

**VACANCY CIRCULAR**  
No.A-12011/14/2011-ADM  
Government of India,  
Department of Personnel & Training,  
LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION, MUSSOORIE

Dated: 25<sup>th</sup> April, 2019

To

All Central Ministries/Departments/Chief Secretaries of State Governments

**Sub: Filling up of the posts of Assistant Director in Lal Bahadur Shastri National Academy of Administration, Mussoorie on deputation (including short term contract) basis.**

Sir,

I am directed to say that it is proposed to fill up the post of Assistant Director in Lal Bahadur Shastri National Academy of Administration, Mussoorie on Deputation basis. Pay matrix (Pay scale & Grade Pay), eligibility conditions and experience, period of deputation and duties etc. for the posts are as indicated below:

|     |                       |   |   |
|-----|-----------------------|---|---|
| (1) | Name of the Post      | : | Assistant Director                                      |
|     | Pay Matrix            | : | Level-12 (Rs.78800 –209200) in pay matrix               |
|     | Method of recruitment | : | Deputation including short term contract                |
|     | No. of Posts          | : | Two posts *   |
|     | Classification        | : | General Central Service Group 'A' Gazetted, Ministerial |

**Eligibility**

Officers under the Central Government or State Government (including officers from State Civil Services) or Union territory Administration:

- a)(i) holding analogous posts on regular basis in the parent cadre/department; or
- (ii) with five years' of regular service in the grade rendered after appointment thereto on regular basis in the Level 11 (67700 – 208700) or equivalent in the parent cadre/department or
- (iii) with ten years' of regular service in the grade rendered after appointment thereto on regular basis in the Level 10 (56100 – 177500) or equivalent in the parent cadre/department
- b) **Possessing the educational qualifications and experience as under:**
- (i) Bachelors Degree of a recognized University or Institute and
- (ii) Five years' experience in accounts, administration or establishment work in a Government Office or Statutory Body.

**\*Number of Posts may increase/decrease**

**Age Limit:**

The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

**Period of Deputation:**

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

It is requested to circulate the vacancies and forward the application of the officers who are willing and fulfil the eligibility criteria and who can be spared immediately in the event of their selection to the undersigned, complete in all respects along with documents (cadre clearance, Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and up-to-date ACRs dossiers (or photocopy of ACRs for the last 5 years duly attested on each page by Gazetted Officer) may be sent to this office within 60 days from the date of publication in the Employment News Paper. Application received after the last date or without the CRs (or attested photocopies of the CRs) or otherwise found incomplete will not be considered. The copy of the application can also be forwarded through e-mail to [adminsec.lbsnaa@nic.in](mailto:adminsec.lbsnaa@nic.in)



(Nandini Paliwal)  
Deputy Director (Sr.) &  
Incharge Administration



**BIO-DATA/ CURRICULUM VITAE PROFORMA****FOR THE POST OF**

|   |  |
|---|--|
| 1. Name and Address<br>(in Block Letters)   |  |
| 1.(A) Telephone No, Fax No. &<br>e-mail address:  |  |
| 2. Date of Birth<br>(in Christian era)  |  |
| 3.i) Date of entry into service   |  |
| ii) Date of retirement under<br>Central/State Government Rules  |  |
| 4. Educational Qualifications   |  |
| 5. Whether Educational and other<br>qualifications required for the post<br>are satisfied. <b>(If any qualification<br/>has been treated as equivalent to<br/>the one prescribed in the Rules,<br/>state the authority for the same)</b>  |  |
| <b>Qualifications/Experience required as mentioned<br/>in the advertisement/ vacancy circular</b>   | <b>Qualifications/ Experience possessed by the<br/>officer</b> |
| <b>Essential</b>  | <b>Essential</b>   |
| A) Qualification  | A) Qualification   |
| B) Experience   | B) Experience  |
| <b>Desirable</b>  | <b>Desirable</b>   |
| A) Qualification  | A) Qualification   |
| B) Experience   | B) Experience  |
| <p>5.1 <b>Note:</b> This column needs to be amplified to indicate essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Officer</b> at the time of issue of Circular and issue of Advertisement in the Employment news.</p> <p>5.2 In the case of Degree and post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate.</b></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. |  |
|---|--|

**6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-date) with reference to the post applied.**

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

| Office/Institution | Post held on regular basis | From | To | *Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
|--------------------|----------------------------|------|----|---|--|
|                    |                            |      |    |   |  |

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

| Office/Institute | Pay , Pay Band, and Grade Pay drawn under ACP/MACP Scheme | From | To |
|------------------|---|------|----|
|                  |   |      |    |

|  |  |
|--|--|
| 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 parent office/organization to which the applicant belongs. | d) Name of the post and pay of the post held in substantive capacity in the parent organisation |
|  |  |   |   |
| <p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (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</p> |  |   |   |
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.  |  |   |   |
| <p><b>11. Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government<br/> b) State Government<br/> c) Autonomous Organization<br/> d) Government Undertaking<br/> e) Universities<br/> f) Others</p>   |  |   |   |
| 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 PB  | Grade Pay  |   | 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.   |  |                  |
| Basis Pay which Scale of Pay and rate of increment  | Dearness Pay/Interim relief/other Allowances etc., (With break-up details) | Total Emoluments |
|   |  |                  |
| <b>16.A Additional information</b> , if any, relevant to the post you applied for in support of your suitability for the post<br>(This among other things may provide information with regard to (i) additional academic qualifications (ii)  |  |                  |
| Professional training and (iii) work experience over and above prescribed in the vacancy Circular/ Advertisement)<br><b>(Note: Enclose a separate sheet, if the space is insufficient)</b>  |  |                  |
| <b>16.B Achievements:</b><br>The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/Societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition vi) any other information.</li> </ul> <b>(Note: Enclose a separate sheet if the space is insufficient)</b> |  |                  |
| 17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for short Term Contract)   |  |                  |
| # (The Option of 'STC' / 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").   |  |                  |
| 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 a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile/Telephone No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date \_\_\_\_\_

**Certification by the Employment/ 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 qualification 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. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR 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 in enclosed. (as the case may be)

Countersigned

\_\_\_\_\_  
(Employer/ Cadre Controlling Authority with Seal)