

File No. A-12034/01/2017-Admn.IV

Government of India

NITI Aayog

Sansad Marg, New Delhi

Dated 21st July, 2017

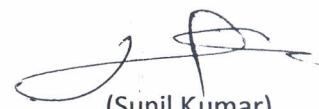
VACANCY CIRCULAR

Subject: - Filling up of one post of Protocol Officer on deputation basis in NITI Aayog- regarding.

NITI Aayog requires the services of suitable persons for filling up of one post of Protocol Officer (Group B post) in Level – 7 (Rs. 44900-142700) in Pay Matrix (pre-revised PB-2 with Grade Pay of Rs.4600/-).

2. It is requested that eligible officers who fulfil the eligibility condition mentioned in Annexure-I and are willing to be considered for the posts, may forward their application to the undersigned through proper channel in prescribed proforma given in Annexure-II **within 45 days from the date of issue of this advertisement.**

3. Officers who apply for the post will not be allowed to withdraw their candidature subsequently and the applications only those candidates who can be relieved immediately in the event of their selection need only be forwarded. Application received after the prescribed date will not be considered.



(Sunil Kumar)

Under Secretary of the Government of India

1. All Ministries/Department under Central Government/State Governments/ or Union Territories or public sector Undertakings / Recognized Research Institutions or Universities or Semi- Government or Autonomous or Statutory Organisations.
2. The Director, Directorate of Advertising & Visual Publicity, M/o Information and Broadcasting, Sookna Bhavan, CGO Complex, Lodi Road, New Delhi with a request to advertise this vacancy in Employment News/Rozgar Samachar. Five copies of the OM, both English and Hindi version, are enclosed.
3. NIC, NITI Aayog to upload in the website under "vacancy"
4. Notice Boards, NITI Aayog
5. Hindi Section for Hindi version

ANNEXURE-I

- Name of the post : Protocol Officer
- Number of Post : One (1)
- Classification : General Central Service, Group B Gazetted , Non-Ministerial
- Scale of Pay : Level -7 (Rs. 44900-142400) of Pay matrix
PB-2 Rs. 9300-34800 with Grade Pay of Rs. 4600/- (pre-revised)
- Mode of Appointment : By Deputation (including short term contract)
- Eligibility : Officers under the Central Government or State Governments or Union Territories or public sector Undertakings or Recognized Research Institutions or Universities or Semi-Government or Autonomous or Statutory Organisations :-
- (a) (i) holding analogous post on regular basis in the parent cadre or department; or
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in PB-2 (Rs.9300-34800) plus Grade Pay of Rs. 4200/- Level-6 in the Pay Matrix (Rs. 35400-112400) or equivalent in the parent cadre /Department; and
- (b) possessing the following educational qualifications and experience
- (i) Bachelor's degree from a recognized University.
- (ii) Two year experience of Protocol including public relation work, if any.

(Note: The period of deputation (including short term contract) including period of deputation (including short term contract) in another *ex-cadre* post held immediately preceding this appointment in the same or some other organisations or department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall not exceed 56 years as on the closing date of receipt of applications.)

Note : For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2016 or the date from which the revised pay structure based on the recommendation of the 7th Central Pay Commission has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.

CURRICULUM VITAE PROFORMA

APPLICATION FOR THE POST OF PROTOCOL OFFICER IN NITI AAYOG

1. Name and address (Block letters)
2. Date of Birth (in Christian era)
3. 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	Qualification/ experience possessed by the Officer
Essential	(1) (2)		
Desired	(1) (2)		

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	Scale of pay And basic pay	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

10. Additional details about present employment please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.
- b) State Governments
- c) Union Territories
- d) Public Sector Undertakings
- e) Recognized Research Institutions
- f) Universities or Semi-Government or Autonomous or Statutory Organisations :-

11. Are you in the revised scale of pay under CCS(Revised Pay) Rule, 2008? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month now drawn.

13. 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.

14. Whether belongs to SC/ST

15. Remarks

Date _____

Signature of the Applicant
Address
Tel. No.

Certificate to be provided by the employer:

- 1. Certified that the particulars furnished by Shri/Smt./Ms. _____ have been verified and found correct.
- 2. No vigilance case is either pending or is being contemplated against him/her.
- 3. No major/minor penalty has been imposed against him/her.
- 4. His/her integrity is certified.

(with seal)

Signature.....
Designation.....
Address.....
.....
Tel.No.....