



राष्ट्रीय नगर कार्य संस्थान NATIONAL INSTITUTE OF URBAN AFFAIRS

Ref. No. E/449/P/5/2023-O/ww/DDG(HR)-HQ-Deputation of EO(O)

February 07, 2023

To,

1. The Secretaries of Ministries/Departments of Government of India
2. The Chief Secretaries, Additional Secretaries, Principal Secretaries and Secretaries of the State Governments/Union Territories
3. Directors of all Autonomous/Statutory Bodies/Institutes/PSUs

Subject: - Corrigendum to the Circular regarding "Filling up of the post of Executive Officer (Officiating), National Institute of Urban Affairs, New Delhi on Deputation/Foreign Service Terms".

Madam/Sir,

This is with reference to the circular regarding the aforementioned subject dated January 18, 2023. We would like to inform you that the last date for submission of applications has been revised from February 20, 2023 to April 30, 2023.

Please note that all other terms and conditions shall remain the same unless modified or amended through a formal written communication.

Sincerely,

Mr. Hitesh Vaidya
Director, NIUA



Copy to: -

1. Personal File
2. HR Officer
3. Accounts Department

Disclaimer: Anything contained in this document would not lead to any legal claim on part of individual for any purpose.

Ref. No. E/449/P/5/2023-O/o/DDG(HR)-HQ-Deputation of EO(O)

January 18, 2023

To,

1. The Secretaries of Ministries/Departments of Government of India
2. The Chief Secretaries, Additional Secretaries, Principal Secretaries and Secretaries of the State Governments/Union Territories
3. Directors of all Autonomous/Statutory Bodies/Institutes/PSUs

Subject: - Filling up of the post of Executive Officer (Officiating), National Institute of Urban Affairs, New Delhi on Deputation/Foreign Service Terms – regarding.

Madam/Sir,

1. The National Institute of Urban Affairs, New Delhi (NIUA) requires the service of a suitable officer for filling up the post of Executive Officer (Officiating) on deputation basis.
2. According to NIUA's Service Bye-Law No. 6.2.3, "an employee may be appointed on deputation to any post on standard terms and conditions of appointment as laid down by the Government of India"
3. Relevant details with reference to the vacancy and application are enclosed at Annexure 1 and 2 respectively which are required to be referred before applying for the said post.
4. Officers who volunteer and are sponsored by their Ministries/Departments/State Governments/UTs Administration etc. for the said post will not be permitted to withdraw their names later.
5. It is requested to widely circulate the vacancy among all Departments of the Central Government or the State Governments or Union Territories/ Statutory or Autonomous Bodies/Organizations/Institutes fully or partially funded by the Central Government or State Governments, under your control. The nominations of eligible officers along with their applications (in duplicate) duly countersigned by the competent authority in the enclosed proforma along with Annual Confidential Reports/APARs in original or their attested copies duly attested with rubber stamp on each page by an officer not below the rank of Under Secretary to the Government of India for the last 05 (five) years of the officer, who could be spared immediately in the event of selection, may be sent to "NIUA, Human Resource Department at 1st and 2nd Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi, Delhi 110003". While forwarding the names, an integrity certificate and a certificate that no disciplinary action/proceedings, vigilance case is either pending or being contemplated against the officer may also be forwarded. Applicants may send an advance copy of the application at the above address/ email at rsangam@niua.org and hr@niua.org.
6. Applications received after the last date or application incomplete in any respect or those not accompanied by the requisite document(s)/information will not be considered. The cadre authorities may ascertain that the particulars sent by the officer are correct as per their service records.



Yours faithfully,



(Hitesh Vaidya)
Director, NIUA

National Institute of Urban Affairs
1st and 2nd Floor, Core 4B, India Habitat Centre,
Lodhi Road, New Delhi, Delhi 110003

Date: January 18, 2023

Subject: Applications invited for the post of Executive Officer (Officiating), National Institute of Urban Affairs, New Delhi on Deputation/Foreign Service Terms - regarding.

The National Institute of Urban Affairs, an Autonomous Body of the Ministry of Housing and Urban Affairs, New Delhi, invites applications from eligible candidates for the post of Executive Officer (Officiating) in the Pay Band of 9300-34800 plus Grade Pay of 5400 (Level 9 as per Pay Matrix of 7th CPC) to be filled on deputation basis under the regulation of terms and conditions governing deputation /foreign service of employees to/from state/central government issued by Government of India, Ministry of Personnel Public Grievances & Pensions, Department of Personnel & Training.

About NIUA

The National Institute of Urban Affairs (NIUA) is India's leading national think tank on urban planning and development. As a hub for generation and dissemination of cutting-edge research in the urban sector, NIUA seeks to provide innovative solutions to address the challenges of a fast urbanising India, and pave the way for more inclusive and sustainable cities of the future. In 1976, NIUA was appointed as an apex body to support and guide the Government of India in its urban development plans. Since then, it has worked closely with the Ministry of Housing and Urban Affairs, alongside other government and civil sectors, to identify key areas of research, and address the lacunae in urban policy and planning.

Job Description

The Executive Officer (Officiating) shall be accountable for ensuring the coordination of organisational executive support functions and managing internal administrative and financial affairs of the Institute. In addition to that, he/she shall also be responsible for performing and/or contributing to any and every task assigned by the Director or his appointed representative.

Eligibility

From amongst officers of the Central Government or the State Governments or Union Territories or Statutory or Autonomous Bodies or Institutes fully or partially funded by the Central Government or State Government –

- Holding analogous post on regular basis in the parent cadre or department; and
- Possessing educational qualifications and experience specified below, except in the case of candidates from All India Services –

Essential Qualifications

- 03 (three) years of administrative and academic experience in the central government or the State Governments or Union Territories or Statutory or Autonomous Bodies or Institutes fully or partially funded by the Central Government or State Government with at least 05 (five) years of holding an administrative/statutory or managerial position.
- Bachelor's Degree in any subject.



- iii. Knowledge and experience of not less than 03 (three) years in fields related to administration, accounts, finance, management.

Desirable Qualifications

- i. Master's Degree in any subject related to administration, accounts, finance, management.
- ii. Ph.D. or M.Phil. in any subject related to administration, accounts, finance, management.

Note:

1. The Period of Deputation shall ordinarily be for 05 (five) years extendable up to 07 (seven) years. However, the period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall not exceed 07 (seven) years.
2. The maximum age limit for appointment by deputation shall be 56 years as on the February 20, 2023 and will be subjected to the age of superannuation as determined by Government of India. The appointment of the selected candidates from Government service will be subject to the exemption from the rule of immediate absorption to be obtained from Department of Pension & Pensioners Welfare, Ministry of Personnel, Public Grievances & Pensions.
3. The terms and conditions of the service which are not explicitly provided in the Recruitment Rules of the NIUA, should be governed by the relevant provisions of the Fundamental Rules and Supplementary Rules (FRSRs) as well as the deputation rules/regulations/instructions issued by the Central Government.
4. Mere application would not entitle any candidate to claim for selection/interview/appointment. NIUA has the right to reject any application without assigning any reason thereof.
5. Eligible and interested candidates may send their applications through proper channel via their Cadre Controlling Authorities along with their bio-data in the prescribed proforma (Annexure - 2) for the said post may be forwarded through proper channel to NIUA's Human Resource Department at 1st and 2nd Floor, Core 4B, India Habitat Centre, Lodhi Road, New Delhi, Delhi 110003 latest by February 20, 2023. Applicants may send an advance copy to the above address/email at rsangam@niua.org and hr@niua.org.
6. Applications must be accompanied by Integrity Certificate, Vigilance Clearance, and attested copies of Annual Confidential Reports (ACRs) for the last five years duly attested by the officer not below the rank of Under Secretary to the Government of India or equivalent.
7. It may also be confirmed that in the event of selection for appointment, the officer concerned will be relieved of his duties immediately. Officer once selected will not be allowed to withdraw his/her name. Applications which are not correctly filled in or not accompanied with the details as explained above will not be entertained and summarily rejected without further correspondence.



Hitesh Vaidya
Director

To

1. The Secretaries of Ministries/Departments of Government of India
2. The Chief Secretaries, Additional Secretaries, Principal Secretaries and Secretaries of the State Governments/Union Territories
3. Directors of all Autonomous/Statutory Bodies/Institutes/PSUs

APPLICATION FOR THE POST OF EXECUTIVE OFFICER (OFFICIATING)
ON DEPUTATION/FOREIGN SERVICE TERMS

1. Name: _____
2. Father's/Husband's Name: _____
3. Date of Birth: _____
4. Sex: _____
5. Postal Address with telephone, Fax & e-mail:
 - a. Office: _____
 - b. Residence: _____
6. Date of entry in Govt. Service: _____
7. Date of superannuation as per existing rules: _____

8. Educational Qualifications:

Name of School/University	Name and Duration of Course	Subjects	Year of Passing	Marks Secured

(Add additional sheet, if necessary)

9. 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)

Qualifications/Experience Required as mentioned in the advertisement/ vacancy circular	Qualifications/Experience possessed by the Officer
<u>Essential Qualifications-</u> 03 (three) years of administrative and academic experience in the central government or the State Governments or Union Territories or Statutory or Autonomous Bodies or Institutes fully or partially funded by the Central Government or State Government with at least 05 (five) years of holding an administrative/statutory or managerial position. - Bachelor's Degree in any subject. - Knowledge and experience of not less than 03 (three) years in fields related to administration, accounts, finance, management. <u>Desirable Qualifications-</u> - Master's Degree in any subject related to administration, accounts, finance, management.	<u>Essential Qualifications-</u> <u>Desirable Qualifications-</u>

ii. Ph.D. or M.Phil. in any subject related to administration, accounts, finance, management.	
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(Add additional sheet, if necessary)

10. Substantive post held in the Parent Deptt. on regular basis:

Name/Status of Organization	Name of the post	Matrix Level & Pay	Nature of duties (in detail, highlighting experience required for the post applied for)

(Add additional sheet, if necessary)

11. Present post held (Please specify if on deputation/contract/ad-hoc/temporary/quasi-permanent/permanent):

Name/Status and Nature of Organization	Name of the post	Matrix Level & Pay	Nature of duties (in detail, highlighting experience required for the post applied for)

(Add additional sheet, if necessary)

12. Are you in the revised Scale of Pay? If yes, specify the date from which the revision took place and also include the pre-revised scale.

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13. Total present emolument drawn:

Basic Pay in the Pay Band	Grade Pay	Total Emolument

(Add additional sheet, if necessary)

14. In case the applicant belongs to an organization which is not following the Central Government pay scales, the latest salary slip issued by the organization showing the following details may be enclosed:

Basic pay with scale of pay and rate of increment	Dearness pay/interim relief/ other allowances (with break-up details)	Total emoluments

(Add additional sheet, if necessary)

15. If any post held on deputation by the applicant in the past, please specify the date of return from the last deputation and other details.

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(Add additional sheet, if necessary)

16. Details of past service(s)

Name/Status of Organization	Name of the Post	Pay Scale	Period of Employment	Nature of duties

(Add additional sheet, if necessary)

17. Additional information, if any, relevant to the post you applied for in support of your suitability for the post (Additional academic qualifications, professional training, work experience over and above prescribed in the Vacancy Circular/Advertisement).

(Add additional sheet, if necessary)

18. Achievements:

(The applicant is requested to indicate information with regard to:

- i. Research publications and reports and special projects
- ii. Awards/Scholarships/Official Appreciation
- iii. Affiliation with the professional bodies/institutions/societies
- iv. Patents registered in own name or achieved for the organization
- v. Any research/innovative measure involving official recognition
- vi. Any other information)

(Add additional sheet, if necessary)

19. Whether applicant belongs to SC/ST/OBC/General?

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 Qualifications/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 a bearing on my selection has been suppressed/withheld.

(Signature of the Applicant)

Name:

Place:

Date:

CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY

The information/details provided in the above application by Mr./Mrs./Ms. _____, the applicant is 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.

It is also certified that –

1. There is no vigilance or disciplinary case pending/contemplated against the applicant
2. His/her integrity is certified
3. His/her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 (five) years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
4. No major/minor penalty has been imposed on him/her during the last 10 years

Or

A list of major/minor penalties has been imposed on him/her during the last 10 years is enclosed (select as the case may be)

Countersigned:
(Employer/Cadre Controlling Authority)
(Name, Designation, Email ID and Official Seal)

(TO BE FILLED BY THE FORWARDING OFFICE)

Office	Central Government							State Government
Category of Office Please tick	Central Ministry	Department	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	Other	
Present Post								
Date of Continuous employment of the applicant in the present grade					Present Pay & Matrix Level			

Verification of service particular by the office/department:

1. Certified that all the information mentioned by the applicant in his application as mentioned above have been verified from the records and found to be correct.
2. It is also certified that Sh./Ms. _____ has been working as _____ in the present post/present pay in the regular and substantive capacity w.e.f. _____

Signature with date _____
Officer Seal _____

Designation _____
Phone _____
Email _____