**F.No. A-12023/1/2020-Admin.IV**
**Government of India**
**NITI Aayog**

**Sansad Marg, New Delhi,**
**Dated the 10th June, 2021**

# VACANCY CIRCULAR

**Subject**: Filling up of one post of Protocol Assistant on deputation basis in NITI Aayog- reg.

It is proposed to fill up one vacant post of Protocol Assistant in Level-6 (Rs. 35,400-1,12,400/-) of the Pay Matrix on deputation basis in NITI Aayog from the Officers of Central Government or State Governments or Union Territories Administration:-

(a) (i) holding analogous post on a 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 the post in the Level-5 in the pay matrix or equivalent in the parent cadre or department; and
(b) possessing the following educational qualification and experience:
(i) Degree from a recognised university or institute; and
(ii) two years' experience in Protocol work.

2. It is requested to forward the applications of interested & eligible officers in the enclosed proforma through proper channel so as to reach the undersigned within 60 days from the date of issue of this circular. 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;
(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. Application received without aforesaid documents or after prescribed date, shall be rejected.

**(Ajay Joshi)**
**Under Secretary to the Government of India**

**Encl.:** Application proforma.

1. All Ministries/Departments under Central Government/State Governments/Union Territories.
2. NIC, NITI Aayog to upload on NITI Aayog website.
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.

**BIO-DATA/CURRICULAM VITAE PROFORMA**
**(Protocol Assistant)**

| | | |
|---|---|---|
| 1 | Name and address (In Block letters) | |
| 2 | Date of Birth (in Christian era) | |
| 3 | i) Date of entry into service<br>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 |
| | **Essential** | **Essential** |
| | A) Qualification | A) Qualification |
| | B) Experience | B) Experience |
| | **Desirable** | **Desirable** |
| | 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)<br>a) Central Govt.<br>b) State Governments<br>c) Union Territories | | | |
| 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 | |

| | | | |
|---|---|---|---|
| 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 | Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, duly authenticated by applicant signature, if the space is insufficient. | | |
| 16 | Whether belongs to SC/ST | | |
| 17 | Remarks (if any) | | |

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 a bearing on my selection has been supressed/withheld.

Signature of the Applicant

Name_____

Address_____

_____

_____

Tel. No._____

Date _____

## FOR THE USE OF THE PRESENT EMPLOYER OF THE APPLICANT

Office/Ministry/Department.....

F.No..... Date.....

| | | |
|---|---|---|
| 1. | Whether the officer meets eligibility requirement as on the closing date of application | Yes/No |
| 2.(a) | Whether any vigilance case is pending or contemplated against the officer | Yes/No |
| (b) | Whether any Major/Minor penalty has been imposed on the proposed officer during last ten years | Yes/No |
| (c) | Whether cadre clearance for the officer by the competent authority has been granted | Yes/No |
| (d) | Whether integrity certificate enclosed | Yes/No |
| 3. | Whether original APAR for the last 5 years/clean photocopy of APAR Dossier attested on each page by an officer of the level of not lower than that of Under Secretary to the Govt. of India, is enclosed | Yes/No |

## CERTIFICATE TO BE PROVIDED BY THE EMPLOYER OF THE APPLICANT

1. The applicant, if selected, will be relieved immediately.
2. The applicant will not be allowed to withdraw this application subsequently.
3. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
4. Certified that the applicant is eligible for the post applied as per conditions mentioned in the circular/advertisement.
5. Integrity of the officer is certified as 'Beyond Doubt'.
6. No vigilance case is pending / contemplated against the Officer.
7. It is certified that no penalty has been imposed on the officer during the last 10 years (alternatively, penalty statement during the last 10 years may be enclosed).
8. Attested photocopies of up-to-date ACRs/APARs for the last 5 years are enclosed. Photocopies of ACRs/APARs have been attested on each page by an Officer not below the rank of Under Secretary or equivalent.

Signature.....

Name, Designation & Tele No. of the forwarding officer

Date:
Place:

(Office Stamp)