

Terms of Reference for the engagement of Consultant for supervisory work of Hostel, Guest House, Riding Section and Security Section by Lal Bahadur Shastri National Academy of Administration, Mussoorie

Job Description and Deliverables of Consultant engaged for the Supervisory Work

The Consultant would assist the Co-ordinators /Deputy Director incharge of the sections. Their duties would more specifically include:

- (a) Supervision of Hostels for their upkeep and maintenance..
- (b) Supervision of various buildings of the Academy through caretakers appointed for the caretaking work.
- (c) Solid Waste management activities in the Academy and other such projects like Horse-Dug management.
- (d) To organize visits and round to the Academy of various institutes and visitors and brief them about the Academy
- (e) Security matters – Co-ordination and supervision of security related issues in the Academy.
- (f) Work related to supervision of the riding establishment like
 - Organizing work flow and ensuring that employees understand their duties or delegated work.
 - Oversight of and planning for daily activities at the horse stable
 - Supervision of Daily washing of horse laundry, timely cleaning of horse blankets, fly masks etc.
 - To coordinate with trainers, stable attendants, horse identifiers and veterinarians as and when required

Qualifications and Terms of Appointment

- (i) The candidate should be the ex-army personnel / paramilitary of the rank of Major or above.
- (ii) Candidates should be below 60 years of age as on the date of appointment.
- (iii) Candidate should be Graduate in any discipline.
- (iv) She/He should be proficient in the use of computers.
- (iv) Preference will be given to persons who have experience of monitoring the supervision work related to hostels and guest houses and also has technical knowledge of Riding Establishments.
- (vi) An internal committee of the Academy will shortlist the candidates, who may be called for an interview, either in person or through skype.
- (vii) Consultant will be appointed initially on Contract for a term of one year.
- (viii) In case work of the consultant is not satisfactory, the contract can be terminated any time after giving a notice of 1 month or, at the discretion of the Academy, by giving one month remuneration in lieu of the notice. Consultant may also terminate the contract after giving one month notice or payment of one month remuneration in lieu thereof.
- (ix) Consultant will be paid a consolidated remuneration of Rs. 45,000 p.m.
- (x) Consultant may, if he/she so desire, be provided accommodation on availability and payment basis.
- (xi) Consultants will be eligible for two days of leave for every completed month with the approval of the concerned Officer.
- (xii) In the event of his proceeding on official tour, he will be paid TA/DA as per entitlement decided by the Competent Authority..

Sd/-
N.K. Sudhansu)
Professor of Economics &
Incharge Administration

No. A-12011/3/2019- ADM
Government of India,
Department of Personnel & Training,
LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION MUSSOORIE

Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, the apex institution for training of senior civil servants wishes to engage Consultant for supervisory work of Hostel, Guest House, Riding Section and Security Section. Ex-army personnel/paramilitary of the rank of Major or above and graduates in any discipline is eligible. The position is contractual with an initial contract period of one year. Consultant will be paid a consolidated sum of Rs. 45,000 p.m. and will be provided accommodation on payment of prescribed rent.

Interested candidates are required to submit their application in the prescribed proforma to Director, LBSNAA, Mussoorie or mail the same to adminsec.lbsnaa@nic.in alongwith relevant documents (i.e 10th pass certificate, essential qualifications certificate and experience certificate, if any). Applications found incomplete will not be considered.

sd/-
(N.K. Sudhansu)
Professor of Economics &
Inchrge Administration

APPLICATION PROFORMA

FOR THE POST OF CONSULTANT _____



1. Name in Block letters:

2. Address in Block letters:

3. Telephone No., Fax No. & e-mail address:

4. Date of Birth (in Christian era):

5. Date of retirement from Army/Paramilitary forces

6. Educational Qualifications (12th Class and above):

| Sl. No. | Name of Board/University | Year of Passing | Subjects | Overall % marks | Distinction if any |
|---------|--------------------------|-----------------|----------|-----------------|--------------------|
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7. Details of the Army/Paramilitary Postings in chronological order. ∴

| Sl. No. | Post Held with basic pay | From | To | Nature of Duties |
|---------|--------------------------|------|----|------------------|
| | | | | |
| | | | | |
| | | | | |

8. Professional experience if any:

9. Name and contact details of two References (Ex/current teachers)

(i)

(ii)

Signature of the candidate with date

Address: _____

Mobile/Telephone No. _____

E-mail address: _____