

# VACANCY CIRCULAR

No.A-12011/36/2011-ADM  
Government of India,  
Department of Personnel & Training,  
LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION  
MUSSOORIE

Dated: 11<sup>th</sup> November, 2019

To

The all Central Ministries/departments/Chief Secretaries of State Government/UTs and Vice Chancellors of all Universities/Institutions (As per list attached).

**Sub: Filling up of the post of Public Relation Officer 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 Public Relation Officer in Level 7 (Rs.44900 – 142400) in the Pay Matrix as per VII CPC (Pay Band-2 Rs.9300-34800 plus Grade Pay Rs.4600 as per VI CPC) on deputation (including short-term contract) or absorption basis. Eligibility conditions i.e. qualifications and experience, period of deputation and duties etc. are as indicated below:

<b>Name of the Post</b>	: <b>Public Relation Officer (No. of post:1)</b>
<b>Pay Band &amp; Grade Pay</b>	: <b>Level 7 (Rs. 44900-142400) in the Pay Matrix (VII CPC) (Pay Band-2 Rs.9300 – 34800 + Grade Pay Rs. 4600)</b>
<b>Method of recruitment</b>	: <b>Deputation (including short-term contract)/or Absorption</b>
<b>Classification</b>	: <b>General Central Services, Group 'B' (Gazetted) Ministerial</b>

Officers of the Central Government or State Governments or Union Territories or Universities or Public Sector Undertakings or Statutory bodies or Autonomous bodies or Recognized Research Institutes or Semi-Government Organisations :-

- a. (i) Holding analogous post on regular basis in the parent cadre/department; or
- (ii) With atleast five years' regular service in the pay band -2, pay scale of rupees 9300-34800 with grade pay of rupees 4200 (pre-revised as per VI CPC) [Level -6 in Pay Matrix (Rs. 35400-112400)] or equivalent in the parent cadre/department; and
- b. Possessing educational qualifications and experience prescribed below:

**Essential Qualifications:**

- (v) A Bachelors Degree from a recognized university.
- (vi) Diploma in Public Relation from a recognized University or Institute or two years experience in the field of Public Relation of a Department of Central or State Governments.
- (vii) 10<sup>th</sup> pass with Hindi and English as a subject.
- (viii) Knowledge of basic computer operations like MS Word, Excel and Power Point.



**Note 1.** Qualifications are relaxable at the discretion of the UPSC, for reasons to be recorded in writing, in case of candidates otherwise well qualified.

**Note 2.** The qualification regarding experience is relaxable at the discretion of the UPSC, for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the UPSC is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

**Age Limit:**

The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

**Period of Deputation:**

Period of deputation (including short term contract) including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

**Duties and responsibilities of the Post include:**

To receive VVIPs, VIPs, Foreign delegation and other Senior Officer, Allotment of Guest Rooms, Upkeep of executive hostel as well as guest rooms, Liaison with the Academy Faculty. To organize visits and round to the Academy of various institutes and visitors and brief them about the Academy. Liaising with and answering enquiries from individuals and other organization.

It is requested to circulate the vacancy and forward the application of the officers who are willing and fulfill the eligibility criteria 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.

Application received after the last date or without the CRs (or attested photocopies of the CRs) or otherwise found incomplete will not be considered.

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



(Nandini Paliwal)  
Deputy Director (Sr.) &  
Incharge Administration

# रिक्ति परिपत्र

सं. ए- 12011/36/2011-एडीएम

भारत सरकार

कार्मिक एवं प्रशिक्षण विभाग,

लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी

दिनांक: 11 नवम्बर, 2019

सेवा में,

समस्त केंद्रीय मंत्रालय/विभाग/राज्य सरकार/केंद्र शासित प्रदेश के मुख्य सचिव तथा समस्त विश्वविद्यालयों/संस्थानों (संलग्न सूची के अनुसार) के कुलपति।

**विषय: लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी में जनसंपर्क अधिकारी के पद को भरना।**

महोदय,

मुझे यह कहने का निदेश हुआ है कि प्रतिनियुक्ति (अल्पावधि संविदा) या आमेलन के आधार पर 7वें केंद्रीय वेतन आयोग के अनुसार (वेतन बैंड-2, वेतनमान 9300-34800 रु. + ग्रेड वेतन 4600/- रु.) पे-मैट्रिक्स में लेवल-7 (44900-142400 रुपए) में जनसंपर्क अधिकारी के एक पद को भरने का प्रस्ताव है। पद हेतु पात्रता शर्तें जैसे अर्हता एवं अनुभव, प्रतिनियुक्ति की अवधि तथा दायित्वों का ब्योरा नीचे दिया गया है:

- (1) पद नाम : जनसंपर्क अधिकारी (पद की सं. : 1)
- वेतन बैंड एवं ग्रेड वेतन : पे-मैट्रिक्स में लेवल 7 (44900-142400 रुपए)  
(वेतन बैंड - 2, वेतनमान 9300-34800 रु+ग्रेड वेतन 4600/-रु)  
(7वां केंद्रीय वेतन आयोगके अनुसार)
- भर्ती की पद्धति : प्रतिनियुक्ति (अल्पावधि संविदा सहित) या आमेलन
- वर्गीकरण : सामान्य केंद्रीय सेवा, समूह 'ख', (राजपत्रित), अनुसचिवीय

केंद्र सरकार या राज्य सरकार या केंद्र शासित प्रदेश या विश्वविद्यालय या सार्वजनिक क्षेत्र के उपक्रम या सांविधिक निकाय या स्वायत्त निकाय या मान्यता प्राप्त अनुसंधान संस्थान अथवा अर्ध-सरकारी संगठन के अधिकारी जिन्होंने:-

- (क) (i) मूल संवर्ग/विभाग में नियमित आधार पर सदृश पद धारण किया हो, या  
(ii) पे बैंड-2, वेतनमान 9300-34800 तथा ग्रेड पे 4200/- रुपये (संशोधन पूर्व VIवें केंद्रीय वेतन आयोग के अनुसार) [पे-मैट्रिक्स में लेवल-6 (35400-112400 रुपए)] में कम से कम पांच वर्ष की नियमित सेवा की हो अथवा मूल संवर्ग या विभाग में समतुल्य पद पर कार्य किया हो।



(ख) जिनके पास निम्नानुसार शैक्षिक अर्हता एवं अनुभव हो :-

**आवश्यक अर्हताएं:**

- (i) मान्यता प्राप्त विश्वविद्यालय से स्नातक डिग्री।
- (ii) मान्यता प्राप्त विश्वविद्यालय या संस्थान से जनसंपर्क में डिप्लोमा या केंद्र या राज्य सरकारों के विभागों में जनसंपर्क के क्षेत्र में दो वर्ष का अनुभव।
- (iii) हिंदी तथा अंग्रेजी विषय से 10वीं उत्तीर्ण।
- (iv) कंप्यूटर संचालन जैसे एम.एस.वर्ड., एक्सल एवं पावर प्वाइंट का आधारभूत ज्ञान।

**नोट 1.** अधिक योग्य अभ्यर्थी होने पर, लिखित रूप में रेकॉर्ड होने वाले कारणों के लिए, संघ लोक सेवा आयोग के निर्णय पर अर्हताओं में छूट दी जाती है।

**नोट 2.** यदि चयन के किसी भी स्तर पर अनुसूचित जाति या अनुसूचित जनजाति के अभ्यर्थियों के मामले में लिखित रूप में होने वाले कारणों के लिए, संघ लोक सेवा आयोग के विवेक से अनुभव से संबंधित अर्हता में छूट दी जाती है तो, संघ लोक सेवा आयोग की राय है कि उनके लिए आरक्षित पदों को भरने के लिए इन समुदायों से अपेक्षित अनुभव रखने वाले अभ्यर्थियों की पर्याप्त संख्या संभव नहीं है।

**आयु सीमा:**

उपरोक्त पद हेतु प्रतिनियुक्ति (अल्पावधि संविदा सहित)द्वारा नियुक्ति की अधिकतम आयु सीमा आवेदन पत्रों की प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होगी।

**प्रतिनियुक्ति की अवधि:**

जन संपर्क अधिकारी पद के लिए केंद्र सरकार के उसी संगठन या कोई अन्य संगठन अथवा विभाग में इस नियुक्ति से ठीक पहले धारित संवर्ग - बाह्य पद की प्रतिनियुक्ति की अवधि (अल्पावधि संविदा सहित) सामान्यतः तीन वर्ष से अधिक नहीं होगी।

**पद के कार्य एवं दायित्व:**

वी.वी.आई.पी., वी.आई.पी. विदेशी प्रतिनिधिमंडल तथा अन्य वरिष्ठ अधिकारियों की अगवानी करना, अतिथि कक्षों का आवंटन, अतिथि कक्षों के साथ-साथ कार्यकारी छात्रवासों की देखभाल करना, अकादमी संकाय से संपर्क रखना। विभिन्न संस्थाओं एवं आगंतुकों के लिए अकादमी का दौरा एवं भ्रमण की व्यवस्था करना तथा उन्हें अकादमी के विषय में जानकारी देना।

इच्छुक अभ्यर्थियों को अपना आवेदन सत्यनिष्ठा प्रमाणपत्र, संवर्ग स्वीकृति, सतर्कता स्वीकृति, सक्षम अधिकारी द्वारा मूल रूप से यथाविधि हस्ताक्षरित पिछले 10 वर्षों के दौरान लगाई गई बड़ी/छोटी शास्ति तथा चयन हो जाने की स्थिति में कार्य मुक्त किए जाने वाले अधिकारी की पूर्ण एवं अद्यतन ए.सी.आर. (वार्षिक गोपनीय रिपोर्ट) डोजियर (समूह 'क' राजपत्रित अधिकारी द्वारा प्रत्येक पृष्ठ पर विधिवत प्रमाणित पिछले 5 वर्षों की वार्षिक गोपनीय रिपोर्ट की प्रतियां) सहित निर्धारित प्रपत्र में तीन प्रतियों में इस विज्ञापन के रोजगार समाचार पत्र में प्रकाशन की तिथि से 60 दिनों के अंदर भेजना होगा। अंतिम तिथि के बाद या गोपनीय रिपोर्ट के बिना या गोपनीय रिपोर्ट की सत्यापित प्रतिलिपियों के बिना प्राप्त आवेदन पत्रों या अपूर्ण आवेदन पत्रों पर विचार नहीं किया जाएगा।

नोट-निर्धारित प्रपत्र सहित रिक्तियों का ब्योरा ला.ब.शा.रा.प्र. अकादमी की वेबसाइट <http://lbsnaa.gov.in> पर उपलब्ध है।



(नंदिनी पालीवाल)  
उप निदेशक (वरिष्ठ)

**BIO-DATA/ CURRICULUM VITAE PROFORMA**

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)		
<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular</b>		<b>Qualifications/ Experience possessed by the officer</b>
<b>Essential</b>		<b>Essential</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<b>Desirable</b>		<b>Desirable</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
5.1 <b>Note:</b> This column needs to be amplified to indicate essential and Desirable Qualifications as mentioned in the RRs <b>by the Administrative Ministry/Department/Officer</b> at the time of issue of Circular and issue of Advertisement in the Employment news.		
5.2 In the case of Degree and post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated <b>by the candidate</b> .		
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.		
6.1 <b>Note:</b> 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			
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><b>9.1 Note:</b> 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><b>9.2 Note:</b> Information under Column 9(c) &amp; (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.		
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
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
<b>16.A Additional information</b> , 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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/Societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/ innovative measure involving official recognition vi) any other information.</li> </ul> <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
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)**