

No. T-30027/1/2020-TRPC
(Government of India)
Department of Personnel & Training
Lal Bahadur Shastri National Academy of Administration, Mussoorie

Date: 14-2-2020

VACANCY CIRCULAR

To transform the training landscape for Civil Servants in order to make them future ready and drivers of change, LBSNAA is taking up the work of developing flipped and online content under various subjects over the period of the next one year to enhance training impact. At present, academic inputs in the following subjects are being given to participants of the basic courses being run for Civil Servants at LBSNAA:

- a. Public Administration
- b. Political Science & the Constitution of India
- c. Law
- d. Economics
- e. History
- f. Technology in Governance
- g. Management

Academic inputs involve basic theory/concepts in the above subjects and their application in the field of Public Policy relevant to the country and various states. LBSNAA is looking for inspired, driven, passionate and energetic subject-matter specialists for the post of **Knowledge and Content Curators**. The qualification, experience, remuneration, etc. for the post are as follows:

1. **Knowledge and Content Curator**: 02 posts for each subject on contract basis
2. **Remuneration**: Rs. one lakh per month and bachelors accommodation with nominal license fee.
3. **Essential Qualification**: Masters/MPhil in the discipline concerned with a minimum of 55% marks from a reputed university/institution.
 - a. Public Administration and Political Science & Constitution of India:
 - i. Masters/MPhil in Political Science/ International relations/ Public Administration/ Sociology/ Public Policy/Public Policy Management from a reputed university/ institution
 - b. Law:
 - i. Masters in Law from a reputed national or international university/institution.
 - c. Economics:
 - i. Masters/MPhil in Economics from a reputed university/institution.
 - d. History:
 - i. Masters/MPhil in History from a reputed university/institution.

- e. Technology in Governance:
 - i. Masters in an ICT-related discipline/MCA from a reputed university/institution. Additional certification from accredited institutions will be preferred.
 - f. Management:
 - i. Master's degree in Management from a reputed institution with specialization in OB/HR (1 number) and Operations/Finance (1 number).
 - ii. Minimum two years of research and/or academic experience.
4. **Desirable Qualification:**
- a. Experience of designing the course content in the relevant field will be given preference.
 - b. Experience in designing digital content in the relevant field will be given preference.
 - c. Two references with the email identity of the referee should be submitted with the application.
5. **Work Experience:** A minimum of two years' research/academic experience is desirable. Applicants who have worked in think-tanks/ reputed academic institutions will be given preference.
6. **Period of Employment:** The appointment will be on contract basis for a period of one year, extendable on annual basis based on the satisfactory performance of the personnel and requirement of LBSNAA.

Applications with complete CV may be submitted via email at trdc.lbsnaa@nic.in by 02/03/2020 (6.00 pm). Interview over Skype/Zoom will be conducted for shortlisted candidates. Selected candidates must join by March 16, 2020 and not later than March 30, 2020.

LBSNAA reserves the right to decide the selection process and to reject applications without assigning any reason.

Deputy Director Senior i/c
Training Research & Development Cell
Lal Bahadur Shastri National Academy of Administration
Mussoorie – 248 179

Application for the Position of Knowledge and content curator

(iv) Permanent Address

STATE																
PIN																

(v) Contact Details

Email ID for communication	
Telephone (Office)	
Telephone (Residence)	
Mobile Number	
Skype/ Zoom ID	

2- Educational Qualification

Please give details of last three degree diploma *starting with the most recent.*

Year attended	Name of the Examination /degree	Subject (s)	Division / Grade	Name of the Institution & Place

3- Professional Experience

(Please give details of last three assignments *starting with the most recent employment*. Give a brief description of the main duties and responsibilities, number of staff supervised, if applicable.

(i)

Dates (Month/Year)	
Employer Name	
Location/Country	
Position held (with scales of pay, if in service)	
Responsibilities	

(ii)

Dates (Month/Year)	
Employer Name	
Location/Country	
Position held (with scales of pay, if in service)	
Responsibilities	

4- Two Reference

1 st Reference	
Name	
Job title/ Position	
Address	
Telephone/ Mobile	
Email	

2nd Reference	
Name	
Job title/ Position	
Address	
Telephone/ Mobile	
Email	

Declaration

(Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal)

Yes, I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

Your signature / name
Designation

N.B.: Kindly ensure that all the required information is enclosed. It may not be possible to consider a candidate for want of complete information