

**Appendix -I**

**Application for the post of Senior Specialist in NITI Aayog**

**[For Deputation (Including Short-Term Contract)]**

POST APPLIED FOR: **Senior Specialist**

PREFERRED AREA : \_\_\_\_\_

PHOTO

1.	Name & Address (in Block Letters)				
	Mobile No				
	E-mail id				
2.	Date of Birth (in Christian era)				
3.	i)Date of entry into service				
	ii.) Date of retirement under the Central /State Government Rules				
4.	Educational Qualifications				
	Degree/Diploma / Certificate	University / Board	Main Subjects	Month & Year of Passing	% Marks / Division
i)					
ii)					
iii)					

*(Add rows if required)*

5.	Whether 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)			
<b>Qualification/Experience Required as mentioned in the advertisement/ vacancy circular</b>		<b>Qualification/experience possessed by the officer</b>		
<b>Essential</b>				
a) (i) Holding analogous posts on regular basis in the parent cadre or department; or  (ii) with five years regular service in Level – 12 in Pay Matrix and		Pay Level		Since date
b) Masters' Degree in any discipline or MBBS or Degree in Engineering or Technology from a recognized University or Passed in Sections A and B of the Institution Examinations of the Institute of Engineers (India) or Post Graduate Diploma in Management (Two years)		Degree with main subjects	University	Month & Year of passing
c) Minimum 10 years' experience (which shall include up to 3 years for Ph.D. provided no work experience is counted during those 3 years) in formulation, appraisal, execution / implementation, research, monitoring and evaluation of policy, programme or projects		.....years (Please furnish details at Sl No. 7 below)		
<b>Desirable :</b>  Master / Ph D degree as per Annexure-I		Degree with main subjects	University	Month & Year of passing

6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
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7. Details of Employment, in chronological order:

Sl No	Office/ Institution	Post held on regular basis / Name of Employer	From (date)	To (date)	*Pay Matrix and Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\* **Important:** Pay Matrix and Pay Level granted under ACP/MACP/NFU are personal to the officer and therefore, should not be mentioned. Only Pay Matrix and Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP/NFU with present Pay Matrix and pay Level where such benefits have been drawn by the candidate, may be indicated below:

Office/ Institution	Pay Matrix and Pay Level drawn under ACP/MACP Scheme/NFU basis	From (date)	To (date)

8.	Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent			
9.	In case the present employment is held on deputation/contract basis, please state -			
	a) The date of Initial	b) Period of appointment on	c) Name of the present office /	d) Name of the post and Pay of the

	Appointment	deputation/contract	organisation to which the applicant belongs	post held in substantive capacity in the parent organisation
9.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance Vigilance Clearance and Integrity certificate.			
9.2	Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organisation			
10.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
11.	<b>Additional details about present employment:</b> Please state whether working under ( indicate the name of your employer against the relevant column			
	a) Central Government			
	b) State Government			
	c) Autonomous Organization			
	d) Government undertaking			
	e) Universities			
	f) Others (please specify)			
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			

13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
14.	Total emoluments per month now drawn		
	Basis Pay in the pay level	Total Emoluments	
15.	In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation 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
16.A	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications</p> <p>(ii) professional training and</p> <p>(iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p>		
16.B	<p><b>Achievements:</b> The candidates are requested to indicate information with regard to;</p> <p>i) Research publications and reports and special projects</p>		

	ii) Awards/Scholarships/Official Appreciation Affiliation with the professional bodies/ institutions/ societies and;  iii) Patents registered in own name or achieved for the organization  iv) Any research/ innovative measure involving official recognition  v) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient.)</b>	
17.	Please state whether you are applying for deputation (ISTC).	
18	Whether belongs to SC/ST	

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 bearing on my selection has been suppressed/withheld.

Place : (SIGNATURE OF THE CANDIDATE)

Date : Address:

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### Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

#### 2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms .....

- ii) His/ Her integrity is certified.
- iii) His/ Her CR/APAR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Date :

Countersigned

Name & Designation

(Employer/ Cadre Controlling Authority with **Seal**)

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POST APPLIED FOR: **Specialist**

PREFERRED AREA : \_\_\_\_\_

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7.	Name & Address (in Block Letters)				
	Mobile No				
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8.	Date of Birth (in Christian era)				
9.	i) Date of entry into service				
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10.	Educational Qualifications				
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<b>Essential</b>				
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b) Masters' Degree in any discipline or MBBS or Degree in Engineering or Technology from a recognized University or Passed in Sections A and B of the Institution Examinations of the Institute of Engineers (India) or Post Graduate Diploma in Management (Two years)		Degree with main subjects	University	Month & Year of passing
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<b>Desirable :</b>  Master / Ph D degree as per Annexure-I		Degree with main subjects	University	Month & Year of passing

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Place : (SIGNATURE OF THE CANDIDATE)

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Name & Designation

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