

No. A-12011/3/2014-ADM  
Government of India,  
Department of Personnel & Training,  
Lal Bahadur Shastri National Academy of Administration (LBSNAA),  
Mussoorie-248179

LBSNAA, Mussoorie desires to engage Language Instructors on contract basis initially for a period of one year, which may be extended if services are required, by another two terms. Details of pay, eligibility conditions, tenure, duties etc. for the posts are indicated below:

Vacancy: (i) 01 for Telugu Language  
(ii) 01 for Malayalam

Pay: Language Instructors on contract will be paid a consolidated sum of Rs. 47,600/- p.m. and will be provided suitable accommodation on payment of prescribed rent.

Educational qualifications and experience: (i) Master's Degree in the Language for which recruitment is made, with English as a subject at a degree level from a recognized University or equivalent; (ii) One year experience in teaching of relevant language. Desirable: Degree in Education from a recognized University or equivalent.

Age Limit: Age limit should not exceed 62 years, as on closing date of receipt of applications.

Duties and responsibilities: To undertake full time teaching of the subject to the Officer Trainees of All India Services and Central Service Group 'A' and guide academic work, preparation of reading material, setting of examination paper etc.

Interested candidates are required to submit their application in the prescribed proforma along with supporting documents to Deputy Director (Sr.), LBSNAA, Mussoorie-248179 by post and a copy of the same must be sent to [adminsec.lbsnaa@nic.in](mailto:adminsec.lbsnaa@nic.in) latest by 28<sup>th</sup> February, 2020. Applications found incomplete or received late will not be considered. The details of the vacancy along with prescribed Form are available on the LBSNAA website <http://www.lbsnaa.gov.in>

*Monika Dhama*  
(Monika Dhama)  
Deputy Director (Sr.)

सं.ए- 12011/3/2014-प्रशा.  
भारत सरकार  
कार्मिक एवं प्रशिक्षण विभाग  
लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी  
मसूरी- 248179

लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी द्वारा भाषा अनुदेशकों को संविदा आधार पर प्रारंभिक रूप से एक वर्ष की अवधि के लिए, जिसे सेवाओं की आवश्यकता होने पर अगली दो अवधियों के लिए बढ़ाया जा सकता है, नियुक्त किया जाना है। पदों के लिए वेतन, पात्रता शर्तें, कार्यकाल, कर्तव्यों आदि का ब्यौरा निम्नानुसार है:

**रिक्ति:** (i) तेलुगु भाषा के लिए 01 पद  
(ii) मलयालम भाषा के लिए 01 पद

**वेतन:** संविदा पर भाषा अनुदेशकों को 47,600/- रुपए प्रतिमाह समेकित राशि का भुगतान किया जाएगा और उन्हें निर्धारित किराए के भुगतान पर उपयुक्त आवास उपलब्ध कराया जाएगा।

**शैक्षणिक योग्यताएं तथा अनुभव:** (i) जिन भाषा के लिए भर्ती की जा रही है, उसमें स्नातकोत्तर डिग्री तथा मान्यताप्राप्त विश्वविद्यालय अथवा समकक्ष से डिग्री स्तर पर एक विषय के रूप में अंग्रेजी का अध्ययन किया हो; (ii) जिस भाषा के लिए भर्ती की जा रही है, उसमें अध्यापन का एक वर्ष का अनुभव।

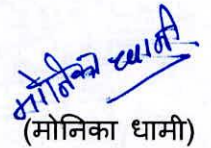
**वांछनीय:** मान्यताप्राप्त विश्वविद्यालय अथवा समकक्ष से शिक्षा में डिग्री।

**आयु सीमा:** आवेदन स्वीकार किए जाने की अंतिम तारीख को संविदा पर नियुक्ति के लिए आयु 62 वर्ष से अधिक नहीं होनी चाहिए।

**कर्तव्य और उत्तरदायित्व :** अखिल भारतीय सेवाओं और केंद्रीय सेवा समूह 'क' के अधिकारी प्रशिक्षणार्थियों के लिए विषय का पूर्णकालिक अध्यापन करना और शैक्षणिक कार्य का मार्गदर्शन करना, पाठ्य सामग्री तैयार करना, परीक्षा पत्र बनाना आदि।

इच्छुक उम्मीदवारों के लिए अपेक्षित है कि वे अपने आवेदन निर्धारित प्रोफार्मा में सहायक दस्तावेजों के साथ उप निदेशक (वरिष्ठ), लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी, मसूरी-248179 को डाक द्वारा 28 फरवरी, 2020 तक भेज दें तथा उसकी प्रति [adminsec.lbsnaa@nic.in](mailto:adminsec.lbsnaa@nic.in) पर अनिवार्य रूप से प्रेषित की जाए। अधूरे पाए गए अथवा विलंब से प्राप्त आवेदनों पर विचार नहीं किया जाएगा।

रिक्तियों का ब्यौरा तथा निर्धारित फार्म लाल बहादुर शास्त्री राष्ट्रीय प्रशासन अकादमी की वेबसाइट <http://www.lbsnaa.gov.in> पर उपलब्ध है।

  
(मोनिका धामी)

उप निदेशक (वरिष्ठ)

**BIO-DATA/CURRICULUM VITAE PROFORMA**

FOR THE POST OF .....

1. Name and Address with email & telephone (in Block Letters)	
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
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 in the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p>	
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 Note: 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-data) 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 Level 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/pay level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay level 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/Institution	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 organization
9.1 Note: In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2 Note: Information under Column 9(c) & (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/organization			
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		
<b>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</b>		
<b>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</b>		
<b>14. Total emoluments per month now drawn</b>		
Basic pay in the PB/pay level	Grade Pay	Total Emoluments
<b>15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest slip issued by the Organization showing the following details may be enclosed.</b>		
Basic Pay with 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, if any, relevant to the past you applied for in support of your suitability for the post.</b> (This among other things may provide information with regard to (1) additional academic qualifications (2) Professional training and (3) 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; (1) Research publications and reports and special projects (2) Awards/Scholarships/Official Appreciation (3) Affiliation with the professional bodies/institutions/societies and; (4) Patents registered in own name or achieved for the organization (5) Any research/innovative measure involving official recognition (6) Any other information. <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.....  
.....

Date .....

**Certification by the Employer/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 will be relieved immediately.

**2. Also certified that;**

- 1) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt.....
- 2) His/Her CR integrity is certified.
- 3) His Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 year duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- 4) 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 is enclosed. (as the case may be)

Countersigned

.....  
(Employer/Cadre Controlling Authority with seal)