

No. T-30027/2/2017-TRPC  
(Government of India)  
Department of Personnel & Training  
Lal Bahadur Shastri National Academy of Administration, Mussoorie

Date: 4-9-2018

**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. LBSNAA conducts training program for civil servants posted at different ranks. A common Foundation Course is held for the young entrants to the All India Services (AIS) and other Central Services. This is followed by a professional training of the recruits of the Indian Administrative Service (IAS) and members of the Royal Bhutan Administrative Service. The Academy also conducts Mid-Career Training Program (MCTP) for members of the IAS and Induction Training program for officers promoted to the IAS from the State Civil Services. Alongside, workshops and seminars on policy issues are also conducted at the academy at regular intervals. For more details about the LBSNAA visit <http://www.lbsnaa.gov.in/>

The LBSNAA invites applications for its Fellowship Programme. 03 (Three) Number Research Fellowship is open to all Group 'A' Officers of Government of India with at least 10 years of service and also for academicians/professionals/ retired civil servants interested in areas of Public Administration, Law, Sociology, Economics, Management, Political theory and Constitutional Law. **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 in the prescribed proforma (Annex-2) to Email ID [trdc.lbsnaa@nic.in](mailto:trdc.lbsnaa@nic.in) or by post to "The Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie, District- Dehradun, Uttarakhand, PIN- 248 179". Applications found incomplete will not be considered.

*Last date for submission of such application is 28<sup>th</sup> September, 2018.* Applications received thereafter will not be considered.



(Girish Sharma)

Assistant Director &  
Deputy In-charge, TRPC  
LBSNAA, Mussoorie

Encl: TWO

# Annex-1: Research Fellowship Programme Guidelines

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## Fellowship Requirements

### Submission of Monographs

- At the end of the fellowship period, the Fellow shall submit a monograph based on the research project. The monograph will be published by the Academy subject to its quality, which would be assessed by an independent referee nominated by the Academy. Copyright of the monograph will vest in LBSNAA.
- Research should preferably be based on secondary sources.
- There will be a quarterly presentation of the progress before the Academic Council of the Academy. Continuation of the fellowship will be subject to satisfactory progress. Fellows can simultaneously pursue other academic/professional assignments as long as these do not interfere with the research work of the fellowship.
- LBSNAA will have full rights to use the contents of the monograph submitted by the Research Fellow for academic/ training purpose.

### 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.

## Terms of Fellowship

### Entitlements

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

- Rs. 75,000 (lumpsum) for other than retired civil servants, in case they are not drawing salary for the period from any other source. A certificate to this effect would be required to be furnished by the Fellow.
- Gross emoluments at the time of retirement minus pension for retired civil servants.
- Serving civil servants on study or other kind of leave will draw salary from their parent department or in case they are on leave without pay, they will have pay protection up to Rs. 75,000/- (Rs. Seventy-five thousands only)

### 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.

## Research Fellowship Programme Guidelines

### **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 Director.
- For this purpose, the entitlement/s of a Professor of the Academy would be applicable.

### **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 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.

### **Other facilities:**

- Fellows 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.

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

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This application is divided into 6 parts:

- i) personal profile,
- ii) education qualifications,
- iii) research work,
- iv) professional experience,
- v) references and
- vi) Project proposal

If using the Microsoft Word version of this form, either complete the form electronically, or print 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 [trdc.lbsnaa@nic.in](mailto:trdc.lbsnaa@nic.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 of LBSNAA**



## Application for the Award of Fellowship

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

# Application for the Award of Fellowship

## 3- Research Work

Publication Authored / Edited (Please list in reverse *chronological order*)

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	

## Application for the Award of Fellowship

**(ii)**

Dates (Month/Year)	
Employer Name	
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	

Application for the Award of Fellowship

**5- Two Reference**

<b>1<sup>st</sup> Reference</b>	
Name	
Job title/ Position	
Address	
Telephone/ Mobile	
Email	

<b>2<sup>nd</sup> Reference</b>	
Name	
Job title/ Position	
Address	
Telephone/ Mobile	
Email	

# Application for the Award of Fellowship

## 6- Project Proposal

Synopsis of the Research Project should not exceed 2000 words. Anything in excess of 2000 words will not be assessed. Synopsis of the Research Project should be *attached separately*.

Title of the proposed Research Project	
Project Proposal	
Objective	
The larger discourse within which research would be located	
Time line	

## Application for the Award of Fellowship

Relevance for LBSNAA	
Areas in which you can take sessions at LBSNAA	
Please mention in 250 words why you wish to take up this fellowship at LBSNAA	

### **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***