

No. A-12011/12018-ADM/ PPS/2023

Date: 6-2-2023

VACANCY CIRCULAR (On deputation basis)

Subject: Inviting applications for filling up the one post of Principal Private Secretary 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	Principal Private Secretary- One (1) post	
i.	Method of Appointment	Deputation
ii.	Classification of post	General Central Services, Group `A`, Gazetted, Non-Ministerial
iii.	Level in Pay Matrix (7 th CPC)	Level – 11 (Rs. 67,700-2,08,700) 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 under the Central Government or State Government or Union Territories or recognized Research Institutions or Universities or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisation who is:	
	a. i. Holding analogous post in Stenographer Cadre on regular basis in the parent cadre or Department; or ii. With six year's service in the Senior Private Secretary grade rendered after appointment thereto on regular basis in the Level-8 in the Pay Matrix (Rs. 47,600-151100) or equivalent in the parent cadre or department.	
Note 1:	Age Limit: 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: Period of deputation (including short term contract) including the period of deputation (including short term contract) 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 four years.	

vii.	<p>Duration of deputation:</p> <p>The period of deputation would be initially for one year extendable for upto three years. LBSNAA may extend the deputation beyond one year and for the specific time with the approval of the borrowing organisation. The extension would be subject to performance evaluation of the officer and the requirement in LBSNAA</p>
viii.	<p>Nature of Duties and responsibilities attached to the post</p> <p>The Principle Private Secretary will be attached to with the Director In-charge and the duties and responsibilities attached to the posts is to work as Staff Officer to the Officer with whom attached To work as Liaison Officer between important guests of the Director In-charge. To work as Lynch-pin between staff and the Director. Upkeep of the office of the Director and the electrical/ electronics equipment in good working conditions through various sections of the Academy. Maintenance of all confidential records like ACRs, etc. and the correspondence relating to the confidential matters. Organise tour programmes, seminars, conferences, workshops attended by the Director In-charge. Maintain records of important notes, course material prepared, correspondence emanating from Director's Office, Screening of Telephone calls and maintains record of telephone calls made by and for the Director In-charge. Organise arrangements for official function hosted by the Director In-charge for the Officer Trainees/ Course Participants/ Guests, etc. To help the Director in-charge in discharge of his/her duties as far as the duties of a PPS is concerned. To supervise the work of subordinate staff attached to the Director's office.</p>

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