

Centre for Public Systems Management  
LBSNAA, Mussoorie

Dated: 31<sup>st</sup> January, 2020

**Vacancy Announcement**

Centre for Public Systems Management (CPSM), LBSNAA, Mussoorie invites applications from the candidates who have eligible as per advertisement notice. Applicant should not have attained aged of 35 years.

2. Interested candidates, who fulfil the eligibility criteria, may submit their application in the prescribed proforma in sealed cover super-scribed "Selection for the post of "Technical Manager" and "Executive Assistant" on short term contractual appointment in CPSM" which should reach this office by 12<sup>th</sup> February, 2020 from date of advertisement at address: Office of Coordinator, Centre for Public System Management (CPSM), Dhurvshila Building, LBSNAA, Mussoorie -248179 or Candidates may submit their resume & proforma online at [cpsm-lbsnaa@gov.in](mailto:cpsm-lbsnaa@gov.in), [priyank.sharma@nic.in](mailto:priyank.sharma@nic.in) & [tnikhil17@gmail.com](mailto:tnikhil17@gmail.com) by 12<sup>th</sup> February, 2020.

3. Details including eligibility criteria terms of reference etc. of the above appointment are available on the website of the Academy i.e. [www.lbsnaa@gov.in](http://www.lbsnaa@gov.in)

*Monika Dhanu*  
Coordinator

Centre for Public Systems Management (CPSM)  
LBSNAA, Mussoorie



## **Proposal for Appointing of Technical Manager and Executive Assistant for Centre for Food, Planet & Health under CPSM-LBSNAA: Pursuant to MoU with FSSAI**

### **Purpose of CPSM:**

The Centre for Public Management System has been established as a Society to take up research and to organize training/capacity building activities for induction level and mid-career civil servants as well as other stakeholders. The Center's core area of interest is efficient and effective management of public systems. The key activities of CPSM are:-

1. To conduct Seminars/Workshops for senior policy makers in liaison with development experts/thinkers and academicians working on sustainable community systems to foster the goal of good governance.
2. To conduct Training Workshop for various Ministry & Departments of Government of India for improving the efficiency and effectiveness of Public Service.
3. To develop training modules and pedagogic tools on integrated, holistic community models with sustainability perspective for the Officer Trainees of the Academy and senior officers of the Governments.
4. To study the successful district level convergence initiatives by the District Magistrates. The purpose of these studies shall be to understand implementation strategies in terms of objectives, conceptualization, planning, allocation of budget and manpower, sustaining the efforts and institutionalizing the systems and processes.
5. Any other area of national interest & international significance, with permission from competent authority.

### **MoU with FSSAI:**

Recently, CPSM has entered into an MoU with FSSAI on 20th November, 2019 & the main purpose is to introduce comprehensive training modules in the courses run by centre for Food Planet & Health under CPSM, LBSNAA (Such as Induction Training to Civil Servants, MCTP, other specialized programs e.g. for Municipalities, etc.) on sustainable food systems and measures to promote safe and healthy food, thereby improving the health and wellbeing of citizens.

### **Budgetary Support:**

To this end, FSSAI has agreed to provide budgetary support for following two secretarial positions (i.e. Technical Manager & Executive Assistant) to Centre for Food Planet & Health under CPSM, LBSNAA. This would be for three financial year beginning from 2019-2020,

*Monika Dhami*

2020-2021 & 2021-2022 on a contractual basis. The details of budgetary support by FSSAI are given below:-

Sl. No.	Designation	Consolidated Monthly Remuneration	(2019-2020) For 01 month	(2020-2021) For 12 Months	(2021-2022) 12 Months
1	Technical Manager	50,000.00 [Per Month]	50,000.00	6,00,000.00	6,00,000.00
2	Executive Assistant	25,000.00 [Per Month]	25,000.00	3,00,000.00	3,00,000.00
3	Total		75,000.00	9,00,000.00	9,00,000.00

# NB: [Above mentioned amount were taken as per MoU sign between FSSAI & CPSM, LBSNAA]

### A. Scope of Work for Technical Manager:

The Technical manager will assist the coordinators (Centre for Public System Management & Centre for Food, Planet & Health) in the following activities:

- 1) Assistance in preparation of Session Plans
- 2) Review and updation of existing Reading Material/ Teaching Notes, Exercises and other training material and preparation of new material.
- 3) Assist the faculty members of the centre in conduct of training sessions.
- 4) Researching on topics of relevance and making presentations to the Centre Incharge CPSM. This will include research work done under the auspices of Centre/ CPSM.
- 5) Assistance in organizing workshops/ Seminars.
- 6) Creation of data base of international and national training institutions engaged in the area of public sector training including public policy, governance and like issues. The data base will have contact details, area specialization, training programs offered and any other relevant fields.
- 7) Identification of eminent resource persons in the related fields / domains for being invited as Guest Faculty in training courses of the Academy.
- 8) Comparative study of effectiveness of different training assessment tools used in academic/ training institutions with a view to developing the same for LBSNAA.
- 9) Any other work entrusted by the Centre In-charge (Centre for Food, Planet & Health & CPSM) from time to time.

### Qualification for Technical Manager:

- 1) Post Graduate degree with high second division in M.sc, M.com, MCA, PGDCA & PGDCM from a reputed institution or recognised universities. Working with good English language skill, computer skill with two-three years of experience in reputed organisation/ Non-govt. Sector.
- 2) Should possess demonstrable proficiency in written English as well as sound working knowledge of computers & good communication skills.
- 3) Candidates should have score at least 50% marks at the post graduate level and possess an aptitude for academics and research.

*Monika Doshi*

- 4) Preference will be given to persons who are registered for a Ph.D or are pursuing M.Phil programme in relevant discipline and to those who may have worked in similar capacity in the past.
- 5) Candidates would be called for walk-in Interview.

**Remuneration:**

- 1) The Technical Manager will be paid consolidated remuneration of Rs. 50,000/- per month.
- 2) Accommodation shall be provided in **twin sharing basis** in the Academy premises.
- 3) The Technical Manager can avail of the dining facility of the Officers Mess on payment basis.

**Term:**

- 1) The appointment shall be for a term of 6 months beginning 1<sup>st</sup> March, 2020 extendable to two years, subject to the satisfaction of the Chairperson, CPSM of the Academy.
- 2) In case of work of a Technical Manager is not satisfactory, the contract can be terminated any time after giving a notice of one month or, at the discretion of the Executive Director, CPSM, by giving one month remuneration in lieu of the notice. The Technical Manager may also terminate the contract after giving one month notice or payment of one month remuneration in lieu thereof.
- 3) However, no extension shall be granted upon completion of proposed tenure.

**B. Scope of Work for Executive Assistant:**

The Executive Assistant will assist the coordinators (Centre for Public System Management & Centre for Food, Planet & Health) in the following activities:

- 1) To help in making logistic arrangements relating to travel, booking of hotels & tickets, maintenance of Accounts and movement of files etc.
- 2) Assistance in preparation of Session Plans
- 3) Assist the members in conduct of training sessions.
- 4) Assistance in organizing workshops/ Seminars.
- 5) Assist the members in designing tests and examinations and in evaluations.
- 6) Coordination and logistic support for seminars & training workshops
- 7) Any other work entrusted by the Faculty Coordinator & CPSM Members from time to time.

**Qualification for Executive Assistant:**

- 1) Graduate degree with high second division in Science or Social Sciences (preferably B.sc (Botany, Physics, and Chemistry), B.Com, B.CA, BA (Economics & Maths) from a reputed institution or recognised universities with sound knowledge in working in Tally.
- 2) Working with good English language skill, computer skill with two-three years of experience in reputed organisation/ Non-govt. Sector.

*Merita Dhami*

- 3) Should possess demonstrable proficiency in written English as well as sound working knowledge of computers.
- 4) Sound working knowledge of Tally, MS Office etc
- 5) Candidates should have score at least 50% marks at the graduate level and possess an aptitude for academics and research.
- 6) Preference will be given to persons who done Diploma in Computer Application (DCA).
- 7) Candidates would be called for walk-in interview.

**Remuneration:**

- 1) The Executive Assistant will be paid consolidated remuneration of Rs. 25,000/- per month.
- 2) Accommodation shall be provided in **twin sharing basis** in the Academy premises.
- 3) The Executive Assistant can avail of the dining facility of the Officers Mess on payment basis.

**Term:**

- 1) The appointment shall be for a term of 6 months beginning 1<sup>st</sup> March, 2020 extendable to two years, subject to the satisfaction of the Chairperson, CPSM of the Academy.
- 2) In case of work of a Secretarial Assistant is not satisfactory, the contract can be terminated any time after giving a notice of one month or, at the discretion of the Executive Director, CPSM, by giving one month remuneration in lieu of the notice. The Secretarial Assistant may also terminate the contract after giving one month notice or payment of one month remuneration in lieu thereof.
- 3) However, no extension shall be granted upon completion of proposed tenure.

**Walk-In:**

1. Candidates may submit their resume online at [cpsm-lbsnaa@gov.in](mailto:cpsm-lbsnaa@gov.in), [priyank.sharma@nic.in](mailto:priyank.sharma@nic.in) & [taikhi17@gmail.com](mailto:taikhi17@gmail.com) by 12<sup>th</sup> February, 2020 and come for walk in interview on 14<sup>th</sup> February, 2020 at 1430 Hrs.
2. This would be advertised on LBSNAA website & notice board
3. Walk-in Interview would be conducted by Joint team of Smt. P Amudha & Smt. Monika Dhama.
4. CPSM reserves the right to accept/ reject any or all application without assigning any reasons whatsoever.

*Monika Dhama*  
**(Monika Dhama)**  
**Coordinator,**  
**CPSM-LBSNAA**

# Proforma

## Application for engagement of Technical Manager & Executive Assistant in the CPSM

1	Name in full (Block Letter)					
2	Educational Qualification					
3	Date of Birth					
6	Complete residential address with phone number/ mobile no.					
7	Correspondence Address					
8	Mobile					
9	E-mail ID					
10	<b>Professional Qualifications:</b>					
a)	Sl. No.	Examination Passed	Name of Institution/ University	Year of Passing	% of marks/Grade	Specialization
b)	<b>Employment Records (if any):</b>					
Sl. No.	Organization	Designation	Pay Scale	From (DD/MM/YYYY)	Job profile	
11	Additional relevant information, if any, in support of your suitability for the said engagement, attach a separate sheet, if necessary.					

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I have read this document and ready to accept all the term & conditions for engagement of Technical Manager/ Executive Assistant.

(Signature of the Candidate)

Place:

Date:

