

No.12011/01/2015-DMEO
Government of India, NITI Aayog
Development Monitoring and Evaluation Office

The Development Monitoring and Evaluation Office (DMEO) is responsible to monitor and conduct impact evaluation of the Centrally funded programmes of the Government of India. The Administration & Finance Division of DMEO provides the required administrative and logistic support to the Evaluation and Monitoring Divisions of DMEO. These posts pertain to the Administration & Finance Division and they are to be filled on deputation basis for a period of three years extendable up to five years. Details of the posts and terms & conditions for the appointment, eligibility, experience, etc. are as below:

1	Name of Post	Director (Adm. & Finance)
2	Number of Posts	1 (one)
3	Classification	General Central Service Group 'A' Gazetted
4	Pay band & G. Pay	PB-4, ₹ 37400-67000 with Grade Pay ₹ 8700/-
5	Method of recruitment	Deputation (Non-CSS)
6	Period of Deputation	3 years extendable up to 5 years
7	Eligibility	Officers of the Central Organized services: i. Holding analogous post on regular basis in the parent cadre or department; or with 5 years or more of regular service in the posts in PB 3 with Grade Pay of Rs.7600 ii. Minimum 7 years of experience in Adm. and Finance iii. Age should not exceed 56 years as on the closing day for submission of the applications

1	Name of Post	Under Secretary (Adm. & Finance)
2	Number of Posts	1 (one)
3	Classification	General Central Service Group 'A' Gazetted
4	Pay band & G. Pay	PB-3, ₹ 15600-39100 with Grade Pay ₹ 6600/-
5	Method of recruitment	Deputation (Non-CSS)
6	Period of Deputation	3 years extendable up to 5 years
7	Eligibility	Officers of the Central Government departments/ organizations and their attached or subordinate offices: i. Holding analogous posts on regular basis in the parent cadre or department; or

		<p>with 5 years or more of regular service in the posts in PB 3 with Grade Pay of Rs.5400</p> <p>ii. Minimum 7 years of experience in Office administration and finance.</p>
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1	Name of Post	Accounts Officer
2	Number of Posts	1 (one)
3	Classification	General Central Service, Group 'B' Non-Gazetted,
4	Pay band & G. Pay	PB-2, ₹ 9300-34800 with Grade Pay ₹ 4600/-
5	Method of recruitment	Deputation
6	Period of Deputation	3 years extendable up to 5 years
7	Eligibility	<p>Personnel of the Central Government departments/ organizations and their attached or subordinate offices:</p> <p>i. Holding analogous posts on regular basis in the parent cadre or department; or</p> <p>with 5 years or more of regular service in the posts in PB 2 with Grade Pay of Rs.4200</p> <p>ii. Minimum 5 years of experience in Finance and Accounts matters.</p>

1	Name of Post	Assistants
2	Number of Posts	3 (Three)
3	Classification	General Central Service, Group 'B' Non-Gazetted,
4	Pay band & G. Pay	PB-2, ₹ 9300-34800 with Grade Pay ₹ 4600/-
5	Method of recruitment	Deputation
6	Period of Deputation	3 years extendable up to 5 years
7	Eligibility	<p>Personnel of the Central Government departments/ organizations and their attached or subordinate offices:</p> <p>i. Holding analogous posts on regular basis in the parent cadre or department; <i>or</i></p> <p>with 5 years or more of regular service in the posts in PB 2 with Grade Pay of Rs.4200</p> <p>ii. Minimum 3 years of experience in Office Administration and Finance matters.</p>

Applications for the posts duly signed by the candidate and countersigned by the Head of Office or an officer authorized to sign on his behalf in the proforma along with the following documents in respect of the eligible candidates who can be spared for taking up the assignment within one month from the date of intimation about their selection, may please be forwarded:

1. Cadre/department Clearance/Specific No Objection.
2. Photocopies of the Annual Confidential Reports/ Annual Performance Appraisal Reports of the candidate for the last five years duly attested by an Officer not below the rank of Under Secretary to the Govt. of India;
3. Integrity Certificate (IC) to be signed by an Officer not below the rank of Deputy Secretary to the Govt. of India (*format enclosed*);
4. Vigilance Clearance (VC) indicating that no disciplinary proceedings or criminal proceedings are either pending or contemplated against the Officer concerned(*format enclosed*); and
5. List of major/ minor penalties, if any, imposed on the candidate during the last 10 years OR No Penalty Certificate, as the case may be. (*format enclosed*)

Applications complete in all respects should reach on the following address within 45 days from the date of publication of this advertisement in the Newspapers.

*The Joint Secy. (Adm. & Finance),
Development Monitoring and Evaluation Office
NITI Aayog, Room, No.212,
Sansad Marg, New Delhi-110001*

PROFORMA

1.	Post applied for		<i>Passport size photograph</i>	
2.	Name of applicant			
3.	Present Office Address			
4.	Dates of: <ul style="list-style-type: none"> ○ Birth ○ Joining Govt. service ○ Joining present grade ○ Retirement 			
5.	Educational & Professional qualifications			
	Qualifications	Completed in	Name of Institutes	Subjects
a.				
b.				
c.				
6.	Details of employment <i>(from present to past. Give brief on work done in each employment/posting. Use separate sheets if needed)</i>		a..... b..... c..... d..... e.....	
7.	Nature of present employment <i>(regular/temporary/deputation/etc.)</i>			
8.	In case present employment is on deputation basis, please state:			
	a. Name of parent organization			
	b. Date and period of deputation			
	c. Reason for applying for this deputation			
9.	Present Pay-band & Grade Pay and Basic Pay			
10.	Additional information, if any			

Date:

Signature of Candidate

Place:

Mobile:

Email:

**FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED ALONG WITH THE
APPLICATION OF CANDIDATE WHO IS APPLYING FOR DEPUTATION**

INTEGRITY CERTIFICATE

After scrutinizing the Annual Performance Appraisal Reports of Shri/Smt./Ms. _____ who has applied for the post of <name of post applying for> in the Development Monitoring and Evaluation Office, NITI Aayog for deputation, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the rank of Deputy Secy. or above)

Name & Office Seal:

Date:

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is either pending or contemplated against Dr./Shri/Smt./Ms. _____ who has applied for the post of <name of post applying for> in the Development Monitoring and Evaluation Office, NITI Aayog for deputation.

(Authorized signatory)

Name & Office Seal:

Date:

NO PENALTY CERTIFICATE

Certified that no minor/ major penalty has been imposed on Dr./Shri/Smt./Ms. _____ who has applied for the post of <name of post applying for> in the Development Monitoring and Evaluation Office, NITI Aayog for deputation, in the past.

(Authorized signatory)

Name & Office Seal:

Date: