

**No. A.12026/5/2024-Admin I**  
**GOVERNMENT OF INDIA**  
**NITI AAYOG**

NITI Aayog requires the services of a suitable officer for appointment to the post of **Director General (DG) in The National Institute of Labour Economics Research and Development, equivalent to Level 15 of the Pay Matrix**, on Deputation (including short-term contract)/ Direct Recruitment (on contract basis). The details are as under.

**About NITI Aayog**

NITI Aayog, the National Institution for Transforming India is involved in proactively identifying and formulating transformational visionary initiatives that would enable an accelerated socio-economic growth of India while also assuming a global leadership position in various sectors in the 21<sup>st</sup> century leveraging its demographic dividend and other strengths

**About NILERD (National Institute of Labour Economics Research and Development)**

NILERD was established in 1962 under the Societies registration Act of 1860 and is a Central Autonomous Organization under the NITI Aayog, Ministry of Planning, Government of India. The Institute is mainly funded by Grants-in-aid from NITI Aayog and supplemented by its own revenue from contracted research projects and education and training activities. The prime objective of NILERD has been to develop an institutional framework capable of sustaining and steering a systematic applied manpower planning and research process. The Vice Chairman, NITI Aayog, Government of India functions as the President of the General Council (GC). The CEO, NITI Aayog, Government of India, functions as the Chairperson of the Executive Council

**1. NUMBER OF VACANCIES: 01**

**2. EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:**

**Essential educational qualifications:**

Master's degree in Economics or Sociology or Humanities or Human Resources Development or Mathematics or Statistics from a recognized University or Institute

**Desirable:**

Doctorate Degree in relevant subject

### **3. ELIGIBILITY CONDITIONS (AS ON CLOSING DATE)**

#### **I. Direct Recruitment (on contract basis):**

##### **a) Essential experience**

i) Experience of a minimum of 20 years in Central or State Government/ Union Territory Administration/Universities/ PSUs/ Autonomous Organisations /reputed Research institutions at Group 'A' level or equivalent and/or in reputed Private Sector Companies/ Consultancy Organisations/International/ Multinational/ Multilateral Organisations in teaching or Research, handling analysis and policy formulation in academic or administrative capacity on the related subject(s).

##### **b) Desirable experience**

i) Experience of Heading an Organization/ Department independently for a minimum of 5 years.

ii) Academic or administrative experience of issues concerning Labour market and Labour economics, Industrial relations, economic development, skill development, International collaboration, Research guidance and Revenue Generation and any other related subject(s).

iii) Experience of dealing with Consultants of National and International repute.

iv) Knowledge or experience of modern research methodology, survey methods, sampling techniques, use of econometric modules, application of cost-benefit analysis.

#### **II. Deputation (including short-term contract)**

From amongst officers of the Central or State Government/ Union Territory Administration/Universities/ PSUs/ Autonomous Organisations /Government Research institutions:

(a) (i) Holding analogous posts on regular basis; or

(ii) With three years regular service in Level – 14 in Pay Matrix or equivalent; and

(b) Possessing the educational and other qualifications as mentioned in point 3 (I) above, except in the case of candidates from All India Services/Central Group 'A' services

#### **Note:**

1) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed five years.

2) The **maximum age limit** for appointment by deputation (including short term contract) **shall be not exceeding 58 years as on the closing date for receipt of applications.**

**4. Period of Contract:**

Tenurial/contractual for a term of Five (5) Years with eligibility for a second term in case of exceptionally proven record during the first term provided that in no case he/she will hold office beyond 65 years of age.

**5. SCALE OF PAY:**

Level-15 in the Pay Matrix (Rs.1,82,200-Rs.2,24,100) as per 7<sup>th</sup> CPC

**6. JOB DESCRIPTION ABOUT THE POSTS:**

Please see Annexure I

**7. PERIOD OF DEPUTATION (INCLUDING SHORTTERM CONTRACT):**

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 organization or department of the Central Government shall ordinarily not exceed five years. The terms and conditions of deputation will be regularized according to the orders contained in the Govt. of India, DOPT's OM No.6/8/2009-Estt (Pay II) dated 17.6.2010 as amended from time to time and in case of those coming on contract, the terms will be settled in consultation with the concerned authority.

**8. Mode of Application:**

a) For candidates, who are applying on Direct Recruitment (on contract basis) are required to fill the online application form on the website of NITI Aayog on the link provided under:

<http://niti.gov.in/career/vacancy-circular>

b) For Candidates, who are applying on deputation The application, along with the following documents, may be forwarded, through proper channel, in the prescribed proforma (Appendix-I) duly signed by the candidate and countersigned by the Head of Office or any other officer

authorized to sign, to 'The Under Secretary (Admn.-IA), NITI Aayog, Room No.418, NITI Bhavan, Sansad Marg, New Delhi-I 10001' within 60 days from the date of publication of this advertisement in Employment News.

- (i) Up-to-date Confidential Report / APAR Dossier of the candidate concerned or photocopies of the Annual Confidential / Annual Performance Appraisal Reports of the candidate for the latest available five years (duly attested);
- (ii) Vigilance clearance in the prescribed detailed format signed by CVO of the department/organization; and
- (iii) Integrity Certificate signed by an Officer of the rank of Deputy Secretary or above.

## 9. GENERAL CONDITIONS:

- a. Candidates working in Central Government or State Government Departments or Union Territory Administrations or Universities or Recognized Research Institutions or Public Undertakings or Semi Government or Statutory or Autonomous Organisations and other Non-Government Bodies who are applying for deputation (including short-term contract) should apply in appropriate proforma through proper channel.
- b. It may also be taken note of that in terms of DoPT's OM No. 27/2/2009-EO(SM.II) dated 16.7.2009 read with OM No.9/23/2014-EO(SM-II) dated 22.8.2017, a candidate once applied for being considered and he/she is considered and selected by the **Appointments Committee of Cabinet (ACC)**, ordinarily, he/she should not decline the appointment and if he/she declines the appointment and if he/she declines the appointment he/she will be liable for action as per aforesaid OMs.
- c. Candidates will need to produce proof of the details furnished in their applications as and when required.
- d. Only Indian Nationals need to apply.
- e. Canvassing in any form will be a disqualification.
- f. The prescribed essential qualifications as indicated in para 2 are the minimum and the mere possession of the same does not entail candidates to be called for interview. The applications (in duplicate), along with the following documents, in respect of the candidates who fulfil the eligibility conditions and who can be spared for taking up the assignment within one month of the intimation of selection, may be forwarded in the prescribed proforma i.e. **Appendix I** duly signed by the candidate and countersigned by the Head of Office or any other officer authorized to sign:-
  - i. Up-to-date Confidential Report / APAR Dossier of the candidate concerned or photocopies of the Annual Confidential / Annual Performance Appraisal Reports of the candidate for the latest available five years (duly attested);



- ii. Vigilance clearance in the prescribed detailed format signed by CVO of the department/organization;
  - iii. Integrity Certificate signed by an Officer of the rank of Deputy Secretary or above.
  - iv. Cadre Clearance / NOC from appropriate authority.
- g. Applications complete in all respects and in the prescribed proforma, should reach Under Secretary (Admin.-IA), NITI Aayog, Room No. 418, NITI Bhavan, Sansad Marg, New Delhi-110001 **within 60 days from the date of publication of this advertisement in Employment News.** Only complete applications received through proper channel on or before the closing date for receipt of applications will be considered. The applications should be sent in an envelope super scribed 'Application for the post of DG, NILERD in the NITI Aayog'.

**NOTE: -**

**Incomplete applications or applications without the supporting documents or Advance applications or applications received after the last date will be summarily rejected & no communication will be made/ entertained in this regard.**



(Vikram Singh Negi)

Under Secretary to the Govt. of India

Tel: 23042070

### Duties and Responsibilities of Director General, NILERD

The Director General, NILERD, is the chief executive of the institute and is responsible for the management and administration of its day to day affairs. The DG is also the Member-Secretary of General Council (GC) which is the supreme governing body of the institute and Executive Council (EC) which is vested with powers in respect of all the matters connected with the Institute's overall administration.

As per terms and conditions specified in Service and Financial Bye-Laws of the institute.

- Director General is the "Controlling Authority" in relation to posts in Grades V to X-1 and Appointing Authority in the case of temporary and regular posts in Grades III to IX.
- Director General is responsible for approving sanction of honorarium and fees to employees, for probation and regularization, termination of services and accepting resignation of an employee.
- In cases of project staff where Government of India's pay scales may not be applicable the Director-General may make suitable modifications with information to the Executive Council, NILERD in the next meeting of EC.
- Responsible for grant of any type of leave to employees.
- Suspend or impose penalty on an employee for which DG is the appointing authority.
- Periodic review of research programmes shall be done by the Director-General or by an Expert Committee for each faculty member appointed for the purpose of reviewing their performance from time to time. The Director-General will have the discretion to determine which unfavourable report or portions thereof are weighty enough to be conveyed to the employee concerned.
- Authenticate all orders and decisions of the Executive Council.
- To preside over the meetings of the Committee of Administration for the Contributory Provident Fund as Chairman.
- Granting of temporary advance to CPF Subscribers, accepting nominations, permission for recovery of advances.
- Approval and sanction of payment of retirement/resignation benefits.
- The Director-General shall submit the budget estimates of receipts and expenditure of the ensuing financial year for approval of the Executive Council during the month of September/October each year. After approval of EC, the details of the allotment for expenditure shall be communicated by the Director-General and copies of the sanctioned estimates shall also be sent to the Auditors of the Institute as well as to the NITI Aayog Government of India, New Delhi.
- The funds provided in the sanctioned estimates shall be deemed to be at the disposal of the Director-General, who will have full power to appropriate sums there from to meet expenditure on each item which has been approved by the Competent authority.
- Expenditure of emergent and essential character not provided for in the budget shall be incurred by the Director-General with the approval of the Chairperson of NILERD Executive Council.
- The Director-General may re-appropriate funds from one minor head to another within a major head.
- The Director-General shall have power to sanction expenditure of a miscellaneous or contingent nature within the budget.



- Within the Budget allotments, the Director-General and Deputy Director- General may sanction the incurring of expenditure, within the limits of power conferred on them from time to time.
- The Director -General will ensure that the Annual Accounts of the funds for the preceding year are compiled by showing Receipts and Payments Accounts; Income and Expenditure Accounts; and Balance Sheet.
- As per Bye-Laws, the powers of the Director General are as under:

Sl. No.	Powers	Extent
1	2	3
1.	To permit retention of lien on a post under the Institute	Full power, provided he/she is authorized to make appoints to the post in question
2.	To transfer an employee from one post to another	Full power
3.	To sanction grant of and to permit acceptance of honorarium	Upto a maximum of Rs 5,000/-- in each case subject to report to the Executive Council
4.	To allow mileage allowance by a route other than the shortest	Full power, provided selection of the route is in Institute's interest.
5.	To decide the shortest of two or more routes	Full Power
6.	To decide whether a particular absence is absence on duty	Full Power
7.	To grant exemption from 30 days halt rule and to allow daily allowance at full rates beyond 30 days	Full power in cases deemed deserving by Director General in consultation with the Treasurer
8.	To allow the exchange of daily allowance for mileage allowance	Full Power
9.	To impose restrictions on exchange of daily allowance for mileage allowance on particular days by employees	Full Power
10.	To allow actual expenses for carriage of personal effects by road between stations connected by rail	Full Power
11.	To sanction non-recurring contingent charge within budget limits	Full Power
12.	Purchase of books	Full powers subject to budget provisions
13.	To purchase working stores and office equipment, etc.	Full power subject to budget provisions
14.	To sanction permanent advances	Full power upto a limit of Rs. 10,000/-.
15.	To sanction municipal or cantonment taxes	Full power
16.	To sanction fixed recurring charges of a contingent character	Upto the budget provision for such purpose

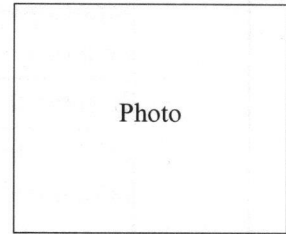
17.	To sanction advance of pay to an officer under transfer	Full power
18.	To sanction advances for the purchase of conveyance	Within budget provision and subject to the observance of the same limits and conditions and procedural regulations as in the Government of India
19.	To vary the term of repayment of advances	Full power
20.	To sanction the purchase of computer etc.	Full power
21.	To order destruction of records	Full power subject to guidelines of the Govt. of India.
22.	Power in regard to writing off the irrecoverable value of stores, etc., provided that (i) the loss is not due to theft, and (ii) it does not disclose a defect of system or serious negligence on the part of some individual employee(s) of the institute which might possibly call for disciplinary action requiring the orders of a higher	Full power, subject to report to the Executive Council

Executive Council, NILERD in its 99<sup>th</sup> meeting held on 5<sup>th</sup> June, 2020 has delegated powers to DG, NILERD to constitute Departmental Promotion Committees with at least one officer from NITI Aayog and grant internal promotions including ad-hoc promotions from feeder cadres to promotional cadres. Director General has also full powers to constitute/frame /recommend Selection Committee upto the level of Director as per RRs of the posts as per this amendment.

\*\*\*\*\*



**PROFORMA OF APPLICATION FOR THE POST OF DIRECTOR GENERAL, NATIONAL INSTITUTE OF LABOUR ECONOMICS RESEARCH AND DEVELOPMENT [FOR DEPUTATION (INCLUDING SHORT-TERM CONTRACT)/PROMOTION]**



POST APPLIED FOR: **DG, NILERD**

Preferred Vertical /Area:

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 Passing	&% Marks / of 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 3 years regular service in Level – 14 in Pay Matrix or equivalent (b) possessing the educational and other qualifications as mentioned below, except in the case of candidates from All India Services/Central Group ‘A’ services.		Pay Level	Since date	
b) Master’s degree in Economics or Sociology or Humanities or Human Resources Development or Mathematics or Statistics from a recognized University or Institute		Degree with main subjects	University	Month & Year of passing
c) Minimum 20 years’ experience in Central or State Government/ Union Territory/ Administration/ Universities/ PSUs/ Autonomous Organisations/ reputed Research institutions at Group ‘A’ level or equivalent and/or in reputed Private Sector Companies/ Consultancy Organisations/ International/ Multinational/ Multilateral Organisations in teaching or Research, handling analysis and policy formulation in academic or administrative capacity on the related subject(s).		.....years (Please furnish details at SI No. 7 below)		
<b>Desirable Educational qualification:-</b> Doctorate Degree in relevant subject.		Degree with main subjects	University	Month & Year of passing

	<p><b>Desirable Experience :-</b></p> <p>i) Experience of Heading an Organization/ Department independently for a minimum of 5 years.</p> <p>ii) Academic or administrative experience of issues concerning Labour market and Labour economics, Industrial relations, economic development, skill development, International collaboration, Research guidance and Revenue Generation and any other related subject(s).</p> <p>iii) Experience of dealing with Consultants of National and International repute.</p> <p>iv) Knowledge or experience of modern research methodology, survey methods, sampling techniques, use of econometric modules, application of cost-benefit analysis.</p>	
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.	

7. Details of Employment, in chronological order:

SI 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. Ad-hoc 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 Appointment	b) Period of appointment on deputation/contract	c) Name of the present office / organisation to which the applicant belongs.
			d) Name of the post and Pay of the 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> <p>ii) Awards/ Scholarships/ Official Appreciation Affiliation with the professional bodies/ institutions/ societies and;</p> <p>iii) Patents registered in own name or achieved for the organization</p> <p>iv) Any research/ innovative measure involving official recognition</p> <p>v) Any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient.)</b></p>	
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 :  
Date :

(SIGNATURE OF THE CANDIDATE)  
Address:

## Certification by the Employer/Cadre Controlling Authority

No.

Date:

The above entries have been verified from the records available in this office and found correct. He/she possesses educational qualifications and experience mentioned in the vacancy circular. In the event of selection of candidate for the post of DG (NILERD), 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.

2. The requisite certificates/ documents viz (i) vigilance clearance in the prescribed format duly signed by the CVO;(ii) Integrity Certificate [proforma attached] duly signed by an Officer of the rank of Deputy Secretary or above; and (iii) his/ her CR/APAR Dossier in original or 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.

Countersigned \_\_\_\_\_

Name & Designation \_\_\_\_\_

(Employer/ Cadre Controlling Authority with Seal)

Date:

**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)				
SI.No	Organization	Designation & Place of Posting	Admn./Nodal Ministry /Department	From	To
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 Director General (DG) in National Institute of Labour Economics Research and Development (NILERD) in the NITI Aayog on Deputation (including short-term contract)/ Direct Recruitment (on contract 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 :**