will be required to execute an agreement as per **Annexure – II**

13. Mode of Application:

(A) For candidates, who are applying **on contract basis** (i.e. candidates from Non-Government bodies/ private organization):

Applicants, submitting applications for contractual appointments, are required to fill the online application form on the website of DMEO/NITI Aayog on the link provided under "Career-Recruitment". Candidates are advised to read carefully the instructions (**Annexure-III**) before filling up the online applications.

They are also required to upload **self-attested supporting documents** as sought in the online applications form.

(B) For candidates, who are applying **on deputation** (i.e. candidates from Central Government or State Government Department or Union Territory Administration or Universities or Recognized Research Institutions or Public Undertakings or Semi Government or Statutory or Autonomous Organisation):-

The application, along with the following documents, in respect of the candidates who fulfil the eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of selection, may be forwarded, through proper channel, in the prescribed proforma **{Appendix-I & II (including Employer Certificate)}**, duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign alongwith up-to-date Confidential Report/ APAR Dossier of the candidate concerned or photocopies of the Annual Confidential/ Annual Performance Appraisal Reports of the candidates for the last available five years duly attested by the officer not below the rank of the Under Secretary to the Govt. of India, to 'The Senior Research Officer (Admn), Development Monitoring and Evaluation Office, NITI Aayog, Room No. 431, NITI Bhawan, Sansad Marg, New Delhi-110001' by **24.12.2020**. The application should be sent in an envelope super scribed '**Application for the post of Senior Research Officer/ Research Officer in the DMEO, 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.*

(Om Prakash Thakur)
Senior Research Officer(Admn)
Tel.: 23096799

Sr Research Officer(SRO)/Research Officer(RO) – Job Description

Background

Development Monitoring and Evaluation Office (DMEO), an attached office of NITI Aayog, is the apex monitoring & evaluation office with the mandate to drive data and evidence-based policy making through monitoring and evaluation (M&E) of policies and programmes in India, since its inception in 2015.

DMEO is responsible for monitoring the progress and efficacy of strategic and long-term policy and programme frameworks and initiatives to help innovative improvements, including necessary mid-course corrections; as well as monitoring and evaluate the implementation of programmes and initiatives, including the identification of the needed resources so as to strengthen the probability of success and scope of delivery. DMEO is committed to strengthening the monitoring and evaluation ecosystem in the country.

Purpose of the position

DMEO is inviting applications for the post of SRO/RO based at the NITI Aayog office located in New Delhi to drive and support DMEO's mission of improving the sustainable outcomes and impacts of the government programs, by enabling high-quality monitoring and evaluation of government programs. DMEO is seeking a highly committed individual with relevant professional experience to work on monitoring and evaluation projects across various sectors and schemes of Ministries/Departments of Government of India. The SRO/RO will work with the senior leadership on activities as defined in the DMEO Annual Work Plan. They will report to the Deputy Director General/Director (or SRO in case of RO), DMEO. In addition to supporting the Matrix team leads, s/he will be responsible for mentoring Young Professionals, EOs/EIs.

Key responsibilities

The SRO/RO will work on Monitoring and Evaluation projects undertaken by DMEO across various sectors and schemes of Ministries/Departments of Government of India in addition to other related activities. S/he will be responsible for:

1. *Monitoring of ongoing government policies and programmes with recommendations for course corrections*
 - a. Serving as DMEO nodal officer for assigned sector and schemes, including relevant NITI Verticals, Central/State Ministries/Departments among others, for finalisation of frameworks and regular updating of data on the DMEO dashboards. This would also involve assisting the stakeholders and addressing their technical requests related to various DMEO's initiatives – dashboards, reports etc
 - b. Reviewing existing frameworks as well as developing new frameworks for monitoring output and outcome indicators for existing and new schemes.
 - c. Monitoring the indicators and performance of assigned schemes and sectors on the DMEO dashboards to ensure relevance of indicators and timely updating of data (targets and progress)
 - d. Preparing of high-quality analytical reports and presentations viz. sectoral performance notes, compliance notes, rationalization notes, reports based on the program monitoring etc.

- e. Support DMEO help government drive reforms and growth, among others, by using selected global indices.
2. *Conducting evaluation of government schemes and programmes (30%)*
 - a. Designing and implementing various evaluation studies undertaken by DMEO, covering aspects such as literature review, stakeholder mapping, research design, sampling framework, survey tools, data collection activities at field level, data quality assessment, data analysis and report writing.
 - b. Providing process support for the procurement of external consultants, including drafting the Terms of Reference and Request for Proposal, bid evaluation, consultant finalization and agreement execution.
 - c. Support DMEO in ensure high quality evaluation studies delivered by consultant firms by quality at entry, concurrent review of consultant outputs, providing timely feedback to the consultants, among others.
 3. *Data analysis and knowledge documentation*
 - a. Conducting secondary data analysis on existing large data-sets using statistical tools such as R, SPSS, and Stata.
 - b. Supporting the senior staff with knowledge management and institutional strengthening by contributing to process documentation (SOPs, Toolkits, Best Practices), innovations in M&E, capacity building activities, social media outreach and other on-going DMEO activities.
 - c. Research and prepare policy notes, articles, reports etc for dissemination of knowledge on topics pertaining to M&E.
 4. *Providing support to DMEO's external engagements*
 - a. including but not limited to key officials from Ministry/Dept of Government of India or the State Government, International development organizations, NGOs, academia, research institutes etc.
 - b. Collaboration and coordination with concerned divisions of NITI Aayog.
 5. *Other duties as assigned.*

Core Competencies

1. Strong data collection and analysis skills, with experience of using statistical tools such as R, Stata and SPSS.
2. Working knowledge of MS Office, particularly Word and PowerPoint, MS Excel.
3. Proactive with go-getter attitude
4. Excellent people and team skills
5. Ability to produce quality work under limited guidance and supervision
6. Commitment and willingness to work in a challenging environment
7. Good communication and presentation skills
8. Multitasking skills and commitment for excellence

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

Sl No	Name of the posts	Sanctioned Strength*
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:

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

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



- 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)

AGREEMENT

ARTICLES OF AGREEMENT made this..... day of Two Thousand and Eighteen BETWEENson of/daughter of Shri.at present residing at Here in after referred to as party of the first part and the PRESIDENT OF INDIA (HEREINAFTER CALLED "THE Government") of the second part.

WHEREAS it has been agreed between the parties that the party of the first part shall be appointed as the.....In thewith effect from the forenoon/afternoon offor a period of..... years or until further orders on contract basis on the terms and conditions herein contained.

NOW THESE PRESENTS WITNESSETH AND THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS;

1. The Government has agreed to engage the party of the first part and the party of the first part has agreed to serve the Government as <Designation> in the NITI Aayog with effect from the forenoon/afternoon of <Date> of a period of years or until further orders, whichever is earlier, on contract basis on the terms and conditions herein contained. The party of the first part shall submit himself to the orders of the Government and of the officers and authorities under whom he may from time to time be placed by the Government and shall remain in the service subject to the provisions herein contained.
2. The party of the first part shall devote his whole time to his duties and shall, whenever required, proceed to any part in or outside India and perform such duties as may be assigned to him by the Government.
3. The appointment of the party of the first part as <Designation> in the NITI Aayog shall continue for a period of years or until further orders of the Government, whichever is earlier, subject to the provisions contained in the following clause 4.
4. The service of the party of the first part may be terminated by giving one calendar month notice in writing any time during the terms of the appointment under this agreement either by the party of the first part to the Government or by the Government or its authorized officer to the party of the first part without assigning any reasons whatsoever.
5. Remuneration:
 - i. The party of the first part shall, from the forenoon/ afternoon of receive a consolidated monthly pay of Rs..... (Rupees only).

ii. The party of the first part shall not be entitled to a 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 a pro-rata basis in a calendar year.

6. If the party of the first part is required to travel in the interest of the public service, he shall be entitled to traveling allowance on the scale provided for in the rules supplementary to the Fundamental rules framed by the Government from time to time in force and applicable to the officers of his class.

7. 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.

8. The party of the first part will not be allowed to join any retirement scheme of the Government of India.

9. In respect of any matter relating to the conduct, discipline and other conditions of service and in respect of which no provisions has been made in this agreement, the provisions of the C.C.S. (Conduct) Rules, 1964 and C.C.S. (C.C.A.) Rules 1965, or any other rules made or deemed to be made under article 309 or contained under article 313 of the constitution shall apply to the party of the first part to the extent to which they are applicable to the service hereby provided for and the decision of the Government as to their applicability shall be final.

10. Disclosure/Conflict of Interest – The party of the first part declared that-

“ he/she has no conflict of interest with or pecuniary interest that he/she could derive by working in this assignment with the Government of India “

or

details of the conflict/pecuniary interest are furnished below-

.....

11. The stamp duty payable on this agreement shall be borne by the Government.

IN WITNESS WHEREOF the party of the first part and Second part have hereunto set and subscribed their respective hands the day, the month and year first above written.

Executed by Shri at

in the presence of:-

Witness (1).

Name:

Designation.

Address.

Executed for and on behalf of the
President of India by
at New Delhi in the presence of:-

Witness (2).

Witness (1).

Name.

Designation.

Address.

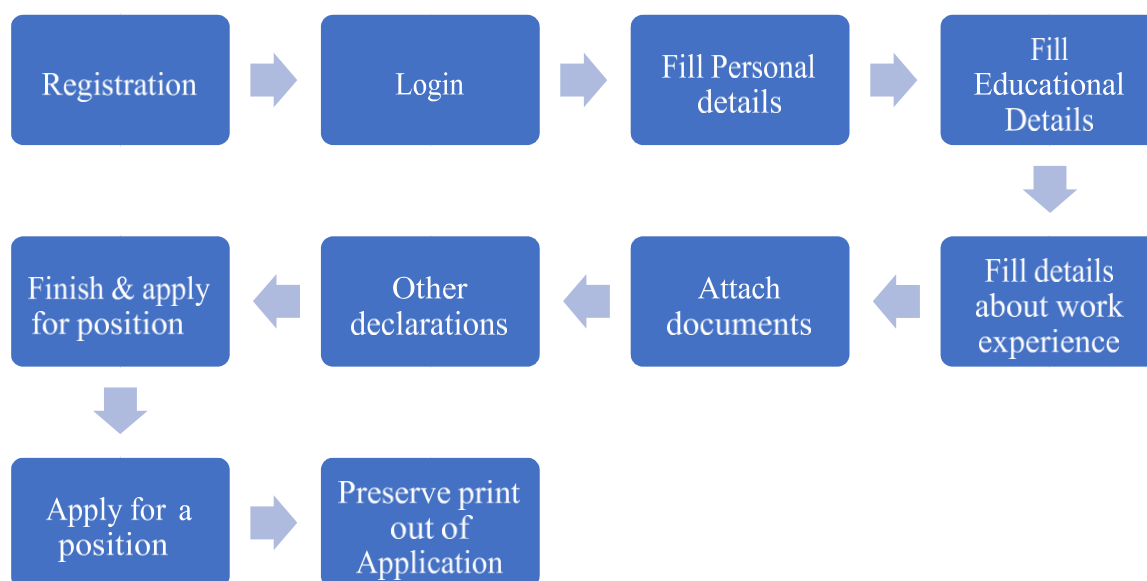
Witness (2).

Instructions for filling up the form

[Applicants, who are applying on **deputation (including short term contract) basis**, need to submit their application in the Prescribed Proforma (Appendix-I for post of SRO & II for post of RO) through proper channel.

These instructions are only for applicants who are applying on contract basis

Application Process –



Note: Applicants are requested to scan all the required documents to be uploaded beforehand, as mentioned in sections (E) and (F) below.

A) Registration –

1. Name: Enter name (as in Class 10th/High School Certificate)
2. E-mail ID: Enter correct and valid e-mail ID.
3. Candidate's Date of Birth: Enter date of birth in DD/MM/YYYY format only (as in Class 10th/High School Certificate).
4. Security Question : Select a security question and record your answer to reset the password.
5. Password Make your own password as instructed in the site.

B) Login - Now login to fill up other details

C) Personal Details -

1. Address: Enter present address for correspondence with PIN code in full.
2. Mobile Number: Enter 10 digit mobile number correctly (without pre-fixing ZERO).
3. Nationality: Enter Nationality

D) Educational Details -

1. Educational Qualifications: Enter the details of Basis Educational Qualifications starting from Secondary/10th to graduation, mentioning main subjects/discipline, name of the Board/University and School/College, year of joining (month/year), year of completion (month/year), percentage (in case of grade/CGPA put equivalent percentage as per the formula prescribed by the board/institute/University).
2. After filling up the details click Save/Add button.
3. After filling up basis qualification add essential qualification in a similar manner.
4. If you have desirable qualification, please select (Y) and add details.
5. If you have PhD or Doctorate Degree, please select (Y) and add details.

E) Experience Details -

1. Work Experience: Fill the details in chronological ascending order with first experience **(after completion of essential educational qualification)** in the first row and so on including present employment. While filling up the period for current employment put current date in the “to date” column if you are continuing in the same job. Total experience will be calculated based on the entries made in the rows filled.
2. Work Period should not be overlapped.
3. Attach up-to-date and full Experience Certificate, issued by the employer, in r/oeach employment, unambiguously indicating the nature of duties, date of joining, date of relieving and duration of experience, level / position, responsibilities etc.
4. PRESS SAVE/ADD BUTTON after filling data in each row.
5. Mention employer name, post held, periods, emolument, nature of duties relevant to the post in detail and Sector to appropriate columns.
6. PRESS SAVE DRAFT BUTTON.

F) Upload documents -

1. Upload degree certificates against Essential and Desirable (if any) Educational Qualification :**(PDF format Maximum size 1 MB)***
2. Upload last Salary Slip or Income Tax Return (ITR) for the assessment year 2019-20 **(PDF format Maximum size 1 MB)***
3. Upload Your Detailed Resume **(PDF File Less Than 5MB Only) ***
4. Upload Your Photograph **(.jpg/.jpeg/.png or.gif image types Less than 1 MB.)***
5. Upload Your Signature **(.jpg/.jpeg/.png or.gif image types Less than 1 MB.)***

Note: PLEASE REMEMBER WHILE uploading above files: the first 03 are pdf files and the last 02 are .jpg/.jpeg/.png or .gif. image types of 1 MB(1000 kb).

In case of any error/update all the previously uploaded files need to be uploaded again.

G) Other Declarations -

1. Whether any Criminal case is pending against you? if yes, please give details: select yes/no
2. Whether you were convicted by any court at any time in your life? if yes, please give details: select yes/no
3. Whether any financial liabilities/ any other obligations are pending with present employer? if yes, please give details: select yes/no
4. Whether you have any conflict of interest or pecuniary interest that you could derive by working in this assignment with the Government of India? if yes, Please furnish details: select yes/no and also furnish details if answer is yes.
5. Carefully read the undertakings and check (✓) all four points.
6. Enter place of submission of the application form.
7. Check your details with Draft Preview.
8. Click on "Finish & Apply For Position" button.

G) Apply for a Suitable position - On next screen apply for a suitable position and choose area. Before applying for a position including Preferred Area, please read again eligibility conditions, work experience required and job description thoroughly.

H) Take print out and preserve it. Same will be required at the time of interview if shortlisted.

NOTE:

1. The essential qualifications indicated in the original advertisement are the minimum and mere possession of the same does not entitle candidates to be called for Interview.
2. Candidates must ensure that they are fulfilling all eligibility conditions. The crucial date for determining the eligibility will be the last date of receipt of applications i.e. **24.12.2020**. They may refer to the advertisement/vacancy circular uploaded on the website of NITI Aayog.
3. Candidates are requested to fill all the entries in their own interest. Data related to minimum educational qualifications with respect to the post concerned should be filled invariably. Data related to experience (especially period of experience) should be mentioned correctly as indicated in their available documents with the candidate. They must also ensure that there is no overlapping in the experience being entered in the application and filed up the details present employment.
4. Application will be accepted ONLINE only on the link provided on the Website of NITI Aayog. No other mode of application will be accepted.
5. Candidates are advised to indicate their active and valid e-mail IDs in the ONLINE application and check their e-mails at regular intervals.
6. NITI Aayog does not assume any responsibility if any candidate is not being able to submit his/her application on account of technical reasons or for any other reason beyond the control of NITI Aayog.
7. Candidates are strongly advised to apply well in time without waiting for the last date for submission of ONLINE application.
8. Candidates need not send the printout of the ONLINE application or any other

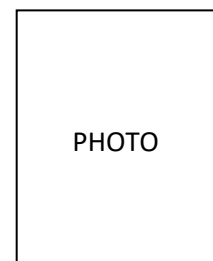
supporting documents.

9. The candidates will be required to produce all the original documents and submit their self-attested copies, as and when asked to do so.
10. In case of any clarification on web related issues, please contact at: nic- niti@gov.in or contact Ms. Shehnaz 011-2303 2111, Shri Vasudev 011-2304 2019 & Shri Mukul Bhardwaj, Scientist-E/ Technical Director 011-2304 2156 during working hours. Queries will be clarified only till 03.00 PM on the last day of filing of online applications.
11. In case of any clarification other than web related issues, please contact at om.thakur@gov.in telephone no. 011-2309 6799. Queries will be clarified only during working hours and upto 03.00 PM on the last day of filing of online applications.

APPENDIX –I

**PROFORMA OF APPLICATION FOR THE POST OF SENIOR RESEARCH OFFICER [FOR
DEPUTATION (INCLUDING SHORT-TERM CONTRACT)] _____**

POST APPLIED FOR: **Senior Research officer**



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	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			
Essential					
(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years regular service in Level-10 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 5 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)			
Desirable: Doctorate in any discipline or Master's Degree in Engineering		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.	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	
	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 with regard to (i) additional academic qualifications (ii) professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)	
16.B	Achievements: The candidates are requested to indicate information with regard to; i) Research publications and reports and special projects ii) Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/ societies and; iii) Patents registered in ow1N name or achieved for the organization	

	iv) Any research/ innovative measure involving official recognition v) Any other information. (Note: Enclose a separate sheet if the space is insufficient.)	
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 :

(SIGNATURE OF THE CANDIDATE)

Date :

Address:

Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and 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. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms
- ii) His/ Her integrity is certified.
- iii) His/Her CR/APAR Dossier in original /photocopies 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.
- 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

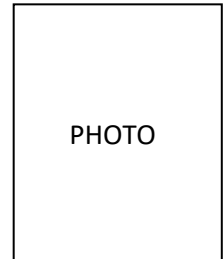
(Employer/ Cadre Controlling Authority with Seal)

APPENDIX -II

PROFORMA OF APPLICATION FOR THE POST OF RESEARCH OFFICER
[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)]

POST APPLIED FOR: **Research Officer**

Preferred Vertical /Area:



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		
	Essential			
	(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years regular service in Level-7 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 3 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)			
Desirable: Doctorate in any discipline or Master's Degree in Engineering	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.	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		
	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 with regard to (iv) additional academic qualifications (v) professional training and (vi) Work experience over and above prescribed in the Vacancy Circular/Advertisement)		
16.B	Achievements: The candidates are requested to indicate information with regard to; iv) Research publications and reports and special projects v) Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/institutions/ societies and; vi) Patents registered in ow1N name or achieved for the organization		

	vi) Any research/ innovative measure involving official recognition vii) Any other information. (Note: Enclose a separate sheet if the space is insufficient.)	
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 :

(SIGNATURE OF THE CANDIDATE)

Date :

Address:

Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and 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. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms
- ii) His/ Her integrity is certified.
- iii) His/Her CR/APAR Dossier in original /photocopies 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.
- 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)

