

Dated: 14th June, 2024

CIRCULAR

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to fill up two (02) posts of Visiting Professor from the eminent persons from Academia employed with premier educational institutions on deputation basis. The appointment will be initially for a period of one year. Eligibility Criteria, Remuneration, Essential Qualifications/Experience etc. required for the post are as follows:

(A) Eligibility criteria: The eligibility criteria for the Scheme of Visiting Professors in Academy will be as under:

- i. The visiting Professors can be Civil Service Officers of the State and Central Governments including retired officers as also other eminent persons from academia, research etc.
- ii. Eminent persons from outside government should possess a Doctorate degree at the time of his/her appointment. Candidates who have completed all the formalities of their Ph.D. programme (submission of thesis) and are awaiting award of their Ph.D. are also eligible to be selected as Visiting Professors. The candidate should have at least five publications to her/his credit in renowned journals of her/his subject/domain.
- iii. Besides, Government officers of the Central Government and State Governments including retired officers with a Post-graduate degree and 3 years relevant experience in a particular subject/domain are also eligible to be selected as Visiting Professors. The serving officers will have to ensure that necessary permission and leave covering the period is obtained from the cadre controlling authority for this purpose.
- iv. Minimum Age of the candidate should be 28 years to be selected as a Visiting Professor. The maximum age should not exceed 65 years at time of appointment.

(B) Selection Procedure: Selection of Visiting Professors will be finalized by a Committee so constituted by LBSNAA for the purpose and selection will be made with approval of the competent authority.

(C) Terms of Engagement for Visiting Professors:

- i. **Tenure:** The tenure of the Visiting Professor will be initially for a period of one year.
- ii. **Remuneration:** The Visiting Professor other than Civil Services officer will be entitled to a monthly remuneration of Rs. 1,50,000/- on lump sum basis in case they are not drawing salary or other remuneration for the period from any other source. A certificate to this effect would be required to be furnished by the candidate. The following applies with respect to civil service officers:

- a. **Retired officers:** Gross salary at the time of retirement minus pension.
- b. **Serving civil service officers:** The officer will take leave of the appropriate nature from competent authority and will draw salary from the parent department or in case they are on leave without pay, they will have pay protection, not in any case higher than total emoluments last drawn.

- iii. **Accommodation:** The Academy will provide furnished studio apartment to the Visiting Professors subject to availability on the payment of a license fee as decided from time to time.
- iv. **Absence from headquarter:** Residence on campus is mandatory, prior station leave will be required in case of weekends and official holidays. Absence from headquarters on account of leave will be allowed up to two days for every completed month of the engagement. Any leave however, will require prior approval of competent authority. Any period of absence above this will be treated as leave without pay. In the event of the engagement period being less than a year, the admissibility of the leave will be on a pro rata basis.
- v. **Travel Expenses:** The provision of the scheme would apply to visiting Professors other than serving Civil Service Officers. Further, the Visiting Professor other than Civil Service Officers will be entitled for travelling allowance/ daily allowance as per the entitlement of a professor of the Academy and use of staff car/ Academy taxi will be admissible only in case travel is under taken at behest of the Academy and with the approval of the Competent Authority. Serving officers may be permitted to claim TA/DA as per their current entitlement.
- vi. **Office, Internet and library Access:** Visiting Professors will be provided with suitable study area/workstation. They will have free access to internet and Library for research purposes and will have the same entitlement for the use of the Library as is available to the Academy faculty. For reference purposes, they may procure any reading material, i.e. books and academic journals relevant to their topic of research through the Library. These will be inventoried by the Library and will be the property of the Library.
- vii. **Stationery and Administrative Expenses:** Stationery and photocopying facility will be provided to a limited extent, in furtherance of the research project. Visiting Professors would be entitled to use of Academy telephone for local/outstation calls in the event of calls being made for official purposes.
- viii. **Medical Facilities:** Visiting Professors will have access to medical facilities available on the Academy Campus. This includes OPD, medicines and investigations. The Academy will not bear the cost of referrals to specialists or hospitalization/indoor treatment.
- ix. **Other Facilities:** Visiting Professors would be entitled to all the recreational and sports facilities of the Academy on the same terms and conditions as the rest of the Academy faculty.

The Application from eligible candidates, who are desirous of being considered for appointment, may be forwarded to this Academy within 21 days from the date of issue of this circular along with the following:

1. Statement of purpose elaborating in detail about the way the candidate can contribute to the teaching pedagogy, preparation of case lets, preparation of course module etc.
2. The candidate should clearly indicate their service particulars, experience and educational qualifications in the enclosed Bio-Data form in **Annexure I**.
3. The copies of update dossiers of the applicants for last five years.
4. Vigilance clearance and NOC from the appointing authority must be sent along with the application.
5. The officer should give undertaking about completing all the tasks assigned to him/her before getting relieved from the organization.


(Shelesh Nawal)
Deputy Director

BIODATA/ CURRICULUM VITAE PROFORMA

(Submitted to LBSNAA, Mussoorie)

FOR THE POST OF _____

1.	Name Address [in Block letters] Contact Number (Mobile/Telephone), Email ID	
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 and other qualifications required for the post. Qualifications/Experience possessed by the Officer [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the candidate]	
a)		
b)		
c)		
Desirable		
a)		

b)		
5.	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.	Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient. *Note: 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.	
a)	Office/Institution/ Organization	
	Post held	
	Duration	From..... to
	Scale of Pay and Basic Pay* therein	
	Nature of Duties (in detail) highlighting experience required for the post applied for.	
b)	Office/Institution/ Organization	
	Post held	
	Duration	From..... to

	
	Scale of Pay and Basic* Pay in the post being held on regular basis	
	Nature of Duties (in detail) highlighting experience required for the post applied for.	
7.	Nature of present employment, i.e., ad-hoc or temporary or quasi permanent or permanent.	
8.	In case the present employment is held on deputation/contract basis, please state Note: 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) 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.	
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	
9.	Date of return from the last ex-cadre post, if any [if any post held on deputation in the past by the applicant, date of return from the last deputation, post and other details]	

10.	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	
11.	Please state whether you are working in the same Department and are in the feeder grade of feeder to feeder grade	
12.	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.	
13.	Total emoluments per month now drawn. [Basic pay, Grade Pay, Total emoluments]	
14.	Additional information, if any, which you would like to mention in support of your suitability for the post. [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] Note: Enclose a separate sheet, if the space is insufficient.	

15.	Achievement Note (The candidates are requested to indicate information with regard to i. Research Publications and Reports and Special Projects, ii. Awards/Scholarship/Official Appreciation, iii. Affiliation with the professional bodies/institutions/societies and iv. any other information. (Note: Enclose a separate sheet if the space is insufficient.)	
16.	Statement of purpose elaborating in detail how the officer can contribute to the teaching pedagogy, preparation of case lets, preparation of course module etc. (around 500 to 800 words)	

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.

I, undertake to complete all the tasks to be assigned to me in time during tenure before getting relieved from the organization, in case I have been selected.

I acknowledge and agree with leave norms specified in the circular.

Signature of the candidate _____ (As is given in ID Proof)

Address: _____

: _____

: _____

Countersigned by forwarding authority.

Certificate to be furnished by the Employer/Head of Office/forwarding authority

Certified that the particulars/ information/ details furnished by by the above 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 complete ACR Dossier/ACRs for the last five years duly attested (on each page) by a Gazetted Officer are enclosed.
- iii. His/her integrity is beyond doubt.
- 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)