

**No. 11012/01/2026-AIM
Government of India
NITI Aayog
Atal Innovation Mission**


Jeevan Tara Building, New Delhi
Dated: 25 June, 2026

Circular

Subject: Inviting applications for engagement of retired Central Government/ State Government/ PSUs/ Autonomous Bodies/Statutory Bodies officers as Consultants [2 No. Consultant (Admn.) and 2 No. Consultant (Finance & Accounts)] in the Atal Innovation, Mission, NITI Aayog, New Delhi - regarding.

Applications are invited from the willing and eligible retired officers of Central Government/State Government/PSUs/Autonomous Bodies/Statutory Bodies, who have retired from the post of Pay Level 7 to 11 and having experience in Administration/Finance & Accounts, Budget, Audit, PFMS/ e-Bill related work and proficiency in computer applications/Excel for engagement as Consultants in AIM for a period of one year.

2. The terms & conditions for engagement. of consultants shall be regulated in accordance with the Department of Expenditure's OM No. 3-25/2020-E -IIIA dated 19.12.2020, as amended from time to time.
3. The details including number of positions, eligibility criteria etc. are at Annexure-I, Terms of Reference is at Annexure-II and Proforma of the application is at Annexure - III.
4. The duly filled in application, in the prescribed format, may be sent to the Head (Administration), AIM, NITI Aayog, 3rd Floor, Jeevan Tara Building, New Delhi (email: dvs.ldo-mud@nic.in), within 30 days from the date of this Circular. Any application received after the prescribed date shall not be entertained.
5. The AIM, NITI Aayog reserves the right to accept or reject in part or in fully any or all the responses without assigning any reason whatsoever.


25/6/2026

(Dharamvir Soni)
Head (Administration)
Atal Innovation Mission (AIM)

To

1. Ms. Keerti Tiwari, Director (Communication & Social Media), NITI Aayog, New Delhi, with the request to post this circular on the website of NITI Aayog, for wider circulation.
2. Head of Division (NIC Cell), NITI Aayog, New Delhi, with the request to post this circular on the Notice Board of e-office.
3. Shri Chanky Sharma, NITI Aayog, with the request to upload this circular on the website of AIM under the link (<https://aim.gov.in> and sub-link: "Engaged with AIM Work with AIM")
4. The Under Secretary (CS-I) [Kind attention: Shri Sunil Kumar], Lok Nayak Bhawan, Khan Market, New Delhi- for publishing the circular on the DoP&T's website.

Annexure – I

Details of Number of Positions and Eligibility Criteria etc.

Name of Post	No. of vacancies	Essential Criteria	Desired work experience	Additional Requirement
Consultant (Admn.)	02	Officers retired from Central Government/ State Government/ PSUs/Autonomous Bodies/Statutory Bodies etc., from the post of Pay Level 7 to 11	a. Experience of handling administrative/ establishment matters, knowledge of public procurement/ GeM/ GFR 2017, DFPR, FR&SR, TA/DA/ Leave Rules etc. b. Typing/Noting/ Drafting c. Knowledge of Computer, e-office, MS word, Excel d. RTI/Appeals as per the RTI Act, 2005 e. Good Communication and language (Hindi / English) f. Ability of Coordination with different wings / offices	Good exposure of work in the Departments/ Ministries of the Govt. of India, PSUs and Autonomous Bodies, which are funded by the Gol
Consultant (Finance & Accounts)	02	Retired Accounts Officer/ Sr. Accounts Officer from Central Government/ State Government/ PSUs/Autonomous Bodies/Statutory Bodies etc. in pay level 10 or 11	a. knowledge of budget related procedures, GFR 2017; Finance & Accounts Rules b. PFMS related work c. knowledge of EAT Report, claims (e-claims /e-Bills) d. processing of claims / grants in aid for implementing agencies for schemes in the Gol (Centrally Sponsored Scheme / Central Sector Scheme)	Exposure of works relating to accounts and finances in the Departments/ Ministries of the Gol. Having knowledge of Centrally Sponsored Schemes/ Central Sector Scheme, their implementation for Grants-in-Aid disbursement and PFMS related works.

Other conditions for the engagement are:

1. Period of initial engagement will be for one year, which shall be extended on year-to-year and mutual consent basis, as per the Department of Expenditure's OM No. 3-25/2020-E. IIIA dated 09.12.2020 and as per the guidelines of DoPT issued from time to time.
2. All candidates who have already retired/ will retire as on 30th June, 2026 may apply, and who have not attained the age of 62 years may apply. Those who have attained age of 62 as on the date of issue of this Circular may not apply.
3. Remuneration will be fixed as per the Department of Expenditure OM No. 3-25/2020E.IIIA dated 09.12.2020 and as per the guidelines of DoPT issued from time to time.
4. Allowances will be applicable as per terms of contract, as mentioned in the Department of Expenditure's OM No. 3-25/2020-E-III A dated 09.12.2020.
5. No TA/DA shall be admissible for joining the assignment and/or to appear for interviews. There will be no entitlement for staff car, HRA, CGHS, Medical Reimbursement, telephone, newspapers, residential accommodation, personal staff, or LTC, etc. All Gol's guidelines shall strictly be adhered to in respect of engagement of retired employees as consultants.
6. Place of Duty shall be Atal Innovation Mission, New Delhi and if any tours are required to be undertaken, admissible TA/DA shall be paid as applicable to the retired consultants.
7. Working Hours will be as per the Gol's instructions and no remuneration for late hours sitting shall be admissible.
8. Leave shall be admissible at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a Calendar Year will not be allowed.
9. Termination of Engagement: -
 - a. If Consultant is unable to accomplish the assigned tasks
 - b. If Consultant is found to be lacking in honesty and integrity
 - c. If Consultant is unwilling to undertake duties attached to the his/her post and is not fit to resume the work as per medical practitioner's advice.
10. The termination of contract will be done in formal manner. NOC shall be obtained from the concerned authorities to get final settlement of account as per fixed remuneration, as mentioned in the Department of Expenditure's OM No. 3-25/2020-E.IIIA dated 09.12.2020.
11. Interested candidates may send complete resume as per ToR and proforma attached with proof of Date of Birth, Last Pay Certificate, a copy of Pension Payment Order and last five years' APARs, by email/post within 30 days from the issue of this Circular to the Head (Administration) - Sh. Dharamvir Soni, Atal Innovation Mission, NITI Aayog, Jeevan Tara Building, 3rd Floor, Sansad Marg, New Delhi or email to dvs.ldo-mud@nic.in / aimofficial00@gmail.com.

TERMS OF REFERENCE FOR THE INDIVIDUAL CONSULTANT

Terms and conditions for engagement of Consultants (Admin) in Atal Innovation Mission (AIM), NITI Aayog, on Contract Basis.

The Atal Innovation Mission, National Institute for Transforming India (NITI) Aayog, Govt. of India invites applications from retired Govt. employees from Central/ State Govt./ Autonomous/ Regulatory/ Statutory Bodies/ Academic/ Research Institution of National/International repute / Public Sector Undertakings - having experience in Govt of India Rules and Procedures, having knowledge of Public Financial Management System (PFMS), administration, cash handling, TA/DA, LTC matters, having knowledge of procurement through GeM Portal, having knowledge in handling MS Word, Excel - for engagement as Consultants in Atal Innovation Mission, NITI Aayog initially for a period of one year, which is likely to be extended.

The personnel who have already retired or will retire by 30th June, 2026 as Section Officers/ Under Secretary or equivalent (between Pay level 7 to 11) are eligible to apply in the prescribed format (Annexure-III) along with relevant documents such as Last Pay Slip, PPO and Educational Qualifications etc. The Detailed Terms and Conditions of engagement including eligibility criteria, qualifications, experience, remunerations and leave etc. are given in the succeeding paras.

1. Duties and Responsibilities: The Consultants shall be responsible for the following works:

- (i) Drafting reply of RTI/Appeals, PG cases
- (ii) Administrative and establishment matters.
- (iii) Processing of e-Bills, e-Claims through PFMS
- (iv) Processing of personal claims like TA/DA, LTC etc.
- (v) Processing of service matters like engagement of YPs/ILs/PLs
- (vi) Processing of personal file related to YPs/ILs/PLs, etc. and their continuation after conducting meetings of Performance Review Committee
- (vii) Knowledge of procurement through GeM Portal, settlement of bills for vendors
- (viii) Ability of coordination between various wings of Office, arrangement of meetings etc.
- (ix) Working knowledge of computer, MS Office, GFR and submission of files related to administrative nature of work
- (x) Any other works assigned by the seniors

2. Tenure: The consultant shall initially be engaged for a period of one year which may be extended or curtailed, subject to review, at the sole discretion of Mission Director, Atal Innovation Mission.

3. Age Limit: The period of engagement of consultant shall not exceed beyond the age of 65 years. Those who are below age of 62 may apply. Health condition of the applicants should support their candidature and the candidate should submit a medical fitness certificate at the time of submission of their application.

4. Experience: The candidates should have experience in Administrative and establishment matters, preparation of bills (including settlement of TA & personal claims). The candidates should have past experience of administration, cash handling, TA/DA, LTC matters, knowledge in MS Word. Excel. Having experience in procurement through GeM and settlement of bills.

5. Remuneration: The selected candidates shall be paid fixed monthly amount which will be arrived at by deducting the basic pension from the pay drawn at the time of retirement on the basis of DoE's OM No. 3-25/2020-E.111A dated 09.12.2020. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment during the contract period. Nor any enhancement of payment shall be done by the organization. HRA will not be admissible.

6. Transport Allowance: For the purpose of commuting between the residence and the place of work, a fixed monthly amount of Rs.3,600/- for Officers retired from Pay Level 7 to 8 and Rs.7,200/- for Officers retired from Pay Level 9 to 11 (as per para 7.2 of the DoE's OM dated 9th December, 2020) shall be payable as Transport Allowance. The amount so fixed shall remain unchanged during the period of engagement.

7. Leave of Absence: Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed.

8. TA/DA: The consultant, if required to undertake journey on domestic tour subject to approval of the Competent Authority shall be allowed TA/DA as per their entitlements at the time of retirement. The instructions issued by the Department of Expenditure in this regard will be followed.

9. Exigencies of work: The Consultants may be required to perform duty on Saturdays, Sundays and other Gazetted Holidays, and beyond the office hours in case of exigency of work, on the instructions of the Competent Authority.

10. Deduction of Tax at Source: The Income Tax or any other tax liable to be deducted, as per the prevailing rules, shall be deducted at source before effecting the payment for which the AIM shall issue TDS Certificate/s. The AIM does not undertake any liability for other taxes or contribution payable by the consultants on payments made under the contract of consultancy.

11. How to apply: Interested candidates having required qualifications and experience and are serious to take up the assignment may send their completed application in the prescribed format (at Annexure-III), within 30 days from the date of issue of Circular.

12. Selection Process: The shortlisted candidates will be called for an Online/ Physical interview. The date and time of interview will be conveyed through e-mail and/or mobile in due course. Candidates will have to make their own arrangements to reach the place of interview. No TA/DA shall be paid by AIM for attending the interview. The competent authority reserves the right to select or reject a candidate or decide not to proceed with the selection process without assigning any reason.

TERMS OF REFERENCE FOR THE INDIVIDUAL CONSULTANT

Terms and conditions for engagement of Consultants (Finance & Accounts) in Atal Innovation Mission (AIM), NITI Aayog on Contract basis.

The Atal Innovation Mission, National Institute for Transforming India (NITI) Aayog, Govt. of India invites application from the retired Govt. servants of Central/ State Govt./ Autonomous/Regulatory/ Statutory Bodies /Academic/Research Institution of National/International repute / Public Sector Undertakings - having experience in Govt. of India Rules and Procedures, knowledge of Finance & Accounts Rules, Budget, Audit and Public Financial Management System (PFMS), administration, cash handling, TA/DA/LTC matters, procurement through GeM, handling of MS Word, Excel — for engagement as Consultants in Atal Innovation Mission, NITI Aayog, initially for a period of one year, which may likely to be extended.

The personnel who have already retired or will retire by 30th June, 2026 as Accounts Officers / Sr. Accounts officers are eligible to apply in the prescribed format (Annexure-III) along with the relevant documents, such as Last Pay Slip, PPO and Educational Qualifications etc. Detailed Terms and Conditions of engagement including eligibility criteria, qualifications, experience, remunerations and leave etc. are given in the succeeding paras.

1. Duties and Responsibilities: The Consultant (Finance & Accounts) shall be responsible for handling Budget, Finance & Accounts, preparation of Sanction etc., as per the details below:-

- (i). Registration of agencies on PFMS.
- (ii). Approval of agencies on PFMS as PD (Programme Division)
- (iii). Mapping of agencies with sanction generation user.
- (iv). Generation of sanction for payment through PFMS based on the physical sanction.
- (v). Mapping of agencies on EAT (Expenditure Advance and Transfer) module of PFMS.
- (vi). Providing EAT support to agencies.
- (vii). Processing of e-Bills/e-Claims through PFMS
- (viii). Processing of personal claims like TA/DA/LTC etc.
- (ix). Having knowledge of financial rules including procurement through GeM
- (x). Any other work assigned by the seniors.

2. Tenure: The consultant shall initially be engaged for a period of one year which may be extended or curtailed, subject to review, at the sole discretion of the Mission Director, Atal Innovation Mission.

3. Age Limit: The period of engagement of consultant shall not exceed beyond the age of 65 years. Those who are below age of 62 may apply. Health condition of the applicants should support their candidature and the candidate should submit medical fitness certificate at the time of submission of their application.

4. Experience: The candidates should have experience in Finance, Accounts, Budget/ Expenditure Management, settlement of Audit Observations, Grant-in-Aid, Public Financial Management Systems (PFMS)/ e-Bill related work, preparation of Draft

Sanctions, Bills (including settlement of TA & other personal claims) and cash handling etc. The candidates should have knowledge of MS Word/Excel etc.

5. Remuneration: The selected candidates shall be paid fixed monthly amount which will be arrived at by deducting the basic pension from the pay drawn at the time of retirement on the basis of DoE's OM No. 3-25/2020-E.111A dated 09.12.2020. The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment during the contract period. Nor any enhancement of payment shall be done by the organization. HRA will not be admissible.

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ANNEXURE-III

PROFORMA OF APPLICATION FOR THE POST OF CONSULTANT IN AIM, NITI AAYOG, NEW DELHI

1. Name of the Candidate:
2. Father's Name:
3. Date of Birth and Place of Birth:
4. Date of Retirement (as per PPO):
5. Age as on the date of submission of application: (YY/MM/DD):
6. Designation and Level of Pay at the time of retirement:
7. Gender of the Candidate:
8. Educational and Professional Qualifications:
9. Telephone Number/Mobile Number/email ID:
10. Details of employment/Work Experience in chronological order: -
(Enclose a separate sheet, if space below is insufficient)

Department/ Institute/ Organisation Served at the time of retirement	Post held with Scale of Pay and Basic Pay on the date of retirement	Experience			Marks/Grading in APAR (To be given for last five years preceding to retirement year)
		From	To	Nature of duties Performed with specific reference to experience as details given in the ToR	

11. Details of courses and training programmes attended, if any (year wise):
12. Details of previous Consultancy rendered, if any (year wise):
13. Address for communication with email:
14. Permanent Address:
15. Additional information covering specific achievements in their area of work, if any, which you would like to mention in support of your suitability for the post.
Enclose a separate sheet, if need so be.
16. Remarks, with details of their specialization in their area of work:
17. Details of Medical Certificate, issued in this regard:

Place:

Signature of the Candidate

Date:

Name:

Address: