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NITI Aayog/ नीति आयोगविकास

अनुवीक्षण और मूल्यांकन कार्यालय

Development Monitoring and Evaluation Office

(प्रशासन प्रभाग/Administration Division)

Room No. 461, NITI Bhawan

संसद मार्ग/ Parliament Street,

नई दिल्ली/ New Delhi

Dated:- 07th Sept., 2026

CIRCULAR

Sub.: Filling up of One (01) post of Upper Division Clerk (UDC) on deputation basis in the Development Monitoring and Evaluation Office (DMEO), NITI Aayog, New Delhi.

Application are invited from eligible candidates for filling up of the post of U.D.C. on deputation basis, initially for a period of 3 years, are invited from eligible candidates:

Name of the post	Scale of pay	Eligibility
Upper Division Clerk (U.D.C.)	Pay Level – 4 (Rs. 25,500 – 81,100)	Officers from the Central Government or State Government or Union Territory Administrations (including their attached and subordinate offices): Holding analogous posts on regular basis in the parent cadre or department; or Having eight years regular service as Lower Division Clerk in Pay Level – 2. Note 1.- The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. Note 2.- Period of deputation 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 three years. Note 3.- The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.

2. The terms of deputation will be governed by the usual terms and conditions applicable to such deputation to the Government of India.

3. Application in the prescribed proforma (Annexure – I) of eligible willing candidates along with their Photostat copies of ACRs dossiers (duly attested) and Vigilance Clearance may be forwarded to the under signed within 60 days from the date of publication in the Employment News.

(Mamta Kalra)

Dy. Director (Admn)

Ph. 23096808

Enclosure: Proforma

To,

1. Notice Board in the NITI Bhawan
2. The Director, NiC, NITI Aayog (for uploading the circular on NITI website)
3. The Director (DMEO Website team), DMEO (for uploading the circular on DMEO website)

PROFORMA

1.	Name (in Block Letters)	
2.	Designation	
3.	Name of service to which the applicant belongs	
4.	Whether appointed on regular/ temporary/ ad-hoc basis and date of such appointment	
5.	Present pay and pay band with Grade pay	
6.	Date of Birth	
7.	Educational Qualification	
8.	Special Qualification, if any	
9.	Whether the applicant fulfils the eligibility condition prescribed	
10.	Date of joining in Govt. service	
11.	Post held since joining the service with date and details of duties performed during the period	
12.	Brief service particulars	

(Signature of Applicant)

Certificate to be given by the Head of Office of the applicant:

1. Certified that the particulars furnished above are correct.
2. Certified that no disciplinary case is pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. Photo copies of ACR dossiers duly attested enclosed.

(Signature of forwarding authority with name, designation and stamp)