**APPENDIX -I**

**PROFORMA OF APPLICATION FOR THE POST OF SENIOR ADVISER OR ADVISER**

**[FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/PROMOTION]**

POST APPLIED FOR: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*(Sr. Adviser/Adviser)*

PREFERRED VERTICAL/AREA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(please see Annexure ‘A’)*

1. Name

Address :

Mobile No. :

e-mail ID :

2. Date of Birth

3. Date of retirement under the service rules applicable to the Officer

4. (a) If he/ she belongs to an organized service, its name, year of allotment and the cadre.

(b) Name of the Cadre Controlling Authority.

5. Educational Qualifications :-

Qualifications prescribed Qualifications possessed by the Officer [Only

those qualifications which are equivalent to or

higher than the prescribed qualifications need

to be shown],

|  |  |  |
| --- | --- | --- |
|  | Qualification prescribed | Qualification possessed |
| Essential | (i)  (ii)  (iii) |  |
| Desirable | (i)  (ii)  (iii) |  |

Note : If any qualification possessed by the officer is not the same or higher than the qualification prescribed and is treated as equivalent to the qualification prescribed, please state the authority for the same.

6. Training, if any, received by the Officer, which is relevant to the post applied for:

7. (i) Present post held

(ii) Full scale of pay

1. Present pay and the date from which drawn
2. Special pay, if any

Note : If the officer draws any special pay, the following further information may also be furnished:

* 1. Whether the appointment to which the special pay is attached is a tenure appointment; and
  2. Whether the special pay has been specifically sanctioned for the post in addition to the scale of pay in lieu of a separate scale of pay for the post.

1. Whether the post is held on regular / ad‑hoc basis or on deputation basis.
2. Date from which held
3. If the present post is held on regular basis but was initially held on ad‑hoc basis, the date from which it is held on regular basis.

8. If the present post is not held on regular basis:-

(a) The post held on regular basis

(b) Its scale of pay

(c) Date from which held on regular basis.

9. Post, if any, which the officer holds in a substantive capacity.

10. 1. If the present post is an analogous post:-

* 1. Is the present post an analogous post in terms of DP&AR OM No.19017/37/75-Estt.(D)(Pt.), dated 07‑03‑1984.
  2. Duties attached to the post.
  3. In case the present post which is regarded as analogous is in a non‑Central Govt. office, the following information may also be given:-
     1. Date of last revision of the scale of pay
     2. Whether governed by Central DA/ Industrial DA
     3. Amount of Dearness Pay etc. admissible on the minimum/ maximum of the scale of pay
        1. Dearness Pay
        2. Dearness Allowance
        3. Interim Relief

2. If the present post is not an analogous one:-

* 1. The date from which the post is held on regular basis and the Pay Band & Grade pay attached thereto;
  2. In the case of a candidate working in a non-Central Government office-
     1. The full Pay Band & Grade Pay / Pay Scale along with equivalent Pay Band/ Grade Pay in the Government.
     2. Date of last revision of scale of pay
     3. Whether governed by Central DA/ Industrial DA; and the amount of Dearness Pay, etc. admissible on the minimum/ maximum of the scale of pay

1. Dearness Pay
2. Dearness Allowance
3. Interim Relief

11. Details of Service

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Name of the post Employer Duration Scale of pay Nature of Duties

- - - - - - - - -- - -

From To

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

12. Experience in the required field of selection.

Note : Kindly furnish copies of published work highlighting achievements in the field of research/ development/ design/ planning or in the execution/ formulation of plans/ projects.

13. Whether belongs to SC / ST/OBC.

14. Any other relevant information.

Place : (SIGNATURE OF THE CANDIDATE)

Date :

### FOR OFFICIAL USE BY THE FOWARDING OFFICE

No. Date:

The above entries have been verified from the records available in this office and found correct. In the event of selection of candidate for the post of Senior Adviser or Adviser, he/ she will be relieved of to join NITI Aayog for his/her new assignment within 30 days on receipt of the communication from the NITI Aayog.

Signature:

Name :

Seal of the office:

**PROFORMA FOR SEEKING VIGILANCE CLEARANCE**

***(to be signed by CVO)***

Particulars in respect of the Officer for whom Vigilance Clearance is being obtained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Name of Officer |  | | | |
| 2. | Father’s Name |  | | | |
| 3. | Date of Birth |  | | | |
| 4. | Date of Retirement |  | | | |
| 5. | Date of entry into Service |  | | | |
| 6. | Service to which the officer belongs (Batch/Year/Cadre) |  | | | |
| 7. | Position held  (During the preceding ten years) |  | | | |
| Sl.No | Organization | Designation & Place of Posting | Admn./Nodal Ministry /Department | From | To |
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| 8. | Whether the officer has been placed on the agreed list or list of officers of doubtful integrity, If yes, full details to be given. | |  | | |
| 9. | Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so what result. | |  | | |
| 10. | Whether any punishment was awarded to the officer during the last 10 years. If so, the date of imposition and details of the penalty. | |  | | |
| 11. | Is any Disciplinary / Criminal Proceedings / Charge Sheet pending against the officer. [If so, details to be furnished – including reference no., if any, of the commission] | |  | | |
| 12. | Is any action contemplated against the officer as on date (if so, the details to be furnished) | |  | | |
| 13. | Reason for obtaining vigilance clearance | |  | | |
| 14. | Whether IPR for the latest year has been submitted Year and Status (Yes/No). | |  | | |

Signature

Designation : Chief Vigilance Officer

Seal of the Officer

##### INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./ Shri/ Smt./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_ who has applied for the post of Senior Adviser / Adviser in the NITI Aayog on Deputation (ISTC)/Promotion basis, it is certified that his/ her integrity is beyond doubt.

**[To be signed by an Officer of the rank of**

**Deputy Secretary or above]**

**Name & Office Seal :**

**Date :**