

Government of India  
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\[lbsnaa@gov.in\]](mailto:aoadmn[lbsnaa@gov.in]),

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

No. A-12011/4/2023-ADM

Date: 26<sup>th</sup> September, 2023

### **VACANCY CIRCULAR**

Subject: Filling up one post of Data Processing Assistant in the LBSNAA Mussoorie on deputation (including short term contract) basis.

Application are invited for filling up one post of Data Processing Assistant (General Central Service, Group 'B', Gazetted, Non-Ministerial) in Level-7 (Rs 44900-142400) in the Pay Matrix in the Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, District Dehradun **on Deputation (including short term contract) basis**. Eligibility conditions i.e. educational and experience qualifications, period of deputation etc. are indicated below:-

**Pay level:** Level-7 (Rs.44900-142400 in the pay matrix).

**Eligibility:** Officers of the Central Government or State Governments or Universities or Recognised Research Institutions or Public Sector Undertakings or Semi-Government or Statutory or Autonomous Organisations:-

- a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) With five years' service in the grade rendered after appointment thereto on regular basis in posts in Pay Level-6 (Rs. 35400-112400) in the pay matrix; and

(b) Possessing the following educational qualifications and experience:

**Essential qualifications:**

- (i) Master's Degree in Computer Application or Information Technology or Computer Science of a recognized University or Institute ; or  
(ii) Bachelor of Engineering or Bachelor of Technology in computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology from a recognized University or Institute.

**Period:** The 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 organisation or Department in the Central Government shall not exceed three years.

**Duties and responsibilities of the post include:-**

To look after all matters pertaining to reprographic work, maintenance of equipments, etc., provide software/hardware information and performing technical support services for computer users; and any other related work as may be required from time to time.

**Regulation of Pay and other terms of deputation:** The pay of the selection candidate will be regulated under the provision contained in the DoPT O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended time to time.

**Age Limit:** The maximum age limit for appointment on deputation (including short-term contract) shall not exceed (fifty-six) 56 years as on the closing date of receipt of application.

The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Applications alongwith Biodata in the prescribed proforma (Annexure-I ) of the eligible candidates whose service can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma at Annexure-I) along-with the following documents may be forwarded in respect of each candidate separately to the Director, Lal Bahadur Shastri National Academy of Administration, Mussoorie 248179 within 60 days from the date of publication of the Advertisement in Employment News/Rozgar Samachar. Applications after the last date or without the documents noted above or otherwise found incomplete will not be considered :-

- i Attached photocopies of APARs dossiers of the candidate for the last five years, duly attested on each page by a Group 'A' Gazetted Officer (original ACRs/ APARs may not be sent)
- ii Certificate of Cadre Clearance
- iii Certificate of Vigilance Clearance
- iv Certificate of Integrity and
- v Certificate of Major/ Minor penalties imposed on the official during last 10 years.

Application not forwarded through proper channel or those received without the requisite certificate and necessary documents will not be entertained.

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

(Romeo Vincent Tete)  
Assistant Director (Administration)

Copy forwarded to the following with the request that a wide publicity may be given to the vacancy circular in their Ministry and their attached/ subordinate/ Autonomous Organization/ Institutions and the applications of the eligible candidates may be forwarded to this office within stipulated time:-

1. Website of LBSNAA and DoPT
2. The Secretary, Ministry of Information & Broadcasting, Government of India, New Delhi-110001
3. The Secretary, Department of Personnel & Training, Government of India, New Delhi-110001
4. The Secretary, Ministry of Communication, Patel Chowk, Sanchar Bhawan, New Delhi-110001
5. The Secretary, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, Room No. 131, North Block, New Delhi-110001
6. The Secretary, Central Board of Direct Taxes, Department of Revenue, Ministry of Finance, Room No. 154-A, North Block, New Delhi-110001
7. The Director General, National Information Centre, CGO Complex, A Block, Lodhi Road, New Delhi-110003
8. The Chairman, Telecom Commission-cum-Secretary, Sanchar Bhawan, New Delhi-110001
9. The Secretary, Department of Electronics, Electronic Niketan, 6, CGO Complex, New Delhi-110003
10. The Director, Ministry of Statistics & PI, Sardar Patel Bhawan, Parliament Street, New Delhi-110001
11. The Director General, Central Statistical Organisation, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001
12. The Registrar General, Census, Man Singh Road, New Delhi-110001
13. The Chairman, Railway Board, Rail Bhawan, New Delhi-110001
14. The Secretary, Department of Science & Technology, Technology Bhawan, Mehrauli Road, New Delhi-110001
15. The Director General, Defence Scientific Information & Documentation Centre, Metcalf House, Timarpur, New Delhi -110054.
16. The Secretary, Planning Commission, Yojana Bhawan, Parliament Street, New Delhi-110001.
17. The Secretary, Ministry of Labour & Employment, Shram Shakti Bhawan, New Delhi-110001
18. All Central Training Institute
19. All State Training Institute
20. Notice Board

**BIODATA/ CURRICULUM VITAE PROFORMA FOR SUBMISSION BY THE CANDIDATES FOR APPOINTMENT ON DEPUTATION**

{In accordance with DoPT OM # AB-14017/28/2014-Estt.(RR) dated 2.7.2015}

**(Submitted to LBSNAA, Mussoorie)**

**FOR THE POST OF \_\_\_\_\_**

1.	Name & Address [in Block letters]	
2.	Date of Birth (in Christian era):	
3.	(a) Date of entry into service	
	(b) Date of retirement under Central/ State Government rules:	
4.	Educational Qualifications:	
5.	Whether Educational and other qualifications required for the post are satisfied.  <i>(If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.)</i>	
	<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular .</b>	<b>Qualifications/Experience possessed by the Officer</b>  [in the case of Degree and Post graduate qualifications Elective/ main subjects may be indicated by the candidate]

	<b>Essential</b>	<b>Essential</b>
a)	Qualification:	Qualification:
b)	Experience	Experience
	<b>Desirable</b>	<b>Desirable</b>
a)	Qualification:	Qualification:
b)	Experience	Experience
<b>5.1</b>	<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/ Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.	
<b>5.2</b>	<b>Note:</b> In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects <b>may be indicated by the candidate.</b>	
6.	Please <b>state clearly</b> 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-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/ Organisation	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 / 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 you belong	
d)	Name of the post and Pay of the post held in substantive capacity in the parent organization	
<b>9.1 Note:</b>	In case of Officers already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with supporting document (Cadre Clearance, Vigilance Clearance and Integrity certificate)	
<b>9.2 Note:</b>	Information under Column 9(c) and (d) 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, post and other details	
11.	Additional details about present employment, please state whether working under	
a)	Central Government	
b)	State Government	
c)	Autonomous Organisations	
d)	Government Undertakings	
e)	Universities	
f)	Others	

12.	Please state whether you are working in the same Department and are in the feeder grade of 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. [Basic pay, Grade Pay, Total emoluments]	Basic pay (in level),
		Grade Pay/ Level
		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	

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ Interim relief/ other allowances etc. (with break up details)	Total Emolument

16-A	<p><b>Additional information</b>, if any, which you would like to mention in support of your suitability for the post.</p> <p>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]</p> <p><b>Note:</b> Enclose a separate sheet, if the space is insufficient.</p>	
16-B	<p><b>Achievement</b></p> <p>The candidates are requested to indicate information with regard to</p> <p>(i) Research Publications and Reports and</p>	

	<p>Special Projects,</p> <p>(ii) Awards/Scholarship/Official Appreciation,</p> <p>(iii) Affiliation with the professional bodies/institutions/societies and</p> <p>(iv) Patents registered in own name or achieved for the organisation</p> <p>(v) Any research/ Innovative measure involving official recognition</p> <p>(vi) other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient.)</b></p>	
17	<p>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</p>	
	<p># (The option of ‘STC’/ ‘Absorption’/ Re-employment’ are available only if the vacancy circular specially mentioned recruitment by “STC” or “Absorption” or “Re-employment”)</p>	
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 documents submitted in respect of Essential Qualifications/ 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\_\_\_\_\_

(As is given in ID Proof)

Address:\_\_\_\_\_

:\_\_\_\_\_

Date:

Contact Number (Mobile/Telephone),..... .Email ID :.....

**COUNTERSIGNED BY FORWARDING AUTHORITY.**

**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 possess educational qualification and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

**Also certified that:**

- (i) There is no vigilance case pending/contemplated against him/her.
- (ii) His / Her integrity is certified.
- (iii) His / Her ~~complete ACR/APAR Dossier in original is enclosed~~/photocopies of the ACRs/ APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/minor penalties have 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)**