

No A-12011/3/2019-ADM
Lal Bahadur Shastri National Academy of Administration
Mussoorie

Dated: 11th December, 2019

WALK-IN – INTERVIEW

The Lal Bahadur Shastri National Academy of Administration, Mussoorie intends to engage one Ex-Army/Paramilitary personnel, retired in the rank of Major or above for selection of Consultant (one post) for the Supervisory Work on contract basis with a consolidated remuneration of Rs.70,000/- through Walk-in-interview to be held on 21st December, 2019 at 1100 hrs. The period of engagement will be purely on contract basis initially for a period of one year which is extendable further based on performance if services are required further.

Willing candidates are required to submit their applications through email to adminsec.lbsnaa@nic.in in the prescribed proforma latest by 20th December, 2019.

The details of the post i.e. Terms of Reference, Qualifications and Terms of Appointment etc. are available at Academy's website i.e. on www.lbsnaa.gov.in

Monika Dhami
11/12/19

(Monika Dhami)
Deputy Director (Sr.) &
Incharge Administration

No A-12011/3/2019-ADM
Lal Bahadur Shastri National Academy of Administration
Mussoorie

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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 Mentor/Deputy Director incharge of the Sections. Their duties would more specifically include:

- (a) Supervision of Hostels/buildings for their upkeep and maintenance.
- (b) Supervision of works of Caretakers, Supervisors and other outsourced employees.
- (c) Supervision of Laundromat Services.
- (d) Land acquisition matters.
- (e) Fire Safety related matters and maintenance of fire extinguishers, their regular checking and re-filling.
- (f) Matters related to Bureau of energy efficiency regarding street light use and electricity.
- (g) Routine maintenance works.
- (h) Solid Waste Management activities in the Academy and other such projects like Horse-Dung Management.
- (i) Submission of report on progress of project works on fortnightly.
- (j) 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.
- (k) Monitoring progress of the following works (may be updated from time to time based on requirements) :
 1. Upgradation of Officers' Mess
 2. New Hostel at Monastery Estate
 3. Upgradation of GBPH.
- (l) Any other works assigned by Superior Authorities from time to time.

Qualification 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.
- v) An internal committee of the Academy will shortlist the candidates, who may be called for an interview, either in person or through Skype.
- vi) Consultant will be appointed initially on Contract for a term of one year.
- vii) In case of work of the consultant is not satisfactory, the contract can be terminated any time after giving a notice of 1(one) 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.70,000 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.

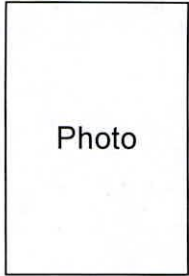
- xii) In the event of his proceeding on official tour, he will be paid TA/DA as per entitlement decided by the Competent Authority.

Monika Dhani

(Monika Dhani)
Deputy Director (Sr.) &
Incharge 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

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: _____