

Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie – 248179

[Government of India: Ministry of Personnel, Public Grievances & Pensions]

(Department of Personnel & Training)

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Website- <http://www.lbsnaa.gov.in>

No. A-35015/1/2022-ADM/ Vacancy-08/23

Date: 3<sup>rd</sup> April, 2023

**VACANCY CIRCULAR**

**Subject: Inviting nominations for filling up various posts in the Lal Bahadur Shastri National Academy of Administration, Mussoorie through permissible channel**

The Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie under the Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) is the premier training institute for the civil services in India. LBSNAA conducts various training modules for civil servants posted at different ranks. A Foundation Course is held for the young entrants to the All India Services and other central Services. This is followed by a professional training of recruits to the Indian Administrative Service (IAS) including members of the Royal Bhutan Administrative Service. The Academy also conducts the Mid-Career Training Program (MCTP) for members of the IAS and an Induction Training Program for officers promoted to the IAS from the state civil services. Along with this, workshops and seminars on policy issues are also conducted at the Academy at regular intervals. The LBSNAA invites application from willing and eligible candidate for filling up the vacancy mentioned below as per mode of appointment, Essential Qualifications/ Experience etc. required for the posts.

Post	<b>Stenographer (Grade-II)- Two Posts</b>	
i.	Method of Appointment	Deputation [Officers of the Central or State Government holding analogous post on regular basis in the stenographer cadre]
ii.	Classification of post	General Central Services, Group 'C', Non-Gazetted, Ministerial
iii.	Level in Pay Matrix (7 <sup>th</sup> CPC)	Level - 4 (Rs. 25500-81100) in pay matrix
iv.	DA/HRA & Other all allowances	As admissible under the Central Government order from time to time.
v.	Training Allowance	Not Applicable
vi.	<b>Eligibility conditions for deputation basis :</b> Officers of the Central or State Government holding analogous post on regular basis in the stenographer cadre.	
vii.	<b>Nature of Duties and responsibilities attached to the post</b> <ul style="list-style-type: none"><li>• To provide secretarial assistance to the officer</li><li>• To take dictation in shorthand and transcribe it</li><li>• Will be responsible for typing of essential or or confidential/ secret documents including other typing work as considered necessary</li><li>• Will attend telephone calls and receive visitors who come to meet the officer</li><li>• Will fix the appointment and cancel them if necessary</li><li>• Will keep a list of engagement, meetings, tours, etc. and remind the Officer well in advance about them.</li><li>• Will keep a note of movement of files</li><li>• Will collect information and files and compile data if necessary</li></ul>	

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| <ul style="list-style-type: none"><li>• Will send routine reminders</li><li>• Will assist the officer in training related activities</li><li>• Will do any other work assigned by the officers from time to time.</li></ul> |
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**Pay and other conditions** of service of the official selected on deputation basis will be regulated as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time. The deputationist will have the option to either draw his grade pay in the parent cadre plus deputation duty allowance on applicable rates, or to draw the pay in the scale of pay of the deputation post as may be fixed in accordance with the existing orders. The rate of deputation allowance will be regulated in terms of the DoPT OM No. 2/22(B)/2008-Estt. (Pay-II) dated 3rd September, 2008 and as amended from time to time.

**Age Limit:** The maximum age limit for appointment by deputation / absorption shall not be exceeding 56 years as on the closing date of receipt of application.

**Period:** The period of deputation shall be one year in the first instance, extendable (if so required) as per the existing instructions issued by the DoPT. Period of deputation including the 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 ordinarily not exceed three years. .

Number of **vacancies may increase or decrease.** Candidates applying for the post will not be permitted to withdraw their name/ application on any stage of the selection process. Nominations which are not accompanied by the requisite personal data as per Annexure-I will not be considered. Applications of only such candidates will be considered **which will be received through proper channel** (i.e. forwarded by the Competent Authority of Administrative setup of applicant's Department)

Applications for the above posts in the enclosed proforma (Annexure-I) along-with other documents of the eligible and willing officers, who can be spared in the event of their selection may please be sent to the following address within 60 days from the date of publication of the vacancy circular in the "Employment News". Applications without attested photocopies of the ACRs/APARs or otherwise found incomplete and received after the last date will not be considered.

Deputy Director (In-charge Administration),  
Lal Bahadur Shastri National Academy of Administration,  
Mussoorie-248179, District Dehradun (Uttarakhand)

While forwarding the applications, it may please be confirmed that no disciplinary/ vigilance case is either pending or contemplated against the applicant. The application in Annexure-I must be accompanied with the following documents.

- Photostat copies of up-to-date CR/APARs dossiers of the candidate for the last five years, duly attested on each page by a Gazetted Officer (original ACRs/ APARs **may not be sent**)
- Certificate of Cadre Clearance
- Certificate of Vigilance Clearance
- Certificate of Integrity and
- Certificate of Major/ Minor penalties imposed on the official during last 10 years.

**Note:** The details of the vacancy along with prescribed form of application are available on the LBSNAA Website <https://www.lbsnaa.gov.in/vacancy.php>

  
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Dated : 3<sup>rd</sup> April, 2023

**BIODATA/ CURRICULUM VITAE PROFORMA FOR SUBMISSION BY THE CANDIDATES FOR APPOINTMENT ON DEPUTATION** (In accordance with DoPT OM # AB-14017/28/2014-Estt.(RR) dated 2.7.2015)

(Submitted to LBSNAA, Mussoorie)

FOR THE POST OF \_\_\_\_\_

1.	Name & Address  [in Block letters]	
2.	Date of Birth (in Christian era):	
3.	(a) Date of entry into service	
	(b) Date of retirement under Central/ State Government rules:	
4.	Educational Qualifications:	
5.	Whether Educational and other qualifications required for the post are satisfied. ( <i>If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.</i> )	
	<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular .</b>	<b>Qualifications/Experience possessed by the Officer</b>  [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the <b>candidate</b> ]
	<b>Essential</b>	<b>Essential</b>
a)	Qualification:	Qualification:
b)	Experience	Experience

	Desirable		Desirable			
a)	Qualification:		Qualification:			
b)	Experience		Experience			
6.	Please <b>state clearly</b> whether in the light of entries made by you above, you meet the REQUISITE Essential Qualifications and work experience of the post.					
6.1	<b>Note:</b> 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-data) with reference to the post applied.					
7.	Details of Employment in chronological order. <b>Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.</b>					
Office/Institution/ Organisation	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	

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**\*Important: Pay-band and Grade Pay / pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay level of the post held on regular basis to be mentioned.**

Office / Institution	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 you belong	
d)	Name of the post and Pay of the post held in substantive capacity in the parent organization	
<b>Note:</b>	1. In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate)	

<b>Note:</b>	2. Information under Column 9(c) and (d) 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/ organization.	
10.	if any post held on deputation in the past by the applicant, date of return from the last deputation, post and other details	
11.	Additional details about present employment, please state whether working under	
a)	Central Government	
b)	State Government	
c)	Autonomous Organisations	
d)	Government Undertakings	
e)	Universities	
f)	Others	
12.	Please state whether you are working in the same Department and are in the feeder grade of 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.  [Basic pay, Grade Pay, Total emoluments]	Basic pay,
		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	
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other allowances etc. (with break up details)	Total Emolument

16-A	<p><b>Additional information</b>, if any, which you would like to mention in support of your suitability for the post.</p> <p>This among other things may provide information with regard to (1) additional academic qualifications, (2) Professional training and (3) work experience over and above prescribed in the vacancy circular/ advertisement]</p> <p><b>Note:</b> Enclose a separate sheet, if the space is insufficient.</p>	
16-B	<p><b>Achievement</b></p> <p>The candidates are requested to indicate information with regard to</p> <ul style="list-style-type: none"> <li>(i) Research Publications and Reports and Special Projects,</li> <li>(ii) Awards/Scholarship/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 organisation</li> <li>(v) Any research/ Innovative measure involving official recognition</li> <li>(vi) other information.</li> </ul> <p><b>(Note: Enclose a separate sheet if the space is insufficient.)</b></p>	

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 documents submitted 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 candidate\_\_\_\_\_

(As is given in ID Proof)

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

:\_\_\_\_\_

Date:

Contact Number (Mobile/Telephone),..... .Email ID :.....



**COUNTERSIGNED BY FORWARDING AUTHORITY.**

**Certification by the Employer/ 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 possess educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**Also certified that:**

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His / Her integrity is certified.
- (iii) His / Her ~~complete ACR/APAR Dossier in original is enclosed~~/photocopies of the ACRs/ APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/minor penalties have 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 is enclosed (**as the case may be**).

Countersigned.

**(Employer/ Cadre Controlling Authority with seal)**