

VACANCY CIRCULAR

No.A-12011/3/2011-ADM

Government of India,

Department of Personnel & Training,

LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION, MUSSOORIE

Dated: 27th April, 2017

To

The all Central Ministries/Departments

Sub: **Filling up of the one post of Administrative Officer (Estt) in Lal Bahadur Shastri National Academy of Administration ,Mussoorie**

Sir,

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

- | | |
|-----------------------|--|
| (1) Name of the Post | : Administrative Officer (Estt) |
| Pay Matrix | : Level-7 (Rs.44900-142400) in pay matrix (Pre-Revised PB - 2, Rs.9300-34800 + GP Rs.4600) |
| Method of recruitment | : Promotion/Deputation |

Eligibility

1. Officers under the Central Government:

- a)(i) holding analogous posts on regular basis in the parent cadre/department; or
- (ii) with two years' in the grade rendered after appointment thereto on regular basis in Level-7 (Rs.44900-142400) in pay matrix (Pre-revised ; PB – 2 (Rs.9300-34800 + GP Rs.4600) or equivalent in the parent cadre/department; and
- b) two years' experience in establishment and accounts matters.

2. The departmental Assistant Administrative Officer with two years' regular service in the grade shall also be considered alongwith outsiders and in case he is selected for appointment to the post the same shall be deemed to have been filled by promotion.

(The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion)

Duties and responsibility of the post include:

The general supervision of the sections. The final proposal of appointment retirement and leave. Management and Coordination of the section, Maintenance of order and discipline in the section; attestation of all the relevant entries in the Service Record in respect of Group 'A' 'B' 'C' and 'D' staff, entire work related to CRU (Central registration unit), to undertake inspection of dealing Assistants tables to ensure that no papers or file has been overlooked, dealing with the important and complicated cases, entire work related to Record Room, Leave sanctioning authority for Group 'C' and 'D' staff, maintenance of Records of ACRs for 'B' and 'C' staff, Authority competent to submit the Counter affidavit in the CAT.

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:

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 three years.

It is requested to circulate the vacancy and forward the application of the officers who are willing and fulfil the eligibility and can be spared immediately in the event of their selection to this Academy in the prescribed proforma as at Annexure-I, 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) within 60 days from the date of publication in the employment News.

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

Vidya
(Vidya Bhushan)
Deputy Director

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

1.Name and Address (in Block Letters)	
1.(A) Telephone No, Fax No. & e-mail address:	
2. Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/ Experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Officer 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 by the candidate.</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.	
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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	
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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>9.1 Note: 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>9.2 Note: Information under Column 9(c) & (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>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities 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

16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post
(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)
(Note: Enclose a separate sheet, if the space is insufficient)

16.B Achievements:

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/Societies and;
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/ innovative measure involving official recognition vi) any other information.

(Note: Enclose a separate sheet if the space is insufficient)

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)