

**VACANCY CIRCULAR**

**Subject: Filling up the vacant posts in the Lal Bahadur Shastri National Academy of Administration, Mussoorie through permissible channel as mentioned against each post.**

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. The LBSNAA invites application from willing and eligible candidates for filling up the vacancy (ies), mentioned below as per mode of appointment (deputation), Essential Qualifications/ Experience etc. required for the posts.

-1-

<b>Post</b>	<b>Assistant- One (01) post</b>	
i.	Method of appointment	Deputation (including short term contract)
ii.	Classification of post	General Central Services, [Group 'B', Non-Gazetted, Ministerial]
iii.	Pay Level in Pay Matrix	Level – 6 (Rs. 35400-112400) in pay matrix of 7 <sup>th</sup> CPC [As per 6 <sup>th</sup> CPC; Pay Band-2 (Rs. 9300-34800+ GP Rs. 4200/-)]
iv.	Period of deputation/Tenure	Period of deputation (ISTC) shall be initially three years to be extendable as per DOP&T guidelines
v.	DA/HRA & Other allowances	As admissible under the Central Government order from time to time
vi.	<b>Eligibility conditions for Deputation (including short-term contract)</b> Officers of the Central Government	
	(a) Holding analogous post <b>OR</b> (b) with eighth years' regular service in Level –4 (Rs. 25500-81100) in pay matrix of 7 <sup>th</sup> CPC and having experience in Administration, Establishment and Accounts Matter.	
vii.	<b>Nature of duties and responsibilities attached to the post</b>	
	Submitting proposals for taking decisions to Senior Officers, the final proposal of appointment, retirement benefits, to draw attention, where necessary, to precedents or Rules and Regulations on the subject, to bring out clearly the questions under consideration and suggest a course of action wherever possible, to organized training programmes of various courses being conducted in the Academy, to co-ordinate with the faculty member for finalizing, printing and distribution of the reading materials.	

Post	<b>Upper Division Clerk- One (01) post</b>	
i.	Method of appointment	Deputation
ii.	Classification of post	General Central Services, Group 'C', Non-Gazetted, Ministerial
iii.	Pay Level in Pay Matrix	Level-4 (Rs.25500-81100) in pay matrix [Rs.5200-20200 <i>plus</i> GP Rs. 2400/]
iv.	<b>Eligibility conditions for Deputation:</b> Officers of the Central Government	
	i. Holding analogous post on regular basis; <b>OR</b> ii. With eight years regular service in the grade of Lower Division Clerk in Level-2 (Rs.19900-63200) in the parent cadre or department]	
v.	<b>Nature of duties and responsibilities attached to the post</b>	
	To assist Administrative Officer / Assistant Administrative Officers in all the matters. To help in organized training programmes of various courses being conducted in the Academy, helped in procurement of equipment/furniture, stationery, Scrutiny of cases of establishment as well as supervision of dispatch work, Typing work in the Section/Division, Diary and dispatch, Maintenance of files, Registration of papers and maintenance of circulars and registers, Records management and any other work assigned by the superiors.	

Post	<b>Stenographer (Grade-I) - One (01) post</b>	
i.	Method of appointment	Deputation (Including short term contract)
ii.	Classification of post	General Central Services, Group 'B', Non-Gazetted, Ministerial
iii.	Pay Level in Pay Matrix	Level - 6 (Rs.35400-112400) in pay matrix of 7 <sup>th</sup> CPC
iv.	DA/HRA & Other allowances	As admissible under the Central Government order from time to time
v.	<b>Eligibility conditions for deputation (including short-term contract)</b> Officers under the Central Government or State Governments or Union territories or Recognised Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organizations:	
	i. Holding analogous posts on regular basis; <b>OR</b> ii. With ten years' service in the Level-4 in the pay matrix (Rs. 25500-81100)	
vi.	<b>Nature of duties and responsibilities attached to the post</b>	
	To provide secretarial assistance to the officer. To take dictation in shorthand and transcribe it. Responsible for typing of essential or confidential/secret documents including other typing work as considered necessary. To attend telephone calls and receive visitors who come to meet the officer. To fix the appointment and cancel them if necessary. To keep a list of engagement, meetings, tours etc and remind the officer well in advance about them. To keep a note of movement of files. To collect information and files and compile data if necessary. To send routine reminders to assist the officer in training related activities. To do any other work assigned by the officer from time to time.	

Post	<b>Data Entry Operator Grade – C – One (01) post</b>	
i.	Method of appointment	Deputation (including short term contract)
ii.	Classification of post	General Central Services, [Group 'B', Non-Gazetted, Non-Ministerial]
iii.	Pay Level in Pay Matrix	Level – 6 (Rs. 35400-112400) in pay matrix of 7 <sup>th</sup> CPC
iv.	Period of deputation/Tenure	Period of deputation (ISTC) shall be initially three years to be extendable as per DOP&T guidelines
v.	DA/HRA & Other allowances	As admissible under the Central Government order from time to time
vi.	<p><b>Eligibility conditions for deputation-</b> Officers of the Central or State Government or Universities or recognized Research Institutes or Public Sector undertakings or Semi-Government or Statutory or Autonomous Organizations:</p> <p>(a)</p> <p>i. Holding analogous post on regular basis in the parent cadre or department; <b>OR</b></p> <p>ii. With six years' regular service rendered after appointment thereto on regular basis in the Level-5 (Rs.29200-92300) in the pay matrix or equivalent; AND</p> <p>(b) possessing the following education qualifications and experience:</p> <p>i. Bachelor's Degree in Computer Application or Information Technology or Computer Science of a recognized University or Institute; AND</p> <p>ii. Speed Test of not less than 15000 key depression per hour for data entry work to be ascertained through speed test on computer.</p>	
vii.	<p><b>Nature of duties and responsibilities attached to the post</b></p> <p>Organizes documents; prepares and codes data for entry into computer system. Enters data into system via on-line terminals and other data entry devices; verifies for accuracy and completeness. Helped in provides software/hardware information and performs technical support services for computer users; does related work as required.</p>	

Post	<b>Radiographer – One (1) post</b>	
i.	Method of Appointment	Deputation/Absorption
ii.	Classification of post	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
iii.	Level in Pay Matrix (7 <sup>th</sup> CPC)	Level - 5 (Rs. 29200-92300) in the Pay Matrix
iv.	<p><b>Eligibility conditions for Deputation/ Absorption-</b> Officers of the Central or State Government: -</p>	
v.	<p>(a)</p> <p>i. Holding analogous post on regular basis; <b>OR</b></p> <p>ii. With five years regular service in Level 4 (Rs.25500-81100-) in the pay matrix; and</p> <p>(b) Possessing the following educational qualifications and experience:</p> <p><b>Essential</b></p> <p>i. 12<sup>th</sup> class or equivalent pass from recognized Board or University;</p> <p>ii. Diploma in Radiography from a recognized Institute.</p>	

	<b>Desirable:</b> At least three years' experience in Radiography in a Government or Private Hospital.
vii.	<b>Nature of duties and responsibilities attached to the post</b>  To perform all radiographic & imaging (X-Rays) examination. Maintenance of radiographic and related machines with regular check-up for mal-function. Use personal monitoring device TLD badge & follow AERB guidelines. To make relevant entries in register and keep record of patients. To carry out any other duty related to functioning of Medical Centre as assigned by in-charge Medical Officer.

-6-

<b>Post</b>	<b>Physical Training Instructor - One (01) post</b>	
i.	Method of appointment	Deputation (including short term contract)
ii.	Classification of post	General Central Services, [Group 'B', Non-Gazetted, Non-Ministerial]
iii.	Pay Level in Pay Matrix	Level – 6 (Rs. 35400-112400) in pay matrix of 7 <sup>th</sup> CPC
iv.	Period of deputation/Tenure	Period of deputation (ISTC) shall be initially three years to be extendable as per DOP&T guidelines
v.	DA/HRA & Other allowances	As admissible under the Central Government order from time to time
vi.	<b>Eligibility conditions for Deputation (including short-term contract)</b> Officers of the Central Government or State Government or Union Territories or Recognised Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous organizations:	
	<p>(a)</p> <p>i. Holding analogous post on regular basis <b>OR</b></p> <p>ii. with six years' regular service in Level – 5 in the pay matrix of (Rs. 29200-92300) of 7<sup>th</sup> CPC or equivalent ; AND</p> <p>(b) possessing the following education qualification and experience:</p> <p>i. Bachelor's degree in Physical Education (B.P.Ed.) from any recognized Universities; AND</p> <p>ii. Two years 'experience of imparting training in physical training OR experience of mountaineering or hiking and conducting sports activities in a recognized college or National or State level institutions.</p>	
vii.	<b>Nature of duties and responsibilities attached to the post</b>  To conduct physical training and various sports activities to the Officer Trainees of the All India Services and Central Service Group 'A'. To lead the officer's trainees in mountaineering and trekking activities.	

-7-

<b>Post</b>	<b>Offset Machineman – One (1) post</b>	
i.	Method of recruitment	Deputation
ii.	Classification of post	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
iii.	Pay Level in Pay Matrix	Level – 5 ( Rs. 29200-92300) in pay matrix

iv.	<p><b>Eligibility conditions for deputation basis-</b> Officers of the Central Government or State Government or Public Sector Undertakings;</p> <p>(a)</p> <p>i. holding analogous post on regular basis; <b>OR</b> ii. with five years regular service in the level-4 (Rs. 25500-81100) in the Pay Matrix and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p><b>Essential:</b></p> <p>i. 12<sup>th</sup> Pass or equivalent from a recognized Board; ii. Diploma in Printing Technology (Offset) from a recognized institution iii. Two years' experience on Offset Machine doing single and multi color work from a recognized institute or Organisation</p>
v.	<p><b>Nature of duties and responsibilities attached to the post</b></p> <p>To work on a single colour, double colour or two colour/perfecting machine irrespective of the size of the machine. Printing of various course related material etc. He will ensure that the machines are neat and clean. To ensure that the inking rollers are cleaned at the end of the shift. To see that the plates mounted on the machine are properly fixed and make ready is done within time. To ensure that the paper-kept in the feed board are properly trimmed and the feeding tables are properly set. To ensure efficient running of the machine to avoid break down. To guide his staff properly about printing work. To take the list of the jobs and show the clean sheet to the officer before printing.</p>

-8-

Post	<b>Staff Car Driver (Grade-I) - Two (02) posts</b>	
i.	Method of Appointment	Deputation
ii.	Classification	General Central Service Group 'C', Non-Gazetted, Non-Ministerial
iii.	Pay Level in pay matrix	Level - 5 (Rs. 29200-92300) 5 in the pay matrix of 7 <sup>th</sup> CPC
iv.	<b>Eligibility conditions for Deputation-</b> Officers of Central Government	
v.	<p>(i) Holding analogous post on regular basis; OR</p> <p>(ii) With six years of regular service in Level-4 in the pay matrix (Rs.25500-81100) and have passed the trade test, specified by the Government.</p>	
vi.	<b>Nature of duties and responsibilities attached to the post</b> To provide transportation services for government officials, dignitaries and authorized personnel. To assist in transportation arrangements. Maintain confidentiality and discretion regarding official matters. Adhere to traffic rules and regulations. To maintain logbooks. To ensure vehicle insurance and registration are up-to-date. To follow government protocols and etiquette. Participate in training programs to enhance driving skills. To maintain vehicle security features (locks, alarms etc.)	

-9-

Post	<b>Halwai-cum-Cook - One (1) post</b>	
i.	Method of recruitment	Deputation
ii.	Classification of post	General Central Services, Group 'C', Non-Gazetted, Non-Ministerial
iii.	Pay Level	Level - 3 ( Rs. 21700-69100) in pay matrix

iv.	
v.	<p><b>Eligibility conditions for deputation basis- Officers of the Central Government;</b></p> <p>(a)</p> <p>i. holding analogous post on regular basis; <b>OR</b></p> <p>ii. Assistant Halwai-cum-Cook with three years regular service in PB-I; Rs. 5200-20200 <i>plus</i> Grade Pay Rs. 1900/- or Level-2 (Rs.19900-63200) in the Pay Matrix of 7<sup>th</sup> CPC and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p><b>Essential:</b></p> <p>i. 10<sup>th</sup> class pass with a certificate or diploma in catering from a recognized Board or Institute;</p> <p>ii. Two years' experience in Government Department or undertaking preferred.</p>
v.	<p><b>Nature of duties and responsibilities attached to the post</b></p> <p>Halwai-cum-Cook's duties encompass preparing both snacks and meals, including items like chapatti, dal, rice, sabzi, sweets, and assisting with other canteen tasks as assigned by the in-charge/Canteen Manager.</p>

**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:** 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 Establishment),  
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.

- i. 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**)
- ii. Certificate of Cadre Clearance
- iii. Certificate of Vigilance Clearance
- iv. Certificate of Integrity and
- v. Certificate of Major/ Minor penalties imposed on the official during last 10 years.

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



Professor & Associate I/c  
Establishment  
LBSNAA, Mussoorie  
Phone: 0135-2222293/95

Email: [aoadmn\[dash\]lbsnaa\[at\]gov\[dot\]in](mailto:aoadmn[dash]lbsnaa[at]gov[dot]in)

**Date: 21<sup>st</sup> March, 2025**

**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 candidate]



	<b>Essential</b>	<b>Essential</b>
a)	Qualification:	Qualification:
b)	Experience	Experience
	<b>Desirable</b>	<b>Desirable</b>
a)	Qualification:	Qualification:
b)	Experience	Experience
5.1	<b>Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the <b>Administrative Ministry/ Department/ Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.	
5.2	<b>Note:</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects <b>may be indicated by the candidate.</b>	
6.	Please <b>state clearly</b> whether in the light of entries made by you above, you meet the <b>REQUISITE</b> 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. **Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.**

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

**\*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.
- 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 / 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>9.1 Note:</b>	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>9.2 Note:</b>	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 (in level),	
		Grade Pay/ Level	
		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 (i) additional academic qualifications, (ii) Professional training and (iii) 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> <p>(i) Research Publications and Reports and</p>		

	Special Projects, (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/societies and (iv) Patents registered in own name or achieved for the organisation (v) Any research/ Innovative measure involving official recognition (vi) other information.  <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 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**).

Counter signed.

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