

Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie – 248179
[Government of India: Ministry of Personnel, Public Grievances & Pensions]
(Department of Personnel & Training)

E-mail: aoadmn@lbsnaa.gov.in,

Website- <http://www.lbsnaa.gov.in>

No. A-35016/1/2022-ADM/ Vacancy-(ST/23)

Date: 6-2-2023

VACANCY CIRCULAR

(These vacancies are reserved for Schedule Tribes candidates only)

Subject: Inviting nominations for filling up various posts through permissible/ proper channel

Lal Bahadur Shastri National Academy of Administration [LBSNAA], an attached office of Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions is a Central Training Institute for training of All India Services and other Services (Group-A) located at Mussoorie, District Dehradun, Uttarakhand. The LBSNAA invites application from willing and eligible candidate for filling up the vacancy mentioned below:

Post	Administrative Officer- One (1) post	
i.	Method of Appointment	Deputation
ii.	Classification of post	General Central Services, Group 'B', Gazetted, Ministerial
iii.	Level in Pay Matrix (7 th CPC)	Level – 7 (Rs. 44,900-1,42,400) in pay matrix
iv.	DA/HRA & Other all allowances	As admissible under the Central Government order from time to time.
v.	Training Allowance	Not Applicable
vi.	Eligibility conditions for Deputation: Officers of the Central Government who are:	
	a. i. Holding analogous post on regular basis in the parent cadre or Department; or' ii. Two year's service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs. 6500-10500 (pre-revised) or equivalent in the parent cadre/department; and	
	b. Having two years' experience in Establishment and Accounts matters.	
Note 1:	The maximum age limit for appointment by deputation / absorption shall not be exceeding fifty-six (56) years as on the closing date of receipt of application.	
Note 2:	Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.	
vii.	Nature of Duties and responsibilities attached to the post The duties and responsibilities attached to the posts of Administrative Officer are multifarious, like management of all the service matters, right from the framing of Recruitment Rules, recruitment to the posts, maintenance of the service records, ACR/APAR; grant of various leaves and other concessions and facilities available as per the Rules with respect to the Gazetted Officers/staff; dealing with all legal matters at various courts in India; Joining and relieving formalities of Officer Trainees and APAR/Confirmation of Officer Trainees, apart from the overall day-to-day assistance to the Head of the Office for the smooth functioning of the office.	

Post	Assistant Administrative Officer- One (1) post	
i.	Method of Appointment	Deputation
ii.	Classification of post	General Central Services, Group 'B', Gazetted, Non-Ministerial
iii.	Level in Pay Matrix (7 th CPC)	Level – 7 (Rs. 44,900-1,42,400) in pay matrix
iv.	DA/HRA & Other all allowances	As admissible under the Central Government order from time to time.
v.	Training Allowance	Not Applicable
vi.	Eligibility conditions for deputation: Officers of the Central Government who are	
	<p>a.</p> <p>i. Holding analogous post on regular basis in the parent cadre or Department; OR</p> <p>ii. With five years' service in the grade rendered after appointment thereto on regular basis in the pay level-6 (Rs. 35400-112400) or equivalent in the parent cadre/department</p> <p>[Note: Officers holding the post of Superintendent with three years regular service in the grade may also be considered] AND</p>	
	b.	
	i. Possessing two years' experience in Establishment and Accounts matters.	
Note 1:	The maximum age limit for appointment by deputation / absorption shall not be exceeding fifty-six (56) years as on the closing date of receipt of application.	
Note 2:	Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.	
vii.	Nature of Duties and responsibilities attached to the post	
	The duties and responsibilities attached to the posts of Assistant Administrative Officer are multifarious, like management of all the service matters, right from the framing of Recruitment Rules, recruitment to the posts, maintenance of the service records, ACR/APAR; grant of various leaves and other concessions and facilities available as per the Rules with respect to the Gazetted Officers/staff; dealing with all legal matters at various courts in India; Joining and relieving formalities of Officer Trainees and APAR/Confirmation of Officer Trainees, apart from the overall day-to-day assistance to the Head of the Office for the smooth functioning of the office.	

Post	Assistant- One (1) post	
i.	Method of Appointment	Deputation
ii.	Classification of post	General Central Services, Group 'B', Non-Gazetted, Ministerial
iii.	Level in Pay Matrix (7 th CPC)	Level – 6 (Rs. 35,400-1,12,400) in pay matrix
iv.	DA/HRA & Other all allowances	As admissible under the Central Government order from time to time.
v.	Training Allowance	Not Applicable

vi.	Eligibility conditions for deputation: Officers of the Central Government who are
a.	<ul style="list-style-type: none"> i. holding analogous post on regular basis in the parent cadre or Department; OR ii. with ten years regular service in pay level-4 in the pay matrix or equivalent and having experience in administration, establishment and accounts matter.:
Note 1:	The maximum age limit for appointment by deputation / absorption shall not be exceeding fifty-six (56) years as on the closing date of receipt of application.
Note 2:	Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.
vii.	Nature of Duties and responsibilities attached to the post Submitting proposals for taking decisions to Sr. Officers, the final proposal of appointment, retirement benefits, to draw attention, where necessary, to precedents or Rules and Regulations on the subject, to bring out clearly the questions under consideration and suggest a course of action wherever possible, to organized training programmes of various courses being conducted in the Academy, to co-ordinate with the faculty member for finalizing, printing and distribution of the reading materials.

Post	Upper Division Clerk- One (1) post	
i.	Method of Appointment	Deputation
ii.	Classification of post	General Central Services, Group 'C', Non-Gazetted, Ministerial
iii.	Level in Pay Matrix (7 th CPC)	Level – 4 (Rs. 25,500-81,100) in pay matrix
iv.	DA/HRA & Other all allowances	As admissible under the Central Government order from time to time.
v.	Training Allowance	Not Applicable
vi.	Eligibility conditions for deputation: Officers of the Central Government who are	
	<ul style="list-style-type: none"> i. holding analogous post on regular basis; OR ii. with eight years regular service in the grade of Lower Division Clerk or equivalent: 	
Note 1:	The maximum age limit for appointment by deputation / absorption shall not be exceeding fifty-six (56) years as on the closing date of receipt of application.	
Note 2:	Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.	
vii.	Nature of Duties and responsibilities attached to the post	
	Assisting the Administrative Officers in all matters related to establishment and training activities. To help in organized training programmes of various courses being conducted in the Academy, helped in procurement of equipment/furniture, stationery, Scrutiny of cases of establishment as well as supervision of dispatch work, Typing work in the Section/Division, Diary and dispatch, Maintenance of files, Registration of papers and maintenance of circulars and registers, Records management and any other work assigned by the superiors.	

Pay and other conditions of service of the official selected on deputation basis will be regulated as contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time. The deputationist will have the option to either draw his grade pay in the parent cadre plus deputation duty allowance on applicable rates, or to draw the pay in the scale of pay of the deputation post as may be fixed in accordance with the existing orders. The rate of deputation allowance will be regulated in terms of the DoPT OM No. 2/22(B)/2008-Estt. (Pay-II) dated 3rd September, 2008 and as amended from time to time.

Candidates applying for the post **will not be permitted** to withdraw their name/ application on any stage of the selection process. Applications which are not accompanied by the requisite personal data as per Annexure-I will not be considered. Applications of only such candidates will be considered **which will be received through proper channel** (i.e. forwarded by the Competent Authority of Administrative setup of applicant's Department)

Applications for the above post in the enclosed proforma (**Annexure-I**) along-with other documents of the eligible and willing officers, who can be spared in the event of their selection may please be sent to the following address within 60 days from the date of publication of the vacancy circular in the "Employment News". Applications without attested photocopies of the ACRs/APARs or otherwise found incomplete and received after the last date will not be considered.

Deputy Director (In-charge Administration),
Lal Bahadur Shastri National Academy of Administration,
Mussoorie-248179, District Dehradun (Uttarakhand)

While forwarding the applications, it may please be confirmed that no disciplinary/ vigilance case is either pending or contemplated against the applicant. The **application in Annexure-I** must be accompanied with the following documents.

- i. Photostat copies of up-to-date CR/APARs dossiers of the candidate for the last five years, duly attested on each page by a Gazetted Officer (original ACRs/ APARs **may not be sent**)
- ii. Certificate of Vigilance Clearance
- iii. Certificate of Integrity and
- iv. Certificate of Major/ Minor penalties imposed on the official during last 10 years.

For more details of the vacancy, visit our website [www: lbsnaa.gov.in/vacancy.php](http://www.lbsnaa.gov.in/vacancy.php)



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Dated : 6th February, 2023