

# Application for the Award of Fellowship

No. A-12024/1/2022-ADM

(Government of India)

Department of Personnel & Training

Lal Bahadur Shastri National Academy of Administration, Mussoorie

Date: 27<sup>th</sup> March, 2024

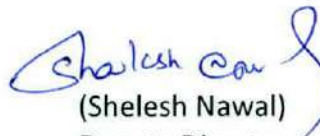
## INVITATION OF APPLICATION

The Lal Bahadur Shastri National Academy of Administration [LBSNAA], Mussoorie under Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) is a premier training institute for the civil services in India. For more details about the LBSNAA visit <http://www.lbsnaa.gov.in/>

The LBSNAA invites applications for its Fellowship Programme. 01 (One) Number each Research Fellowship is for academicians/professionals interested in the area of Political Theory and Constitutional Law and Economics. **Applicants may note that research in the above areas should have relevance to public administration, public policy and governance.** Guidelines for Research Fellowship (Annex-1) and template of application to apply for Research Fellowship (Annex-2) are attached. Interested candidates are required to submit their application along with their documents in the prescribed proforma (Annex-2) to Email ID [aoadmn-lbsnaa@gov.in](mailto:aoadmn-lbsnaa@gov.in). Applications found incomplete will not be considered.

*Last date for submission of such application is 16<sup>th</sup> April, 2024. Applications received thereafter will not be considered.*

Encl: TWO

  
(Shelesh Nawal)  
Deputy Director  
LBSNAA, Mussoorie

## Annex-1: Research Fellowship Programme Guidelines

### **Fellowship Requirements**

#### **Enriching the academic environment of LBSNAA**

- Fellows would be expected to contribute to the academic environment of the Academy by their involvement in the Academic Council and assisting in the design and delivery of training programmes, workshops and conferences organized by the Academy.

#### **Entitlements**

#### **Terms of Fellowship**

**Fellowship:** Fellows will be entitled to a monthly payment as per the following categories:

- Rs. 75,000 (lump sum)

#### **Accommodation:**

- Academy will provide furnished studio apartment (with parking facilities) on campus to Fellows on the payment of a license fee as may be decided by the Director.

#### **Absence from Headquarters:**

- 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. In addition, the Research Fellow can leave headquarters for a total period not exceeding twenty days (20 days), inclusive of weekends and holidays during one year, which will be reduced proportionately depending on the months of 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.

#### **Travel Expenses:**

- Travelling Allowance/ Daily Allowance and use of staff car/ Academy taxi will be admissible only in case travel is undertaken at the behest of the Academy with the approval of the HoD.
- For this purpose, the entitlement/s of level-10 in pay matrix that is equivalent to starting pay of Group-A officers as per 7<sup>th</sup> CPC.

#### **Office, Internet and Library access:**

- Fellows will also 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 to 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



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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.

### **Stationary and Administrative Expenses:**

- Stationary and photocopying facility will be provided to a limited extent, in furtherance of the research project.
- Fellows would not be entitled to use of Academy telephone for local/ outstation calls, except in the event of calls being made for official purposes.

### **Medical facilities:**

- Fellows 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.

### **Travel Requirements:**

The position requires extensive travel within India.

### **Job Summary:**

**Research Fellow** will identify and create content for documenting LBSNAA trainings, events and activities knowledge products, collaterals, website, and social media.

### **Key Responsibilities:**

- Curate creative content for knowledge products, IEC, event collaterals, website and social media
- Produce high-quality, well-written, and visually appealing content
- Documentation support to the training programs and activities under LBSNAA
- Build and maintain communications assets, including photo, story, and video banks
- Archive organizational knowledge assets/maintain a comprehensive digital and printed materials library of all relevant documents, guidelines and Knowledge Products
- Undertake field visits to study the processes and identify case studies and best practices for documentation purposes
- Capturing all the important/key aspects of the respective training programs, including a brief on program components, unique features of the program, the transformation brought by the programs.
- Developing separate/dedicated documents for programs, events, consultations, deliberations, and meetings that are part of various training programs. For instance, Aarambh, Meeting with Padmashree Awardees, Eminent Sportsperson-In Residence, Clubs & Societies, Certificate Courses, etc.
- Process documentation of the ongoing courses - Common Foundation Course, Mid-Career training Programme, Joint Civil Military Programme, Induction Training Programme.
- Developing synopses of the existing training packages and modules, that will provide a brief summary of the training package/modules, including objective, method of delivery, expected outcomes, activities, and feedback.
- Developing brief reports on the major events that take place in the Academy.
- Any other knowledge management work as assigned by the line manager.

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## **Work Experience**

- Minimum 5-8 years of experience in communications, preferably developing high-quality resources and publications, video and audio resources, writing for various publications, handling the media, and brand messaging through social media
- Experienced in creative content development on the subject.
- Experience in working in the development organizations sector, preferably public health.
- Demonstrated track record in website content development and management, writing and editing articles, social media, reports, brochures, newsletters and e-mailers
- Excellent English and Hindi language communication skills, both written and verbal, are essential
- Good working knowledge of computer applications, especially MS office; knowledge of working on designing softwares (CorelDraw, InDesign, Photoshop, etc.) will be an added advantage
- Readiness to travel

## **Education:**

- Ph.D or applied for Ph.D in the relevant stream which candidate applied

## **Key Competencies:**

- S/He must have excellent reporting, documentation and communication skills.
- S/He must have excellent writing skills and presentation skills
- S/He must be good with cross-functional coordination
- S/He must possess good teamwork abilities and the ability to work well in an interdisciplinary team
- Ability to produce documents and mobilise resources independently
- Proactiveness and attention to detail
- Ability to multitask and have a problem-solving approach
- Ability to handle a variety of assignments under the pressure of deadlines



## Annex-2: Application for the Award of Fellowship

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This application is divided into 4 parts:

- i) Personal profile,
- ii) Education Qualifications,
- iii) Research work, and
- iv) Professional experience

If using the Microsoft Word version of this form, either completes the form electronically, or prints the blank form and complete by hand. With the PDF version you must print out the form and complete by hand.

Interested candidates are required to submit their application in the prescribed proforma (Annex-2) to the following address or E-mail the same to [aoadmn-lbsnaa@gov.in](mailto:aoadmn-lbsnaa@gov.in). Applications found incomplete will not be considered.

To

The Director  
Lal Bahadur Shastri National Academy of Administration  
Mussoorie, District- Dehradun,  
Uttarakhand  
PIN- 248 179

On cover of the envelope mention: **Application for Research Fellowship in subject .....**  
**of at LBSNAA, Mussoorie**

# Application for the Award of Fellowship

Attach  
recent Photo

## I- Personal Profile

Sl. No.	Candidate Type [Government Employed/ Private Employed / Retired]	Present occupation [last occupation in case of Retired]	Date since present position held

- (i) Name in full (write in Capital Letters. Leave on box blank between every two parts of the name)


- (ii) Father's / Husband's Name


(iii)	Date of birth	d	d	m	m	y	y	y	y
	Date of birth (in words)								

(iv)	Age as on ( 1-11-2023)	d	d	m	m	y	y	y	y

(v)	Gender	
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(vi) Complete Postal Address for Communication


STATE																			

PIN

(vii) Permanent Address


STATE																			

PIN

(viii) Contact Details

Email ID for communication	
Telephone (Office)	
Telephone (Residence)	
Mobile Number	

## 2- Educational Qualification

Please list in *chronological order* matriculation onwards.

Year attended	Name of the Examination /degree	Subject (s)	Division / Grade	Name of the Institution & Place



### 3- Research Work

Publication Authored / Edited (Most recent listed first)

Publication Name	Publisher	Date of Publication	Publication Type e.g. book, article, research paper etc.

### 4- Professional Experience

(Please give details of last three assignments *starting with the most recent employment*. Give a brief description of the main duties and responsibilities, number of staff supervised, if applicable.

(i)

Dates (Month/Year)	
Employer Name	
Location/Country	
Position held (with scales of pay, if in service)	
Responsibilities	

(ii)

Dates (Month/Year)	
Employer Name	



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Location/Country	
Position held (with scales of pay, if in service)	
Responsibilities	

(iii)

Dates (Month/Year)	
Employer Name	
Location/Country	
Position held (with scales of pay, if in service)	
Responsibilities	

### **Declaration**

*(Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal)*

Yes, I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

Your signature / name  
Designation

***N.B.: Kindly ensure that all the required information is enclosed. It may not be possible to consider a candidate for want of complete information***