

No. M-13040/19/2016-Infra.
Government of India
NITI Aayog
(Atal Innovation Mission)

With a view to give substantial boost to the innovation ecosystem and to catalyze the entrepreneurial spirit in the country, the Government has established the Atal Innovation Mission (AIM) including Self Employment and Talent Utilisation (SETU) in NITI Aayog. The AIM Directorate, New Delhi needs the following officer on deputation basis:

Head (Administration)

1	Name of Post	Head (Finance)
2	Number of Post	1 (one)
3	Classification	Group 'A' Officer, Central Government
4	Pay band , scale, & Grade Pay	PB-3, Rs.15,600 – 39,100 with Grade Pay Rs. 7,600 (pre-revised)/ Level 12 of Pay Matrix Table as per 7 th Pay Commission.
5	Method of Recruitment	Deputation
6	Period of Deputation	Upto March 31, 2020 but likely to be extendable further
7	Eligibility as on closing date	Officers of the Central Organized services: <ul style="list-style-type: none">• Holding analogous post on regular basis in the parent cadre or department; or with have completed minimum qualifying service in the post PB 3 with grade pay of Rs.6600 (pre-revised)/Level 11 of Pay Matrix Table as per 7th Pay Commission in their respective cadre.• Minimum 5 years of experience in Finance.• Age should not exceed 56 years as on the closing day for submission of the applications

Applications for the above posts duly signed by the candidate in the proforma and countersigned by the Head of Office or an officer authorized to sign 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 the advertisement in the Newspaper / Employment News:

**Head (Administration),
Atal Innovation Mission,
NITI Aayog
E-Hall, Vigyan Bhawan,
New Delhi-110001**

PROFORMA

1.	Post applied for		<i>Passport size photograph</i>	
2.	Name of applicant			
3.	Present Office Address			
4.	Dates of: o Birth o Joining Govt. service			
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.....	
7.	Nature of present employment (regular/temporary/deputation/etc.)			
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.	Contact details: Telephone No./Mobile No./Fax No./E. mail address			
11.	Additional information, if any			

Signature of applicant

Signature of Head of Office/ Officer authorised

Date:

Date:

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 Atal Innovation Mission, Directorate, NITI Aayog on 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 Shri/Smt./Ms. _____ who has applied for the post of (Name of post applying for) in the Atal Innovation Mission, Directorate, NITI Aayog on deputation

(Authorized signatory)

Name & Office Seal:

Date:

NO PENALTY CERTIFICATE

Certified that no minor/ major penalty has been imposed on Shri/Smt./Ms. _____ who has applied for the post of (Name of post applying for) in the Atal Innovation Mission, Directorate, NITI Aayog on deputation, in the past.

(Authorized signatory)

Name & Office Seal

Date