

F. No. A-12023/1/2023-Admin.IV
Government of India
NITI Aayog

Sansad Marg, New Delhi
Dated the th May, 2023

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VACANCY CIRCULAR

Subject: Filling up of one vacant post of Assistant Photostat-cum-Equipment Operator in NITI Aayog on deputation basis – reg.

It is proposed to fill up one vacant post of Assistant Photostat-cum-Equipment Operator in Level-2 (Rs.19900-63200/-) of the Pay Matrix on Deputation basis from amongst the Officers of Central Government as under:

- a) (i) holding analogous or equivalent posts; or
(ii) with 3 years' regular service in the Level-1 in pay matrix (Rs.18000-56900) or equivalent; and
- b) Possessing the following education qualification and experience:
 - (i) 12th pass;
 - (ii) Working knowledge of handling and operating photocopiers, projectors, binding/cutting and other office equipment.
 - (iii) Skill in carrying normal maintenance of office electrical equipment, appliances and fittings.

Note: "Qualifications are relaxable at the discretion of Competent Authority in the case of candidates otherwise well qualified."

2. It is requested to forward the application of interested & eligible officers in the enclosed pro forma through proper channel so as to reach the undersigned within 60 days from the date of publication of this advertisement in employment news. While forwarding the applications, it may please be ensured that the particulars of the candidates are verified. The applications must be forwarded along with the following documents:

- (i) Proof of educational qualifications and experience (self-attested);
- (ii) Original/attested photocopies of the APARs for the last 5 years;
- (iii) Vigilance clearance certificate;
- (iv) Integrity Certificate;
- (v) No Major/Minor penalty certificate for last 10 years.

3. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. Applications received without requisite documents or after prescribed date, will not be entertained.

(Manisha Verma)

Under Secretary to the Government of India

Encl.: Application proforma.